

## Annex B to Appendix 4

### Personal Data Correction Request Form

#### Requestor's Personal Particulars <sup>Notes 2 & 4</sup>

Name		HKID No.	
Correspondence Address			
Contact Telephone No.			
Email address (if any)			

***Personal data to which the request relates*** (attach additional sheets if necessary)

Name & HKID No. of Data Subject (if different from that of requester)
Details of data that need correction are as follows:  (a) A copy of personal data supplied by the Financial Services Branch of the Financial Services and the Treasury Bureau is attached.  (b) The part of personal data the data subject considers inaccurate is underlined in the copy attached. Reasons are appended below (supported with documents, if available):  _____ _____ _____  (c) The inaccuracy should be rectified as follows (copy of personal data with proposed corrections attached):  _____ _____

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

#### Notes:

1. The information provided will be used for processing data correction requests. The provision of personal data for processing this request is voluntary. However, we may not be able to process your request if you do not provide sufficient information,.
2. We may require reasonably sufficient personal information from you to satisfy ourselves as to your identity before we can comply with this data correction request.
3. Please direct your request by mail or by fax (No. 2528 3345) to the Personal Data Protection Officer of the Financial Services and the Treasury Bureau (Financial Services Branch) at 24/F, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong.
4. If the request is made by an individual other than the data subject, an authorization letter signed by the data subject, as well as copies of the data subject's HKID card and the requester's HKID card, should be enclosed with this request form.
5. You may be asked to provide additional information to help us process your request.