

# PERSONAL DATA ACCESS REQUEST FORM



**This Data Access Request is made to: AmBank (M) Berhad (Company No: 8515-D) / Amlslamic Bank Berhad (Company No: 295576-U)**

### **IMPORTANT NOTE:**

- This form is to be completed by individuals requesting access to personal data
- This form is not to be used for requesting copies of transactional documents. Copies of transactional documents can be obtained from your relationship manager / officer / relevant branches / business units.
- Your request may not be processed if the information / document provided is incomplete OR where the request is of a commercially confidential information.
- Third Party Requestor is to be present at the relevant office / branch to submit this form and for verification of information and documents required.
- **Processing Fees:-** *Personal Data:* RM10.00 (copy required) / RM2.00 (no copy required)  
*Sensitive Personal Data:* RM30.00 (copy required) / RM5.00 (no copy required)
- The supporting document(s) required in this form must be provided and the relevant processing fee paid. We will respond within 21 days of receipt of the completed form with accompanying documents and payment.
- If you have any queries / need any guidance in filling-up this form, you may contact:  
Customer Service Officer at **1300-80-8888** (domestic) or **03-2178 8888** (overseas) / e-mail:  
[customercare@ambankgroup.com](mailto:customercare@ambankgroup.com)
- If you wish to mail this form, the duly completed form can be mailed (together with payment of the required processing fee) to: Customer Service Officer (Data Access Request), P.O Box 12617, 50784 Kuala Lumpur

### **PART A : ABOUT YOURSELF**

- I am a customer / former customer and I would like to access my personal data
- I am a Third Party Requestor [i.e. I am making this request for personal data of another person.]

### **PART B : PARTICULARS OF THE DATA SUBJECT**

Full name (as per NRIC): \_\_\_\_\_

NRIC/Passport Number: \_\_\_\_\_ (Copy to be attached)

Address: \_\_\_\_\_

Account No. / Other Ref. No: \_\_\_\_\_

Telephone No:- Office/Home: \_\_\_\_\_ Mobile: \_\_\_\_\_ E-mail: \_\_\_\_\_

### **PART C : PARTICULARS OF THIRD PARTY REQUESTOR**

**[ to be filled if request is made by a person other than Data Subject ]**

Full name: \_\_\_\_\_

NRIC / Passport/ Number: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No:- Office/Home: \_\_\_\_\_ Mobile: \_\_\_\_\_ E-mail: \_\_\_\_\_

⇒ I am making this request for the personal data of Data Subject because Data Subject:

- is a minor and I am the parent / legal guardian / parental responsibility over the Data Subject
- is incapable of managing his/her affairs and I have been appointed by Court to manage his affairs
- had passed away and I have been appointed as administrator of Data Subject's estate.
- authorised me in writing to make this data access request
- other reason: (please specify): \_\_\_\_\_

⇒ In proof of my capacity, I enclose the following:

- copy of my NRIC / Passport (original to be produced for inspection); and
- original of Court Order / Power of Attorney
- original of authorisation letter from Data Subject

other documents (please specify): \_\_\_\_\_ ..

**PART D : THE PERSONAL DATA REQUESTED**

⇒ Please tick [1/4] for the type of product / service for which the personal data is being requested

- Deposits                       Loans / Financing                       Cards                       Wealth Management
- Small Business                       Online Banking
- Other product / service (please specify): \_\_\_\_\_
- I am / Data Subject is a \_\_\_\_\_ for a facility provided to \_\_\_\_\_ .
- I am / Data Subject is a director / shareholder / authorised signatory of \_\_\_\_\_ ..

**PART E : THE REQUEST**

⇒ I would like to be:

- informed whether or not the personal data is held by the company (i.e. no copy of personal data is required by me)
- to be supplied with a copy of the personal data requested

**PART F : PREFERRED MANNER OF DELIVERY**

⇒ The personal data requested :

- is to be mailed to my address stated above.
- will be collected by me personally from your office / branch at: \_\_\_\_\_ .

**PART G : DECLARATION**

*(by Data Subject / Third Party Requestor)*

I, \_\_\_\_\_ (NRIC / Passport No: \_\_\_\_\_) hereby certify that the information given in this form and all documents enclosed are true and accurate.

\_\_\_\_\_  
*(Signature of Data Subject / Third Party Requestor)*

Date: \_\_\_\_\_

**PART H : ACKNOWLEDGMENT RECEIPT**

*(by AmBank/AmIslamic Bank)*

Received by: \_\_\_\_\_  
*(signature of AmBank Group staff receiving the request)*

Date Received: \_\_\_\_\_

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Office / Branch: \_\_\_\_\_ Official Rubber Stamp: