

SINCERE

FINE WATCHES

DATA ACCESS REQUEST FORM

Please provide us with your particulars so that we can verify your identity in order to process this request.

**Kindly fill in the form by clicking "Sign" > "Add Text" on your top right hand corner.*

1.	Your Name (in full)	
2.	Your residential/mailling address	
3.	Your contact details	Contact No.: Fax No.: Email Address:
4.	Your NRIC No./Passport No.	(Please attach a copy of your NRIC or Passport for verification)
5.	Please state the nature of your relationship with Sincere Watch Limited	<input type="checkbox"/> A current/former customer <input type="checkbox"/> A current/former employee <input type="checkbox"/> A current/former vendor/supplier/distributer/business partner/service provider <input type="checkbox"/> Others (please specify) _____ <i>*tick and/or delete where applicable</i>
6.	Please provide a description of the personal data you are requesting access to, and any relevant additional information which can assist us in providing you with a copy of the personal data you are requesting for.	
7.	Please specify if you would like to simply view the personal data or to receive a copy of the personal data.	<input type="checkbox"/> View <input type="checkbox"/> Receive a copy
8.	Please sign this form, check the information you have provided is accurate. Kindly send this form together with any relevant and the cheque/postal order to the DPO. Please refer to points 2, 3 and 4 under Important Notes below.	<p>By clicking this box, I hereby declare and confirm that all information and supporting documents provided by me in connection with this Correction Request are true, accurate and complete. I understand that it will be necessary for Sincere Watch Limited to verify my identity and that Sincere Watch Limited may contact me for more detailed information in order to correct or update the personal data requested and I consent to the collection, use and disclosure of the personal data that I have provided in this form for the purpose of complying with my Correction Request.</p> <p style="text-align: right;">Date: _____</p>

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Important Notes:

- (1) Please note that Sincere Watch Limited reserves the right to restrict access to certain personal data or refuse to comply with your Data Access Request as may be permitted under the Personal Data Protection Act 2012. We can only provide you with the personal data that is in our possession or under our control. To process this request, the information in this form may need to be given to third party service providers to Sincere Watch Limited.
- (2) Depending on the nature and scope of the work required to process your access request, Sincere Watch Limited may be required to impose a fee to recover its administrative costs. This will be assessed on a case-by-case basis by our Data Protection Officer. Where such a fee is to be imposed, a written estimate of the fee will be provided to you for your consideration. In such case, please communicate your agreement to the payment of the fee in writing. If you do not agree to the payment of the fee, Sincere Watch Limited will not be able to process your Data Access Request.
- (3) Please also note that in certain instances where a fee is to be collected, Sincere Watch Limited may require a deposit to process your Data Access Request. You will be notified if such a deposit is required when Sincere Watch Limited provides you with a written estimate of the fee. In such an event, Sincere Watch Limited will not be able to process your Data Access Request until such a deposit is collected.
- (4) Kindly note that (2) and (3) above do not apply if Sincere Watch Limited does not charge a fee for your Data Access Request.
- (5) Personal data collected on this form is required to enable your Consent Withdrawal / Cancellation Request to be processed, and will only be used in connection with such request.
- (6) Once you have filled up the form, please email to us at this email address: dpo@sincerewatch.com

For official use only:

Received by: _____ Date: _____

Follow up by: _____ Date: _____

Remarks: _____