



## PERSONAL DATA CORRECTION REQUEST FORM

This Data Correction Request is made to : AmFIRST Real Estate Investment Trust

### 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; and/or
- Third Party Requestor is to be present at AmREIT Managers Sdn. Bhd. office 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 twenty one (21) days of receipt of the completed Form with accompanying documents.
- Personal data collected on this Form is required to enable your Correction Request to be processed, and will only be used in connection with this request.
- If you have any queries/need any guidance in filling-up this Form, you may contact the following officer in-charge:

Encik Abdul Rahman Mohd Joned at Direct Line: 03-7955 8120, Office: 03 - 7955 8360/80\_ and/or e-mail at [rahman-joned@ambankgroup.com](mailto:rahman-joned@ambankgroup.com)

- All correspondences on this data correction request can be made via e-mail to [asilah-johari@ambankgroup.com](mailto:asilah-johari@ambankgroup.com) and/or [nurfadhilah.mazlan@ambankgroup.com](mailto:nurfadhilah.mazlan@ambankgroup.com), by fax at 03 - 7955 8360/80 or by a written letter to:

AmREIT Managers Sdn. Bhd.  
Penthouse, Menara AmFIRST  
No. 1, Jalan 19/3  
46300 Petaling Jaya  
Selangor  
Attention : Ms Asilah / Ms. Fadhilah

**PART A : ABOUT YOURSELF**

<input type="checkbox"/>	I am a tenant / former tenant and I would like to correct my personal data.
<input type="checkbox"/>	I am a Third Party Requestor [i.e. I am making this request for personal data correction for another person.]

**PART B : PARTICULARS OF THE DATA SUBJECT**

Full Name <i>(as per NRIC)</i>	
NRIC/Passport Number <i>(copy to be attached)</i>	
Address	
Demised Premise <i>(Building &amp; Unit No)</i>	
Telephone No. <i>(Office/Home &amp; Mobile)</i>	
Email Address	

**PART C : PARTICULARS OF THIRD PARTY REQUESTOR**  
*[ to be filled if request is made by a person other than Data Subject ]*

Full Name <i>(as per NRIC)</i>	
NRIC/Passport Number <i>(copy to be attached)</i>	
Address	
Telephone No. <i>(Office/Home &amp; Mobile)</i>	
Email Address	
Purpose of requesting the correction of personal data of Data Subject	

<b>This data correction request is made on behalf of the Data Subject as the Data Subject:</b>	
<input type="checkbox"/>	is a minor and I am the parent/legal guardian/parental responsibility over the Data Subject.
<input type="checkbox"/>	is incapable of managing his/her affairs and I have been appointed by Court to manage his/her affairs.
<input type="checkbox"/>	had passed away and I have been appointed as the administrators of the Data Subject's estate.
<input type="checkbox"/>	authorized me in writing to make this data correction request.
<input type="checkbox"/>	others reason ( <i>please specify</i> ) :

<b>In proof of my capacity, I hereby enclose the following:</b>	
<input type="checkbox"/>	copy of my NRIC / Passport (original to be produced for inspection); and
<input type="checkbox"/>	original of Court Order / Power of Attorney
<input type="checkbox"/>	a written original of authorisation letter from Data Subject
<input type="checkbox"/>	others ( <i>please specify</i> ) :

**PART D : PERSONAL DATA CORRECTION SOUGHT**

Please provide a description of the personal data correction requested.

<b>Personal Date Item</b> <i>(e.g: address, telephone number, correspondence address etc).</i>	<b>Correction/ Deletion / Addition of Personal Data</b>	<b>Remark</b>

**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 : RELEVANT SUPPORTING DOCUMENTS**

<b>A</b>	<b>Request by Data Subject</b>	<b>For Office Use</b>
1.	Photocopy of NRIC/First page of Passport	<input type="checkbox"/>
2.	Other relevant supporting documents	<input type="checkbox"/>
<b>B</b>	<b>Request by Third Party</b>	
1.	Photocopy of NRIC/First page of Passport of Data Subject	<input type="checkbox"/>
2.	Photocopy of NRIC/First page of Passport of Third Party requestor	<input type="checkbox"/>
3.	Authorization letter from Data Subject	<input type="checkbox"/>
4.	Other relevant supporting documents	<input type="checkbox"/>

**For Office Use Only:**

Received by : .....  
 (signature of staff/Property Manager receiving the correction request)

Name : .....

Designation : .....

Date : .....

Official Rubber Stamp: