

GENERAL CONSENT WITHDRAWAL AND CORRECTION REQUEST FORM

Please provide us with your particulars so that we can verify your identity to process your consent withdrawal and correction request (“Withdrawal and Correction Request”).

1.	Your name (in full as per NRIC or Identification details)	
2.	Your contact details	Contact No.: Email Address:
3.	Please state the nature of your relationship with Sunseap	<input type="checkbox"/> I am a current/former Sunseap customer and I would like to withdraw my consent to the collection, use, disclosure or processing of my personal data <input type="checkbox"/> I am a current/former Sunseap employee and I would like to withdraw my consent to the collection, use, disclosure or processing of my personal data <input type="checkbox"/> I am a current/ former vendor/ supplier/ distributor/ business partner/ service provider of Sunseap and I would like to withdraw my consent to the collection, use, disclosure or processing of my personal data <input type="checkbox"/> I am a Third Party Requestor [i.e. I am making this request for personal data of other individual(s) (“Data Subject”).] <input type="checkbox"/> Others (please specify) <hr/> <i>*tick and/or delete where applicable</i>
4.	To enable us to process your consent withdrawal request quickly and efficiently, please provide us with a description of the processing activities where you wish your consent to be withdrawn	<input type="checkbox"/> Direct marketing and promotions <input type="checkbox"/> Surveys/feedback forms <input type="checkbox"/> Others (please specify) <hr/> <i>*tick and/or delete where applicable</i>
5.	Please sign this form, check the information you have provided, then send this form together with the supporting documents to the Data Protection Officer at dataprotectionofficer@sunseap.edp.com	<input type="checkbox"/> By ticking this box, I hereby declare and confirm that all information and supporting documents provided by me in connection with this Withdrawal and Correction Request are true, accurate and complete. I understand that it will be necessary for Sunseap Group Pte Ltd and its group of companies to verify my identity and that Sunseap Group Pte Ltd and its group of companies may contact me for

		<p>more detailed information in order to process this Withdrawal and Correction Request form and I consent to the collection, use and disclosure of the personal data that I have provided in this form for the purpose of complying with my Withdrawal and Correction Request.</p> <p>Date: _____</p>
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Important Notes:

- 1) If you withdraw your consent to any or all use of your Personal Data, depending on the nature of your request, Sunseap may not be in a position to continue to provide its products and services to you to administer any contractual relationship in place, which in turn may also result in the termination of any agreements with Sunseap, and your being in breach of your contractual obligations or undertakings, Sunseap's Legal rights and remedies in such events are expressly reserved.
- 2) Please note that Sunseap may not be able to process your request in the event of the personal data provided in this form is inaccurate, incomplete, misleading or out-of-date in the first place. And we reserve the right to refuse to comply with your Withdrawal and Correction Request as may be permitted under the Personal Data Protection Act 2012. To process this request, the information in this form may need to be given to third party service providers.
- 3) Sunseap shall inform you in writing within 10 business days for your consent withdrawal request. If the period of 10 business days is insufficient, Sunseap shall notify you in writing for the estimated timeframe we are able to respond to your request. Kindly note that prior to your withdrawal being reflected in our systems, you may still receive marketing or promotional materials.
- 4) Personal data collected on this form is required to enable your Consent Withdrawal and Correction Request to be processed and will only be used in connection with such request.

For Sunseap official use only

Received by:

Date:

Verified by:

Date:

Response sent by:

Date:

Remarks: