

**DATA CORRECTION REQUEST FORM**

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 contact details	Contact No.:  Email Address:
3.	Your 16-digit IKEA FAMILY or småles membership number (if applicable)	
4.	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>
5.	Please state the personal data you are requesting to have corrected or updated	
6.	Please provide the corrected or updated personal data	
7.	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 Pte Ltd to verify my identity and that Ikano Pte Ltd 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 Pte Ltd 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 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 Pte Ltd.
- (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 :

