**DATA CORRECTION REQUEST FORM**

1. **GUIDE FOR MAKING A PERSONAL DATA CORRECTION REQUEST (“DCR”)**
	1. For the purpose of this DCR form:
		1. As a Data Subject on the Personal Data Protection Act 2010 (“**PDPA**”), you may request to correct your personal data.
		2. For the purpose of identification and verification, you may be required to produce a copy of your National Registration Identification Card (NRIC) or passport, and where applicable, bearing your signature.
		3. Please note that UNIVILLAGE will not be able to comply with your request in certain circumstances, e.g. where UNIVILLAGE is not satisfied that the personal data to which your request relates is inaccurate, incomplete, misleading or not up-to-date in the first place, or where UNIVILLAGE is of the view that the update requested is inaccurate, incomplete or misleading. However, we will notify you of any such decision.
2. **CONTACT US**
	1. Please send in all completed forms to the following address: **admin@univillage.com.my**.
	2. Should any advice or guidance be required in completing this DCR form, please contact us at:

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| Telephone: | **+603-8727 6536** |
| E-mail: | **admin@univillage.com.my** |

*[the remainder of this page is intentionally left blank]*

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| **SECTION 1: PARTICULARS OF DATA SUBJECT***(only to be filled by the Data Subject himself/herself)* |
| Full Name (as per NRIC): |  |
| NRIC/Passport No.: |  |
| Data Subject’s Reference (e.g. client reference number): |  |
| Telephone No.: |  |
| Email Address: |  |

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| **SECTION 2: CORRECTION OF PERSONAL DATA***(only to be filled by the Data Subject himself/herself)**\*Please indicate the personal data to be correct (including where additions or deletions are to be made) and attach additional sheets where necessary.* |
| Personal Data Item (e.g. name, postal address, telephone number, etc.) | Before Correction | After Correction |
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| **SECTION 3: FORM OF CORRECTED PERSONAL DATA SOUGHT***(only to be filled by the Data Subject himself/herself)* |
| I would like a copy of my personal data corrected in the following form:[ ]  Hardcopy (please provide mailing address): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  E-mail (please provide email address if different from Section 1 above): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  No copy required. |

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| **SECTION 4: DECLARATION***(only to be filled by the Data Subject himself/herself)* |
| I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (NRIC/Passport No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) the undersigned, hereby certify that the information given in this DCR form and any documents submitted enclosed are true and accurate. I understand that (i) it will be necessary for UNIVILLAGE to verify my identify, and (ii) that UNIVILLAGE may contact me in order to verify the personal data to be corrected.I also understand that any/or all personal data provided by me in this DCR form will also be collected and processed by UNIVILLAGE as personal data in accordance with the PDPA.Signature:Date: |