

PERSONAL DATA ACCESS REQUEST FORM

This Data Access Request is made to : AmFIRST Real Estate Investment Trust

Important Note:

- This Form is to be completed by individuals requesting access to personal data.
- This Form is not to be used for requesting copies of transactional documents.
- Your request may not be processed if:
 - (a) the information/document provided is incomplete; and/or
 - (b) the request is of commercially confidential information; and/or
 - (c) no payment of access request fee is received.
- Third Party Requestor is to be present at Am ARA's office to submit this Form and for verification of information and documents required.
- Processing Fees:- *Personal Data*: RM10.00 (copy required)/RM2.00 (no copy required).
- The supporting document(s) required in this Form must be provided and the relevant processing fee paid. We will respond within 21 days of receipt of the completed Form with accompanying documents and payment.
- Personal data collected on this Form is required to enable your Access Request to be processed, and will only be used in connection with this request.
- If you have any queries/need any guidance in filling-up this Form, you may contact the following officer in-charge:

Mr Jayasuraes Naidu a/l Subramaniam at 03-7955 8027 and/or e-mail at jayasuraes-naidu@ambankgroup.com
- All correspondences on this data access request must be made via e-mail to kamilah-ahmad@ambankgroup.com or by a written letter to:

Am ARA REIT Managers Sdn Bhd
Penthouse, Menara AmFIRST
No. 1, Jalan 19/3
46300 Petaling Jaya
Selangor
Attention : Puan Siti Kamilah Kulop Ahmad

PART A : ABOUT YOURSELF

<input type="checkbox"/>	I am a tenant / former tenant and I would like to access my personal data.
<input type="checkbox"/>	I am a Third Party Requestor [<i>i.e. I am making this request for personal data of another person.</i>]

PART B : PARTICULARS OF THE DATA SUBJECT

Full Name (as per NRIC)	
NRIC/Passport Number (copy to be attached)	
Address	
Demised Premise (Building & Unit No)	
Telephone No. (Office/Home & Mobile)	
Email Address	

PART C : PARTICULARS OF THIRD PARTY REQUESTOR**[to be filled if request is made by a person other than Data Subject]**

Full Name (as per NRIC)	
NRIC/Passport Number (copy to be attached)	
Address	
Telephone No. (Office/Home & Mobile)	
Email Address	
Purpose of requesting personal data of Data Subject	

This data access request is made on behalf of the Data Subject as the Data Subject:	
<input type="checkbox"/>	is a minor and I am the parent/legal guardian/parental responsibility over the Data Subject.
<input type="checkbox"/>	is incapable of managing his/her affairs and I have been appointed by Court to manage his/her affairs.
<input type="checkbox"/>	had passed away and I have been appointed as the administrators of the Data Subject's estate.
<input type="checkbox"/>	authorized me in writing to make this data access request.
<input type="checkbox"/>	others reason (<i>please specify</i>) :

In proof of my capacity, I hereby enclose the following:	
<input type="checkbox"/>	copy of my NRIC / Passport (<i>original to be produced for inspection</i>); and
<input type="checkbox"/>	original of Court Order / Power of Attorney
<input type="checkbox"/>	a written original of authorisation letter from Data Subject
<input type="checkbox"/>	Others (<i>please specify</i>) :

PART D : PERSONAL DATA SOUGHT

Please provide a description of the personal data requested to assist us to identify the data that you required. Please also state whether you would like a copy of the personal data requested.

PART E : DECLARATION

I, _____(NRIC/Passport No.: _____)
 hereby certify that the information given in this Form and all documents enclosed are true and accurate.

.....
 (Signature of Data Subject / Third Party Requestor)

Date :

PART F : RELEVANT SUPPORTING DOCUMENTS

A	Request by Data Subject	For Office Use
1.	Photocopy of NRIC/First page of Passport	<input type="checkbox"/>
2.	Other relevant supporting documents	<input type="checkbox"/>
3.	Access request fee	<input type="checkbox"/>
B	Request by Third Party	
1.	Photocopy of NRIC/First page of Passport of Data Subject	<input type="checkbox"/>
2.	Photocopy of NRIC/First page of Passport of Third Party requestor	<input type="checkbox"/>
3.	Authorization letter from Data Subject	<input type="checkbox"/>
4.	Other relevant supporting documents	<input type="checkbox"/>
5.	Access request fee	<input type="checkbox"/>

For Office Use Only:

Received by :
 (signature of staff/Property Manager receiving the correction request)

Name :

Designation :

Date :

Official Rubber Stamp: