



Personal Data Request Form

Protected when completed

For official use only

Personal Data Protection Act

Grounds for non-disclosure of "retained personal data"

Personal data shall not be disclosed in the cases prescribed below. In cases of non-disclosure, you will be notified to the effect of non-disclosure with an explanation given thereof.

- Cases where the person making the request cannot be confirmed owing to a discrepancy in the address given in the request form and in the address given in the documents to prove the identity of the individual or in the address registered with the company.
- Cases where the right of representation cannot be confirmed at the time of the application made by the agent.
- Cases where there is a mistake in the prescribed application documents.
- Cases where the subject matter for which disclosure is requested does not come under the "retained personal data".
- Cases where there is the risk that the disclosure of the personal information will harm the life, body, property or other rights and interests of the individual or a third party.
- Cases where there is the risk that there will be a seriously adverse effect on the proper implementation of the business of the company.
- Cases where disclosure will be in violation of other laws and regulations.

I wish to examine the information

Provide details regarding the information being sought

Method of transmission

Postal mail

Email

Name of applicant

Street, address, apartment

City or town

State

Postal Code

Telephone number

I request access to personal information about myself under the Personal Data Protection Act.

Copy of official document proving my identity card, driving license, passport & etc.

Payment of RM30.00 for the request.

Signature

Date

The personal data provided on this protected under the provisions of the of the *Personal Data Protection*

Mailing address:-

Personal Data Protection Office
Philea Resort & Spa
Lot 2940, Jalan Ayer Keroh,
Off Jalan Plaza Tol,
75450 Ayer Keroh, Melaka, Malaysia.