



Your Trusted Card Manufacturer Since 1990

## PERSONAL DATA ACCESS REQUEST FORM

1. Under the Personal Data Protection Act 2012 (“PDPA”), you are entitled to request for your personal data that we have, and request to know how your personal data has been used or disclosed over the past year.
2. Please complete this form and submit it to:

In person or by post:

Data Protection Officer  
Paclin Office Products Pte Ltd  
Ubi Rd 3, #04-03 Ubiplex 1  
Block 3023  
Singapore 408663

Email:

Attn to Data Protection Officer  
[Technical@paclin.com.sg](mailto:Technical@paclin.com.sg)  
Or  
[Annabel\\_chang@paclin.com.sg](mailto:Annabel_chang@paclin.com.sg)

### A. Requestor Details

|   |  |
|---|--|
| Full Name   |  |
| NRIC no./ Passport no./ Visit pass no./ Work permit no. / Employment pass no. |  |
| Contact no.<br><i>Note: We may contact you regarding your request</i>         |  |

### B. Data subject details

Details of individuals whose personal data is being requested  
*(This section should be completed if the access request is being made on behalf of another individual)*

|   |  |
|---|--|
| Full name   |  |
| NRIC no./ Passport no./ Visit pass no./ Work permit no. / Employment pass no. |  |

### C. Details of Personal Data Requested *(Describe the personal data requested)*

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### D. Additional information *(Please provide any additional information (if any) about the request E.g. Date range, time, etc.)*

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**E. Other information** *(We require verifying your identity before we can disclose the personal data. Please provide a copy of your NRIC/ Driving License/ Work Permit/ Employment Pass) (If you are requesting on behalf of another individual, please provide signed authorization letter and a copy of the authorizer)*

**F. Details of request** (An access request fee of \$25 will be charged for administrative purposes and we will respond to your request within 30 days after payment is made. If there are any other charges associated, we will inform you in advance)

Note:

Paclin is not obliged to fulfil requests relating to the following under the Personal Data Protection Act:

- Opinion data kept solely for evaluative purposes;
- Documents related to a prosecution if all proceedings related to the prosecution have not been completed;
- Personal data which is subject to legal privilege;
- Personal data which, if disclosed, would reveal confidential commercial information that could, in the opinion of a reasonable person, harm the competitive position of the organisation; or
- Personal data collected, used or disclosed without consent, under for the purposes of an investigation if the investigation and associated proceedings and appeals have not been completed

For more information, please visit [www.pdpc.gov.sg](http://www.pdpc.gov.sg)

**Declaration of requestor**

I confirm that

- The information given in this form is correct and complete
- A proof of identity and/ or authorisation letter has been enclosed

I am also aware that additional fees may be charged for the request after evaluation by the organisation

Name & Signature

Date (DD/MM/YYYY)