



Data Subject Access Request (DSAR) Form

December 2020

Please ensure that you include information (including changes) relating to any information provided. Please note that time period for the response to your data subject access request will only commence when the satisfactorily completed form has been submitted

A. DATA SUBJECT DETAILS

1. Title: Mr Mrs Miss Ms Other:

2. Current surname:

3. Any previous names:

4. First name(s):

5. Current address on file with Apex:

6. Previous address if applicable, on file with Apex:

7. Telephone
number:

Home:

Work:

Mobile:

8. Secure Email address:

9. Date of birth:

10. ID 1 provided:

Passport | Driving licence (in UK and crown dependencies only) | National ID

Please
Select:

11. ID 2 provided:

1 Utility Bill | 1 Bank statement (last 3 months)

1 Rent book (from last 3 months) – where applicable

All documents must be certified in line with the guidance below.

Please
Select:

12. Nature of relationship with Apex Group: **Please identify your (legal) relationship with Apex**

Employee
Vendor

Client
Other-specify:

Investor

13. Details of data requested:

Please use final comments box if more space is required

14. Reason for Request:

Please highlight which legal basis upon which you are requesting data:

To be informed of processing activities
Rectification incorrect data
Data Erasure
Restriction of processing

Objection to processing
Objection to automatic profiling
Request for information portability

15. Method of communication of response: ***Please nominate a secure method of communication for Apex to provide its formal response to you***

B. DETAILS OF PERSON REQUESTING THE INFORMATION *(if not the data subject)*

1. Are you acting on behalf of the data subject with their [written] or other legal authority? Yes No
For example, letter of authority, letters or official forms addressed to you on behalf of the data subject or power of attorney to be provided along with this Form.

2. If 'Yes' please state your relationship with the data subject (e.g. parent, legal guardian or solicitor)

a. Title: Mr Mrs Miss Ms Other:

b. Surname:

c. First name(s):

d. Current address:

e. Telephone number:

Home:

Work:

Mobile:

f. Email address:

COMMENTS:

DECLARATION

I,....., the undersigned and the person identified in (A) above, hereby request that Apex Group provide me with the data about me identified above.

Signature:

Date:

DECLARATION

I,....., the undersigned and the person identified in (B) above, hereby request that Apex Group provide me with the data about the data subject identified in (A) above.

Signature:

Date:

This form, together with the required proof should be sent by secure method to enquiries@apex.com

On receipt of your form and documents, we will acknowledge the request by return and fulfil the request under the requirements of GDPR. As we may need original documents to confirm your ID – we would recommend that you do not send them via standard post and would suggest Special Delivery, registered post or other secure method. We will return them securely and will not keep copies once we have validated your information.

How to certify copy documents

Please note that ALL copy documents must be certified and dated as a true copy by a suitable certifier (who must be independent from and therefore not related to the investor) and an English language translation must be provided if the certification is in a foreign language.

Who can certify documents?

The following is a list of acceptable persons able to certify evidence of identity as prescribed by applicable regulations:

- A **director, officer or manager** of an institution operating in a financially regulated jurisdiction;
- An **accountant** who is a member of a recognized professional body;
- A **company secretary** who is a member of the Institute of Chartered Secretaries and Administrators;
- A lawyer or notary public;
- An actuary;
- An embassy, consulate or high commission of the country of issue of the document; or
- A member of the judiciary, a senior civil servant, or a serving police or customs officer.

The certification of passports should contain the following wording (or similar) in English:

"I hereby certify this to be a true copy of the original document which I have seen and that the photograph therein is a true likeness of the person described therein".

The certification of any other documents and/or documentary evidence of the current residential address must contain the following wording (or similar) in English:

"I hereby certify this to be a true copy of the original which I have seen".

Important - The certifier must sign and date the copy documents, printing his/her full name in capitals and state his/her position/capacity and must also provide a contact address, telephone and email details.