

# SUBJECT ACCESS REQUEST FORM

Please note that completion of this form is not compulsory, but may assist us to process your request and verify your identity. Where the term “Data Subject” is used, it refers to the person about whom the information is being requested.

<p>1. Details of person requesting the information.</p> <p>Full Name .....</p> <p>Address .....</p> <p>Tel No. ....</p> <p>Email: .....</p>
<p>2. Are you the Data Subject? <i>(Please circle)</i></p> <p>YES: If you are the Data Subject, please supply two proofs of your identity i) name and address shown on a utility bill or bank statement and ii) driving licence or birth certificate (photocopies allowed) iii) National ID Card iv) Permanent Voter’s Card v) Nigerian International Passport</p> <p>NO: Are you acting on behalf of the Data Subject with their written authority? If so, that authority must also be enclosed with two proofs of your identity as well as for the Data Subject (see above). (Please complete questions 3 and 4)</p> <p>3. Details of the Data Subject (if different to 1)</p> <p>Full Name .....</p> <p>Address .....</p> <p>.....</p> <p>Tel No. ....</p> <p>Email: .....</p>
<p>4. Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf.</p> <p>.....</p>
<p>5. Please describe the information you seek together with any other relevant information. This will help to identify the information you require.</p> <p>.....</p> <p>.....</p>

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Declaration: To be completed by all applicants. Please note that any attempt to mislead may result in prosecution.

I .....,certify that the information given on this application form to **GlobalView Capital Limited** is true. I understand that it is necessary for **GlobalView Capital Limited** to confirm my/Data Subject's identity and it may be necessary to obtain more detailed information in order to locate the correct information.

Signature: .....

Date: .....

Note: The period of 30 days in which **GlobalView Capital Limited** must respond to your request will not commence until it has received all the appropriate information; documentation.

**Please return the completed form to** Rights House, 43, Adeniyi Jones Avenue, Ikeja, Lagos, or send an email to [dpo@globalviewng.com](mailto:dpo@globalviewng.com)

Documents which must accompany this application:

- a) two proofs of your identity;
- b) evidence of the data subject's identity (if different from above);