

**PERSONAL DATA CORRECTION REQUEST FORM**

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

**IMPORTANT NOTE:**

- This form is to be completed by individuals requesting correction to personal data.
- Your request may not be processed if the information/ document provided is incomplete.
- 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.
- The supporting document(s) required in this form must be provided. We will respond within 21 days of receipt of the completed form with accompanying documents.
- 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](mailto:kch_memberservice@saraworldwide.com.my)
- If you wish to mail this form, the duly completed form can be mailed/ faxed to: Member Relation Officer (Data Correction Request), 9<sup>th</sup> 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 on 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 correction 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 PERSONAL DATA CORRECTION REQUESTED**

Personal Data Item <i>(e.g.address, telephone number etc)</i>	Correction/ Deletion/ Additional of Personal Data	Product	Remark

**PART E: 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 F: 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: