

Subject Access Request Form

(under the Personal Data Protection Act 2012 (PDPA))

To: Riverside Trustees Limited
Attention: Data Protection Officer (DPO)
Email: siewling@riversidetrustees.sg
Phone: +65 6256 8148
Address: One North Bridge Road, 06-16 High Street Centre,
Singapore 179094

Section 1: Requester Details

Please provide your personal details so we can verify your identity and process your request.

| | | |
|----|--------------------|--|
| 1. | Full name: | |
| 2. | NRIC/Passport No.: | |
| 3. | Contact No.: | |
| 4. | Email address: | |
| 5. | Mailing address: | |

Section 2: Type of Request

Please indicate the type of request you are making by ticking the appropriate box(es):

- [] **Access Request:-** I request access to my personal data held by Riverside Trustees Limited.
- [] **Correction Request:-** I request corrections to be made to my personal data held by Riverside Trustees Limited

Details of inaccuracies or corrections required:

Section 3: Scope of Request

To help us process your request efficiently, please provide details about the specific

personal data or services you are inquiring about:

| | |
|--|--|
| Type of Product/Service (e.g., trust, company, pension, advice, drafting): | |
| Time Period (if applicable): | |
| Additional Details: | |

Section 4: Declaration

By submitting this form, I declare that:

1. The information provided in this form is true and accurate.
2. I am the individual to whom the personal data relates, or I am authorized to act on behalf of the individual.

Signature

Date

Section 5: Supporting Documents

To verify your identity and process your request, please attach the following documents:

- A copy of your NRIC or passport.
- If acting on behalf of another individual, a letter of authorization and a copy of the individual's NRIC or passport.

Section 6: Submission

Please submit this completed form and supporting documents to:

Address: Riverside Trustees Limited
One North Bridge Road, 06-16 High Street Centre, Singapore 179094
Email: siewling@riversidetrustees.sg

Notes:

1. Processing Time:-

We will respond to your request within 30 calendar days of receipt. If we are unable to do so, we will notify you of the reasons and the extended timeline.

2. Exceptions:-

Your request may be declined if it falls under the exceptions specified in the PDPA (e.g., affecting legal proceedings or national security).

End of Form