



PERSONAL DATA REQUEST FORM
Personal Data Protection Act 2013

Important:

1. The requested data and reply will be provided to you within 30 days from the date of submission of the duly completed form to Olympus Malaysia Sdn Bhd ("OML").

Please complete the Personal Data Request Form and ensure that the information provided is genuine and accurate. OML will contact you within 30 days if more information is required to process your request or should more time be needed to provide you with the required information.

Please send a copy of the duly completed form to Olympus Malaysia Sdn Bhd :

Marketing Department
Unit T2-L05-1, PJ33
No. 3 Jalan Professor Khoo Kay Kim,
Seksyen 13, 46200 Petaling Jaya,
Selangor, Malaysia

2. OML is not obliged to provide information in respect of:-
 - (a) personal data related to on-going investigation and legal proceeding;
 - (b) personal data which, if disclosed, would cause immediate / grave harm to the individual's safety or physical or mental health or threaten the safety, physical or mental health of another individual;
 - (c) personal data about another individual;
 - (d) information that would reveal confidential commercial information that could harm the competitive information of the organization; and
 - (e) any other reasons set out in the Personal Data Protection Act 2013 ("PDPA").
3. OML reserves the right to charge a reasonable administrative fee for access service.
4. The Personal Data that you have provided herein shall be used for processing your request. The provision of the Personal Data herein is voluntary. By providing such Personal Data, you consent to the collection, use, and disclosure of such Personal Data for the said purpose.

OLYMPUS

Requestor's Particulars:

Name	<p>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). Official Name: Known as:</p>
Gender	Male / Female
Identification No	NRIC No. (for Malaysian)/Passport No (for foreigners)
Address	
Previous Address	
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 Address	<i>State all your email addresses. If you have previously used other email address (es), please also state your previous email address (es) and the time period that you have used each email address.</i>

Endorsed and confirmed by Requestor: _____



Type of Request:

Please tick where applicable: -

- Access to Personal Data (*Only fill in Section A*)
- Correction of Personal Data (*Only fill in Section B*)
- Withdrawals of consent to use and disclose of Personal Data (*Only fill in Section C*)

Section A: Request Access to Personal Data

Please indicate the details of Personal Data you have provided and the reason for access to the information.

Date	
Personal Data	
Purpose of use	
Reason to access	
Reference No.	

Endorsed and confirmed by Requestor: _____



Section B: Request for Correction of Personal Data

Please complete this section if you re requesting for a correction of your Personal Data by Olympus (Malaysia) Sdn Bhd

Before Correction	After Correction

Endorsed and confirmed by Requestor: _____



Section C: Withdrawals of Consent

Important information on Withdrawals of Consent

1. This Notice of Withdrawal of Consent must be duly and fully completed accurately, dated and signed by the person requesting for the withdrawal.

2. Please send a copy of the duly completed form to Olympus (Malaysia) Sdn Bhd :

Marketing Department
Unit T2-L05-1, PJ33
No. 3 Jalan Professor Khoo Kay Kim,
Seksyen 13, 46200 Petaling Jaya,
Selangor, Malaysia

3. The Marketing Personnel will contact you if more information is required to process your request for the withdrawal.

4. Upon the receipt of this completed Notice of Withdrawal of Consent, OML and our intermediaries will discontinue sending marketing messages to your listed telephone number(s) through the withdrawn communication means and cease using your personal data where indicated by you within thirty (30) working days from the date of receipt of your notice.

Please indicate the purpose for which you wish to withdraw consent to use your personal data

- For marketing and promotion materials
- Others (please specify)

Reasons (optional)

Endorsed and confirmed by Requestor: _____