

[MERALCO LOGO]

DATA SUBJECT ACCESS REQUEST (DSAR) FORM

Form A-2

This form is to be used by data subject's wishing to obtain access to or a copy of his or her personal data which is under the custody of MERALCO, and/or certain information regarding the nature, purpose and extent of their processing. Completion of this form is necessary to know the information you have provided as our data subject by virtue of the use of our services.

The information requested below will help MERALCO (a) satisfy itself as to your identity and (b) find any data held about you.

Reference No:

(To be filled up by DPO Office)

SECTION 1. ABOUT YOURSELF.

Name of Data Subject (Last Name, First Name, Middle Initial)

Email Address

Mobile/ Phone No.

Present Address

Permanent Address

SECTION 2. PROOF OF IDENTITY

To be able to establish your identity, you must submit a copy of one document from each of the following categories with your request:

(a) Confirmation of name:

- any government issued identification card or document e.g. driver's license, passport, etc.

(b) Confirmation of name and address:

- driver's license, utility bill, bank or credit card statement, or other equivalent/similar document showing your name and address.

(c) For requests made on behalf of an individual, an authorization letter is required in addition to the requirements herein set forth as well as a copy of any government issued identification card and the presentation of the original thereof.

SUPPORTING DOCUMENTS:

- Government Issued ID
- Proof of Address/ Residence
- Authorization Letter, in case of a representative
- Government issued ID of the authorized representative

PRIVACY NOTICE: We respect your rights under Data Privacy Act. Any or all personal data you provided will only be used to process your communication. This includes contacting you should there be need for clarification or additional information. All collected data will be kept secure and confidential, unless otherwise authorized by law. They will be disposed of as soon as the purpose for their use has been achieved.

SECTION 3. TYPE OF REQUEST

Please indicate the type of your request by selecting the proper box.

☐	Access Request	☐	Information Request
☐		Data Portability Request	

SECTION 4. ADDITIONAL INFORMATION

To help MERALCO find your information, please use the space below to provide further details that may help to locate the information sought.

- a. What is the request (specific documents or information you are seeking)?

- b. What is the reason for this request?

- c. What is the relevant period(s) for this request?

SECTION 5. ATTESTATION (to be signed by the requestor)

The information that I have supplied in this form is true and correct, and I am the person to whom it relates.

Signature		Date Signed	
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* Any attempt to obtain personal data to which you are not entitled can be an offense and punishable under pertinent laws.

** By accomplishing and signing this form, you are allowing MERALCO to process your information in order to be able to generate or access data about you which the company may have.

SECTION 6. FEES, if any (To be filled up by MERALCO personnel)

Generally, most requests are free of charge except in circumstances as may be allowed or required by law or by the concerned authorities.

In order to process the request, the following fees has been assessed:

☐	No Fees Required	☐	Fee Required
Assessed By:		Amount:	OR No.
Released By:		Date:	Collected By:
Date:		Request Rejected ☐	
Received By:		Reason:	

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