



RESIDENTIAL LEASING

REQUEST FOR INFORMATION FORM

Privacy Notice

Shang Properties, Inc. ("SPI") respects and values your privacy. SPI commits to collect and process your information in accordance with the principles and guidelines outlined in the Data Privacy Act of 2012 ("DPA"). Your personal information is requested primarily to verify your identity, process your request, and implement security measures in compliance with the law. SPI treats all personal information you provide as confidential, and pledges to fully comply with the requirements of the DPA.

Date of the Request: _____

INFORMATION OF THE REQUESTING PARTY

Full Name: _____

Company / Organization: _____

Address: _____

Email Address: _____

Contact Number: _____

Are you any of the following:

☐

Tenant

☐

Customer/ Guest

☐

Government or Law Enforcement Agency

☐

Others: _____

** Please provide a copy of any Government ID*

** If request is made through an authorized representative, please submit an Authorization Letter and the Government ID of the authorized representative.*

DETAILS OF THE REQUEST

Please indicate the information you wish to request from SPI:

Please provide precise details of the incident:

For requests for CCTV Footage, please specify the type of request:

☐

For viewing/playback only

☐

For obtaining a copy of the CCTV footage

Please specify the date, time, and location of the incident, and indicate if the requesting party is a subject in the CCTV footage or a third person:

Please specify the purpose of the request. You may attach additional documents in support of your request.
(You may use a separate sheet, if necessary.)

DECLARATION

By submitting this form, you hereby declare that the information provided in this request form is true and accurate. You certify that you have read and understood the foregoing and that you freely agree and consent to the use of your data and information under the above conditions.

REQUESTING PARTY

PRINTED NAME AND SIGNATURE

Interviewed By:

Approved By:

Name

Data Protection Officer

Recommending Approval:

Compliance Officer for Privacy