

## PERSONAL DATA REQUEST FORM

### Things to Note

1. Please complete this form in the English language. PropertyGuru International (Malaysia) Sdn. Bhd. (**PG**) will refuse to comply with your request if your request is not made in the English language.
2. PG is entitled to deny you access to personal data which does not belong to you in accordance to the law.
3. If the personal data you request is recorded in an audio form, PG may provide a transcript of the relevant part which contains your personal information.
4. If the personal data you requested is in a CCTV recording, you will be required to provide a clear and coloured photograph of yourself, taken no later than 3 months prior to the date of the purported recording.
5. It is important that you specify in this form clearly and in detail the personal data for which you request information, correction, or withdrawal of consent. PG may refuse to comply with your request if you have not provided the information that PG reasonably requires.
6. The information that you have provided herein shall be used for processing your requests. The provision of the personal data herein is voluntary.
7. Please send a copy of the duly completed form to PG via facsimile or post at:

**PropertyGuru International (Malaysia) Sdn. Bhd.**

Level 3, Tower 3A, Avenue 3,  
The Horizon, Bangsar South,  
No. 8, Jalan Kerinchi,  
59200 Kuala Lumpur  
Malaysia

Attention: Privacy Officer

Phone Number: (+603) 2279 7555

Fax Number: (+603) 2279 7575

8. You shall bear all postage fees.
9. The following charges will be imposed on each submission of the request for access and the request for correction, to meet our costs in providing you with details of the information we hold about you and/or correcting such information:

- Request for access to personal data:

Item	Description	Fee
1	Data access request for a data subject's personal data with a copy of the personal data in an intelligible form	RM10
2	Data access request for a data subject's personal data without a copy of the personal data in an intelligible form	RM2

- Request for correction of personal data: RM 20 (including Malaysia's prevailing taxes)

10. The above charges may be subject to revision by PG from time to time (subject to the maximum fees permitted under the law).
11. The applicable charge shall be paid by way of cheque made out to **PropertyGuru International (Malaysia) Sdn. Bhd.** at the time of submission of the request.
12. Please attached separate sheets if necessary.

**Section A: Details of requestor**

**Type of Request**

*Please tick where applicable*

- |                          |                                                                                                 |
|--------------------------|-------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Correction of personal data ( <i>you will not need to fill in Section D</i> )                   |
| <input type="checkbox"/> | Access to personal data ( <i>you will not need to fill in Sections C and D</i> )                |
| <input type="checkbox"/> | Withdrawal of consent to use of personal data ( <i>you will not need to fill in Section C</i> ) |

**Requestor's Particulars**

<b>Name</b>	<b>:</b>	<i>If you were previously known by another name, please also state your previous name(s). Please also indicate the time period that you have used such name(s).</i>
<b>Gender</b>	<b>:</b>	Male / Female*
<b>Identification No</b>	<b>:</b>	NRIC / Passport No.*
<b>Address</b>	<b>:</b>	
<b>Previous Address</b>	<b>:</b>	<i>Complete this section if you have lived at your current address for less than one year. Please also indicate the time period that you have lived at each address.</i>
<b>Telephone No</b>	<b>:</b>	<i>If you have previously used other telephone number(s), please also state your previous number(s) and the time period that you have used each number.</i>
<b>Email</b>	<b>:</b>	<i>State all your email addresses. If you have previously used other email addresses, please also state your previous email addresses and the time period that you have used each email address.</i>

(\*Please delete where applicable)

**Proof of Identity**

Please enclose **certified true copies** of one of the following documents. Please tick where applicable.

- A validly signed passport, including photograph
- A valid Malaysia driving license
- National identity card

**Section B: Describe how you provided your personal data to PG**

Please indicate the date on which you have provided your personal data to PG, and the reason for doing so. Please provide as much information as possible.

Please tick where applicable

- |                          |                                 |                          |                                  |
|--------------------------|---------------------------------|--------------------------|----------------------------------|
| <input type="checkbox"/> | Job Application<br>Date:        | <input type="checkbox"/> | Commercial Dealings<br>Date:     |
| <input type="checkbox"/> | Visit to PG's premises<br>Date: | <input type="checkbox"/> | Secondment / Internship<br>Date: |
| <input type="checkbox"/> | Employment<br>Date:             | <input type="checkbox"/> | Others<br>Date:                  |

Please indicate to whom was your personal data provided to:

<b>Person-in-charge</b> :	
<b>Office/Department</b> :	
<b>Reference No (if any)</b> :	

Only complete this section if you require a recording of a **telephone call**:

<b>Date of telephone call</b> :	
<b>Time of the call</b> :	
<b>Your telephone number at time of call</b> :	
<b>Your name at time of call</b> :	

Only complete this section if you require a **CCTV recording**:

<b>Location of Camera</b> :	
<b>Date of Recording</b> :	
<b>Time of Recording</b> :	

**Section C: Request for Correction**

Please complete this section if you are requesting a correction of your personal data by PG.

<b>Type of Personal Data</b>	<b>Before Correction</b>	<b>After Correction</b>

**Section D: Cessation of use of personal data**

Specify the particulars of the personal data that you wish for PG to cease using. You consent to PG contacting you to inform you of the consequence of such withdrawal of consent.

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**Section E: Declaration of requestor**

I confirm that I am the requestor named in Section A, and I am submitting this form in relation to my own personal data. I confirm that the information provided herein is true and accurate. I understand that the information that I have supplied will be used to confirm my identity and help locate the information I have requested. I also understand that it may be used for statistical and monitoring purposes.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_