**PERSONAL DATA CORRECTION REQUEST FORM**

For the purpose of this form, individual who is the subject of the personal data (hereinafter referred as Data Subject) requesting to correct his/her personal data must provide identification by providing copy of Identity card (NRIC) or passport bearing the signature of the “Data Subject”.

Please note that, we may not be able to process your request in the event of the personal data provided is inaccurate, incomplete, misleading or not up to date in the first place. Please send the completed form to: Customer Service KOSE (Malaysia) Sdn. Bhd, at Unit 7-04, Level 7, Nucleus Tower, No.10, Jalan PJU 7/6, Mutiara Damansara, Petaling Jaya, Selangor Darul Ehsan.

 In the event such a Notice is sent by post, it will be deemed to have been delivered effectively only if received by the Company. A request to access or correct personal data may subject to a fee and also to requirements under Personal Data Protection Act 2010.

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| **SECTION 1 : TO BE FILLED IN BY A DATA SUBJECT**  |
| Full Name as per NRIC |  |  |  |  |  |  |  |
| New NRIC (Attach copy) |  |  |  |  |  |  |  |
| \*House Phone |  |  |  |  |  |  |  |
| \*Office Phone |  |  |  |  |  |  |  |
| \*Mobile phone |  |  |  |  |  |  |  |
| \**Non-mandatory information* |  |  |  |  |  |  |  |
| **SECTION 2 : TO BE FILLED IN BY THIRD PARTY IF THIRD PARTY REPRESENT DATA SUBJECT TO SUBMIT REQUEST TO CHANGE DATA SUBJECT PERSONAL DATA** |
| A : Particulars of Data Subject |
| Full Name as per NRIC |  |  |  |  |  |  |  |
| New NRIC (Attach copy) |  |  |  |  |  |  |  |
| B : Particular of Third Party Requestor |
| Full Name as per NRIC |  |  |  |  |  |  |  |
| New NRIC (Attach copy) |  |  |  |  |  |  |  |
| Address |  |  |  |  |  |  |  |
| \*House Phone |  |  |  |  |  |  |  |
| \*Office Phone |  |  |  |  |  |  |  |
| \*Mobile phone |  |  |  |  |  |  |  |
| Note :Please attached an authorization letter by the Data Subject to submit request of change of personal data of the Data Subject\**Non-mandatory information* |

**CORRECTION OF PERSONAL DATA**

(Please indicate the personal data to be corrected.)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name  |  |  |  |  |  |  |  |  |
| NRIC |  |  |  |  |  |  |  |  |
| Old IC No |  |  |  |  |  |  |  |  |
| Passport No |  |  |  |  |  |  |  |  |
| Gender (M/F) |  |  |  |  |  |  |  |  |
| Date of birth |  |  |  |  |  |  |  |  |
| Age |  |  |  |  |  |  |  |  |
| Telephone no |  |  |  |  |  |  |  |  |
| Nationality |  |  |  |  |  |  |  |  |
| Marital Status |  |  |  |  |  |  |  |  |
| Race |  |  |  |  |  |  |  |  |
| Occupation |  |  |  |  |  |  |  |  |
| Annual Income |  |  |  |  |  |  |  |  |
| E-mail address |  |  |  |  |  |  |  |  |
| Correspondence Address |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Other than the above, please indicate in the column below |
|  |  |  |  |  |  |  |  |  |  |
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**Declaration**

I, …………………………………………………………………………hereby certify that the information given in this form and any documents submitted are true and accurate. I, hereby agreed to be contacted by the Company to verify the identity of the Third Party submitting the request on my behalf.

I also understand that any and /or all personal data provided by me in this Personal Data Correction Form will be collected and processed in accordance with the Personal Data Protection Act 2010.

Signature : …………………………………..

Date : …………………………………