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| **APPLICATION FOR ISSUANCE OF WITNESS SUMMONS**  **UNDER REG 12(1) OF THE**  **PERSONAL DATA PROTECTION (APPEAL) REGULATIONS 2021** |
| Appeal Reference No.: |
| To: The Data Protection Appeal Committee  through The Secretary of the Data Protection Appeal Panel  140 Hill Street, #01-01A  Old Hill Street Police Station  Singapore 179369 |
| I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, being the appellant / respondent / co-respondent (delete as appropriate) to Appeal Reference No. \_\_\_\_\_\_\_\_\_\_\_\_ , hereby apply to the Data Protection Appeal Committee to issue a summons to the following person:  Name of the witness to be called: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address of the witness to be called: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  to:   1. Attend hearing before Appeal Committee; and/or 2. Produce document/s or other material |
| Facts upon which the witness is to be examined and reasons for examination:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Documents required to be produced by the witness and the reasons for their production:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Dated this \_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_ .  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signed by  Appellant / Respondent / Co-respondent  (delete as appropriate) |
| *\* Please fill up the witness summons in the Annex accordingly.* |

**ANNEX**

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| **SUMMONS TO WITNESS** |
| Appeal Reference No.:  Appeal Title: <<please state the names of all parties>> |
| To: <<name of witness>>  <<Address of witness>> |
| Pursuant to Regulation 12(1) of the Personal Data Protection (Appeal) Regulations 2021, you are hereby summoned and required to attend before the Data Protection Appeal Committee (“the Committee”) upon the above-mentioned appeal at \_\_\_\_<<venue for hearing>>\_\_\_\_ on \_\_\_<<day>>\_\_\_ , \_\_<<date>>\_\_\_ at \_\_\_\_<<time>>\_\_\_\_ and thereafter from day to day until you are excused by the Committee:   1. As a witness before the Committee; and / or 2. To answer any question, and produce the following documents / materials:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  This witness summons is issued at the request of \_\_\_\_\_<<name of applicant>>\_\_\_\_\_, \_\_\_\_\_<<contact details of applicant (e.g. phone number or email address, etc.)>>\_\_\_\_\_. |
| Dated this \_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_ . |
| Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  For the Data Protection Appeal Committee. |