



EXERCISE OF PRIVACY RIGHTS FORM

As of 01 May 2026

<p>The Manila Electric Company (“MERALCO”) complies with Republic Act No. 10173, otherwise known as the “Data Privacy Act of 2012”, in collecting and handling your personal data.</p> <p>We need complete and accurate information in this form for us to fully assist you in exercising your rights as data subject/s under the Data Privacy Act of 2012.</p> <p>We shall only use all personal data provided in this form to address your request for assistance.</p>	<p>Reference No:</p> <hr/> <p><i>(To be filled up by DPO Office)</i></p>
SECTION 1. ABOUT YOURSELF	
Full Name of Customer (Last Name, First Name, Middle Initial)	
Full Name of Requesting Party and Relationship to the Registered Customer (if not the same as above)	
Customer Account Number (CAN)	
Residential/Mailing Address	
Contact Number	
SECTION 2. DATA PRIVACY RIGHT	
Please mark the specific data privacy right you wish to exercise.	
<input type="checkbox"/> 1. Right to Object	This includes your right to object to processing your personal data, including processing for direct marketing, automated processing, or profiling. <i>(Kasama rito ang iyong karapatan na tumutol sa pagpoproseso ng iyong personal data, maging ang pagproseso nito para sa direct marketing, automated processing o profiling.)</i>
<input type="checkbox"/> 2. Right to Correct/ Rectify	This includes your right to dispute and correct any inaccuracy or error in the data that MERALCO holds about you. <i>(Kasama rito ang iyong karapatan na hindi sumang-ayon sa at ipabago ang anumang maling datos ng MERALCO tungkol sa’yo.)</i>

PRIVACY NOTICE: We respect your rights under Philippine data privacy laws. Any personal data you provide will be used only to process your communication. This includes contacting you if clarification or additional information is needed. All collected data will be kept secure and confidential unless otherwise authorized by law. The data is disposed of as soon as the purpose for its use has been achieved.



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<input type="checkbox"/> 3. Right to Block/Remove	This includes your right to suspend, withdraw or order the blocking, removal, or destruction of your personal data. <i>(Kasama rito ang iyong karapatan na suspendihin, bawiin, at iutos ang pagharang, pagtanggap, at pagbura sa iyong personal data.)</i>
<input type="checkbox"/> 4. Right to File a Complaint	This includes your right to file a complaint if you feel that any of your data privacy rights have been violated. <i>(Kasama rito ang iyong karapatan na magsampa ng kung ang alinman sa iyong karapatan ukol sa data privacy ay nalabag.)</i>
<input type="checkbox"/> 5. Right to Damages/ Indemnification	This includes your right to claim compensation if you suffered damages. <i>(Kasama rito ang iyong karapatan na humingi ng danyos kung ikaw ay napinsala.)</i>

SECTION 3. DESCRIPTION OF REQUEST/INCIDENT

To help MERALCO address the exercise of your rights, please use the space below to provide further details that may help us.

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SECTION 5. ATTESTATION (to be signed by the requestor)

The information that I have supplied in this form is true and correct, and I am the person to whom it relates.

Signature

Date Signed

* Any attempt to obtain personal data to which you are not entitled can be an offense and punishable under pertinent laws.

** By accomplishing and signing this form, you are allowing MERALCO to process your information in order to be able to generate or access data about you that the company may have.

Once you have completed this form, please ensure that a signed copy of this form is sent either:

a. *In a sealed envelope addressed to the following:*

MANILA ELECTRIC COMPANY
Data Privacy Office
ATTN: Data Protection Officer
Lopez Building, MERALCO Compound
Ortigas Avenue, Barangay Ugong, Pasig City

b. *Through e-mail:*

Email to: cdpo@meralco.com.ph
Email subject: DPO-Exercise of Privacy Rights

The following supporting documents are to be attached to this form:

1. Copy of one valid government-issued identification.
2. If the requesting party is not the registered customer, an authorization letter from and copy of one valid government-issued identification of the registered customer.
3. Documents, photos, or screenshots of the incident you have encountered (**optional**).
4. For Right to Damages/ Indemnification, other documents, photos, or screenshots peculiar to the data subject, which can be considered in our assessment (**optional**).

We will notify you of the outcome of your request through the contact information you indicated.

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