

*** Do you need a copy of a file of the Personal Data? (Please tick (x) in the relevant box below)

<input type="checkbox"/> Yes			<input type="checkbox"/> No		
Item	Description	Fee (RM)	Item	Description	Fee (RM)
<input type="checkbox"/> (a)	Personal Data	10	<input type="checkbox"/> (a)	Personal Data	2
<input type="checkbox"/> (b)	Sensitive Personal Data	30	<input type="checkbox"/> (b)	Sensitive Personal Data	5

<p><u>Declaration by the Data Subject</u></p> <p>I,</p> <p>.....</p> <p>hereby certified that the information given in this form and any documents submitted are true and accurate.</p> <p>Signature:</p> <p>Date:</p>	<p><u>Declaration by Relevant Person</u></p> <p>I,</p> <p>.....</p> <p>hereby certified that the information given in this form and any documents submitted are true and accurate. I, hereby agreed that you may contact the Data Subject to verify my identity.</p> <p>Signature:</p> <p>Date:</p>
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FOR UNITEN USE ONLY			
	FORM RECEIVED Date:		RESPONSE SENT Date:
Remarks:			

Important Notes:

1. **UNITEN shall informed the Data Subject in writing within 21 days for any data access made by the Data Subject.**
2. **If the period of 21 days is insufficient, UNITEN shall give notice in writing to the Data Subject and UNITEN shall comply the data access request within 14 days after the expiration of the 21 days period.**

****Note:**

For information, the fee is not yet applicable in this time until further notice. After the implementation and SST imposed on it, thus the SST will be payable by the Data Subject.