



HSBC Insurance (Singapore) Pte. Limited (Reg. No. 195400150N)  
www.insurance.hsbc.com.sg  
Customer Care Hotline: (65) 6225 6111 Email: e-surance@hsbc.com.sg  
Mailing Address: Robinson Road Post Office P.O. BOX 1538 Singapore 903038

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## Request for Access to Personal Data

<b>Full Name of Individual</b>			
<b>NRIC/Passport No.</b>		<b>Policy No.</b>	
<b>Email Address</b>		<b>Contact No.</b>	(+ ) Country/Region Code
<b>Please check the applicable box:</b> <input type="checkbox"/> I am making an access request for my own personal data <input type="checkbox"/> I am making an access request on behalf of other individual(s). Please complete Section I			
<b>I. Please complete this section if you are making an access request <u>on behalf</u> of other individual(s)</b> <b>Note:</b> Please submit: (a) Authorization by the Individual, (b) A copy of your NRIC/Passport and (c) A signed copy of the Individual's NRIC/Passport			
<b>Full Name of Requestor</b>			
<b>Mailing Address</b>			
<b>NRIC/Passport No.</b>		<b>Contact No.</b>	(+ ) Country/Region Code
<b>Email Address</b>		<b>Relationship to Individual</b>	

### IMPORTANT NOTICE

1. Please submit a copy of your NRIC / Passport together with this form.
2. If you are making an access request on behalf of other individual(s), the information can only be provided upon receipt of authorization/consent of the individual, and a copy of NRIC/Passport of yourself and the individual.
3. The request may take up to 30 calendar days to process. We will notify you if we are unable to respond to your request within 30 calendar days.
4. We may charge a fee for processing each request. Where a fee is chargeable, we will inform you of the fee to be paid before we process your request.
5. Under the PDPA, there may be circumstances where we do not need to provide access to the personal data requested. In such circumstances, we may reject your request.
6. Please submit the completed form and required documents by post to Robinson Road Post Office P.O. BOX 1538 Singapore 903038. Alternatively, if you have registered your email address with us, you may scan and email the complete set of documents to [e-surance@hsbc.com.sg](mailto:e-surance@hsbc.com.sg) using your registered email.

#### **Consent to use of personal data**

I understand that HSBC's Data Privacy Policy (which may be found at <https://www.insurance.hsbc.com.sg/privacy-and-security/>) forms a part of the terms and conditions governing my relationship with HSBC. I consent to the collection, use and disclosure of my personal data for the purposes set out in the Data Privacy Policy.

**PERSONAL DATA REQUESTED** Please state your request and type of personal data required

**DECLARATION AND AUTHORISATION**

I have read and understood the "Important Notes" presented. I understand, declare and agree that:

- only a duly completed and signed form is considered a valid request.
- the information provided in this form and any supporting document(s) is true, correct and complete.

\_\_\_\_\_  
Signature of Individual or Requestor

\_\_\_\_\_  
Date

(Signature of Individual must be signed in the same manner as our record)