

## **Correction of Personal Data Request Form**

### **I. APPLICATION TO CORRECTION OF PERSONAL DATA**

Under the Personal Data Protection Act 2012 (“**PDPA**”), you are entitled to request that we correct an error or omission in your personal data that is in our possession or under our control. However, please note that exemptions may apply pursuant to the PDPA.

Please complete this form and submit it in person or by registered post:

**For customers of BMW Financial Services Singapore Pte Ltd**

Customer Service Manager  
BMW Asia Pte Ltd  
1 Harbourfront Avenue  
#15-02/07  
Keppel Bay Tower  
Singapore 098632

**For customers of BMW Asia Pte Ltd**

Data Protection Officer  
BMW Asia Pte Ltd  
1 Harbourfront Avenue  
#15-02/07  
Keppel Bay Tower  
Singapore 098632

Alternatively, you can email the completed form to us:

**For customers of BMW Financial Services Singapore Pte Ltd:**

[customer.serv-sg@bmw.com.sg](mailto:customer.serv-sg@bmw.com.sg)

**For customers of BMW Asia Pte Ltd:**

[dataprotectionofficer@bmwasia.com](mailto:dataprotectionofficer@bmwasia.com)

### **II. PARTICULARS OF REQUESTOR**

Name of requestor:

Contact number:

Email address:

### **III. DESCRIPTION OF THE PERSONAL DATA TO BE CORRECTED**

#### IV. DECLARATION

By submitting this form, I confirm that the information stated above is true, complete and accurate to the best of my knowledge and belief.

By ticking this box, I consent that you may send the corrected personal data to organizations to which my personal data was legally disclosed by you within a year before the date the correction was made.

<b>Name &amp; Signature</b>	<b>Date</b>

#### **Proof of Identity**

Upon receiving your completed Request Form, we may require further identification or documentation to verify your identity before we may lawfully process your request.

#### **Timeline of Processing**

Having received and verified your identification and documentation, we shall endeavor to respond to your request within thirty (30) days. In the event we need more time to verify and fulfil the request, we shall inform you of the additional time needed via the contact information you provided in this Request Form.

#### **Exemption Applicable to the Right to Correction of Personal Data**

We would like to highlight to you that, pursuant to the PDPA, we are not required to correct or otherwise alter an opinion, including a professional or an expert opinion, and we are not required to fulfil your request in respect of any of the following matters:

1. opinion data kept solely for an evaluative purpose;
2. any examination conducted by an education institution, examination scripts and, prior to the release of examination results, examination results;
3. the personal data of the beneficiaries of a private trust kept solely for the purpose of administering the trust;
4. personal data kept by an arbitral institution or a mediation center solely for the purposes of arbitration or mediation proceedings administered by the arbitral institution or mediation center; or
5. a document related to a prosecution if all proceedings related to the prosecution have not been completed.