

# GRACE (S.C.C.) CHURCH

## 新加坡华人基督教会怀恩堂

### DATA CORRECTION REQUEST FORM 更改资料申请表格

#### PART I: PARTICULARS 个人资料

Please provide us with your particulars so that we can verify your identity in order to process this request.

请向我们提供您的个人资料，以便我们可以验证您的身份后，处理此请求。

Name (as in NRIC/Passport):		姓名 (按照身份证/护照):	last 3 numerical digits and checksum of NRIC/Passport No. <sup>1</sup> : 身份证/护照号码之最后 3 位数字和校验码 <sup>1</sup>
Address: 地址			Membership No. (if applicable) <sup>2</sup> : 会友编号 (如适用) <sup>2</sup>
Postal Code ( ) 邮区			
Contact Nos. 电话号码	Home: 住家 Fax: 传真	Mobile: 手机 Office: 办事处	Please tick (if applicable) 请在适当项目打勾 (如适用) <input type="checkbox"/> CC 粤语崇拜 <input type="checkbox"/> EC 英语崇拜 <input type="checkbox"/> MC 华语崇拜
Email Address: 电邮			

Please state the personal data you are requesting to be corrected or updated. 请注明哪些个人资料您需要作出修改或更新	
Please provide the corrected or updated personal data. 请提供所修改或更新的个人资料	

<sup>1</sup> If your request is about the information pertaining to your NRIC/Passport, please attach a copy of your NRIC or Passport for verification 如果您的申请是关于您的身份证或护照，请附上您的身份证或护照复印以作验证

<sup>2</sup> Please attach a copy of your membership card for verification 请附上您的会友证以作验证

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### PART II: DECLARATION 声明

I am the Individual named in Part I of this form. I hereby declare and confirm that all information and supporting documents provided by me in connection with this request are true, accurate and complete. I understand that it will be necessary for Grace (S.C.C.) Church to verify my identity and that Grace (S.C.C.) Church may contact me for more detailed information regarding this request. I consent to the collection, use and disclosure of the personal data that I have provided in this request for the purpose of complying with this request.

本人作为此表格第一部分的当事人，谨在此声明及确定有关此项申请所提供之资料和证明文件全是真实、正确及完整。本人得悉新加坡华人基督教会怀恩堂有必要验证本人身份，并可能联络本人索取更多有关此项申请的详细资料。为配合这个申请，本人同意有关此项申请所提供之资料，将会被收集，使用及披露。

Signature:

签名

Date:

日期

### Important Notes 重要备注:

- 1) Please complete the Part I and Part II above and return it to:

请填妥以上第一及第二部分并寄回致:

The Personal Data Protection Officer  
Grace (S.C.C.) Church  
14 Queens Street  
Singapore 188536

个人资料保护专员  
新加坡华人基督教会怀恩堂  
奎因街 14 号  
新加坡邮区 188536

- 2) Your request will be processed and updates will be reflected in our system within 30 days, from the date we received this duly completed and signed form.

本堂将在收到此填妥及签署的表格起的 30 日内处理您的请求，并根据您所提供之最新资讯在本堂系统上作出更正。

- 3) Please refer to [www.gsccc.org.sg](http://www.gsccc.org.sg) for our Data Protection Policy.

关于本堂之个人资料保护政策，请参阅本堂网站 [www.gsccc.org.sg](http://www.gsccc.org.sg)

### PART III: FOR ADMINISTRATION USE ONLY 行政部专用

Data Correction Request Form received by/on: \_\_\_\_\_

接收更改资料申请表格的职员名字, 签名及日期

Name of Staff

Signature/Date

Completion by/on: \_\_\_\_\_

结案职员名字, 签名及日期

Name of Staff

Signature/Date