

## GENERAL FEEDBACK AND COMPLAINT FORM

Please provide us with your particulars so that we can verify your identity to process your feedback and complaints ("Feedback and Complaint").

1.	Your name (in full as per NRIC or Identification details)	
2.	Your contact details	Contact No.:  Email Address:
3.	Please state the nature of your relationship with EDPR APAC	<input type="checkbox"/> I am a current/former EDPR APAC customer <input type="checkbox"/> I am a current/former EDPR APAC employee <input type="checkbox"/> I am a current/ former vendor/ supplier/ distributor/ business partner/ service provider of EDPR APAC <input type="checkbox"/> I am a Third Party Requestor [i.e. I am making this request for personal data of other individual(s) ("Data Subject").] <input type="checkbox"/> Others (please specify) _____ <i>*tick and/or delete where applicable</i>
4.	To enable us to process your feedback and complaint quickly and efficiently, please provide us the details of our handling of your personal data (e.g. how, when, whom, which of your personal data was collected, used, disclosed or processed, are not in compliance with the requirements of PDPA, when and how did you become aware of the issue)	
5.	Please sign this form, check the information you have provided, then send this form together with the supporting documents to the Data Protection Officer at <a href="mailto:dataprotectionofficer@edp.com">dataprotectionofficer@edp.com</a>	<input type="checkbox"/> By ticking this box, I hereby declare and confirm that all information and supporting documents provided by me in connection with this Feedback and Complaint are true, accurate and complete. I understand that it will be necessary for EDPR APAC and its group of companies to verify my identity and that EDPR APAC and its group of companies may contact me for more detailed information in order to process this Feedback and Complaint form 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 Feedback and Complaint.  Date: _____



**Important Notes:**

- 1) Please note that EDPR APAC may not be able to process your feedback and complaint in the event of the personal data provided in this form is inaccurate, incomplete, misleading or out-of-date in the first place.
- 2) Personal data collected on this form is required to enable your feedback and complaint to be processed and will only be used in connection with such request.

**For EDPR APAC official use only**

Received by:

Date:

Verified by:

Date:

Response sent by:

Date:

Remarks: