

Data Subject Request (DSR) Form

This form should be used to submit a data subject request under the provisions of the Personal Data Protection Law (PDPL) in the Kingdom of Saudi Arabia.

The Personal Data required by this form is necessary to enable **FAB CAPITAL** (“FABC”, “us” or “our”) to process your Data Subject Request. The information you supply will only be used for the purposes of identifying the Personal Data you are requesting and for responding to your request, in accordance with the PDPL. It may be shared with our legal and administrative teams, and it will be stored securely until the relevant procedures are completed.

1. Details of the person requesting the information:

Full Name:	Former Names (if applicable):
Current Address:	Former Address (including dates of change) (if applicable):
Date of Birth:	E-mail address (optional):
Contact Phone Number:	

2. Are you the Data Subject? (check box that applies)

- I am the Data Subject and enclose evidence of my identity and address.
- I am not the Data Subject, but I am the legal guardian of the Data Subject and enclose evidence of my relationship with the Data Subject or I am acting on the Data Subject’s behalf as his/her personal representative. I have written authority, which I enclose, along with evidence of my identity and address.

To ensure that we are releasing data to the right person, we require sufficient identification, in accordance with applicable law, to confirm that you are entitled to the information requested under the PDPL.

If you are a **FABC** employee, please provide your employee number or other work-related information that can be used to identify you. If you are a customer of **FABC** or a third party with no affiliation with the **FABC**, please provide at least two forms of identification sufficient to authenticate your identity and physical address.

Any identification documents sent to us should be transmitted through secure means of communication and should be photocopies or scanned images (do not send the originals).

If you do not provide adequate proof of identity, we reserve the right to decline to provide the requested Personal Data.

3. Details of the Data Subject (if different than the answer in section 1, you are not the Data Subject)

Full Name:	Former Names (if applicable):
Current Address:	Former Address (including dates of change) (if applicable):
Date of Birth:	E-mail address (optional):
Contact Phone Number:	

4. Identify what right(s) you are pursuing and, in the spaces provided below, describe the specific information/action you are requesting.

Please select the type of request you are making:

- withdrawal of consent***
- access to Personal Data held by FABC***
- restrict processing of Personal Data***
- rectification or correction of Personal Data***
- Personal Data portability request***
- erasure or destruction of Personal Data****

**Please note that there are exceptions where FABC may reject a request for erasure of Personal Data. For example, if we have a legal obligation to retain such Personal Data. We will notify you of our reasons*

Information request details

Information request reason/justification

Please note that if you are making a Data Subject Request and the information you request reveals details directly or indirectly about another person, we cannot provide you with Personal Data that identifies another individual unless we have that individual’s consent. In certain circumstances, where disclosure of part or all of the information you have requested would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision. Please further note that information covered by a legal professional privilege, or any other confidentiality obligations cannot be disclosed.

Other types of Data Subject Requests are subject to certain conditions and exceptions. We will advise you in writing if we are unable to give effect to your request under the Data Subject Request or if we believe that your Data Subject Request fails to meet the requirements of the PDPL in whole or in part.

In most circumstances, **FABC** will provide you with a copy of the information requested free of charge. However, **FABC** may be permitted to charge a reasonable fee if a Data Subject Request is repetitive or manifestly unfounded or excessive. **FABC** also may charge a reasonable fee to comply with Data Subject Requests for further copies of the same information. The fee will be based on the administrative cost of providing the information.

5. Previous Data Subject Requests (if applicable) please note – This section only applies if the Bank has made a previous Data Subject Request disclosure for you.

Date of previous DSR:	
Reference number of previous DSR:	
Name previous DSR was made under:	

6. Declaration

I declare that the information given here-above are correct to the best of my knowledge, and that I am entitled to make the request identified above under the terms of the PDPL.

Signature:	
Name:	
Date of request	

Once completed, this form should be submitted via email to info@fabcapital.com or posted to: **FAB Capital - Risk Management – Data Privacy Officer.**

If your request is valid, we will acknowledge your request in writing and provide you with a reference number relating to your Data Subject Request and start processing your records.

If your request is valid but we are unable to identify you, we will advise you of this and request additional information.

If your request is repetitive, manifestly unfounded or requires disproportionate efforts we may refuse to act on your request and shall notify you of our reasons for refusal.