

DATA SUBJECT RIGHTS REQUEST FORM

The Personal Data Protection Act 2010 (“**PDPA**”) recognises that individuals have certain rights in relation to their personal data held by us. These rights include, amongst others, the following:

- **Access your data** – You can request to view and obtain a copy of your personal data.
- **Correct your data** – If your data is inaccurate, incomplete, misleading or outdated, you can request for it to be corrected.
- **Withdraw your consent** – You can withdraw the consent you previously gave for us to process your personal data.
- **Stop harmful processing** – You can ask us to stop or not begin, processing your data if it is likely to cause damage or distress.
- **Opt out of direct marketing** – You can request that we stop using your data for direct marketing.
- **Request data portability** – You can request for your data to be transferred to another organisation of your choice.

To exercise any of your rights, simply fill out and submit this form.

IMPORTANT NOTES

- Please be aware that your rights under the PDPA are subject to certain exceptions and limitations under the law. We may not be able to fulfil your request in full if any statutory exemptions apply, but we will inform you of the reasons if so.
- Please complete all required sections. Incomplete forms may not be processed.
- Supporting documents must be provided, where applicable (for example, NRIC/passport copy, authorisation letter, court order).
- Third-party requestors must attend in person at the relevant branch for verification.
- We will respond within 21 calendar days upon receipt of a complete request form with the required documents. For withdrawal of consent, we will cease the relevant processing as soon as reasonably practicable upon verification of the request.

If you have any questions or require assistance in submitting this form, please contact us:

- Customer Service at 03-2032 2888
- Email: enquiries@aminvest.com

PART A: TYPE OF REQUEST

Please tick (✓) for all that apply:

- ☐ Access and request for copy of personal data
- ☐ Correction of personal data
- ☐ Withdrawal of consent
- ☐ Data portability
- ☐ Cease processing for direct marketing purposes

PART B: DATA SUBJECT DETAILS

Full Name (as per NRIC): _____

NRIC/Passport No.*: _____

Address: _____

Telephone No: _____

Email: _____

Account/Reference No.: _____

*Please attach a copy of your NRIC/Passport.

PART C: THIRD-PARTY REQUESTOR (if applicable)

Full Name (as per NRIC): _____

NRIC/Passport No.*: _____

Address: _____

Telephone No: _____

Email: _____

I am authorised to act for the Data Subject to submit this request because:

- ☐ Minor below 18 years old – I am the parent/legal guardian
- ☐ Incapacitated – I am court-appointed
- ☐ Deceased – I am estate administrator
- ☐ Authorisation letter from Data Subject
- ☐ Other*: _____

*Please attach supporting documents (for example, authorisation letter, birth certificate of data subject, court order).

PART D: PRODUCTS/SERVICES RELATED TO THE REQUEST

Tick (✓) in relevant boxes:

- ☐ Unit Trust
- ☐ Private Retirement Scheme (PRS)
- ☐ Discretionary Mandate
- ☐ Other: _____

PART E: DETAILS OF REQUEST

For data correction (if applicable):

If you believe that any personal data we hold is inaccurate, incomplete, misleading or not up to date, please provide the details below:

Personal Data Item (e.g., address, telephone number etc.)	Correction/Addition/ Deletion	Product/Service	Remarks

For withdrawal of consent (if applicable):

I would like to withdraw my consent for the processing of my personal data for the following purpose(s):

For Data Portability:

I request for the following personal data to be transmitted to another data controller or organisation of my choice:

- Type of data: _____
- Receiving party's name: _____
- Telephone No./Email Address: _____

For Cessation of Processing of Direct Marketing:

- ☐ I object to the processing of my personal data for direct marketing purposes. Please remove my contact details from all marketing and promotional communication lists.

PART F: PREFERRED MODE OF RESPONSE

- ☐ I will collect from branch (please specify): _____
- ☐ Send by email to: _____

PART G: SUPPORTING DOCUMENTS CHECKLIST

To help us process your request efficiently, please ensure that the following documents (where applicable) are enclosed with your submission:

- | | |
|--|---|
| ☐ Copy of NRIC/Passport/Other Official Identification | This is required for all requests for identity verification purposes |
| ☐ Authorisation Letter | This is only required if you are submitting as an authorised representative on behalf of the Data Subject |
| ☐ Proof of Relationship (e.g., birth certificate, legal appointment) | Where applicable (e.g., minor or deceased individual) |
| ☐ Supporting Documentation (if required) | To help identify your records (if multiple accounts/services are involved) |
| ☐ Other Relevant Documents | As may be relevant to your request |

Note: All documents provided must be clear and legible. We reserve the right to request for additional documentation to verify your identity or the scope of your request, in accordance with the PDPA and any applicable statutory exemptions.

PART H: DECLARATION (by Data Subject/Third-Party Requestor)

I, _____ (NRIC/Passport No.: _____), certify that the information provided is true and accurate.

Signature by Data Subject/Third-Party Requestor

Date

PART I: FOR OFFICE USE ONLY

Received by:

Date Received:

Name:

Designation:

Office/Branch:

Office Rubber Stamp: