



UNITED COCONUT PLANTERS LIFE ASSURANCE CORPORATION
 COCOLIFE Building 6807 Ayala Avenue Makati City 1226
 Tel. No. 8812-9015 Fax No. 8812-9039 • Website: www.cocolife.com

PERSONAL DATA CORRECTION & ERASURE FORM

United Coconut Planters Life Assurance Corporation (“Cocolife”, for brevity) recognizes the rights of our Data Subject under the Data Privacy Act of 2012 to amend, correct, remove and erase the personal data we hold about them. Thus, this form is used to assist Cocolife in servicing our Data Subject’s request and confirming the identity and authority of their representative transacting on behalf of the Data Subject.

A. DATA SUBJECT DETAILS

| | | |
|---------------|------------|-----------------------------------|
| Full Name | | Existing Policy Number/s (if any) |
| Address | | |
| Telephone No. | Mobile No. | Email Address |

B. IF AUTHORIZED, PERSONAL DATA OF REPRESENTATIVE

| | | |
|---------------|------------|----------------------------------|
| Full Name | | Relationship to the Data Subject |
| Address | | |
| Telephone No. | Mobile No. | Email Address |

If you are not the Data Subject, you are required to provide the following documentary evidence to verify the Data Subject’s authority supporting this request:

- ___ Original Copy of a Duly notarized/consularized Special Power of Attorney issued by the Data Subject; or
- ___ Original Copy of a Duly notarized Data Subject’s written authority; or
- ___ Certified True Copy of Appointment of a Receiver by the Court; and
- ___ Photocopy of any Government-issued ID (TIN, SSS, Senior Citizen’s Card, PRC, Driver’s License, COMELEC, Passport, etc.)

C. CONFIRMING DATA SUBJECT’S IDENTITY

If you are the Data Subject, you are required to confirm your identity by submitting to Cocolife an **original or certified true copy** of any of the Government-issued ID (TIN, SSS, Senior Citizen’s Card, PRC, Driver’s License, COMELEC, Passport, etc.)

Should there be any discrepancy between the documents subject of the request and ID presented, you shall be required to provide a copy of documentary evidence to confirm any change of name or discrepancy e.g. marriage certificate, court order, sworn affidavit.

D. CORRECTION & ERASURE OF PERSONAL DATA OF DATA SUBJECT

To respond to your request, please provide details of the information you think erroneous/inaccurate and modification required, thus:

| Details of existing erroneous/inaccurate information | Corrected Information |
|--|-----------------------|
| | |
| | |

However, if you wish to have your personal data be erased, withdrawn or order the blocking and removal from our processing system, kindly state your reason:

*** Please attach relevant documents as proof of correct information e.g. date of birth is incorrect, provide us with copy of your birth certificate issued by the Philippine Statistic Authority. Furthermore, please be reminded that your right to request rectification/deletion is not absolute and may be refused by Cocolife in some cases e.g. statutory requirement, pending contractual obligation, etc.*

E. DECLARATION & METHODS OF NOTIFICATION

By submitting this form, I request that you correct or remove the personal data about the Data Subject which you process for the reasons indicated above. I certify that the information given in this form and documents submitted are true and correct. Further, I agree that it is necessary for Cocolife to confirm my identity as Data Subject and I/my representative, and if needed to obtain more detailed information in order to confirm my identity, request and/or locate the correct information.

Kindly notify me of your reply through:

- Mailing Soft/Scanned copy to my e-mail address indicated above Personally by hand at Cocolife – Head Office

Right Thumbmark

(If unable to sign or if signature is in block letters)

Printed Name and Signature: _____ Date: _____

You may send the completed form, enclosures and Consent Form to:

Cocolife Data Protection Officer
 8/F Cocolife Building, 6807 Ayala Avenue, Makati City

***Your request will be processed within 30 days upon receipt of this form. To avoid delay, please ensure to submit all the required attachments.*