

GENERAL FEEDBACK AND COMPLAINT FORM

Please provide us with your particulars so that we can verify your identity to process your feedback and complaints (“Feedback and Complaint”).

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 <input type="checkbox"/> I am a current/former Sunseap employee <input type="checkbox"/> I am a current/ former vendor/ supplier/ distributor/ business partner/ service provider of Sunseap <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) _____ <i>*tick and/or delete where applicable</i>
4.	To enable us to process your feedback and complaint quickly and efficiently, please provide us the details of our handling of your personal data (e.g. how, when, whom, which of your personal data was collected, used, disclosed or processed, are not in compliance with the requirements of PDPA, when and how did you become aware of the issue)	
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 Feedback and Complaint 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 more detailed information in order to process this Feedback and Complaint 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 Feedback and Complaint. Date: _____

Important Notes:

- 1) Please note that Sunseap may not be able to process your feedback and complaint in the event of the personal data provided in this form is inaccurate, incomplete, misleading or out-of-date in the first place.
- 2) Personal data collected on this form is required to enable your feedback and complaint 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: