

REQUEST FOR REPORT OF PERSONAL DATA

Important Notice to Requestor

1. Please complete this form if you wish us to administer your request for your personal data. The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request.
2. We require proof of your identity before we can disclose personal data to the extent in our possession. Proof of your identity should include a copy of one of the following: passport, driving licence, national identity card or birth certificate. The documents should include your full name, date of birth and nationality. If you have changed your name, please supply a copy of the relevant documents evidencing the change.
3. We may seek further clarification, or decline to administer your request if you have not provided sufficient information to verify your identity. Your request may also be declined in accordance with applicable laws. If so, we will inform you.
4. Sumitomo may charge an administrative fee for handling your request.
5. Procedure: Please let us have the completed form with the supporting documents by email to dpo@sumitomo-chem.com.sg

SECTION 3: DESCRIPTION OF THE REQUEST

Please provide relevant details of your request below:

SECTION 4: DECLARATION

I confirm that I have read and understood the terms of this personal data request form and certify that the information given in this application is true. I understand that it is necessary for Sumitomo Chemical Asia Pte Ltd to confirm my / the data subject's identity and it may be necessary to obtain more detailed information in order to locate the requested personal data.

Signature of Data Subject / Requestor:

Date:

SECTION 5: FOR SUMITOMO INTERNAL USE

Processed by:

Approved by:

Designation:

Designation:

Department:

Department:

Date:

Date: