Complaint Form

If you wish to lodge a complaint with Far East Orchard Group 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 Far East Orchard Group

   Please tell us the nature of your relationship with Far East Orchard Group, for example client, customer etc.

3. What is your complaint?

   Explain why you think Far East Orchard Group has not complied with the requirements of the Personal Data Protection Act (Act 26 of 2012) ("PDPA").

4. Supporting evidence

   Please select the documents(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;
   - Details about how the personal data has not been handled in accordance with the PDPA;
   - Copies or a record of any communication between yourself and Far East Orchard Group 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	

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

Please read the following statements and tick the relevant box to confirm your consent:

☐ I have included all the necessary documents to support my complaint.

☐ I understand that during any necessary investigations, Far East Orchard Group may need to share the details I have provided in order to investigate. I have indicated any supporting documents that I do not want Far East Orchard Group to share.

☐ The information I have provided in this complaint is true, complete and accurate, to the best of my knowledge.

☐ I have read and agree to this declaration.

8. 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.