

SINCERE

FINE WATCHES

COMPLAINT 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.	Complainant Name (in full)	
2.	Designation	Mr./Ms./Miss/Dr/Others: (Please specify)
3.	Your residential/ mailing address	
4.	Your contact details	Contact No.: Fax No.: Email Address:
5.	Your NRIC No. / Passport No.	(Please attach a copy of your NRIC or Passport for verification)
6.	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 <i>*tick and/or delete where applicable</i>
7.	Party complained against (If possible, please identify the party by whom the act or practice in question was done or engaged in)	
8.	Please state the nature of your complaint (State clearly how, when, by whom and which of your personal data was collected, used, disclosed or processed)	
9.	Please list down any supporting documents or evidence provided (if any)	
10.	Do you consent to the disclosure of your identity to the party complained against?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Please tick one of the following boxes)
11.	Please sign this form, check the information you have provided, then send this form together with the supporting documents to the DPO.	By clicking this box, I hereby declare and confirm that all information and supporting documents provided by me in connection with this complaint 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 clarify or respond to any matters regarding my complaint. I consent to the collection, use and disclosure of the personal data that I have provided in this form for the purpose of investigating, responding to and dealing with this complaint. Date: _____



Important Notes:

- (1) To process this complaint, the information in this form may need to be given to third party service providers to Sincere Watch Limited.
- (2) Personal data collected on this form is required to enable your complaint to be processed, and will only be used in connection with such request.
- (3) 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: _____

Case Number: _____

Follow up by: _____ Date: _____

Remarks: _____