Personal Data Withdrawal Form

**Important Notice to Requestor**

1. Please read these terms carefully before completing this Personal Data Withdrawal Form. Where this Form contains a summary of the relevant requirements of the Singapore Personal Data Protection Act 2012 (“the PDPA”), the summary is provided for reference purpose only. For a complete and definitive statement of the law, please refer to the PDPA itself.
2. You are not entitled to withdraw consent on personal data not belonging to you. It is an offence under section 51 of the PDPA to withdraw the personal data consent of another individual without the consent of that individual.
3. It is important that you specify in this Form clearly, and in details, purpose(s) that you had previously consented to for which you wish to now withdraw your consent for. Sumitomo Electric Hardmetal Asia Pacific Pte Ltd (SHAP) may seek further clarification, or refuse to comply with your request if you have not provided sufficient information as may be reasonably required.
4. SHAP will conduct a strict verification process to ensure that SHAP processes only the withdrawal of consent for your own personal data and not of any other individual. You will be required to produce identification documents to verify against our records for this purpose.
5. Please note that SHAP will cease to collect, use or disclose the personal data, unless otherwise permitted or required by the PDPA or other applicable laws and regulations, and may be unable to continue to provide certain products and/or services to you as a result of your withdrawal of consent and your withdrawal of consent will not affect any legal consequences arising from such withdrawal.
6. To make a withdrawal, you may either:
	1. (i) Email this completed Form to our PDPA Team at shap-dpo@info.sei.co.jp with attached scanned copies of your personal identification documents (NRIC/Passport) and any further identification documents that we may request for to verify against our records,

or

* 1. (ii) Proceed to SHAP’s Office with your personal identification documents (NRIC/Passport) and any further identification documents that we may request for to verify against our records. Please refer to the “[aboutus/company-profile](http://www.sumitool.com.sg/aboutus/company-profile.html).sg/aboutus/company-profile.htmll” on our website at www.sumitool.com.sg for the full contact address of our office.
1. SHAP will notify you after the withdrawal has been processed SHAP will process the request within 30 days after receiving your request and if we are unable to do so, we will inform you within the 30 day time frame of the soonest possible or practicable time we can respond to your request.
2. DECLARATION: By submitting this Form, you hereby indicate that you have agreed to all the terms of the notice above.

Personal Data Withdrawal Form

Personal Particulars of Requestor

Name of Requestor: Date of Request: \_\_\_\_\_\_\_\_\_\_\_

NRIC/FIN/Passport No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Personal Data Withdraw For:

(Please describe purpose(s) that you had previously consented to for which you wish to now withdraw your consent for.)

For SHAP Internal Use

Processed By: Approved By:

Designation: Designation:

Department: Department:

Date: Date: