



### DATA ACCESS 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 residential/mailing address	
3	Your contact details	Contact No.: Email Address:
4	Your NRIC No./Passport No.	(please attach a copy of your NRIC or Passport for verification)
5	Please state the nature of your relationship with Sushi Tei Pte Ltd	<input type="checkbox"/> Current / former customer / member <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) _____ *tick and/or delete where applicable
6	Please provide a description of the personal data you are requesting access to, and any relevant additional information which can assist us in providing you with a copy of the personal data you are requesting for.	
7	Please specify how you would like to receive a copy of the personal data (Post / Email).	

By ticking this box, I hereby declare and confirm that all information and supporting documents provided by me in connection with this Access Request are true, accurate and complete. I understand that it will be necessary for Sushi Tei Pte Ltd to verify my identity and that Sushi Tei Pte Ltd may contact me for more detailed information in order to locate 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 Access Request.

**Important Notes:**

(1) Please note that Sushi Tei Pte Ltd reserves the right to restrict access to certain personal data or refuse to comply with your Data Access 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.

(2) Personal data collected on this form is required to enable your Data Access Request to be processed, and will only be used in connection with such request.