

PERSONAL DATA ACCESS REQUEST FORM

This Data Access Request is made to : Sara Worldwide Vacations Berhad (Company No. 197301003115 (19223-V))

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. Copies of transactional documents can be obtained from your relationship manager/ officer/ relevant Member Service Centre.
- Your request may not be processed if the information/ document provided is incomplete OR where the request is of a commercially confidential information.
- Third Party Requestor is to be present at the relevant office/ Member Service Centre to submit this form and for verification of information and documents required.
***Processing Fees:- Personal Data:** RM 10.00 (copy required)/ RM 2.00 (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.
- If you have any queries/ need any guidance in filling-up this form, you may contact: Member Relation Officer at (60)82-238007/ email to kch_memberservice@saraworldwide.com.my
- If you wish to mail this form, the duly completed form can be mailed/ faxed (together with payment of the required processing fee) to: Member Relation Officer (Data Access Request), 9th Floor, SEDC Plaza, Jalan Tunku Abdul Rahman, 93100 Kuching, Sarawak/ (60)82-248007 (Fax)

PART A: ABOUT YOURSELF

- I am a member and I would like to access my personal data
- I am a Third Party Requestor (i.e. I am making this request or personal data of another member.)

PART B: PARTICULARS OF THE DATA SUBJECT

Full Name (as per NIRC): _____
 NRIC/ Passport Number: _____ (photocopy to be attached)
 Address: _____
 Membership Number: _____
 Telephone Number:- Office/ Home/ Mobile: _____
 Email: _____

PART C: PARTICULARS OF THIRD PARTY REQUESTOR

[to be filled if request is made by a person other than Data Subject]

Full Name: _____
 NRIC/ Passport Number: _____ (photocopy to be attached)
 Address: _____
 Telephone Number:- Office/ Home/ Mobile: _____
 Email: _____

- I am making this request for the personal data of Data Subject because Data Subject:
- is a minor and I am the parent/ legal guardian / parental responsibility over the Data Subject
 - is incapable of managing his/ her affairs and I have been appointed by Court to manage his affairs
 - had passed away and I have been appointed as administrator of Data Subject's estate
 - authorised me in writing to make this data access request
 - other reason: (please specify):

- In proof of my capacity, I enclose the following:
- copy of my NRIC/ Passport (original to be produced for inspection); and
 - original of Court Order/ Power of Attorney
 - original of authorisation letter from Data Subject
 - other documents (please specify):

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PART D: THE REQUEST

→ I would like to be:

- informed whether or not the personal data is held by Sara Worldwide Vacations Berhad (i.e. no copy of personal data is required by me)
- to be supplied with a copy of the personal data requested

PART E: PREFERRED MANNER OF DELIVERY

→ The personal data requested:

- is to be mailed to my address stated above
- will be collected by me personally from your office/ Member Service Centre at.....

PART F: DECLARATION

(by Data Subject/ Third Party Requestor)

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 H: ACKNOWLEDGEMENT RECEIPT

(by Sara Worldwide Vacations Berhad)

Received by: Date Received:
(signature of Sara Worldwide Vacations Berhad staff receiving the request)

Name: Designation:

Office/ Member Service Centre: Official Stamp: