

PERSONAL DATA REQUEST FORM
Personal Data Protection Act 2012

Important:

1. The requested data and reply will be provided to you through your preferred mode of reply within 30 days from the date of submission of the duly completed form to Olympus Singapore Pte Ltd ("**OSP**"). Please complete the Personal Data Request Form and ensure that the information provided is true and correct.

OSP will contact you within 30 days via your preferred mode of reply if more information is required to process your request or should more time be needed to provide you with the required information.

Please send a copy of the duly completed form to Olympus Singapore Pte. Ltd. through

Data Protection Officer

Corporate Compliance Department

Olympus Singapore Pte. Ltd.

438B Alexandra Road, Alexandra Technopark Block B Lobby 3

Units 03-07/12, Singapore 119968

2. OSP is not obliged to provide information in respect of:-

(a) personal data related to on-going investigation and legal proceeding;

(b) personal data which, if disclosed, would cause immediate / grave harm to the individual's safety or physical or mental health or threaten the safety, physical or mental health of another individual;

(c) personal data about another individual;

(d) information that would reveal confidential commercial information that could harm the competitive information of the organization; and

(e) any other reasons set out in the Personal Data Protection Act 2012 ("PDPA").

3. OSP reserves the right to charge a reasonable administrative fee for access service.

4. The Personal Data that you have provided herein shall be used for processing your request. The provision of the Personal Data herein is voluntary. By providing such Personal Data, you consent to the collection, use, and disclosure of such Personal Data for the said purpose.

Requestor's Particulars:

Name	If you were previously known by another name, please also state your previous name(s). Please also indicate the time period that you have used such name(s). Official Name: Known as:
Gender	Male / Female*
Identification No	NRIC No. (for Singapore and SPR) / Passport No. (for foreigners)*
Address	
Previous Address	<i>Complete this section if you have lived at your current address for less than one year. Please also indicate the time period that you have lived at each address.</i>
Telephone No.	<i>If you have previously used other telephone number(s), please also state your previous number(s) and the time period that you have used each number.</i>
Email Address	<i>State all your email addresses. If you have previously used other email address(es), please also state your previous email address(es) and the time period that you have used each email address.</i>
<u>Preferred Mode of reply</u>	<i>Post /Email</i>

Type of Request:

- Please tick where applicable. Access to Personal Data (you will not need to fill in Sections B and C)*
- Correction of personal data (you will not need to fill in Section A and C)*
- Withdrawal of consent to use and disclose of Personal Data (you will not need to fill in Section A and B)*

Section A: Request for Access

Please indicate the details of Personal Data you have provided and the reason for access to such information.

Date

Personal Data

***Purpose of use**

Reason to access

***Reference No.**

Section B: Request for Correction

Please complete this section if you are requesting for a correction of your personal data by Olympus Singapore Pte Ltd.

<i>Before Correction</i>	<i>After Correction</i>

Section C: Withdrawal of Consent

Part 3: Important information on Withdrawal of Consent

1. This Notice of Withdrawal of Consent must be duly & fully completed accurately, dated and signed by the person requesting for the withdrawal.
2. Please scan the completed Notice of Withdrawal of Consent and email to pdpa.osp@olympus-ap.com
3. The Data Protection Officer will contact you via email if more information is required to process your request for the withdrawal.
4. Upon the receipt of this completed Notice of Withdrawal of Consent, OSP and our data intermediaries will discontinue sending marketing messages to you to your listed Singapore telephone number(s) through the withdrawn communication means and cease using your personal data where indicated by you within thirty (30) working days from the date of receipt of your notice.

Please indicate the purpose for which you wish to withdraw consent to use your personal data

- For marketing and promotion materials
- Others (please specify) _____

Reasons (optional)