

PERSONAL DATA CORRECTION REQUEST FORM



This Data Correction Request is made to : Sara Worldwide Vacations Berhad (Company No. 19223-V)

IMPORTANT NOTE:

- This form is to be completed by individuals requesting correction to personal data.
- Your request may not be processed if the information/ document provided is incomplete.
- Third Party Requestor is to be present at the relevant office/ Member Service Centre to submit this form and for verification of information and documents required.
- The supporting document(s) required in this form must be provided. We will respond within 21 days of receipt of the completed form with accompanying documents.
- If you have any queries/ need any guidance in filling-up this form, you may contact: Member Relation Officer at (60)82-238007/ email to kch_memberservice@saraworldwide.com.my
- If you wish to mail this form, the duly completed form can be mailed/ faxed to: Member Relation Officer (Data Correction Request), Unit W22-01, Ariva Gateway, Level 22, No.9, Jalan Bukit Mata, 93100 Kuching, Sarawak/ (60)82-248007(Fax)

PART A: ABOUT YOURSELF

- I am a member and I would like to access my personal data
- I am a Third Party Requestor (i.e. I am making this request on personal data of another member.)

PART B: PARTICULARS OF THE DATA SUBJECT

Full Name (as per NIRC): _____
NRIC/ Passport Number: _____ (photocopy to be attached)
Address: _____
Membership Number: _____
Telephone Number:- Office/ Home/ Mobile: _____
Email: _____

PART C: PARTICULARS OF THIRD PARTY REQUESTOR

[to be filled if request is made by a person other than Data Subject]

Full Name: _____
NRIC/ Passport Number: _____ (photocopy to be attached)
Address: _____
Telephone Number:- Office/ Home/ Mobile: _____
Email: _____

- I am making this request for the personal data of Data Subject because Data Subject:
- is a minor and I am the parent/ legal guardian / parental responsibility over the Data Subject
 - is incapable of managing his/ her affairs and I have been appointed by Court to manage his affairs
 - had passed away and I have been appointed as administrator of Data Subject's estate
 - authorised me in writing to make this data correction request
 - other reason: (please specify):

- In proof of my capacity, I enclose the following:
- copy of my NRIC/ Passport (original to be produced for inspection); and
 - original of Court Order/ Power of Attorney
 - original of authorisation letter from Data Subject
 - other documents (please specify):

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PART D: THE PERSONAL DATA CORRECTION REQUESTED

Personal Data Item <i>(e.g.address, telephone number etc)</i>	Correction/ Deletion/ Additional of Personal Data	Product	Remark

PART E: DECLARATION

(by Data Subject/ Third Party Requestor)

I, _____ (NRIC/ Passport No: _____) hereby certify that the information given in this form and all documents enclosed are true and accurate.

.....
(Signature of Data Subject/ Third Party Requestor)

Date:

PART F: ACKNOWLEDGEMENT RECEIPT

(by Sara Worldwide Vacations Berhad)

Received by:
(signature of Sara Worldwide Vacations Berhad staff receiving the request)

Date Received:

Name:

Designation:

Office/ Member Service Centre:

Official Stamp: