

## REQUEST FOR INFORMATION

To: **Nippecraft Limited (“Nippecraft”)**

**Email:** [Dataprotection@nippecraft.com.sg](mailto:Dataprotection@nippecraft.com.sg)  
**HR Email:** [HRdataprotection@nippecraft.com.sg](mailto:HRdataprotection@nippecraft.com.sg)  
**Address:** Nippecraft Limited  
2 Venture Drive,  
#24-01 Vision Exchange  
Singapore 608526  
(Attention: Data Protection Officer)

### Personal particulars

**Name:** \_\_\_\_\_  
**Contact number:** \_\_\_\_\_  
**Mobile phone number:** \_\_\_\_\_  
**Mailing address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Email address:** \_\_\_\_\_

### Scope of request

Please indicate the scope of your request for information:

- I would like to know what Personal Data of mine, as described below, that Nippecraft and its subsidiaries have (Please specify clearly and in detail the Personal Data requested, 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 and so on, to facilitate our response to your request).
- I would like to know how Nippecraft has used and disclosed my Personal Data in the last one year before the date of my request.

To assist us in responding to your request, please let us have the following information:

Date around which or period within which the requested Personal Data was collected (if known):

\_\_\_\_\_

The name of the Nippecraft’s entity which collected the requested Personal Data (if known):

\_\_\_\_\_

The name of the Nippecraft's staff member who collected the requested Personal Data (if known):

\_\_\_\_\_

Please indicate your relationship with Nippecraft's:

- I am an employee, representative, agent or officer of one of Nippecraft's vendors / service providers / business partners / customers\*. (*\*delete as appropriate*) Name of organisation that you are working for: \_\_\_\_\_
- I previously applied for employment with Nippecraft in \_\_\_\_\_ (please specify year and month, if possible) / I was employed by Nippecraft at \_\_\_\_\_ (please specify the entity within Nippecraft Group) from \_\_\_\_\_ (please specify time period of employment).
- Others: \_\_\_\_

Date of Request:

#### **Preferred mode of response**

Please indicate your preferred mode of communication of our response to you:

- By registered mail/ordinary mail at my mailing address given above
- By email at my email address given above

#### **Administrative fee**

We will contact you through your preferred mode of communication as indicated above to inform you of the administrative fee that we will charge for responding to your request. The administrative fee is to cover the administrative costs of responding to your request for information, such as any printing or postage costs and any costs that Nippecraft specifically incurs in order to retrieve the relevant information to respond to your requests.

Please make payment of the administrative fee, within 14 days of our notification to you, by **PayNow** to Nippecraft Limited's UEN number **197702861N** and send it to the above mailing address, attention to the relevant Data Protection Officer. Please enclose a copy of your payment receipt so that we will know that the payment for your request for information has been made . Please note that cash is not an acceptable mode of payment of the administrative fee.