



### Personal Data Protection Act - Access Request Form

Etiqa aims to comply with the requirements of the Personal Data Protection Act (PDPA) and respects your choices.

Please do allow **30 working days** for your request to be processed by Etiqa.

Details of Request	
Date of Request	
Requestor's Name	
Request fee of S\$10.70 inclusive of GST and payable by:  (No cash allowed)	Credit Card: _____
	Cheque: _____
Information requested for	A. Personal data; or B. General Disclosure of use for past 12 months <input type="checkbox"/>
Collection Mode	A. Collect from Customer Service Counter; or B. Despatch by mail to the address in Insurer's database <input type="checkbox"/>
Signature of Requestor	

If you would like to provide feedback relating to your Personal Data or Etiqa's DPP Statement, please contact us at +65 6887 8777 or email: [DPP@etiqa.com.sg](mailto:DPP@etiqa.com.sg)

**Example on Personal Data to be provided upon request**

Summary of Personal Data in Insurer's Database		
Name		
Sex		
NRIC/Passport Number		
Date of Birth		
Contact Numbers	Home: _____ Mobile: _____ Office: _____	
Email Address		
Residential Address		
Corresponding Address		

Policy Details (only those policy(ies) which you are the Policyowner)				
Name of Product	Policy Number	Policy Status	Inception Date	Expiry/Surrender/ Lapsation Date
Other information				

**Example on General use of Personal Data**

Personal Data will be used for the following purpose	
	Providing financial advice and recommending product(s)
	Issuing, servicing and administrating your policy
	Compiling of statistics for the Authority(ies)
	Compliance reviews and on-going monitoring
	Providing information on new products, services or product enhancements we think is beneficial to you
	The list above is not the exhaustive list.

**Example on General Disclosure of Personal Data in the past 12 months**

Your Personal Data might have been disclosed to 3 <sup>rd</sup> parties for the following purpose	
	To medical organisations, insurance organisations, reinsurers or investigators for underwriting, claims, reinsurance and compliance reviews
	To related companies for processing and administration of your plan or policy, eg data entry, printing and despatch of policy documents)
	To banks, CPF, credit card companies or other institutions for premium collection or payment to you
	To the Authority(ies), Government or another Statutory Board to comply with existing laws and regulations upon request
	To related companies, including Regional Office or Home Office to comply with the existing policies and procedures upon request

**Eitqa Insurance Pte. Ltd.**

One Raffles Quay, #22-01 North Tower, Singapore 048583

T: +65 6887 8777 F:+65 6339 2109 W: www.etiqa.com.sg

