
Types of request to be handled

Circle the number for the type of requests to be handled and fill out details.

Types of Request	Details
1. Disclosure	
2. Change	
3. Deletion	
4. Addition	
5. Discontinuance of Usage	
6. Erasure	
7. Notice of Purpose of Use	
8. Withdrawal of Consent	
9. Request for Receiving	
10. Request for Handover	
11. Objection	

Handling of this request form

The personal data obtained in this form is only taken for this request. We will dispose of this form and other related documents one month after our reply by an appropriate method.

Denials for requests will be notified.

- Required item is missing.
- Confirmation if not available.
- Requested item was not eligible for modification of personal data.
- Request has serious impact to OCS's business operation.
- Request offends other laws.
- Life, health, property and other rights of the individual or third parties are affected.

■For official use by OCS

Acceptance date and time	Management representative validation
Received on : Year_____Month_____ Date_____ Time_____:	