

Submit completed form to:

**Data Protection Officer
Bukit Jalil Golf & Country Resort**

Berjaya Hartanah Berhad (Registration No. 199101012980 (223292-U))

Address: Jalan Jalil Perkasa 3, Bukit Jalil,

57000 Kuala Lumpur, Malaysia

Email: dpo.bukitjalil@berjayaclubs.com

Data Subject Rights Request Form

1. Request Details

Type of Request (tick all that apply)	☐ Access to my personal data ☐ Correction / Update of my personal data ☐ Withdrawal of Consent ☐ Data Portability ☐ Objection to Processing ☐ Restriction of Processing ☐ Other (please specify): _____
Additional Details	If correction: specify data and provide supporting evidence. If portability: specify destination Data Controller and format. If withdrawal/objection: specify processing to be stopped.

2. Identity of Data Subject / Requestor

Full Name (as per NRIC / Passport)	
Membership No.	
NRIC / Passport No.	
Date of Birth	
Contact Address	
Telephone / Mobile Number	
Email Address	

3. Third-Party / Representative (if applicable)

Are you acting on behalf of the Data Subject?	
If Yes, name of representative	
Representative NRIC / Passport No.	
Relationship / Authority (e.g., parent, legal guardian)	
Proof of authorisation and ID attached? (☐ Yes / ☐ No)	

4. Details of Request

Please describe the personal data you seek access to / correction / withdrawal / portability / objection / restriction, including relevant time periods, document types, or specific data fields. If correction: state correct data and attach proof. If portability: state the destination Data Controller.

Preferred mode of response (tick one):

☐ View only ☐ Copy by mail ☐ Copy by email ☐ Collect in person

5. Supporting Documents

- Copy of proof of identity (NRIC/Passport/Employee ID) of Data Subject
- If Representative: letter of authorisation / power of attorney and their identity document
- Any reference documents (employee number, account number, etc.)

6. Declaration

I hereby declare that the information provided above is accurate and true to the best of my knowledge. I understand that Bukit Jalil Golf & Country Resort may require additional information to verify my identity, clarify my request, or locate the relevant personal data. I also understand that a reasonable administrative fee may be imposed in accordance with the Personal Data Protection (Fees) Regulations 2013 and Bukit Jalil Golf & Country Resort's Data Subject Rights Management Procedure.

Signature: _____ Date: _____

Note: This request is made pursuant to Section 12 of the Personal Data Protection Act 2010 and is processed in accordance with Rule 9 of the Personal Data Protection Regulations 2013 relating to Data Access Requests.

For Office Use Only

Request received on (date)	
Verifier / DPO Review	
Complete / Incomplete request?	
Response due by (21 calendar days)	
Extension needed? (Yes/No & Reason)	
Fee imposed / Amount	
Response sent on (date) & Remarks	

☐ Recorded in DPO Data Subject Rights Log