



Personal Data Handling Request Form

Under the Personal Data Protection Order 2025, you have the right to request access to their personal data, request correction of inaccurate data, and withdraw consent for the collection, use, or disclosure of their personal data by Brunei Gas Carriers Sdn Bhd (BGC).

Please complete this form and submit it to: -

In person or by post:

Data Protection Officer

Brunei Gas Carriers Sdn Bhd

Unit 1,2 & 3, Lot 8632, Lim Kah Sik Building

Jalan Jerudong, Kpg Jerudong, BG3122

Brunei Darussalam

Email: dpo@bgc.com.bn

Particulars of Requestor

Name of requestor:

Contact number:

Email address:

Please check the applicable box(es):

- ☐ I am making this request for my own personal data
- ☐ I am making this request on behalf of other individual(s)

Please complete this section if you are making an access request on behalf of other individual(s)

Name of other individual(s) whom you are making an access request on behalf of:

Contact number:

Email address:

Please attach the following:

- A copy of your valid identification document
- A copy of the individual's identification document
- A signed authorization or legal document confirming your authority to act on their behalf

Request Type

Please indicate the nature of your request:

- ☐ Access to personal data
- ☐ Correction of personal data
- ☐ Withdrawal of consent for collection, use, or disclosure of personal data



If requesting correction, please describe the data to be corrected and the accurate information:

If withdrawing consent, please specify the purpose or activity for which consent is being withdrawn:

Description of the Personal Data (for Access or Correction)

To help us process your request efficiently, please describe the personal data you are requesting access to. Include details such as the type of data, relevant dates, timeframes, and any specific context (e.g., transaction, service, or interaction).



Important Information for Requestor

Proof of Identity

Valid government-issued photo ID is required. If acting on behalf of another individual, legal authorization and both parties' IDs must be provided.

Fees

BGC may charge a reasonable fee for access requests. A written estimate will be provided before processing. Access will be granted upon agreement to pay the applicable fee.

Processing Time

Requests will be processed as soon as reasonably possible. If more than 30 calendar days are required, BGC will notify you in writing.

Denial of Access Request

Requests may be denied under specific legal exceptions, including risks to safety, disclosure of third-party data, or national interest. Where possible, BGC will provide redacted data or explain the reason for denial.

Withdrawal of Consent

You may withdraw consent at any time by giving reasonable notice. BGC will inform you of the consequences and cease collection, use, or disclosure unless otherwise permitted by law.

Declaration

By submitting this form, I confirm that the information stated above is true, complete and accurate to the best of my knowledge and belief.

Name & Signature

Date