

## PERSONAL DATA CORRECTION FORM

**Important Note:**

1. Under the Personal Data Protection Act of Singapore, you are entitled to request correction of an error or omission in your personal data that is in our possession or under our control.
2. The request must be by completing this form and sending it to:  
The Data Protection Officer  
Email: [neha@inventrik.com](mailto:neha@inventrik.com)
3. We will contact you to verify your identity and ask for further details needed to facilitate the request.
4. We will respond within 30 calendar days of receipt of completed form.
5. We may send the corrected data to specific organizations to which the data was disclosed, if needed, upon your consent.

**PART 1: ABOUT THE REQUESTER**

- I am the owner of the personal data (data subject).  
 I am making this personal data correction request for another person.

**PART 2: PARTICULARS OF THE DATA SUBJECT**

Name (as in NRIC / Passport):

Address:

Mobile:

Office:

Email address:

**PART 3: PARTICULARS OF THIRD-PARTY REQUESTER**

*(To be filled if requester is made by a person other than data subject)*

Name (as in NRIC / Passport):

Address:

Mobile:

Office:

Email address:

Reason(s) for making this request for the correction of personal data of Data Subject

Are you authorized to make this data correction request?  YES  NO  
*(Please provide copy of written authorization)*

