



PERSONAL DATA CORRECTION/UPDATE FORM

Name: _____

Date: _____

Department: _____

I am requesting to correct the following personal data that I have previously submitted to Hong Seafood Pte Ltd:

PREVIOUS DATA	NEW DATA TO BE UPDATED

Please ensure accuracy when providing us with the information requested in this form. The personal data submitted by you to us in this form is necessary for processing your request and any inaccuracies, errors or omissions in the personal data submitted may result in delays in processing the request and/or our inability to process your request.

Your Personal Data Correction request will be subject to approval following our receipt and approval of this completed form.

We reserve the right to refuse to process the Personal Data Correction Form in accordance with Section 22 and Sixth Schedule of the PDPA.

We may have disclosed the personal data to be corrected herein to other organizations with the preceding year and we may disseminate your corrections herein these other organizations. If you wish to restrict the organizations to which we may make such disclosures, please identify the organizations to whom we may share these corrections:

Confirmation

I confirm that this request relates to my own personal data. I declare that the information provided in and with this request are true in every respect, and agree that such information may be collected, used and disclosed by Hong Seafood Pte Ltd and its affiliates for the purpose of processing this request and/or in accordance with its data protection policy.

Signature: _____

For Official Use	
Received By:	Date:
Processed By:	Date: