

PERSONAL DATA REQUEST FORM

Things to Note

1. Please complete this form in the English language. PropertyGuru Pte. Ltd. (**PG**) will refuse to comply with your request if your request is not made in the English language.
2. You are not entitled to access personal data that does not belong to you. PG may require you to verify your identity.
3. If the personal data you request is recorded in an audio form, PG may provide a transcript of the relevant part which contains your personal information.
4. If the personal data you requested is in a CCTV recording, you will be required to provide a clear and coloured photograph of yourself, taken no later than 3 months prior to the date of the purported recording.
5. It is important that you specify in this form clearly and in detail the personal data for which you request information, correction, or withdrawal of consent. PG may refuse to comply with your request if you have not provided the information that PG reasonably requires.
6. The information that you have provided herein shall be used for processing your requests. The provision of the personal data herein is voluntary.
7. Please send a copy of the duly completed form to PG via facsimile or post at:

PropertyGuru Pte. Ltd.
Paya Lebar Quarter, 1 Paya Lebar Link, #12-01/04
Singapore 408533

Attention: Privacy Officer
Fax Number: (+65) 6534 9544
8. You shall bear all postage fees.
9. The following charges will be imposed on each request submitted submission of the request for access to meet our costs in providing you with details of the information we hold about you:
 - Request for access to personal data: S\$10 (including GST)
10. The above charges may be subject to revision by PG from time to time.
11. The applicable charge shall be paid by way of cheque made out to **PropertyGuru Pte. Ltd.** at the time of submission of the request.
12. Please attach separate sheets if necessary.

Section A: Details of requestor

Type of Request

Please tick where applicable

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Correction of personal data (<i>you will not need to fill in Section D</i>) |
| <input type="checkbox"/> | Access to personal data (<i>you will not need to fill in Sections C and D</i>) |
| <input type="checkbox"/> | Withdrawal of consent to collection, use or disclosure of personal data (<i>you will not need to fill in Section C</i>) |

Requestor's Particulars

Name :	<i>If you were previously known by another name, please also state your previous name(s). Please also indicate the time period that you have used such name(s).</i>
Gender :	Male / Female*
Telephone No :	<i>If you have previously used other telephone number(s), please also state your previous number(s) and the time period that you have used each number.</i>
Email :	<i>State all your email addresses. If you have previously used other email addresses, please also state your previous email addresses and the time period that you have used each email address.</i>

*(*Please delete where applicable)*

Proof of Identity

We may ask you further questions, and/or request that you provide evidence, to verify your identity.

Section B: Describe how you provided your personal data to PG

Please indicate the date on which you have provided your personal data to PG, and the reason for doing so. Please provide as much information as possible.

Please tick where applicable

<input type="checkbox"/>	Job Application	<input type="checkbox"/>	Commercial Dealings
	Date:		Date:
<input type="checkbox"/>	Visit to PG's premises	<input type="checkbox"/>	Secondment / Internship
	Date:		Date:
<input type="checkbox"/>	Employment	<input type="checkbox"/>	Others
	Date:		Date:

Please indicate to whom your personal data was provided to:

Person-in-charge :	
Office/Department :	
Reference No (if any) :	

Only complete this section if you require a recording of a **telephone call**:

Date of telephone call :	
Time of the call :	
Your telephone number at time of call :	
Your name at time of call :	

*Only complete this section if you require a **CCTV recording**:*

Location of Camera :	
Date of Recording :	
Time of Recording :	

Section C: Request for Correction

Please complete this section if you are requesting a correction of your personal data by PG.

<i>Type of Personal Data</i>	<i>Before Correction</i>	<i>After Correction</i>

Section D: Cessation of collection, use or disclosure of personal data

Specify the particulars of the personal data that you wish for PG to cease collecting, using or disclosing and the specific purpose(s) for which consent is to be withdrawn. You consent to PG contacting you to inform you of the consequence of such withdrawal of consent.

Section E: Declaration of requestor

I confirm that I am the requestor named in Section A, and I am submitting this form in relation to my own personal data. I confirm that the information provided herein is true and accurate. I understand that the information that I have supplied will be used to confirm my identity and help locate the information I have requested. I also understand that it may be used for statistical and monitoring purposes.

Signature: _____

Date: _____