

PERSONAL DATA CORRECTION REQUEST FORM FOR THE BANK OF NOVA SCOTIA BERHAD

GUIDE FOR MAKING A PERSONAL DATA CORRECTION REQUEST ("DCR")

FOR THE PURPOSE OF THIS FORM:

- a Data Subject is an individual who is requesting to correct his/her personal data; and
- a Third Party Requestor is another individual/entity that is requesting to correct the personal data of the Data Subject.

SECTIONS TO FILL:

- Sections applicable to requests made by a Data Subject personally: 1, 3, 4 & 5
- Sections applicable to requests made by a Third Party Requestor: 2, 3, 4 & 5

SUPPORTING DOCUMENTS REQUIRED:

- For Data Subjects – Copy of National Registration Identification Card (NRIC) or passport, bearing signature of Data Subject.
- For Third Party Requestors – Certified true copies of identity of Third Party Requestor as well as documents evidencing the right/authority of the Third Party Requestor to the information of the Data Subject.

COMPLIANCE WITH REQUESTS:

Please note that **THE BANK OF NOVA SCOTIA BERHAD** may not be able to comply with your request in certain circumstances, e.g. where **THE BANK OF NOVA SCOTIA BERHAD** 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 **THE BANK OF NOVA SCOTIA BERHAD** is of the view that the update requested is inaccurate, incomplete or misleading. However, we will notify you of any such decision.

COMPLETED FORM:

Please send in all completed forms to the following address:

*The Global Wholesale Operations
Level 10, Menara Hap Seng 2, Plaza Hap Seng
No. 1 Jalan P Ramlee
50250 Kuala Lumpur*

CONTACT US:

Should any advice or guidance be required in completing this form, please contact the Customer Service Department at your respective branches.

PERSONAL DATA CORRECTION REQUEST

Please tick [√] one of the following:

- I am / was a customer of **THE BANK OF NOVA SCOTIA BERHAD** and I would like to access my personal data
*(Please proceed to **Section 1** of this form)*
- I am / was a business associate of **THE BANK OF NOVA SCOTIA BERHAD** and I would like to access my personal data
*(Please proceed to **Section 1** of this form)*
- I am making this correction request in respect of the personal data of another person *(Please proceed to **Section 2** of this form)*

For all other requestors, please contact us directly.

SECTION 1: PARTICULARS OF DATA SUBJECT

**only to be filled by the data subject himself / herself*

Full name (as per NRIC) :
 NRIC/Passport Number :
 (copy to be attached)
 Data Subject's Reference :
 (e.g. visitor registration
 number, client reference
 number, etc)
 Telephone number :
 E-mail address (if any) :

SECTION 2: THIRD PARTY REQUESTER

**only to be filled by a third party requester*

(A) DETAILS ON REQUEST

My request is based on : Please tick [√] one of the following:

- I am acting under the Data Subject's authorization / mandate / Power of Attorney
- I am the legal / personal representative of the Data Subject
- I have a Warrant / Court Order allowing access to the Data Subject's personal data
- I am the executor/administrator of the Data Subject's estate
- Others (Please specify)

Purpose of Request :

(B) PARTICULARS OF DATA SUBJECT

Full name (as per NRIC) :
 NRIC / Passport Number :
 Data Subject's Reference :
 (e.g. visitor registration
 number, client reference
 number, etc)

(C) PARTICULARS OF THIRD PARTY REQUESTER

Full Name / Company Name :
 NRIC / Passport Number / Company Registration Number :
 Address :
 Telephone number :
 E-mail address (if any) :

SECTION 3: CORRECTION OF PERSONAL DATA

**Please indicate the personal data to be corrected and attach additional sheets where necessary.*

Personal Data Item (e.g. name, postal address, telephone number, etc.)	Before Correction	After Correction

SECTION 4: ADDITION OF PERSONAL DATA

** Please indicate the personal data to be added and attach additional sheets where necessary.*

Personal Data Item (e.g. name, postal address, telephone number, etc.)	Personal Data to be added

SECTION 5: DELETION OF PERSONAL DATA

** Please indicate the personal data to be deleted and attach additional sheets where necessary.*

Personal Data Item (e.g. name, postal address, telephone number, etc.) to be deleted	Reason(s) for Deletion

SECTION 6: FORM OF PERSONAL DATA SOUGHT

I would like my personal data in the following form :

- Hardcopy (please provide mailing address): _____

- E-mail (please provide e-mail address): _____

- Special Request: _____

SECTION 7: DECLARATION

I, _____ hereby certify that the information given in this form and any documents submitted enclosed are true and accurate. I understand that (i) it will be necessary for **THE BANK OF NOVA SCOTIA BERHAD** to verify my / the Third Party Requestor's identity, and (ii) that **THE BANK OF NOVA SCOTIA BERHAD** may contact me in order to verify the personal data to be corrected.

I also understand that any and/or all personal data provided by me in this Personal Data Correction Request Form will be collected and processed by **THE BANK OF NOVA SCOTIA BERHAD** as personal data in accordance with the Personal Data Protection Act 2010.

Signed: _____

Date: _____