

PERSONAL DATA ACCESS & CORRECTION POLICY

1. This is the Personal Data Access & Correction Policy (“**Access Policy**”) of CKL Holdings Sdn Bhd (which includes all its subsidiaries, related and/or associated companies (“**Company**”).
2. During your course of dealings with us, we may collect and process your personal data. To the extent that the applicable law allows, you have the right to request for access to and for a copy of your personal data stored with us (“**Access Request**”). You also have the right to request for the Company to correct your personal data where it is inaccurate, incomplete, misleading or not up-to-date (“**Correction Request**”). We will respond to your Access Requests and/or Correction Requests in accordance with this Access Policy, subject to any statutory right to refuse to process such requests.
3. We may charge an administrative fee (such amount as permitted under the applicable law) for each Access Request made to cover administration costs involved in processing your Access Request (“**Access Request Fee**”). The Access Request Fee payable is as specified in **Schedule 1**.
4. If you request to correct your personal data where it is inaccurate, incomplete, misleading or not up-to-date, such Correction Request shall be carried out at no charge to you.
5. Your Access Request or Correction Request must be made using the [PDPA Form](#), fully completed and submitted to:

Personal Data Compliance Officer
Address: CKL Holdings Sdn Bhd, 3rd Floor, Wisma CKL, No. 39-3 & 41-3, Jalan 23/70A, Desa Sri Hartamas, 50480 Kuala Lumpur.
Contact No. : 03-62032020
6. Upon the Company’s receipt of your PDPA Form, the following procedures (as applicable) will apply:
 - (a) the procedure for Access Request as set out in **Schedule 2** (subject to the applicable Access Request Fee having been paid); or
 - (b) the procedure for Correction Request as set out in **Schedule 3**.
7. If you have any questions about this Access Policy, or have any further queries, you may contact us at the above number.

As at June 2016

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Schedule 1
Data Access Request Fees

	Description	Fee (RM)
1.	Data Access Request for individual's personal data <i>with</i> a copy	10
2.	Data Access Request for individual's personal data <i>without</i> a copy	2
3.	Data Access Request for an individual's <i>sensitive</i> personal data <i>with</i> a copy	30
4.	Data Access Request for an individual's <i>sensitive</i> personal data <i>without</i> a copy	5

For the purposes of this Schedule, “**sensitive personal data**” means any information as to your physical or mental health, religious beliefs and criminal convictions.

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