

DATA CORRECTION REQUEST FORM – Request made by a Relevant Person

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.	16-digit IKEA FAMILY or småles membership number of the individual (if applicable)	(please attach a copy of the membership card for verification)
6.	Residential/ mailing address of the individual	
7.	Please state the nature of your relationship with Ikano Handel Sdn Bhd	<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>
8.	Please state the nature of your relationship with the individual	<input type="checkbox"/> Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Legal Representative <input type="checkbox"/> Other (specify) _____ <i>* tick and/or delete where applicable</i>
9.	Current age of the individual (if under 18 years old based on birth year)	
10.	Please state the personal data you are requesting to have corrected or updated	

11.	Please provide the corrected or updated personal data	
12.	Please enclose with this form an authorization letter from the Individual as proof of your authority to act on behalf of the Individual	
13.	Please sign this form, check the information you have provided, then send this form together with the supporting documents to the [Data Protection Officer]	<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 Correction 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 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. Date : _____

Important Notes:

- (1) Please note that Ikano Handel Sdn Bhd reserves the right to refuse to comply with your Data Correction 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) Personal data collected on this form is required to enable your Data Correction 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 :

