



SANTEN PHARMACEUTICAL ASIA PTE. LTD.
6 Temasek Boulevard #20-03/04 Suntec Tower Four, Singapore 038986
Tel : +65 6715 7800 Fax : +65 6235 1543

PERSONAL DATA PROTECTION ACT 2012 (No. 26 of 2012)

CORRECTION REQUEST FORM

Notes for Applicants

1. Under the Personal Data Protection Act of Singapore, an individual is entitled to request an organisation to correct and error or omission in the personal data about the individual that is in the possession or under the control of the organisation.
2. The request must be in writing.
3. The request must be accompanied by any necessary information/documentation to identify the enquirer (NRIC/ Passport or other proof of identity) and to locate the record of Personal Data to be corrected.
4. SANTEN will comply with the request for correction within 30 days of receiving the request, or receiving the information referred to in (3) whichever event occurs later.
5. Please complete the following form and sign the accompanying declaration and submit, with your fee and proof of identity, to the Data Protection Officer at the address given below.
6. SANTEN is not required to correct Personal Data for:-
 - a. Opinion data kept solely for an evaluative purpose; or
 - b. Document(s) related to a prosecution, if all proceedings related to the prosecution have not been completed.
7. SANTEN may send the corrected personal data to specific organisations to which the personal data was disclosed within a year before the date the correction is made.



SANTEN PHARMACEUTICAL ASIA PTE. LTD.
 6 Temasek Boulevard #20-03/04 Suntec Tower Four, Singapore 038986
 Tel : +65 6715 7800 Fax : +65 6235 1543

PERSONAL DATA PROTECTION ACT 2012 (No. 26 of 2012)

CORRECTION REQUEST FORM

A. The Requesting Party's Details

Full Name (Block letters)	:	
NRIC/ Passport Number	:	
Address	:	
Telephone Number(s) Residential/ Office/ Handphone	:	
Email	:	

B. Your status/relationship with Santen Pharmaceutical Asia Pte Ltd

In order to help us verify your identity and locate your personal information, please complete the following questions as far as possible:-

(a) STAFF

- Current staff
 - Former staff (please state date employment ceased)
- Department Staff Number

(b) OTHER

If you are not a staff, describe what relationship have you had/have with SANTEN and when?



SANTEN PHARMACEUTICAL ASIA PTE. LTD.
6 Temasek Boulevard #20-03/04 Suntec Tower Four, Singapore 038986
Tel : +65 6715 7800 Fax : +65 6235 1543

PERSONAL DATA PROTECTION ACT 2012 (No. 26 of 2012)

CORRECTION REQUEST FORM

C. Your Request

Please provide the following information to enable us to respond to your request :-

A. A description of the Personal Data that you are requesting for correction of	:	
B. Name of the Officer/ Employee of SANTEN and his/her division by whom your Personal Data was collected	:	
C. When you submitted your Personal Data to SANTEN and for what purposes	:	
D. Details of your request for correction of your Personal Data	:	



SANTEN PHARMACEUTICAL ASIA PTE. LTD.
 6 Temasek Boulevard #20-03/04 Suntec Tower Four, Singapore 038986
 Tel : +65 6715 7800 Fax : +65 6235 1543

PERSONAL DATA PROTECTION ACT 2012 (No. 26 of 2012)

CORRECTION REQUEST FORM

Declaration

I, NRIC/ Passport No, certify that the information given on this Correction application form to Santen Pharmaceutical Asia Pte. Ltd. ("SANTEN") is correct. I understand that I will have to provide proof of my identity (either my NRIC or Passport). I understand that it may be necessary for SANTEN to obtain more detailed information in order to locate the correct information. I am aware that referees and third parties may be contacted in cases where the disclosure of confidential references and other third-party information supplied in confidence is concerned.

I consent to SANTEN sending my corrected personal data to other organisations to which the personal data was disclosed by SANTEN within a year before the correction is made.

Signed

Dated

Please return the completed form to the Data Protection Officer :-

Email address: dpo_sg@santen.asia

Postal address: The Data Protection Officer,
 Santen Pharmaceutical Asia Pte. Ltd.
 6 Temasek Boulevard #20-03/04, Suntec Tower Four,
 Singapore 038986

Documents which must accompany your application are:-

- i Evidence of your identity (**NRIC/ Passport, proof of identity**)