

# SINCERE

FINE WATCHES

## DATA CORRECTION 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 right hand corner.*

1.	Your Name (in full)	
2.	Your residential/ mailing 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/distributor/business partner/service provider <input type="checkbox"/> Others (please specify) _____ <i>*tick and/or delete where applicable</i>
6.	Please state the personal data you are requesting to have corrected or updated.	
7.	Please provide the corrected or updated personal data	
8.	Please sign this form, check the information you have provided, then send this form together with the supporting documents to the [Data Protection Officer]	<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>Date: _____</p>

### Important Notes:

- (1) Please note that Sincere Watch Limited reserves the right to refuse to comply with your Data Correction 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) Once you have filled up the form, please email to us at this email address: [dpo@sincerewatch.com](mailto:dpo@sincerewatch.com)

**For official use only:**

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

Follow up by: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: \_\_\_\_\_