

**FOREMOST CAPITAL
DATA SUBJECT ACCESS REQUEST
(DSAR) FORM**

FOREMOST CAPITAL LIMITED

DATA SUBJECT ACCESS REQUEST (DSAR) FORM

Head Office: PLOT 72, AHMADU BELLO WAY, CENTRAL BUSINESS DISTRICT, ABUJA, FCT

Email: compliance@foremostcapitaltd.com

Phone: +2349027048560

1. INTRODUCTION

Under **Section 34 of the NDP Act 2023** and **Article 27 of the GAID 2025**, this form ensures transparency by providing you with required information regarding the categories of personal data processed, the purpose of processing, recipients of your data, and your rights under the law.

This form allows you to:

- i. Request copies of your personal data.
- ii. Verify the lawfulness of our processing.
- iii. Request details of how your data is used, shared, or stored.

2. DATA SUBJECT DETAILS

Full Name: _____

Residential/Contact Address: _____

Phone Number: _____

Email Address: _____

Account/Client Number (if applicable):

Preferred Method of Contact: Email Phone Postal Mail

3. REQUEST TYPE

Please indicate the nature of your request (you may tick more than one):

- Access to personal data held by **FOREMOST CAPITAL LIMITED**
- Information on how my personal data is being processed
- Categories of personal data being processed
- Recipients or categories of recipients with whom my data has been shared
- The retention period for my personal data
- Correction/rectification of inaccurate or incomplete data
- Request for erasure (“Right to be Forgotten”) where applicable
- Restriction of processing in specific circumstances
- Request for data portability (structured, machine-readable format)
- Objection to automated decision-making or profiling
- Other (please specify): _____

4. VERIFICATION OF IDENTITY

To protect your personal data, we require verification of your identity.

Please attach one of the following valid forms of identification (tick as appropriate):

- National Identification Number (NIN) Slip
- International Passport
- Driver’s License
- Voter’s Card

5. DECLARATION

I confirm that the information provided in this form is accurate, and I am the data subject or acting lawfully on behalf of the data subject.

Signature/Thumbprint: _____

Date: _____

6. FOR OFFICIAL USE ONLY

Request Received By (Staff Name): _____

Date of Receipt: _____

Reference Number: _____

Verification Completed: Yes No

Action Taken: _____

Response Provided On: _____

Handled By (DPO/Officer): _____

7. CONTACT INFORMATION

For questions regarding this request, please contact our **Data Protection Officer (DPO):**

Head Office: PLOT 72, AHMADU BELLO WAY, CENTRAL BUSINESS DISTRICT,
ABUJA, FCT

Email: compliance@foremostcapitaltd.com

Phone: +2349027048560

 **Note:** FOREMOST CAPITAL LIMITED will respond to all legitimate requests within **30 days**, in line with **Section 34** of the **NDP Act 2023**.