



Data Access Request Form

GUIDE FOR MAKING A DATA ACCESS REQUEST (DAR)

1. Please complete this application and forward it to Affin Hwang Asset Management Berhad ("Affin Hwang AM") office.
2. A processing fee, which will depend on the type of request being made as stated in the table below, is payable at the point of submission of this form. Your request will be processed within 21 days from the date your request is received by us.

Item	Type of Request	Fee (RM)
1	DAR for Data Subject's personal data with a hard copy requested by post	10
2	DAR for Data Subject's personal data requested by email	2

3. The processing fee may be paid to Affin Hwang Asset Management Berhad via cash or cheque.
4. Verification - Information collected on this Form is required for verification purposes and will only be used in connection with this request.
5. I / We understand that the Affin Hwang AM has the right to refuse my request should I / we fail to provide proof as to my / our identity.

DETAILS OF REQUESTOR

Name (as per NRIC / Passport / Certificate of Incorporation)

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NRIC No.

Passport No. / Other

Mobile No.

Certificate of Incorporation No.

Please send my requested personal information to me: By Post By Email

I / We, hereby certify that the information given in this form and any documents enclosed are true. I / we understand that it will be necessary for Affin Hwang AM to verify my identity and that the Affin Hwang AM may contact me for detailed information in order to ascertain the information required.

Signature

Date:

AUTHORISATION TO THIRD PARTY

(only to be filled in by the Authorised Person who wishes to access Requestor's personal / corporate information and / or other information as permitted by PDPA) I / we the undersigned have been authorised by the Requestor to access to his / her personal or corporate information kept by Affin Hwang AM. The authorisation from the Requestor is attached herewith for your further action.

DETAILS OF AUTHORISED PERSON

Name (as per NRIC / Passport):	Relationship with the Requestor:
_____	_____
NRIC / Passport No. / Other:	Reason to access Requestor's account:
_____	_____

FOR OFFICE USE ONLY

DAR received by (acknowledgement)	DAR verified by	Approved by	DAR processed by
Name: Date:	Name: Date:	Name: Date:	Name: Date:

