



PERSONAL DATA ACCESS - REQUEST FORM

Important Notes

1. To request access to your personal data under the Personal Data Protection Act 2012, you must be the individual to whom the personal data relates or you are authorized to act on behalf of the individual.
2. If you are an individual requesting for access to your personal data, please attach a copy of your identification document (e.g. NRIC or passport) to this form.
3. If you are acting on behalf of another individual, please submit this request personally at our office together with:
 - a) a certified true copy of the individual's authorization, power of attorney, court order or any other document which is proof of your authority;
 - b) a certified true copy of the individual's identification document; and
 - c) your identification documentOnly a Singapore lawyer or notary public may certify documents to be true copies.
4. Under certain situations, we may require additional information and/or documentation from you so that we can verify your identity and be completely satisfied as to who you are before we disclose the information to you.
5. If your access request falls within one of the exceptions set out under Section 21(2) to (4) or the Fifth Schedule of the Personal Data Protection Act 2012, we will not be required to provide you with access.
6. We will respond to your access request within 30 days from the date we receive it. If we are unable to meet this timeline, we will write to you to inform you of the time by which we will be able to respond to you.
7. We may charge a service fee for processing each request. However, we will advise you of the amount you have to pay before we process your request.

Direct Asia Insurance (Singapore) Pte Ltd

📍 20 Anson Road, #08-01, Singapore 079912 📞 +65 6665 5555 🌐 www.directasia.com
Company Registration: 200822611G



Particulars of Requestor

Full Name of Requestor as per NRIC/Passport/FIN

NRIC/Passport/FIN

Mailing Address

Email Address

Policy Number (if applicable):

Relationship to Direct Asia Insurance (Singapore) Pte Ltd:

Policy Owner Employee Others – Please indicate:

Particulars of Authorized Party

To be completed if another person has been authorized to request for the individual's personal data

Full Name of Authorized Party as per NRIC/Passport/FIN

NRIC/Passport/FIN

Mailing Address

Email Address

Contact Number

Relationship to Individual

Personal Data Requested

Please tick to select the one(s) that apply:

- I would like to access personal data on the individual named above that is in the possession or under the control of Direct Asia Insurance (Singapore) Pte. Ltd. ("DAIS").
- I would like information about the ways in which the personal data on the individual named above has been or may have been used or disclosed by DAIS within a year before the date of this request.

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Please provide a clear and detailed description of the personal data you are requesting for, including the event, situation or transaction associated with the collection of the personal data:

Date or period requested personal data was collected or used:

Declaration and Authorization

I have read and understood the “Important Notes” presented on Page 1. In the event that a fee is chargeable as advised by DAIS, I understand that I must pay the chargeable fee before my request will be processed.

I understand that the personal data collected in this form will be used for the purpose of processing this access request and its related purposes only.

I also understand that it is essential for DAIS to confirm my identity before providing the information requested and that DAIS may request for further information from me in order to locate the requested personal data.

I declare that the information that I have provided in this form and any supporting document is true and accurate to the best of my knowledge. I am also the individual named in this form or I have been duly authorized to obtain personal data concerning the individual.

Signature of Individual or Authorized Party

Date

For Internal Use Only

Name of Staff Handling Request

Date and Time