

**DATA ACCESS REQUEST FORM - Request made by individual**

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

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.	Your 16-digit IKEA FAMILY or småles membership number (if applicable)	(please attach a copy of your membership card for verification)
6.	Please state the nature of your relationship with Ikano Pte Ltd	<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"/> Other (specify) _____  <i>* tick and/or delete where applicable</i>
7.	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.	
8.	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
9.	Fee - please send a cheque/postal order made payable to Ikano Pte Ltd.	Please refer to points 2, 3 and 4 under Important Notes below.
10.	Please sign this form and check that information you have provided is accurate.  Kindly send this form together with any relevant supporting documents and the cheque/ postal order to the DPO. Please refer to points 2, 3 and	<input type="checkbox"/> By ticking this box, I hereby declare and confirm that all information and supporting documents provided by me in connection with this Access Request are true, accurate and complete. I understand that it will be necessary for Ikano Handel Sdn Bhd to verify my identity and that Ikano Handel Sdn Bhd may contact me for more detailed information in order to locate 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 Access Request.

4 under Important Notes below.	Date : _____
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**Important Notes:**

- (1) Please note that Ikano Handel Sdn Bhd 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 2010. We can only provide you with 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 Ikano Handel Sdn Bhd.
- (2) Depending on the nature and scope of the work required to process your access request, Ikano Handel Sdn Bhd 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 a case, please communicate your agreement to the payment of the fee in writing. If you do not agree to the payment of the fee, Ikano Handel Sdn Bhd 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, Ikano Handel Sdn Bhd may require a deposit to process your Data Access Request. You will be notified if such a deposit is required when Ikano Handel Sdn Bhd provides you with a written estimate of the fee. In such an event, Ikano Handel Sdn Bhd 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 Ikano Handel Sdn Bhd does not charge a fee your Data Access Request.
- (5) Personal data collected on this form is required to enable your Data Access Request to be processed, and will only be used in connection with such request.

**For official use only:**

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

Verified by : \_\_\_\_\_ Date : \_\_\_\_\_

Remarks :

