



SINGAPORE PERSONAL DATA PROTECTION ACT 2012

PERSONAL DATA ACCESS & CORRECTION REQUEST FORM

Important Notice to Requestor

1. Please read this notice carefully before completing this form. Where this form contains a summary of the relevant requirements under the Singapore Personal Data Protection Act 2012 ("the PDPA"), the summary is provided for reference purpose only. Please refer to the PDPA, its regulations and guidelines for full details.
2. The information requested for in this form is to enable Deutsche Bank to respond more expeditiously to your request but may not be exhaustive. Deutsche Bank may require additional information and/or verification in order to respond to your request.
3. To make a request for access to or correction of personal data under the PDPA, you must be the individual to which the personal data relates, the legal representative or the legal guardian(s) or parent(s) of an incapacitated individual.
4. Deutsche Bank is entitled to adopt appropriate measures to verify that you are the individual to which the personal data relates or that you are validly acting on behalf of the individual.
5. You may only request for personal data that is in the possession or under the control of Deutsche Bank which has been or may have been used or disclosed by Deutsche Bank within a year before the date of your request. Deutsche Bank is not required to provide information on the source of your personal data.
6. The data that Deutsche Bank is not obliged to provide includes the following:
 - a. opinion data kept solely for an evaluative purpose;
 - b. the personal data of the beneficiaries of a private trust kept solely for the purpose of administering the trust;
 - c. a document related to a prosecution if all proceedings related to the prosecution have not yet been completed;
 - d. personal data which is subject to legal privilege;
 - e. personal data which, if disclosed, would reveal confidential commercial information that could, in the opinion of a reasonable person, harm the competitive position of Deutsche Bank;
 - f. personal data collected, used or disclosed without consent for the purposes of an investigation if the investigation and associated proceedings and appeals have not been completed; or
 - g. any request:
 - i. that would unreasonably interfere with our operations because of the repetitious or systematic nature of the requests;
 - ii. if the burden or expense of providing access would be unreasonable to Deutsche Bank or disproportionate to your interests;
 - iii. for information that does not exist or cannot be found;
 - iv. for information that is trivial; or
 - v. that is otherwise frivolous or vexatious.
7. Deutsche Bank will also not provide personal data or other information which could reasonably be expected to:
 - a. threaten the safety or physical or mental health of any other individual;
 - b. cause immediate or grave harm to your safety or physical or mental health;
 - c. reveal personal data about another individual;
 - d. reveal the identity of an individual who has provided personal data about another individual and the individual providing the personal data does not consent to the disclosure of his identity; or
 - e. be contrary to national interest.
8. Deutsche Bank may charge a reasonable fee for access to your personal data. Such fee may vary depending on the complexity of your request. We will give you a written estimate of your fee after we have obtained sufficient information to estimate the fee and may refuse to provide access to your personal data until you agree to pay the relevant fee. If the fee is higher than the original written estimate, we will inform you in writing of the increased fee.



9. On receipt of a correction request, Deutsche Bank will, unless it is satisfied on reasonable grounds that the correction should not be made:
 - a. correct the personal data as soon as practicable; and
 - b. send the corrected personal data to every other organisation to which the personal data was disclosed by Deutsche Bank within a year before the date the correction request was made, unless that other organisation does not need the corrected personal data for any legal or business purpose.
10. In relation to a correction request, Deutsche Bank is not required to correct or otherwise alter an opinion including a professional or an expert opinion. Deutsche Bank is also not required to make a correction in respect of matters including the following:
 - a. opinion data kept solely for an evaluative purpose;
 - b. the personal data of the beneficiaries of a private trust kept solely for the purpose of administering the trust;
 - c. a document related to a prosecution if all proceedings related to the prosecution have not been completed.
11. Deutsche Bank will respond to an access or correction request within 30 days. If Deutsche Bank is unable to respond to an access or correction request within this timeframe, we will inform you in writing within that time frame of the time by which we will be able to respond to your request.
12. Please send your completed form and all required documents to:

Deutsche Bank
One Raffles Quay #15-00
South Tower
Singapore 048583
Attention: The Data Protection Officer

(and if you are a customer of Deutsche Bank) with a copy to your designated contact at Deutsche Bank

as at 27 August 2014



Part I: Organisation

Particulars of the Deutsche Bank entity in Singapore & Business/Infrastructure Unit to whom this request is made

Name of Deutsche Bank entity: _____

Business / Infrastructure Unit:

- Corporate Banking & Securities
- Asset & Wealth Management
- Global Transaction Banking
- Human Resources
- Others *please specify*: _____

Part II: Type of Request

Access / Correction (*Please delete accordingly*)

Part III: Individual

Particulars of the Individual data subject to whom the requested personal data relates

Name: _____

Identification No.: _____

Identification Document: NRIC / Passport / Others (*Please delete accordingly*) _____

Correspondence address: _____

Day time contact phone number: _____

Email address: _____

Account No(s) (*if Individual is a customer*): _____

(please enclose a copy of the Individual's identification document and a utility bill dated not earlier than 2 months from the date of this request bearing the address indicated here)

[This part must be completed if you are not making this request for personal data about yourself]

Part IV: Requestor

Particulars of the requestor

Name: _____

Identification No.: _____

Identification Document: NRIC / Passport / Others (*Please delete accordingly*) _____

Correspondence address: _____

Day time contact phone number: _____

Email address: _____

This request is based on (*please tick [x] one of the following*):

- I am acting under the Individual's mandate or power of attorney
- I have a warrant/court order allowing access/correction to the Individual's personal data
- I am the executor/administrator of the Individual's estate
- I am the parent of the Individual who is a minor
- Others *please specify*: _____

Please enclose a copy of (i) your identification document; (ii) a utility bill dated not earlier than 2 months from the date of this request bearing the address indicated here; and (iii) proof of your authority to access the personal data of the Individual. You must ensure that the document has been certified by a Commissioner for Oaths, a Notary Public or an Advocate & Solicitor.



Part V: Personal Data Requested

This request is in relation to the following personal data of the Individual, except those that Deutsche Bank is not obliged or is required not to provide under the PDPA:

Description of the Personal Data:

Please specify clearly and in detail the personal data including further information, if any, such as the particular incident or transaction in association with it, the circumstances under which the personal data was collected or held, etc. to facilitate the location of the personal data requested. Too general a description of the personal data or if Deutsche Bank is not supplied with such information as it may reasonably require to locate the personal data may result in Deutsche Bank being unable to respond to your request or result in a delay in responding.

Date or period to which this request relates (*must be within a year before the date of this request*): _____

Date on which or period within which the personal data request was collected (*if available*): _____

Name of Deutsche Bank staff member who collected the personal data requested (*if available*): _____

Please use separate sheet if insufficient space is available.

[This part must be completed if this request is made to correct personal data]

Part VI: Corrections

What records contain the personal data you want corrected? What correction do you want made and what is incorrect about the personal data on the record? Please give as much detail as possible.

Please use separate sheet if insufficient space is available.

Part VII: Reason(s) for Request

Please briefly explain why you are requesting this information rather than the data subject as this may help us expedite your request.

Please use separate sheet if insufficient space is available

Part VIII: Further Information & Payment

I understand that before complying with this request, you may require me to provide:

- (a) proof of my identity;
- (b) if I'm not making this request in respect of personal data about myself, proof of the Individual's identity and of my authority;



(c) such further information as may be reasonably required for you to locate the requested personal data;
(d) payment of a reasonable fee for access to the requested personal data.

Part IX: Mode of Receipt

If this is a request for access to personal data, for security reasons, access to personal data will not be provided to a third party. I agree that I will collect, in person, a copy of the requested personal data and/or use and disclosure information in documentary form or if impracticable, I will be allowed a reasonable opportunity to examine, in person, the same. Alternatively, I may be provided with information on how I may retrieve the requested data myself.

Part X: Use of Personal Data

Except with the consent of the individual concerned, the personal data provided in this form will be used for the purpose of processing this request and other related purposes only and may be disclosed to such parties (in and outside of Singapore) as may be necessary for the said purpose.

The information which I have supplied in this form is accurate and complete, and I am the person to whom it relates or an authorized representative acting on his/her behalf.

Signature of the Individual/Requestor¹

Date

Full Name of Applicant (as in Identification Document)

¹ If you are a Deutsche Bank client, your signature must match the signature we have on file