

PERSONAL DATA ACCESS REQUEST FORM (“PD2”)



Guide for making a Personal Data Access Request

For the purpose of this form:

- a Data Subject is an individual who is requesting access to his/her own personal data; and
- a Third Party Requestor is another individual/entity that is requesting to correct/update personal data owned/Previously provided by a Data Subject.

Sections to fill:

- Sections applicable to requests made by Data Subject personally: 1, 2, 3, 5, & 6.
- Sections applicable to requests made by Third Party Requestor on behalf of Data Subject: 1, 2, 4, 5, & 6.

Supporting documents required:

- For Data Subjects – copy of the National Registration Identification Card (NRIC) or passport bearing signature of Data Subject.
- For Third Party Requestors (Individual) - copy of the NRIC or passport bearing signature of Third Party Requestor as well as documents evidencing the right/authority of the Third Party Requestor to the information of the Data Subject.
- For Third Party Requestors (Entity) – certified true copies of identity of Third Party Requestor as well as documents evidencing the right/authority of the Third Party Requestor to the information of the Data Subject.

Compliance with request:

- Please note that we will not be able to comply with your request in certain circumstances, e.g. where we are not able to verify your identity or similar requests have been received repetitively. However, we will notify you of any such decision.

Processing fee:

- The Requestor will be notified of the processing fee chargeable, if any, prior to the retrieval of personal data.
- Your request will be processed within 21 days from the date it is received by us.

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SECTION 1: NATURE OF RELATIONSHIP

Please state the nature of your relationship with us (please tick [✓] one of the following):

- I am an employee/former employee of Lion Group
(*You may skip Section 4 of this form*)
- I am a current/former customer, client, business associate, vendor service provider or supplier of Lion Group
(*You may skip Section 4 of this form*)
- I am making a request for personal data of another person
(*You may skip Section 3 of this form*)
- Others – and a Data Subject myself (*Please specify*)
(*You may skip Section 4 of this form*) _____

SECTION 2: LION GROUP OF COMPANIES

Please tick [✓] on the relevant Corporate Office/Operating Companies from whom you are requesting the personal data:

Corporate Office / Group Functions	Services / Retail / Trading / Hospitality
<input type="checkbox"/> Corporate Communication <input type="checkbox"/> Corporate Planning <input type="checkbox"/> Legal / Company Secretarial <input type="checkbox"/> Insurance <input type="checkbox"/> Treasury <input type="checkbox"/> Human Resource	<input type="checkbox"/> Secom (Malaysia) Sdn Bhd <input type="checkbox"/> CeDR Corporate Consulting Sdn Bhd <input type="checkbox"/> Lion Petroleum Products Sdn Bhd <input type="checkbox"/> Posim Marketing Sdn Bhd <input type="checkbox"/> Brands Pro Management Sdn Bhd
Steel	
<input type="checkbox"/> Amsteel Mills Sdn Bhd / Amsteel Mills Marketing Sdn Bhd <input type="checkbox"/> Bright Steel Sdn Bhd <input type="checkbox"/> Lion Steelworks Sdn Bhd <input type="checkbox"/> Megasteel Sdn Bhd	<input type="checkbox"/> Lion DRI Sdn Bhd <input type="checkbox"/> Secomex Manufacturing (M) Sdn Bhd <input type="checkbox"/> Singa Logistics Sdn Bhd <input type="checkbox"/> Antara Steel Mills Sdn Bhd
Property	Manufacturing
<input type="checkbox"/> Lion Group Property Division	<input type="checkbox"/> Likom Caseworks Sdn Bhd <input type="checkbox"/> Likom CMS Sdn Bhd
<input type="checkbox"/> Others (<i>to specify</i>) :	

SECTION 3: DATA SUBJECT (To be filled by Data Subject)

*Full name (as per NRIC): _____

*NRIC/Passport No : _____
(*Copy to be attached*)

Office phone: _____ *Mobile phone: _____

*e-mail: _____

Name of Officer/Department previously dealt with : _____

* (*mandatory fields*)

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SECTION 4: THIRD PARTY REQUESTOR (To be filled by Third Party Requestor)

This request is based on the following capacity (please tick [✓] one of the following):

- I am acting under the Data Subject's authorisation/mandate/Power of Attorney
- I am the legal/personal representative of the Data Subject
- I have a Warrant/Court Order allowing access to the Data Subject's personal data
- I am the executor/administrator of the Data Subject's estate
- Others (please specify)

**Please enclose proof of your authority to access the personal data of the Data Subject. You must ensure that the document has been certified by a Commissioner for Oaths, a Notary Public or an Advocate Solicitor.*

A) Particulars of Data Subject

*Full Name (as per NRIC): _____

*NRIC/Passport No. :
(Copy to be attached) _____

Name of Officer/Department previously
dealt with by Data Subject: _____

B) Particulars of Third Party Requestor

*Full Name (as per NRIC): _____

*NRIC/Passport No. :
(Copy to be attached) _____

Requestor's relationship
with Data Subject: _____

Name of Company/Firm/Agency:
(If the Third Party Requestor is a non-individual) _____

Company Registration No.: _____

Address Line 1: _____

Address Line 2: _____

Address Line 3: _____

Address Line 4: _____

Town/City: _____ Postal Code: _____

Country: _____

Office phone: _____ *Mobile phone: _____

*Email: _____

** (mandatory fields)*

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SECTION 5: PERSONAL DATA SOUGHT

A) Personal Data to which access is sought (please tick [✓] one or more of the following):

- Name
- National Registration Identification Card (NRIC)
- Passport Number/Foreign ID
- Registered/Permanent Address
- Correspondence/Mailing Address
- Email
- Residence Status
- Nationality
- Gender
- Date of Birth
- Marital Status
- Employer's Details (*to specify in space provided below*)
- Other Employment Details (*to specify in space provided below*)
- Others :

Attach additional sheets if necessary.

Please note that too general a description (e.g. 'all personal data') may result in us being unable to process your request due to our inability to locate/identify the specific personal data to which this request relates.

B) I/We hereby request the following (please tick [✓] one of the following):

- to be informed whether or not you are in possession of any such personal data
- access to view the personal data requested without a copy
- to be supplied with a copy of such personal data requested

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SECTION 6: DECLARATION

I/We, _____ hereby certify that the information given in this form and any document submitted/enclosed are true and accurate. I/We understand that:

- i. It will be necessary for you to verify my/our/the Third Party Requestor's identity, and
- ii. That you may contact me/us for more detailed information in order to locate the personal data requested.

I/We also understand that any and/or all personal data provided by me/us in this Personal Data Access Request Form will be collected and processed by you as personal data in accordance with the Personal Data Protection Act, 2010.

Signature :

Date :

INTERNAL/OFFICE USE ONLY							
	P-I-C	P-I-C	P-I-C	P-I-C	Reviewer	P-I-C	Reviewer
	Received by	Completed/ Declined/ Pending	Reasons for declining/ pending resolution	Remarks (with action plan where required)	Approved by/ Rejected by	Resolved by/ not able to resolve by	Approved by/ Rejected by
Signature							
Name							
Date							