



Personal Data Request Form

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| Full Name | |
| Your residential/ mailing address (required if you want the personal data to be sent via postage) | |
| Contact Number | |
| Email Address | |
| Identification Number (required for verification) | |
| Please state the nature of your relationship with Plenus Global Pte Ltd | <input type="checkbox"/> A current/ former customer/member <input type="checkbox"/> A current/ former employee <input type="checkbox"/> A current/ former vendor/ supplier/ distributor/ business partner/ service provider <input type="checkbox"/> Other (specify) <hr/> * tick and/or delete where applicable |
| What type of data request would you like to make? | <input type="checkbox"/> Request for access to your personal data (Fill in Part 2, Page 2 only) <input type="checkbox"/> Withdraw consent to the collection, use and disclosure of your personal data (Fill in Part 3, Page 2 only) <input type="checkbox"/> Submit a complaint or grievance regarding of the handling of your personal data (Fill in Part 4, Page 2 only) <input type="checkbox"/> All (Fill in Part 2 – 4) |
| Declaration | <input type="checkbox"/> By ticking this box, I hereby declare and confirm that all information and supporting documents provided by me are accurate, true and complete. I understand that it will be necessary for Plenus Global Pte Ltd to verify my identity. The company reserves the right to contact me for the purpose of getting more detailed information to clarify or respond to any matter regarding my request/complaint. I consent to the collection, use and disclosure of my personal for the purpose of investigation, response and dealing with my request/complaint |

Please fill in the required info based on the instructions below.



Part 2 - Request for access to your personal data

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| Please provide a description of the personal data you are requesting access to, and any relevant additional information which can assist us in providing you with a copy of the personal data you are requesting for. | |
| Please specify how you would like to receive a copy of the personal data. | <input type="checkbox"/> Postage <input type="checkbox"/> Email |

Part 3 - Withdraw consent to the collection, use and disclosure of your personal data

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| Please specify the areas to withdraw your consent in the use of your personal data | <input type="checkbox"/> Direct Marketing and Promotions <input type="checkbox"/> Surveys/Feedback forms <input type="checkbox"/> Others <input type="checkbox"/> All |
| Please specify how you would like to receive a copy of the personal data. | <input type="checkbox"/> Postage <input type="checkbox"/> Email |

Part 4 - Submit a complaint or grievance regarding of the handling of your personal data

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| Party complained against (If possible, please identify the party by whom the act or practice in question was done or engaged in) | |
| Please state the nature of your complaint (State clearly how, when, by whom and which of your personal data was collected, used, disclosed or processed) List down any supporting documents or evidence provided (if any) | |
| Do you consent to the disclosure of your identity to the party complained against? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Please note that Plenus Global Pte Ltd reserves the right to refuse to deal with your request/complaint as may be permitted under the Personal Data Protection Act 2012. Personal data collected on this form is required to enable your request/complaint to be processed, and will only be used in connection with such request.