



Company Registration Number: 201018203N

## **Form 4.0** **Form for Correction Request**

1. Under the Personal Data Protection Act 2012 (“PDPA”), you are entitled to correct an error or omission in the personal data that we have.

2. Please complete this form and submit it to:

Email: [dpo@esprimo.com.sg](mailto:dpo@esprimo.com.sg)

Mail to:

70 Ubi Crescent, #01-01, Ubi Techpark, Singapore 408570

3. We will respond to your request for correction within 30 days. If we are unable to fulfil your correction request within 30 days after receiving the request, we will inform you in writing of the time in which we are able to fulfil the correction request.

4. Please note that the corrected personal data will be sent to the organisations to which the personal data was disclosed by us within one (1) year before the date the correction was made, unless they do not need it for any legal or business purpose. However, please let us know if you prefer or agree to send the corrected personal data only to specific organisations (not being a credit bureau), and we will send the corrected personal data only to those specific organisations.

5. Under Section 22(4) PDPA, we may not correct the personal data if we are satisfied on reasonable grounds that the correction should not be made.

Please check the applicable box (es):

- I am making a correction request for my own personal data

Name of requestor:

Contact number:

Email address:

Please furnish a copy of your event’s confirmation slip for verification purposes.

- I am making a correction request on behalf of another individual

Name of the other individual whom you are making a correction request on behalf of:

Name of requestor:

Contact number:

Email address:

Please furnish a copy of your event’s confirmation slip for verification purposes.

To enable us to process your correction request quickly and efficiently, please

- 1) Specify the personal data you wish to correct; and
- 2) Provide us with any information that may enable us to locate the personal data to be corrected, including information obtained from your previous access request identifying the specific personal data, time and date of collection, and its location.

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● Tel: 6281 138 ● Fax: 6281 1938

● Website <http://www.esprimo.com.sg> ● Email: [dpo@esprimo.com.sg](mailto:dpo@esprimo.com.sg)

