



DATA ACCESS REQUEST FORM

Please provide us with your particulars so that we can verify your identity in order to process this request.

Email the completed form to dpo@lesamis.com.sg

1	Your name (in full)	
2	Your residential/ mailing address	
3	Your contact details	Contact No.: Fax No.: Email Address:
4	Your NRIC No./Passport No.	(please attach a copy of your NRIC or Passport for verification)
6	Please state the nature of your relationship with Les Amis Holdings Pte Ltd	<input type="checkbox"/> A current/ former customer <input type="checkbox"/> A current/ former employee <input type="checkbox"/> A current/ former vendor/ supplier/ distributor/ business partner/ service provider <input type="checkbox"/> Other (specify) _____ * tick and/or delete where applicable
7	Please provide a description of the personal data you are requesting access to, and any relevant additional information which can assist us in providing you with a copy of the personal data you are requesting for.	
8	Please specify if you would like to simply view the personal data or to receive a copy of the personal data.	<input type="checkbox"/> View <input type="checkbox"/> Receive a copy

9	<p>Please sign this form and check that information you have provided is accurate.</p> <p>Kindly send this form together with any relevant supporting</p>	<p><input type="checkbox"/> By ticking this box, I hereby declare and confirm that all information and supporting documents provided by me in connection with this Access Request are true, accurate and complete. I understand that it will be necessary for Les Amis Holdings Pte Ltd to verify my identity and that Les Amis Holdings Pte Ltd may contact me for more detailed information in order to locate the personal data requested and I consent to the collection, use and disclosure</p>
10	<p>Documents and the cheque/ postal order to the Data Protection Officer. Please refer to points 2, 3 and 4 under Important Notes below.</p>	<p>The personal data that I have provided in this form for the purpose of complying with my Access Request.</p> <p>Date : _____</p>

Important Notes:

(1) Please note that Les Amis Holdings Pte Ltd reserves the right to restrict access to certain personal data or refuse to comply with your Data Access Request as may be permitted under the Personal Data Protection Act 2012. We can only provide you with personal data that is in our possession or under our control. To process this request, the information in this form may need to be given to third party service providers to Les Amis Holdings Pte Ltd.

(2) Depending on the nature and scope of the work required to process your access request, Les Amis Holdings Pte Ltd may be required to impose a fee to recover its administrative costs. This will be assessed on a case-by-case basis by our Data Protection Officer. Where such a fee is to be imposed, a written estimate of the fee will be provided to you for your consideration. In such a case, please communicate your agreement to the payment of the fee in writing. If you do not agree to the payment of the fee, Les Amis Holdings Pte Ltd will not be able to process your Data Access Request.

(3) Please also note that in certain instances where a fee is to be collected, Les Amis Holdings Pte Ltd may require a deposit to process your Data Access Request. You will be notified if such a deposit is required when Les Amis Holdings Pte Ltd provides you with a written estimate of the fee. In such an event, Les Amis Holdings Pte Ltd will not be able to process your Data Access Request until such a deposit is collected.

(4) Kindly note that (2) and (3) above do not apply if Les Amis Holdings Pte Ltd does not charge a fee your Data Access Request.



.(5) Personal data collected on this form is required to enable your Data Access Request to be processed, and will only be used in connection with such request.

.(6) Please note that your data may be shared with the following Data Recipients as seen below for processing purposes:

CLASSES OF THE DATA RECIPIENTS	
1	Signetique
2	Pentacle
3	Quandoo
4	Chope
5	MailChimp
6	Vinum Pte Ltd

For official use only:

Received by: _____ Date: _____

Verified by: _____ Date: _____

Remarks: _____