



**Access to Personal Data Request Form
under the Personal Data Protection Act 2012 (“PDPA”)**

Please read the following before completing this Access to Personal Data Request Form

1. You are only entitled to access personal data belonging to you and information about how it may have been used or disclosed by Bintan Resorts Ferries Pte Ltd (“BRF”) within one (1) year before the date of your request. You will be required to produce identification documents for verification of your identity.
2. If you are an account holder on our website, you may access your stored personal data by logging onto your website account with BRF at <http://booking.brf.com.sg/>.
3. Once you have completed your Access of Personal Data Request Form, you may email, mail or fax the completed form to our Data Protection Officer as follows:
 - a. By email: Please scan and email the completed form to dpo@brf.com.sg
 - b. By Post:
Bintan Resort Ferries Pte Ltd
3 HarbourFront Place
#16-02 Harbourfront Tower Two
Singapore 099254
 - c. By Fax : +65 6661 0244

You may also contact our Data Protection Officer via telephone at +65 6661 0230.

4. Please specify clearly and in detail, the personal data for which you wish access.
5. BRF may charge a fee of \$30 for complying with your request. Payment of the fee shall be completed when this form is submitted. Any fee paid is non-refundable, including instances where BRF may refuse to comply with your request in the circumstances specified in Section 21 and the Fifth Schedule of the PDPA.
6. To process your request, the information in this form may need to be shared with third parties (eg service providers to BRF) or companies affiliated to BRF.
7. BRF may contact you during this time if more information is required to process your request.
8. Please allow 30 days for your request to be processed by BRF.



YOUR PARTICULARS

Name (Dr/Mr/Mdm/Mrs/Miss)

Passport Number (please attach a copy of your Passport for verification):

Account Number (if applicable):

Contact Number:

Email address:

Please describe the scope of personal data you would like to be included in this report.

Personal data requested for

I declare and confirm that all information and supporting documents provided by me in connection with this Access to Personal Data Request are true, accurate and complete. I understand that it will be necessary for BRF to verify my identity and that BRF may contact me for more information in order to correct the personal data requested. I agree to all the terms stated in this Access to Personal Data Request Form.

Signature

Date