



# AIA SINGAPORE REQUEST FOR ACCESS TO MY PERSONAL DATA

## Particulars of Requestor

Name of Requestor

NRIC/Passport/FIN No.

I am the Policy Owner of the policy bearing the number indicated below.

I am not the Policy Owner and I am requesting for access to my personal data in the capacity of \_\_\_\_\_ in relation to the policy bearing the number indicated below.

## Policy Number

## Personal Data Access Request. Please state your request in the space provided.

### Important Notice

- (i) Please verify the accuracy of the personal data provided to you and inform AIA Singapore if any update to your personal data is required.
- (ii) For confidentiality reasons, an insured or persons other than the Policy Owner making a personal data access request is required to obtain the consent of the Policy Owner before the requested information can be provided.
- (iii) This request may take up to 30 calendar days to process.
- (iv) AIA Singapore may charge a fee for processing your request.
- (v) If AIA Singapore is not able to provide you with the information by 30 calendar days, you will be notified within 14 calendar days from the date we receive your request and we will advise you on the expected response time for you will be provided with the information.
- (vi) If you are the Policy Owner, you can also access and review the personal data which AIA Singapore holds on you by logging on to MYAIA SG via AIA.COM.SG.

## Declaration and Authorisation

By indicating my/our signature on this form, I acknowledge the "Important Notice" presented. In the event that a fee is chargeable as advised by AIA Singapore, I shall pay as instructed by AIA Singapore before my request will be processed.

Signature of Policy Owner

Signature of FSC/IR

Date

Date

Signature of Requestor (if not the Policy Owner)

Date

FSC/IR's Name

FSC/IR's Code

FSC/IR Unit Name

Mobile No.

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*To avoid any delays, please also ensure that your signature is executed in the same manner as our records. You may want to refer to the application form in your contract for a specimen of the original signature.*

*Indicated your Policy No(s)?*  
 *Signed and dated all forms/letters?*  
 *Obtained the name, I/C no, & signature of a witness who is not related to you?*

*Have you*

Please fold along dotted line



**BUSINESS REPLY SERVICE**

PERMIT NO. 06134



**AIA Singapore Private Limited**

POLICY SERVICES

3 Tampines Grande #09-01

AIA Tampines

Singapore 528799

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