

### 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. Please complete page 1 of this form and email it to: dpo@bossini.com.sg and provide proof of your identity (e.g. NRIC/FIN) together with the submission of this form.

### particulars of requestor

VIP No. (If applicable) :

Name of requestor :

Contact number :

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 complete this section if you are making an access request on behalf of other individual(s). Please provide written authorisation and proof of identity of such person in addition to evidence of your identity.

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

Contact number :

Email address :

### description of the personal data requested

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).

### declaration of requestor

By submitting this form, I confirm that the information stated above is true, complete and accurate to the best of my knowledge and belief. I am also aware that fees may be charged for the request after evaluation.

\_\_\_\_\_  
Name & Signature

\_\_\_\_\_  
Date (DD/MM/YYYY)

**Note:**

- We will respond to your request within thirty (30) working days. If there are any charges associated, we will notify you in advance.
- For more details, please refer to our access policy found on our website at: <https://www.bossini.com.sg/privacy-policy/>

for staff completion only:

**for approval**

Name / Designation :  
Department :  
Fee to be charged, if applicable :

Request outcome  
 Approved  
 Rejected Reason: \_\_\_\_\_

\_\_\_\_\_  
Signature & Date

**for preparation**

Name / Designation :  
Department :  
Date of completion for preparation :

\_\_\_\_\_  
Signature & Date

**for completion of request**

Name / Designation :  
Department :  
Date of request completion :

\_\_\_\_\_  
Signature & Date

acknowledgement of personal data received for an access request (by requestor)

no.	document/material	date received
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

**acknowledgement of requestor**

Name of Recipient :

Contact Details :

---

Name & Signature

---

Date (DD/MM/YYYY)