



Personal Data Access Request Form

Please complete this form to make a request to access personal data in our records.

Please tick the appropriate box.

SECTION 1: YOUR PARTICULARS

Name:			
Identification Card Number:		Telephone Number:	
Correspondence Address:			
Email Address:			

SECTION 2: PRODUCTS/SERVICES USED

Please complete this section to help us locate your personal data

Personal data was given for this Product/Service:	
Personal data was given at this Enterprise Centre/outlet	

SECTION 3: PAYMENT OF PRESCRIBED FEE AND SUPPORTING DOCUMENT

I enclose the following together with this form:

Payment of the prescribed fee for the data access request

(a) Personal data with a copy RM 10.00

(b) Personal data without a copy RM 2.00

By Cash

Postal Order

Cheque

Made payable to: Small Medium Enterprise Development Bank Malaysia Berhad

SECTION 4: DECLARATION

I confirm that I am the person named in Section 1 and I am requesting access to my own personal data. I declare that the information supplied in this form is true and accurate. I understand that Small Medium Enterprise Development Bank Malaysia Berhad may contact me to verify my identity and to request for additional information to locate the information I have requested.

I acknowledge and accept that Small Medium Enterprise Development Bank Malaysia Berhad reserves the right to refuse access as permitted under the Personal Data Protection Act 2010 including if the prescribed fee has not been paid or if there is insufficient information provided in this form to process this data access request.

Signature :

Date :

FOR OFFICE USE ONLY	
Form received by:	Name: Department:
Date received:	
Fee attached:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Signature	