EasyParcel Personal Data Request Form

Please complete this form if you wish to exercise your rights under the Personal Data Protection Act 2010 (PDPA) in respect of your personal data held by **EasyParcel Sdn. Bhd. ("EasyParcel").** For verification purposes, we may require proof of your identity.

1. Requestor's Details

Field	Details
Full Name	
Identification / Passport No.	
Contact No.	
Email Address	
Correspondence Address	
Relationship with Company	☐ Customer ☐ Former Customer ☐ Employee ☐ Other (please specify): _____

2. Type of Request *(Please tick the appropriate box)*

☐	**Access Request**:	I wish to access and obtain a copy of the personal data that your organisation holds about me.
☐	**Correction / Update Request:**	I wish to correct or update my personal data as stated below.
☐	**Deletion / Removal Request:**	I wish to request for the removal or erasure of my personal data from your records, where permissible under the PDPA, subject to any retention obligations under applicable laws and regulations or legitimate business needs.
☐	**Data Portability Request:**	I wish to obtain a copy of my personal data in a machine-readable format (where applicable).
☐	**Withdrawal of Consent:**	I wish to withdraw my consent for processing of my personal data for the following purpose(s): _____ _____ _____
☐	**Other (please specify):**	_____ _____

3. Details of Data to be Accessed / Corrected / Removed

Please describe clearly the information or personal data concerned (e.g. account number, date of transaction, email address used, etc.):

_____

_____

_____

If you are requesting for correction/update, please specify the **new or corrected information**:

4. Verification of Identity

To protect your personal data, please attach a copy of your identification document (e.g. NRIC/passport) for verification purposes. If you are submitting this request on behalf of another person, please also provide:

- Written authorisation from the individual; and
- A copy of your identification document.

5. Preferred Method of Response

☐ Email ☐ Postal Mail ☐ Other: _____

6. Retention Exception

While EasyParcel respects your right to request for deletion or removal of your personal data, please note that we may retain certain personal data where required under applicable laws and regulations, including but not limited to tax, employment, or contractual obligations.

Such retention will be limited to the extent necessary to fulfil those legal or business requirements, after which the data will be securely disposed of.

7. Declaration and Signature

I confirm that the information provided in this form is true, complete, and accurate to the best of my knowledge. I understand that **EasyParcel Sdn. Bhd.** may contact me, where necessary, to verify my identity or to seek clarification regarding this request.

I further acknowledge that the processing of this request will be carried out in accordance with the Personal Data Protection Act 2010 (PDPA) and EasyParcel's internal policies, and that an administrative fee may apply where permitted by law.

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Signature

Date: