

REQUEST FOR CORRECTION/ERASURE OF PERSONAL DATA

I refer to the access request dated [●] and to your response to my request dated [●]. I request correction/erasure of the personal data kept on file with you.

(PLEASE USE BLOCK CAPITALS)

| | | | |
|-------------|----------------|---------|-------|
| Name: | _____ | | |
| Address: | _____ _____ | | |
| Contact No: | _____ | E-mail: | _____ |
| Signature: | _____ | Date: | _____ |

Details of Correction

I request correction/erasure to be made as follows:

For Official Use:

| | |
|-----------------------------|--------------------|
| Processed by: | Approved by: |
| Designation: | Designation: |
| Signature: | Signature: |
| Date: | Date: |
| Proof of Identity Confirmed | Remarks: _____ |