

Personal Data Access Request Form (Public)		
A. Requestor Details		
Full Name		
Account No. / NRIC No. / Passport No. / Visit Pass No. / Work Permit No. / Employment Pass No.		
Contact No.		
Note: We may contact you regarding your request		
B. Data Subject Details (details of individual whose personal data is being requested) (This section should be completed if the access request is being made on behalf of another individual)		
Full Name		
Account No. / NRIC No. / Passport No. / Visit Pass No. / Work Permit No. / Employment Pass No.		
C. Details of Personal Data Requested		
Describe the personal data requested		
D. Additional Information		
Please provide any additional information (if any) about the request (e.g. date range, time etc.)		
E. Other information		
We require verifying your identity before we can disclose the personal data. Please provide a copy of your NRIC / Passport / Driving License / Work Permit / Employment Pass.		
If you are requesting on behalf of another individual, please provide signed authorization letter and a copy of identity proof of the authorizer.		



F. Details of request

We will respond to your request within 30 days. If there are any charges associated, we will notify you in advance.

For successful request, a copy of the personal data will be sent to the registered billing address.

Note:

Singtel 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, under for the purposes of an investigation if the
 investigation and associated proceedings and appeals have not been completed.

For more information, please visit www.pdpc.gov.sg.

G. Declaration of requestor

I confirm that

- the information given in this form is correct and complete
- a proof of identity and/or authorization letter has been enclosed.

I am also aware that fees may be charged for the request after evaluation by the organization.

Signature / Date	



H. To be completed by CSO / Customer Management Team:		
Application Reference Number		
For Approval		
Refer to "Checklist for Personal Data Access Request (Public)"		
Name / Designation		
Department		
Request outcome	☐ Approved ☐ Rejected Reason:	
What is the fee to be charged?		
Signature / Date		
For Preparation		
Name / Designation of Officer preparing the information / data		
Department		
Date of completion for preparation		
Signature		
For Completion of Request		
Name / Designation		
Date of request completion		
Signature		