



## EasyParcel Personal Data Request Form

Please complete this form if you wish to exercise your rights under the Singapore Personal Data Protection Act 2012 (“PDPA”) in respect of your personal data held by **EASYPARCEL SINGAPORE PTE. LTD.** (“EasyParcel”). For verification purposes, we may require proof of your identity.

### 1. Requestor’s Details

Field	Details
Full Name	
Identification / Passport No.	
Contact No.	
Email Address	
Correspondence Address	
Relationship with Company	<input type="checkbox"/> Customer <input type="checkbox"/> Former Customer <input type="checkbox"/> Employee <input type="checkbox"/> Other (please specify): _____

### 2. Type of Request (Please tick the appropriate box)

<input type="checkbox"/>	<b>Access Request:</b>	I wish to access and obtain a copy of the personal data that your organisation holds about me.
<input type="checkbox"/>	<b>Correction / Update Request:</b>	I wish to correct or update my personal data as stated below.
<input type="checkbox"/>	<b>Deletion / Removal Request:</b>	I wish to request for the removal or erasure of my personal data from your records, where permissible under the PDPA, subject to any retention obligations under applicable laws and regulations or legitimate business needs.
<input type="checkbox"/>	<b>Data Portability Request:</b>	I wish to obtain a copy of my personal data in a machine-readable format (where applicable).
<input type="checkbox"/>	<b>Withdrawal of Consent:</b>	I wish to withdraw my consent for processing of my personal data for the following purpose(s): _____ _____ _____
<input type="checkbox"/>	<b>Other (please specify):</b>	_____ _____

### 3. Details of Data to be Accessed / Corrected / Removed

Please describe clearly the information or personal data concerned (e.g. account number, date of transaction, email address used, etc.):

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If you are requesting for correction/update, please specify the **new or corrected information**:

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**4. Verification of Identity**

To protect your personal data, please attach a copy of your identification document (e.g. NRIC/passport) for verification purposes. If you are submitting this request on behalf of another person, please also provide:

- Written authorisation from the individual; and
- A copy of your identification document.

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**5. Preferred Method of Response**

Email  Postal Mail  Other: \_\_\_\_\_

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**6. Retention Exception**

While EasyParcel respects your right to request for deletion or removal of your personal data, please note that we may retain certain personal data where required under applicable laws and regulations, including but not limited to tax, employment, or contractual obligations.

Such retention will be limited to the extent necessary to fulfil those legal or business requirements, after which the data will be securely disposed of.

**7. Declaration and Signature**

I confirm that the information provided in this form is true, complete, and accurate to the best of my knowledge. I understand that **EASYPARCEL SINGAPORE PTE. LTD.** may contact me, where necessary, to verify my identity or to seek clarification regarding this request.

I further acknowledge that any personal data collected, used, or disclosed in connection with this request will be processed in accordance with the Singapore Personal Data Protection Act 2012 (PDPA) and EasyParcel’s internal data protection policies. I also acknowledge that an administrative fee may be charged where permitted by law.

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**Signature**

**Date:**