



GNR.1383 of 14 December 2018: Regulations relating to the Protection of Personal Information (*Government Gazette* No. 42110)

Updated as per GN 6126 of 17 April 2025

FORM 2 REQUEST FOR CORRECTION OR DELETION

**OF PERSONAL INFORMATION OR DESTROYING OR DELETION OF RECORD OF
PERSONAL INFORMATION IN TERMS OF SECTION 24 (1) OF THE PROTECTION OF
PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)**

**REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION,
2021**

[Regulation 3.]

[Form 2 substituted by GN 6126 of 17 April 2025.]

Note:

1. Affidavits or other documentary evidence as applicable in support of the request may be attached.

2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.

3. Complete as is applicable.

Mark the appropriate box with an "x".

Request for:

	(a) Correction or deletion of personal information about the data subject which is in possession or under the control of the responsible party.	

Please select applicable reasons for the selected request—

(a) Inaccurate		
(b) Irrelevant		
(c) Excessive		

(d) Out of Date		
(e) Incomplete		
(f) Misleading		
(g) Obtained unlawfully		
	(b) Destruction or deletion of a record of personal information about the data subject which is in the possession or under the control of the responsible party who is no longer authorised to retain the record of information.	
A	DETAILS OF THE DATA SUBJECT	
Name(s) and surname/registered name of data subject:		
Postal or business address:		
	Code ()	
Contact number(s):		
Fax number/E-mail address:		
B	DETAILS OF RESPONSIBLE PARTY	

Name(s) and surname/registered name of responsible party:	
Postal or business address:	
	Code ()
Contact number(s):	
Fax number/E-mail address:	
C	PERSONAL INFORMATION TO BE CORRECTED/DESTROYED/DELETED
	<i>(Please specify the personal information required to be corrected/destroyed / deleted)</i>
D	EXPLANATION FOR THE SELECTED REASON FOR A REQUEST
	<i>(Please provide detail explanation for the selected reasons for the request for correction or deletion of personal information which is in possession or under the control of the responsible party)</i>

Signed at this day of 20	
	<i>Signature of data subject/designated person</i>