

**PERSONAL DATA ACCESS REQUEST FORM**

- Please note that we reserve the right to restrict or refuse your access to certain particulars of your personal data as may be permitted under the Personal Data Protection Act 2010.
- Your request may not be processed if the information/document provided is incomplete.
- Any request for Data Access Request must be supported with proof or evidence, where necessary.
- Please use CAPITAL LETTERS to fill in the form.

Please tick (v) on one of the following: -

- I would like to access my personal data (Please fill in Section 1 and Section 3 below)
- I am a Third Party Requestor (i.e. I am making this request for personal data of another person) (Please fill in Section 2 and Section 3 below)

**SECTION 1 : TO BE FILLED IN BY DATA SUBJECT**

Full Name (per NRIC/Passport)	
New NRIC/Passport No.	
Mobile Phone	
Water Supply Account No	

**SECTION 2 : TO BE FILLED IN BY THIRD PARTY REQUESTOR (AUTHORISED PERSON)**

This request is based on (please tick (v) one of the following):

- I am acting under the Data Subject's authorisation/mandate/Power of Attorney
- I am the legal/personal representative of the Data Subject
- I have Warrant or Court Order allowing the correction to the Data Subject's Personal Data
- I am executor/administrator of the Data Subject's estate
- Others (please specify) \_\_\_\_\_

Please enclose proof of your authority to access the personal data of the Data subject.

<b>A : Particulars of Data Subject</b>	
Full Name (per NRIC/Passport)	
New NRIC/Passport No.	
Mobile Phone	
Water Supply Account No	
<b>B: Particulars of Third Party Requestor</b>	
Full Name (per NRIC/Passport)	
New NRIC/Passport No.	
Mobile Phone	
Email Address	
Correspondence Address	
<b>SECTION 3 : ACCESS OF PERSONAL DATA</b> (Please provide a description of the Personal Data to be accessed)	

**CHARGES/FEES**

Item	Description	Fee (RM)
(a)	For Personal Data with a copy	10
(b)	For Personal Data without a copy	5
(c)	For Sensitive Personal Data with a copy	30
(d)	For Sensitive Personal Data without a copy	5
	Total	

**DECLARATION**

<p><b>Declaration by the Data Subject</b></p> <p>I,.....declare that I am the person named in Section 1 and I am requesting to access my own personal data. I confirm that the information supplied in this form is true and accurate.</p>	<p><b>Declaration by the Third Party Requestor</b></p> <p>I,.....declare that I am the Authorised Person named in Section 2 and I am requesting to access Data Subject’s personal data. I confirm that the information supplied in this form is true and accurate.</p>
<p>Signature: _____</p> <p>Date: _____</p>	<p>Signature: _____</p> <p>Date: _____</p>

<b>FOR OFFICE USE ONLY (Please fill in relevant section only)</b>	
<p><input type="checkbox"/> APPROVED</p> <p>DATE UPDATED:</p> <p>ATTENDED BY:</p>	<p><input type="checkbox"/> NOT APPROVED</p> <p>REASON:</p> <p>NOTIFICATION DATE:</p> <p>ATTENDED BY:</p>

**CHECKLIST AND MODE COMMUNICATION OF PERSONAL DATA ACCESS REQUEST**

NO.	DETAILS	( v / x )
<b>Owner/Account Holder Requester</b>		
1	Personal Data Access Request Form	
2	Copy of Identification Card / Passport	
<b>Third Party Requester</b>		
1	Personal Data Access Request Form	
2	Copy of Account Holder Identification Card / Passport	
3	Copy of Identification Card / Passport Requester	
4	Consent Letter from Account Holder/Company	
5	Letter of Administration/Warrant or Court Order	
6	Power of Attorney	

*\*Please tick (v) in the appropriate box*

MODE OF COMMUNICATION
<p>Please tick [v] the appropriate box.</p> <p>I hereby request the following:</p> <p><input type="checkbox"/> Email address : _____</p> <p><input type="checkbox"/> Self-collect at the branch where the Personal Data Access Request is made.</p>

Requester Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*\*\*Copy of declaration page for requester is provided.*

**Important Notes:**

- i. The Personal Data Access Request Form is to be completed by individuals requesting access to personal data to Pengurusan Air Selangor Sdn Bhd.
- ii. Your request may not be processed if:
  - (a) the information/form provided is incomplete; and/or
  - (b) no payment of access request fee is received.
- iii. Attached together Checklist and Mode Communication of Personal Data Access Request for reference and your preferred mode of communication.
- iv. The above form and Checklist and Mode Communication of Personal Data Access Request can be downloaded through Air Selangor website [www.airselangor.com](http://www.airselangor.com) or at any Service Counters of any ten (10) regional offices of Pengurusan Air Selangor Sdn Bhd.
- v. Submission and processing of Personal Data Access Request can be made at any Service Counters of any ten (10) regional offices of Pengurusan Air Selangor Sdn Bhd as follows: -
  - Petaling: Jalan Templer, PJS 51, 46050 Petaling Jaya, Selangor Darul Ehsan, Malaysia
  - Gombak: Bandar Baru Selayang, 68100 Batu Caves, Selangor Darul Ehsan, Malaysia
  - Kuala Lumpur: Jalan Pantai Baharu, 59200 Kuala Lumpur, Malaysia
  - Klang: Jalan Kota, 41000 Klang, Selangor Darul Ehsan, Malaysia
  - Hulu Langat: 4, Jalan Semenyih, Bandar Kajang, 43000 Kajang, Selangor Darul Ehsan, Malaysia
  - Kuala Langat: Telok Datok, 42700 Banting, Selangor Darul Ehsan, Malaysia
  - Kuala Selangor: No. 13, Jalan Bendahara, 1/2B, Taman Bendahara, 45000 Kuala Selangor, Selangor Darul Ehsan, Malaysia
  - Hulu Selangor: Jalan Syed Mashor, Pekan Kuala Kubu Bharu, 44000 Kuala Kubu Bharu, Selangor Darul Ehsan, Malaysia
  - Sabak Bernam: Jalan Besar, 45300 Sungai Besar, Selangor Darul Ehsan, Malaysia
  - Sepang: No. 46 & 48, Jalan 2 Medan 120, Bandar Baru Salak Tinggi, 43900 Sepang, Selangor Darul Ehsan, Malaysia