

**RECTIFICATION REQUEST FORM**

Version No. 1

After filling up this form, kindly send to:

**Commisari Data Protection Officer**

Mailing Address: 33F UB Plaza Meralco Avenue, cor. Onyx and Sapphire Streets, San Antonio Pasig City Metro Manila

Email Address: corpsec@ubx.ph

Email Subject Format: (NAME OF RIGHT) - NAME OF DATA SUBJECT/REQUESTOR

example: RIGHT TO ACCESS - JUAN DELA CRUZ

The information collected in this form will be used for the sole purpose of complying to the request of the data subject or his/her authorized representative. Commisari may require additional information as may be necessary to confirm the identity of the requesting individual or his/her authorized representative, taking into consideration the principle of proportionality. Any information collected shall be disposed of after 12 years.

**INSTRUCTIONS:** Fill in all details completely. Write N/A if not applicable.**I. DATA SUBJECT INFORMATION**

FULL NAME	
ADDRESS	
EMAIL ADDRESS	
MOBILE NUMBER	

**II. DETAILS OF REQUEST**

<b>INACCURATE/ERRONEOUS INFORMATION</b> (Please provide sufficient details. Use a separate sheet if necessary.)	<b>CORRECT INFORMATION</b> (Please provide documentation, where necessary and appropriate)

**III. DECLARATION**

I declare that this form is accomplished by the undersigned and is a true, correct, and complete statement of the information contained herein. I also authorize Commisari to verify/validate the contents stated herein.

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME

**IV. AUTHORIZED REPRESENTATIVES**

FULL NAME	
ADDRESS	
EMAIL ADDRESS	
MOBILE NUMBER	

I declare that this form is accomplished by the undersigned as the authorized representative of the data subject. It is a true, correct, and complete statement of the information contained herein. Enclosed is the proof of the authority to act on behalf of the data subject. I authorize Commisari to verify/validate the contents stated herein.

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME

**FOR INTERNAL USE ONLY**

RECEIVED BY:	REMARKS:
DATE RECEIVED:	
TRANSACTION NO.: AR-2021-00__	