

Appendix 2: Data Access Request Form

I. APPLICATION TO ACCESS PERSONAL DATA

Under the Personal Data Protection Act 2012 ("PDPA"), you are entitled to request for your personal data that we have, and request to know how your personal data has been used or disclosed over the past year.

1. Please complete this form and submit it to:

In person or by post:

Data Protection Officer
Summit Power International Limited
1 Raffles Place #52-00
One Raffles Place Tower 1
Singapore 048616

Or via email to:

DPO.SPI@summitpowerinternational.com

II. PARTICULARS OF REQUESTOR

Name of requestor:

Contact number (mobile):

Email address:

Please check the applicable box(es):

- I am making an access request for my own personal data
- I am making an access request on behalf of other individual(s) (please provide evidence that the other individual has authorized you to do so)

Please complete this section if you are making an access request on behalf of other individual(s)

Name of other individual(s) whom you are making an access request on behalf of:

Contact number (mobile):

Email address:

III. DESCRIPTION OF THE PERSONAL DATA REQUESTED

To enable us to process your access request quickly and efficiently, please provide us with as much information as possible about the personal data you are requesting access to (e.g. type of personal data, date, time).

Additional Notes:

1. This request may take 15 days to be fulfilled. Should SPI require more time, our DPO shall email to you at your email provided before the end of 15 days.
2. As the disclosure of personal data is sensitive, SPI may require you to provide proof or evidence of your identity if your request is received via email for your personal data or another person's personal data, before we process your request. You should also provide legal authorization if you are applying on behalf of another person.
3. If your request is not granted, SPI shall provide you with sufficient reasons, which may be those exceptions provided under the PDPA or other written law.
4. After your application is received and is satisfactory, SPI shall acknowledge your request via an email to you.