

FAR EAST ORCHARD LIMITED GROUP

Personal Data Complaint Form

If you wish to lodge a complaint with the Far East Orchard Limited group (including Far East Hospitality) (collectively, “**FEOrchard**”) in relation to its handling of your personal data, please provide us with the following information:

1. Who do you want to complain about?

Please give us the details of the person you have been in contact with.

Contact name:

Address:

Postcode:

Telephone:

Email:

Website:

2. Your relationship with FEOrchard

Please tell us the nature of your relationship with FEOrchard, for example client, customer etc.

3. What is your complaint?

Explain why you think FEOrchard has not complied with the requirements of the Personal Data Protection Act 2012 (Act 26 of 2012) (“**PDPA**”) and/or, where applicable, the General Data Protection Regulation (EU) 2016/679 (“**GDPR**”).

4. Supporting evidence

Please select the document(s) you will be sending to us:

- Evidence of the personal data (if any) which you think has not been handled in accordance with the PDPA and/or, where applicable, the GDPR;
- Details about how the personal data has not been handled in accordance with the PDPA and/or, where applicable, the GDPR; or
- Copies or a record of any communication between yourself and FEOrchard relating to the complaint.

5. When did you become aware of the problem?

Please tell us the date and circumstances when you became aware of the problem.

6. Your contact details

Name	
Contact Number(s)	
Email Address	
Address	

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Person to contact about this complaint (if different from above):

Name	
Contact Number(s)	
Email Address	
Address	

If you are filling in this form on behalf of the complainant, please send us any documentation proving you have the authority to act on behalf of the complainant.

7. Declaration

By submitting this form, I confirm the following:

- (a) I have included all the necessary documents to support my complaint.
- (b) The information I have provided in this complaint is true, complete and accurate, to the best of my knowledge.

8. Consent

In order for us to process your complaint, please read the statement below and tick the box to confirm your consent:

- I understand that during any necessary investigations, FEOrchard may need to share the details, including my personal data, that I have provided, in order to investigate. I have indicated any supporting documents that I do not want FEOrchard to share.

9. Sending your complaint to us

Please send your complaint to the DPO at DPO@fareastorchard.com.sg

Signature: _____ Date: _____

Notice:

The information submitted by you to us in this form is necessary for processing your complaint and any inaccuracies, errors or omissions in the personal data submitted may result in delays in processing the request and/or our inability to process your request.