

PUBLIC Public Release Authorized	Data Subject Access Request Form	
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Data Subject Rights Request Form

Section A – Request Details

Item	Information
Full Name	
NRIC / Passport No.	
Company / Department (if applicable)	
Contact Number	
Email Address	
Residential Address	
Preferred Method of Communication	☐ Email ☐ Phone ☐ Letter/Hardcopy
Are you the data subject?	☐ Yes ☐ No, I am authorized representative

Section B – Request Type

Please select the right(s) or request typer you wish to exercise:

Data Subject Right / Request Type	Select
Receive / Request Privacy Notice or Information on Processing	☐
Access Personal Data	☐
Correction / Rectification of Personal Data	☐
Withdraw Consent	☐
Data Portability	☐
Opt-out of Direct Marketing	☐
Prevent Processing Causing Substantial Damage or Distress	☐
Personal Data Breach Enquiry / Request for Clarification on Breach Notification Received	☐
Complaint or Concern Relating to Processing of Personal Data	☐
Other, please specify:	☐

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Section C – Details of Request

Please provide sufficient details to help Yakult identify and process your request.

Information Required	Details
Description of Request	
Specific Personal Data Involved	
Relevant Department / System / Service, if known	
Relevant Date Range, if applicable	
Reason for Request, if applicable	
Preferred Format for Response	☐ Electronic ☐ Hardcopy
Supporting Documents Attached	☐ Yes ☐ No

Additional Information:

Section D – Correction Request (If Applicable)

Please complete this section only if you are requesting correction or rectification of personal data.

Incorrect / Incomplete / Outdated Information	Correct Information

Reason for correction:

Supporting documents attached:

☐ Yes

☐ No

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Section E – Authorized Representative (If Applicable)

Please complete this section only if you are requesting Yakult to transmit your personal data to another data controller.

Information Required	Details
Personal Data to be Transmitted	
Receiving Data Controller / Organization Name	
Receiving Data Controller Contact Person, if known	
Receiving Email Address / Secure Transfer Address	
Preferred Data Format, if any	
Purpose of Transfer, if applicable	
Any specific system, account, service or record involved	

I understand that a data portability request is subject to technical feasibility, compatibility of data format, identity verification, and applicable legal requirements.

Requester Confirmation:

☐ I confirm that I am requesting Yakult to transmit the personal data identified above directly to the receiving data controller stated in this section.

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Section F – Personal Data Breach Enquiry, If Applicable

Please complete this section only if your request relates to a personal data breach notification or suspected personal data breach.

Information Required	Details
Date of breach notification received, if any	
Reference number, if any	
Channel through which notification was received	☐ Email ☐ SMS ☐ Letter ☐ Phone ☐ Other
Details of enquiry / clarification requested	
Personal data is believed to be affected, if known	

Additional Information:

Section G – Authorized Representative, If Applicable

If you are submitting this request on behalf of another individual, please complete this section.

Item	Information
Representative Full Name	
NRIC / Passport No.	
Relationship to Data Subject	
Contact Number	
Email Address	

Required documents:

- Authorization Letter signed by the data subject
- Copy of Representative Identification
- Copy of Data Subject Identification
- Any other document proving authority to act on behalf of the data subject, where applicable

Attached:

- ☐ Yes
☐ No

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Section H – Declaration

I hereby confirm that:

- The information provided in this form is true, accurate, and complete.
- I am the data subject or an authorised representative of the data subject.
- I understand that Yakult may request additional information to verify my identity or authority before processing this request.
- I understand that incomplete requests may result in delays or rejection.
- I understand that certain requests may be denied, restricted, or partially fulfilled subject to applicable laws and legal exemptions under the PDPA.
- I understand that Yakult may retain records of this request for compliance, audit, legal, and regulatory purposes.

Name:

Signature:

Date:

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Section I – For Official Use Only

Item	Details
Request Reference No.	
Date Received	
Channel Received	☐ Email ☐ Hardcopy ☐ Phone ☐ Other
Request Type	
Request Verified By	
Identity Verification Completed	☐ Yes ☐ No
Additional Information Requested	☐ Yes ☐ No
Date Additional Information Requested	
Date Additional Information Received	
Assigned Department / PIC	
DPO / Privacy Contact Involved	☐ Yes ☐ No
Statutory / Internal Due Date	
Extension Required	☐ Yes ☐ No
Reason for Extension, if applicable	
Outcome	☐ Approved ☐ Partially ☐ Approved ☐ Rejected ☐ Withdrawn
Reason for Rejection/Partial Approval, if applicable	
Response Sent Date	
Response Method	☐ Email ☐ Hardcopy ☐ Phone ☐ Other
Date Closed	
Closure Evidence / Remarks	

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Section J – Internal Assessment Checklist

Assessment Item	Yes / No / N/A	Remarks
Identity of requester verified		
Authority of representative verified, if applicable		
Request is sufficiently clear		
Relevant personal data located		
Sensitive personal data involved		
Biometric data involved		
Third-party personal data involved		
Legal exemption applies		
Data processor / vendor support required		
Cross-border system or storage involved		
Data portability technically feasible, if applicable		
Response reviewed by DPO/Privacy Contact		
Response approved before release		
Request record retained in DSAR register		

Submission Instructions

Completed forms and supporting documents may be submitted to:

Data Protection Officer (DPO)

Yakult (Malaysia) Sdn. Bhd.

Email:

Phone: