

## PERSONAL DATA ACCESS REQUEST FORM



This Data Access Request is made to Bank Muamalat Malaysia Berhad

### IMPORTANT NOTE:

1. Please complete the Data Access Request Form and ensure that your personal data provided herein is genuine and accurate.
2. Your request may not be processed if the information / document provided is incomplete.
3. Third Party Requestor is to be present at the branch / office to submit this form and for verification of information and documents required.
4. The supporting document(s) required in this form must be provided. We will respond within 21 days of receipt of the completed form with accompanying documents.
5. If you have any queries / need any guidance in filling-up this form, you may contact our Customer Service Department at the contact details below:

**Head, Customer Service Department, Bank Muamalat Malaysia Berhad**

**Address : 19th Floor, Menara Bumiputra, Jalan Melaka, 50100 Kuala Lumpur**

**Telephone : 1-300-88-8787 (Local), +603-26005500 (International)**

**E-mail : [feedback@muamalat.com.my](mailto:feedback@muamalat.com.my)**

### PART A : ABOUT YOURSELF

☐ I am a customer / former customer and I would like to access my personal data

☐ I am a Third Party Requestor [i.e. I am making this personal data access request for another person.]

### PART B : PARTICULARS OF THE DATA SUBJECT ( ACCOUNT HOLDER)

Full name (as per NRIC):.....

NRIC/Passport Number:..... (Copy to be attached)

Address:.....

..... Postcode:.....

Telephone No:- Office/Home:..... Mobile:..... E-mail:.....

### PART C : PARTICULARS OF THIRD PARTY REQUESTOR

[ to be filled if request is made by a person other than Data Subject (account holder) ]

Full name:.....

NRIC / Passport / Number:.....

Address:.....

..... Postcode:.....

Telephone No:- Office/Home:..... Mobile:..... E-mail:.....

I am making this request for the Access of personal data of Data Subject (account holder) because Data Subject (account holder):

☐ is a minor and I am the parent / legal guardian / parental responsibility over the Data Subject (account holder)

☐ is incapable of managing his/her affairs and I have been appointed by Court to manage his / her affairs

☐ had passed away and I have been appointed as administrator of Data Subject's (account holder) estate

☐ authorised me in writing to make this data Access request

☐ other reason (please specify):.....

In proof of my capacity, I enclose the following:

☐ copy of my NRIC / MyKid / Birth certificate for minor account, Passport (original to be produced for inspection); and

☐ original of Court Order / Power of Attorney

☐ original of authorisation letter from Data Subject (account holder)

☐ other reason (please specify):.....

**PART D: DESCRIPTION OF PERSONAL DATA REQUESTED**

**1 I would like to request for the personal data of the following account by indicating the relevant account number:**

<b>Account Type</b> (Please tick [v] one Account only)	<input type="checkbox"/> Savings Account	<input type="checkbox"/> Current Account
	<input type="checkbox"/> FCy Current Account	<input type="checkbox"/> Fixed Term Account
	<input type="checkbox"/> Credit Card Account	<input type="checkbox"/> Financing Account
	<input type="checkbox"/> Ar Rahnu Account	<input type="checkbox"/> Other products/services (please specify) _____
<b>Account No.</b>		

**Note :** For the Requestor requesting access to multiple accounts with the branch, complete a separate form for each account.

**2 Personal Data includes one or more of the following:-**

Please tick [v] the appropriate box.

Specified Account Information

☐ Mandatee, if applicable

☐ Image of the Signature(s) of the account-holder(s) i.e. (specify the name)

.....

☐ Name

☐ IC/Passport/Other Identification Documentation\*

☐ Residence/Mailing\* Address

☐ Contact Details

☐ Gender

☐ Race

☐ Nationality

☐ Country of Tax Residence

☐ Name of Employer

☐ Customer's Consent

☐ Others, please specify:.....

**3 Please:-**

☐ Confirm whether the personal data as specified under items 1 and/ or 2 of Part D is held by the Bank; and I do not require a copy of the Personal Data.

☐ Supply me with a copy of the personal data for the account(s) maintained with the Bank as specified under items 1 and/or 2 of Part D.

**PART E : METHOD OF DELIVERY**

**The personal data requested :**

☐ is to be mailed to my address stated above.

☐ will be collected by me personally from your office / branch at:.....

**PART F : DECLARATION**

(by Data Subject (account holder) / Third Party Requestor)

I, \_\_\_\_\_ (NRIC / Passport No: \_\_\_\_\_) hereby certify that the information given in this form and all documents enclosed are true and accurate. I understand that it will be necessary for the Bank to verify my identity, and the Bank may contact me for more detailed information in order to locate the personal data requested.

.....

Date:.....

(Signature of Data Subject (account holder) / Third Party Requestor)

**FOR BMMB OFFICE USE ONLY**

**PART G : ACKNOWLEDGMENT RECEIPT**

Received by: ..... Date Received:.....  
(signature of staff receiving the access request)

Name: ..... Designation: .....

Official Rubber Stamp: .....

**PART H: VERIFICATION**

Verified by: ..... Date : .....  
(signature of staff verifying the access request)

Name: ..... Designation: .....

Official Rubber Stamp: .....