

**PERSONAL DATA CORRECTION REQUEST FORM**

**IMPORTANT NOTES:**

- This form is to be completed by individuals requesting correction to personal data.
- Please note that Progressive Insurance Bhd reserves the right to refuse to comply with your Personal Data Correction Request as may be permitted under the Personal Data Protection Act 2010.
- Your request may not be processed if the information/document provided is incomplete.
- Third Party Requestor is to be present at the relevant office/branch to submit this form and for verification of information and documents required.
- Personal data collected on this form is required to enable your Personal Data Correction Request to be processed, and will only be used in connection with such request.  
If you have any queries/need any guidance in filing up this form, you may contact our Personal Data Protection Officer by phone at 03-21188183, or by email at pda@progressiveinsurance.com.my.

I would like to correct my personal data  
(Please fill out **Part A** below)

I am a Third Party Requestor (i.e. I am making this request for personal data of another person)  
(Please fill out **Part B** below)

**PART A: ABOUT YOURSELF**

Full Name (as per NRIC/Passport)	
NRIC No./Passport No. <i>(Please provide a photocopy of your NRIC/Passport)</i>	
Contact Details	Telephone No.:  Fax No.:  Email Address:  Home Address:
Please state the nature of your relationship with Progressive Insurance Bhd	<input type="checkbox"/> A current/former customer <input type="checkbox"/> A current/former employee <input type="checkbox"/> A current/former vendor/supplier/contractor/distributor/business partner/service provider <input type="checkbox"/> Other (specify) _____  <i>* delete where applicable</i>

**PART B: THIRD PARTY REQUESTOR'S PARTICULARS**

Full Name (as per NRIC/Passport)	
NRIC No./Passport No. <i>(Please provide a photocopy of your NRIC/Passport)</i>	
Contact Details	Telephone No.:

	<p>Fax No.:</p> <p>Email Address:</p> <p>Home Address:</p>
Full name of the individual on whose behalf you are making this request	
NRIC No./Passport No. of the individual on whose behalf you are making this request	
Please state the nature of the individual's relationship with Progressive Insurance Bhd	<p><input type="checkbox"/> A current/former customer</p> <p><input type="checkbox"/> A current/former employee</p> <p><input type="checkbox"/> A current/former vendor/supplier/contractor/distributor/business partner/service provider</p> <p><input type="checkbox"/> Other (specify) _____</p> <p><i>* delete where applicable</i></p>
Please state the nature of your relationship with the individual	<p>Please tick whether you are the individual's:</p> <p><input type="checkbox"/> Parent</p> <p><input type="checkbox"/> Legal Guardian</p> <p><input type="checkbox"/> Legal Representative appointed by Court</p> <p><input type="checkbox"/> Administrator of the individual's estate</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>Please enclose the relevant supporting documents</p> <p>Please note that the document must be certified by a Commissioner for Oaths, a Notary Public or an Advocate &amp; Solicitor</p>	<p><input type="checkbox"/> Court Order/Power of Attorney</p> <p><input type="checkbox"/> authorisation letter from the individual</p> <p><input type="checkbox"/> Other (specify) _____</p>
<b>PART C: THE PERSONAL DATA CORRECTION REQUESTED</b>	
<p>Please state the personal data you are requesting to have it corrected or updated</p> <p><i>(e.g. name, address, phone number)</i></p>	

Please provide the corrected or updated personal data	
<b>PART D: DECLARATION</b>	
Please sign this form, check the information you have provided, then send this form together with the relevant supporting documents to the our Personal Data Protection Officer.	<p>By signing this form, I confirm that the information given in this form and any supporting documents enclosed are true and accurate. To the extent that I have provided a third party's personal data, I confirm that I have obtained his consent to disclose his personal data to you. I understand that it will be necessary for Progressive Insurance Bhd to verify my identity and my authorisation (if applicable) and that Progressive Insurance Bhd may contact me for more detailed information in order to locate the personal data requested.</p> <p>I also consent to Progressive Insurance Bhd processing any and/or all personal data provided by me in accordance with Progressive Insurance Bhd's Privacy Notice.</p> <p>Signed : _____</p> <p>Date : _____</p>
<b>PART E: OFFICIAL USE ONLY</b>	
<p>Received by:</p> <p>Name:</p> <p>Designation:</p> <p>Office/branch:</p> <p>Date received:</p>	