

DATA CORRECTION REQUEST FORM

Please note that Ncell may not be able to comply with your request in certain circumstances, e.g. where Ncell is not satisfied that the personal data to which your request relates is inaccurate, incomplete, misleading, or not up to date in the first place, or where Ncell is of the view that the update requested is inaccurate, incomplete, or misleading. However, we will notify you of any such decision.

SECTION 1: PARTICULARS OF DATA SUBJECT

**only to be filled by the data subject himself / herself*

Full name (as per Citizenship): _____

Citizenship/Passport Number: _____

Data Subject's Reference (e.g. client reference number): _____

Telephone number: _____

E-mail address (if any): _____

SECTION 2: CORRECTION OF PERSONAL DATA (where applicable)

**Please indicate the personal data to be corrected (including where additions or deletions are to be made) and attach additional sheets where necessary.*

Personal Data Item (e.g. name, address, telephone number, etc.)	Before Correction	After Correction

SECTION 3: FORM OF CORRECTED PERSONAL DATA SOUGHT

I would like my personal data in the following form:

☐ Hardcopy (please provide mailing address):

☐ E-mail (please provide e-mail address):

☐ No copy required. _____

SECTION 4: DECLARATION

I, _____ hereby certify that the information given in this form and any documents submitted enclosed are true and accurate. I understand that (i) it will be necessary for Ncell to verify my identity, and (ii) that Ncell may contact me for more detailed information in order to locate the personal data requested.

I also understand that any and/or all personal data provided by me in this Personal Data Correction Request Form will be collected and processed by Ncell as personal data in accordance with the Data Privacy Act 2075(2018)

Signed: _____

Date: _____

CONTACT US:

Please send in all completed forms to the following address:

data.privacy@ncell.com.np

Should any advice or guidance be required in completing this form, please contact data.privacy@ncell.com.np