



<p>This form is to be used by data subject's wishing to obtain access to or a copy of his or her personal data, which is under the custody of BAYAD, and/or certain information regarding the nature, purpose and extent of their processing. Completion of this form is necessary to know the information you have provided as our data subject by virtue of the use of our services.</p> <p>The information requested below will help BAYAD (a) satisfy itself as to your identity and (b) find any data held about you.</p>	<p>Reference No:</p> <p>_____</p> <p><i>(To be filled up by DPO Office)</i></p>
SECTION 1. ABOUT YOURSELF.	
Name of Data Subject (Last Name, First Name, Middle Initial)	
Email Address	
Mobile/ Phone No.	
Present Address	
Permanent Address	
SECTION 2. PROOF OF IDENTITY	
<p>To be able to establish your identity, you must submit a copy of one document from each of the following categories with your request:</p> <p>(a) Confirmation of name: - any government issued identification card or document e.g., driver's license, passport, etc.</p> <p>(b) Confirmation of name and address: - driver's license, utility bill, bank or credit card statement, or other equivalent/similar document showing your name and address.</p> <p>(c) For requests made on behalf of an individual, an authorization letter is required in addition to the requirements herein set forth as well as a copy of any government issued identification card and the presentation of the original thereof.</p> <p>SUPPORTING DOCUMENTS:</p> <ul style="list-style-type: none">- Government Issued ID- Proof of Address/ Residence- Authorization Letter, in case of a representative- Government issued ID of the authorized representative	

SECTION 3. TYPE OF REQUEST

Please indicate the type of your request by selecting the proper box.

<input type="checkbox"/>	Access Request	<input type="checkbox"/>	Information Request
<input type="checkbox"/>		Data Portability Request	

SECTION 4. ADDITIONAL INFORMATION

To help BAYAD find your information, please use the space below to provide further details that may help to locate the information sought.

a. What is the request (specific documents or information you are seeking)?

b. What is the reason for this request?

c. What is the relevant period(s) for this request?

Signature

Date Signed

* Any attempt to obtain personal data to which you are not entitled can be an offense and punishable under pertinent laws.

** By accomplishing and signing this form, you are allowing BAYAD to process your information in order to be able to generate or access data about you which the company may have.

SECTION 6. FEES, if any (To be filled up by BAYAD personnel)

Generally, most requests are free of charge except in circumstances as may be allowed or required by law or by the concerned authorities.

In order to process the request, the following fees has been assessed:

<input type="checkbox"/>	No Fees Required	<input type="checkbox"/>	Fee Required	
Assessed By:		Amount:		OR No.
Released By:		Date:		Collected By:
Date:		Request Rejected	<input type="checkbox"/>	
Received By:		Reason:		