

Appendix 3: Data Correction Request Form

I. APPLICATION TO CORRECT PERSONAL DATA	
<p>1. Under the Personal Data Protection Act 2012 (“PDPA”), you are entitled to correct your personal data that we have, and request to know how your personal data has been used or disclosed over the past year.</p> <p>2. Please complete this form and submit it to:</p> <p style="text-align: center;">In person or by post: Data Protection Officer Summit Power International Limited 1 Raffles Place #52-00 One Raffles Place Tower 1 Singapore 048616</p> <p style="text-align: right;">Or via email to: DPO.SPI@summitpowerinternational.com</p>	
II. PARTICULARS OF REQUESTOR	
Name of requestor:	
Contact number (mobile):	Email address:
<p>Please check the applicable box(es):</p> <p><input type="checkbox"/> I am making a correction request for my own personal data</p> <p><input type="checkbox"/> I am making a correction request on behalf of other individual(s) (please provide evidence that the other individual has authorized you to do so)</p>	
Please complete this section if you are making a correction request on behalf of other individual(s)	
Name of other individual(s) whom you are making a correction request on behalf of:	
Contact number (mobile):	Email address:
III. DESCRIPTION OF PERSONAL DATA TO BE CORRECTED	
<p>To enable us to process your correction request quickly and efficiently, please provide us with as much information as possible about the personal data you are requesting correction on (e.g. type of personal data, date, time).</p>	

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 accuracy of personal data is important to us, SPI may require you to provide proof or evidence of your identity if your request is received via email or if you apply in relation to 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. After your application is received and is satisfactory, SPI shall acknowledge your request via an email to you.