



DATA SUBJECT ACCESS REQUEST (DSAR) FORM

As of 27 October 2025

<p>This form shall be used by data subjects who wish to obtain access to or a copy of his or her personal data which is under the custody of MERALCO, and/or certain information regarding the nature, purpose and extent of its processing. Completion of this form is necessary to identify and review the personal data you've previously provided to us by virtue of the use of our services.</p> <p>The information requested below will be used to verify your identity and process your request.</p>	<p>Reference No:</p> <hr/> <p><i>(To be filled up by DPO Office)</i></p>
SECTION 1. ABOUT YOURSELF.	
Name of Data Subject (Last Name, First Name, M.I.)	
Email Address	
Mobile/ Phone No.	
Present Address	
Permanent Address	
SECTION 2. PROOF OF IDENTITY	
<p>To establish your identity, you must submit a copy of one document from each of the following categories alongside your request:</p> <p>(a) Confirmation of name: - any government issued identification card or document (e.g. driver's license, passport)</p> <p>(b) Confirmation of name and address: - driver's license, utility bill, bank or credit card statement, or other equivalent/similar document showing your name and address</p> <p>(c) For requests made on behalf of an individual, an authorization letter is required in addition to the requirements set forth herein as well as a copy of any government issued identification card and the presentation of the original thereof.</p> <p>SUPPORTING DOCUMENTS:</p> <ul style="list-style-type: none">- Government Issued ID- Proof of Address/ Residence- Authorization Letter, in the case of a representative- Government issued ID of the authorized representative	

PRIVACY NOTICE: We respect your rights under Data Privacy Act. Any or all personal data you provided will only be used to process your communication. This includes contacting you should there be need for clarification or additional information. All collected data will be kept secure and confidential, unless otherwise authorized by law. They will be disposed of as soon as the purpose for their use has been achieved.



DATA SUBJECT ACCESS REQUEST (DSAR) FORM

As of 27 October 2025

SECTION 3. TYPE OF REQUEST

Please indicate the type of request by selecting the proper box.

Access Request

Information Request

Data Portability Request

SECTION 4. ADDITIONAL INFORMATION

To help MERALCO process your data subject request, please use the space below to provide further details.

a. What is the request (specific documents or information you are seeking)?

b. What is the reason for this request?

c. What is the relevant period(s) for this request?

PRIVACY NOTICE: We respect your rights under Data Privacy Act. Any or all personal data you provided will only be used to process your communication. This includes contacting you should there be need for clarification or additional information. All collected data will be kept secure and confidential, unless otherwise authorized by law. They will be disposed of as soon as the purpose for their use has been achieved.



DATA SUBJECT ACCESS REQUEST (DSAR) FORM

As of 27 October 2025

<p>SECTION 5. ATTESTATION (to be signed by the requestor)</p> <p>The information that I have supplied in this form is true and correct, and I am the person to whom it relates.</p>					
Signature				Date Signed	
<p>* Any attempt to obtain personal data to which you are not entitled can be an offense and is therefore punishable under pertinent laws. ** By accomplishing and signing this form, you are allowing MERALCO to process your information in order to generate or access data about you which the company may have.</p>					
<p>SECTION 6. FEES, if any (To be filled up by MERALCO personnel)</p> <p>Generally, most requests are free of charge except in circumstances as may be allowed or required by law or by the concerned authorities.</p> <p>In order to process the request, the following fees has been assessed:</p>					
<input type="checkbox"/>		No Fees Required		<input type="checkbox"/>	
				Fee Required	
Assessed By:		Amount:		OR No.	
Released By:		Date:		Collected By:	
Date:		Request Rejected		<input type="checkbox"/>	
Received By:		Reason:			

PRIVACY NOTICE: We respect your rights under Data Privacy Act. Any or all personal data you provided will only be used to process your communication. This includes contacting you should there be need for clarification or additional information. All collected data will be kept secure and confidential, unless otherwise authorized by law. They will be disposed of as soon as the purpose for their use has been achieved.