

For adviser to complete

PS Code:

You or your authorised person who is acting on your behalf may request for access for your personal data held by PIAS under the Personal Data Protection Act ("PDPA"). Please complete all sections, and return this form duly signed together with the administrative request fee (in cheque), proof of identity (e.g. copy of front and back of NRIC) and letter of authorisation (if applicable) to PIAS's Data Protection Officer (see Section E for details).

A. Your Details (All fields are mandatory)

Full Name (as per NRIC/Passport) : _____

NRIC (Passport No. for foreigner) : _____

Contact Number : _____

Relationship with PIAS : ☐ Prospect / ☐ Client / ☐ Ex-Employee / ☐ Others: _____ (please specify)

Name of your Advisor (if any) : _____

** The personal data provided in this form may be used by PIAS and/or disclosed by PIAS to its Permitted Parties (whether or not located in Singapore) in order to process and respond to your access request.*

B. Data Requested

Please describe the personal data which you are seeking to access as precisely as you can. Please note that, we may contact you to obtain further information about your access request, including your reason for making the access request. Also, PIAS may refuse your access request if permitted under the Personal Data Protection Act and/or its regulations.

C. The Request

I hereby request PIAS to: (Please tick as appropriate)

- i. ☐ Inform me on whether PIAS holds the data requested **[admin fee of \$10]**
Precise details to be stated in Section B for us to provide confirmation
- ii. ☐ Supply me a copy of the data requested that PIAS holds and inform me about how the requested data has been used and disclosed by PIAS within a year before this access request **[admin fee of \$30]**

If your access request varies from the above options, PIAS will evaluate your request and may charge a higher fee based on the time and effort required to respond accordingly. The fee increase will then be communicated to you in writing for your agreement before processing your request. Please check with our Data Protection Officer for more information at pias.dataprotection@singlife.com.

D. Warranty and Signature

I hereby warrant that I, am/am authorised by, the person named on this form and I will not do any acts that will cause PIAS, its employees and/or its advisors to be in breach of the PDPA.

I am aware and hereby acknowledge that it is a criminal offence to make a request to obtain the personal data about another individual without the authority of that individual.

I agree to indemnify and hold PIAS, its employees and advisors harmless from any claims or damages that may arise as a result of my breach of this warranty.

Signature

Date

E. Instructions

Please enclose the following with this form:

1. A cheque for the administrative fee payable relating to The Request in Section C of this form, payable to **Professional Investment Advisory Services Pte. Ltd.**
2. Proof of your identity (i.e. a photocopy of the front and back of your NRIC or a photocopy of your passport identity page) and where applicable, Letter of Authorisation if you are acting on behalf of the individual.
3. PIAS will reply to your request within thirty (30) days from the date of receipt of the completed Access Request Form and the fee. Please note that incomplete or insufficient information may delay the processing of your request.

Please submit all the above documents to:

Data Protection Officer
Professional Investment Advisory Services Pte. Ltd.
6 Shenton Way
OUE Downtown 2
#09-08 Singapore 068809

For Internal Use:

Request Received by DPO	Date:	Name of DPO:
Request Handled By:	DPO/ Adviser/ AMU/ HR/ RM&C	Date of Receipt from DPO:
Access Request Completion	Yes (State date of completion: _____)	
(if not completed, please specify reason)	No (State reason that access request is not completed	

	_____) _____	