

## REQUEST FOR INFORMATION NOTICE

Philip Morris Singapore Pte Ltd ("PMS" or, as appropriate in the context, "we," "us" or "our") is part of the group of companies worldwide whose parent is Philip Morris International, Inc., referred to collectively as "Philip Morris International" or "PMI".

This Request for Information Notice describes how you can request us for information on what personal information relating to you PMS has and how PMS has used and shared that personal information within the last year before your request. If you use the forms and follow the steps described in this Notice, that will greatly assist us to respond to your requests expediently.

### **Submitting a Request for Information**

To submit a request for information on what personal information of yours PMS has and how PMS has used and shared your personal information within the last year before your request, please download the form [[http://www.pmi.com/marketpages/pages/market\\_en\\_sg.aspx](http://www.pmi.com/marketpages/pages/market_en_sg.aspx)] and send it to:

Email: [Singapore.DPO@pmi.com](mailto:Singapore.DPO@pmi.com)

Fax: (65)64130948

Post: The Data Protection Officer, Philip Morris Singapore Pte Ltd

3791 Jalan Bukit Merah, #08-18 E-Centre@Redhill, Singapore 159471

There is an administrative fee of S\$30 to cover the administrative costs of responding to your request for information, such as any printing or postage costs and any costs that PMS specifically incurs in order to retrieve the relevant information to respond to your requests. Please send a cheque made payable to "Philip Morris Singapore Pte Ltd" and send it to The Data Protection Officer, Philip Morris Singapore Pte Ltd, 3791 Jalan Bukit Merah, #08-18 E-Centre@Redhill, Singapore 159471. Please enclose a copy of your form with the cheque so that we will know that the cheque is payment for your request for information.

Once we receive payment of the administrative fee, we will respond to your request for information within 30 days from the date of our receipt of payment of the administrative fee. In certain circumstances, we may require more time to respond to your request for information. If this is so, we will contact you within 30 days from the date of our receipt of payment of the administrative fee and inform you of the time in which we estimate we shall be able to respond. We will use our reasonable endeavours to respond to your request in the reasonably soonest time.

We will use our reasonable endeavours to respond to your request for information. However, there are some circumstances under which PMS will not respond to your request for information. These circumstances are:<sup>1</sup>

1. You have requested for opinion data that is kept solely for an evaluative purpose;
2. You have requested for documents related to a prosecution if all proceedings relating to the prosecution have not been completed;
3. You have requested for personal information which is subject to legal privilege;
4. You have requested for personal information the disclosure of which would reveal confidential commercial information that could harm the competitive position of PMS and/or PMI;
5. Your request relates to personal information that is collected, use or disclosed for the purposes of an investigation where the investigation and associated proceedings and appeals have not been completed;

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<sup>1</sup> Fifth Schedule of Personal Data Protection Act 2012, copy available for viewing at Attorney-General Chambers' Singapore Statutes Online website at <http://statutes.agc.gov.sg/aol/search/display/view.w3p;orderBy=relevance;query=DocId%3Aec630811-4e43-4187-ae03-706c8b507008%20Depth%3A0%20Status%3Ainforce;rec=0>.

6. In PMS' discretion:

- (a) your request would unreasonably interfere with the operations of PMS and/or PMI because it is repetitious or systematic;
- (b) the burden or expense of responding to your request would be unreasonable to PMS or other members of PMI or disproportionate to your interests;
- (c) your request is for information that does not exist or cannot be found;
- (d) your request is for information that is trivial; or
- (e) your request is otherwise frivolous or vexatious.

If any of the above applies to your request for information, we will contact you within 30 days and inform you of the reason for our not being able to respond to your request for information.

If you have any queries concerning our Request for Information Notice, please contact our DPO:

Email: [Singapore.DPO@pmi.com](mailto:Singapore.DPO@pmi.com)

Fax: (65) 64130948

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