



PERSONAL DATA ACCESS - REQUEST FORM

Important Notes

1. Under the Personal Data Protection Act 2012 (“PDPA”), you are entitled to request for your personal data that we have, and to know how your personal data has been used or disclosed within a year before the date of the access request.
2. 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 to or you are authorized to act on behalf of the individual.
3. Please complete this form and submit it by email to dpo@directasia.com or in person or by registered post to:

Data Protection Officer, Direct Asia Insurance (Singapore) Pte Ltd
20 Anson Road, #08-01, Singapore 079912

If you are submitting by email, please **password protect the form or encrypt the email**.
4. 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.
5. 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 authorization;
 - 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.
6. 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.
7. Direct Asia Insurance (Singapore) Pte Ltd is not obliged to fulfill requests relating to the following under the Personal Data Protection Act:
 - Opinion data kept solely for an evaluative purpose;
 - Documents related to a prosecution if all proceedings related to the prosecution have not been completed;
 - Personal data which is subject to legal privilege;
 - Personal data which, if disclosed, would reveal confidential commercial information that could, in the opinion of a reasonable person, harm the competitive position of the organization; or
 - Personal data collected, used or disclosed without consent, for the purposes of an investigation if the investigation and associated proceedings and appeals have not been completed.
8. For the full list of exceptions please refer to Section 21(2) to (4) or the Fifth Schedule of the Personal Data Protection Act 2012.

Direct Asia Insurance (Singapore) Pte Ltd

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Company Registration: 200822611G



9. 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.

10. 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.

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Particulars of Requestor

Full Name as per NRIC/Passport/FIN

NRIC/Passport/FIN

Mailing Address

Contact Number

Note: We may contact you regarding your request

Email Address

Policy Number (if applicable):

Relationship to Direct Asia Insurance (Singapore) Pte Ltd:

Policy Owner Employee Others – Please indicate:

Please check the applicable box(es):

- I am making an access request for my own personal data
 I am making an access request on behalf of other individual(s)

Please complete this section if you are making an access request on behalf of other individual(s)

Data Subject Details (details of individual whose personal data is being requested):

Full Name as per NRIC/Passport/FIN

NRIC/Passport/FIN

Policy Number (if applicable):

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Relationship to Direct Asia Insurance (Singapore) Pte Ltd:

Policy Owner Employee Others – Please indicate

Relationship to Requestor

Personal Data Requested

To enable us to process your access request quickly and efficiently, please provide us with as much information as possible about the personal data you are requesting access to (e.g. type of personal data, date, time).

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 Direct Asia Insurance (Singapore) Pte Ltd, 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 Direct Asia Insurance (Singapore) Pte Ltd to confirm my identity before providing the information requested and that Direct Asia Insurance (Singapore) Pte Ltd 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 Requestor

Date



For Internal Use Only

Name of Staff Handling Request

Date and Time

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