

ACM GROUP LIMITED

Request for Access to Personal Information

This form is to be used by individuals requesting access to their own personal information held by ACM Group Limited ("ACM") and its related companies.

The information ACM may retain about you may consist of the notes relating to your account, notes taken from conversations you have had with ACM representatives, credit application and collection activity.

For existing customers, in many instances our staff will be able to provide you with access to personal information such as Loan/credit Agreements (contracts) without the need to complete this form. These requests should be directed to the ACM calling (02) 9287 1600 **please quote your ACM Reference number.**

Please complete the IDENTIFICATION and INFORMATION ACCESS REQUEST boxes below to enable us to confirm that we are providing the requested information to you and providing the specific information you are after.

Your request cannot proceed until all sections are completed satisfactorily.

When completed either **fax** this form to **02 9264 9555** or **mail** to:

**Privacy Coordinator
ACM Group Limited
Level 3, 287 Elizabeth Street
SYDNEY NSW 2000**

We aim to complete your request as quickly as possible but please allow up to 30 days. We may get in touch to verify your account number before proceeding with the request.

Charges may apply for responding to privacy information requests, but we will not charge a fee for lodging a request for access. We will contact you to discuss the charges that apply.

IDENTIFICATION and INFORMATION ACCESS REQUEST	
First Name	
Surname	
Account No.	
Date of Birth	
Copy of Drivers License or Passport	
Daytime Contact No.	
Describe the information requested	

Date range	
Comments to assist with the search	
Postal address / email address to send information	
Would you like correction of this information?	
Comments to assist with the correction	

DECLARATION & AUTHORITY

I acknowledge:

- That I am the individual referred to in this Request for Access and that all the information I have provided is true, complete and correct and has been provided to ACM to enable it to respond to my request;
- That the personal information collected in response to my request may be provided to me in any form ACM considers appropriate;
- ACM may be unable to provide the information I have requested because it is no longer held on record;
- That all or part of my request may be denied (as permitted by law); and that depending on the type of personal information, ACM may pass the cost of collating the information to me, i.e. for archive retrieval, and that provision of the information requested is conditional upon the cost of access being first paid by me.

Signature **Date**