



Retail Shop: 891 Bukit Timah Road Singapore 589638 Head Office: 1 Chang Charn Road #04-04 OC Building Singapore 159630
Tel: (65) 6463 3888 Fax: (65) 6464 9080 Email: sales@wineculture.com.sg Website: www.wineculture.com.sg UEN No: 200001257D

PERSONAL DATA CORRECTION REQUEST FORM

1. APPLICATION TO CORRECT PERSONAL DATA

Under the Personal Data Protection Act 2012 ('PDPA'), you are entitled to correct an error or omission in your personal data.

- (a) We will respond to your request for correction within 30 days. If we are unable to fulfill your correction request within 30 days after receiving the request, we will inform you in writing of the time in which we are able to fulfill the request.
- (b) Please note that the corrected personal data will be sent to the organisations to which the personal data was disclosed by us within one (1) year before the date the correction was made, unless they do not need it for any legal business purposes. However, please let us know if you prefer or agree to send the corrected personal data only to specific organisations (not being a credit bureau), and we will send the corrected data only to those specific organisations.
- (c) Under Section 22(4) PDPA, we may not correct the personal data if we are satisfied on reasonable grounds that the corrections should not be made.

2. PERSONAL PARTICULARS OF REQUESTOR

To be filled up by Requestor or Authorised Representative of Requestor

Please check the applicable box(es):

- I am making a correction request for my own personal data
- I am making a correction request on behalf of another individual

Title: Mr / Mrs / Miss / Other (Please circle)
Full Name:
NRIC / Passport No:
Residential Address:
Contact Number:
Email Address:
Signature & Date:

- * Please attach a copy of NRIC or Passport for verification purposes.
- * If you are making a request on behalf on someone, please fill in their personal details along with a copy of their NRIC and a valid power of attorney authorising you to make this correction request.

3. DESCRIPTION OF PERSONAL DATA TO CORRECT

To be filled up by Requestor or Authorised Representative of Requestor

To enable us to process your correction request quickly and efficiently, please:

- (a) Specify the personal data you wish to correct
- (b) Provide us with any information that may enable us to locate the personal data to be corrected, including information obtained from your previous access request identifying the specific personal data, time, date and location of collection

DECLARATION

I, _____, (NRIC/Passport No) _____ hereby declare and confirm that all information provided by me in connection with this Correction Request is true, accurate and complete. I agree that Wine Culture Pte Ltd may contact me to verify my identity or request for additional details.

Name:

Signature:

Date:

Please send this completed correction request form (attaching the required supporting documents) to:

The Data Protection Officer at Wine Culture Pte Ltd
1 Chang Charn Road
#04-04 , OC Building
Singapore 159630

or email as a PDF format to lorraine.huang@wineculture.com.sg

FOR WINE CULTURE USE ONLY:

RECEIVED BY:	CONTACT:	SIGNATURE:	DATE:
VERIFIED BY:	CONTACT:	SIGNATURE:	DATE:
REMARKS:			