

To: Toshiba Tec Singapore Pte. Ltd.

Request Form for Personal Data Correction etc.

I hereby make the following request concerning personal information held by Toshiba Tec Singapore in accordance with the Act on the Protection of Personal Information.

1. Matters Concerning the person to whom the personal data refers.

Information concerning the person to whom the personal data refers	Name	Signature here
	Postal address	Postal code —
	Telephone number	() — (Telephone for daytime contact)
	E-mail address	
	Details of the request (Please circle the applicable number.)	
Desired answer method		1.E-mail 2.Document by mail
Personal identity confirmation document (Please circle the document included with this form.)		1. National Registration Identity Card (NRIC) 2. Valid passport (Please send a copy of the document.)

2. Describe how you provided your personal data to Toshiba Tec Singapore (Circumstances and means of disclosure)
(Please circle the applicable number and specifically indicate the product or service name.)

		Inquiry number, name of product, service purchased, etc.
1.	E-mail newsletter registration form	
2.	Membership subscription form	
3.	Questionnaire, campaign entry form, product monitor registration form, etc.	
4.	Exhibition registration form (exhibition name, date, etc.)	
5.	Repair request	
6.	Inquiry	

Note: No fee is necessary for requests for correction, addition, deletion, cessation of use, or cessation of provision to third parties. The requestor bears the cost of postage to Toshiba Tec Singapore.

Please do not write in the space below.

Office	Remarks
(Date stamp)	