

To: **The Data Protection Officer, Singapura Finance Ltd**

Name:			
NRIC/Passport No: (last 4 digits only)		Contact No (Mobile):	
Account No(s): (if applicable)			

Pursuant to Section 21 of the Personal Data Protection Act, I would like to request access to my personal data that is in the possession or under the control of Singapura Finance Ltd. The reasons for the request are:

The information that I would like to access is as follows (tick where applicable):

	Personal data as at the date of this request in the possession or under the control of Singapura Finance Ltd.
	CCTV Recording at _____ (<i>name of Customer Centre</i>) from _____ (<i>time</i>) on _____ (<i>date</i>) to _____ (<i>time</i>) on _____ (<i>date</i>) where I appear in such CCTV recording*. Please note a fee (to be advised after evaluation of request) will be payable and must be paid before collection
	Information about the ways in which the personal data referred to in (a) above has been or may have been used or disclosed by Singapura Finance Ltd within a year before the date of the request.

**Singapura Finance Ltd will determine in its sole discretion if the customer's likeness does in fact appear in such recording and its determination is final and conclusive.*

Please note: We will require a period of 2 weeks for us to update and process your request.

I hereby agree to pay all reasonable charges in connection with the above request. If I am an existing customer of Singapura Finance Ltd, I hereby authorize Singapura Finance Ltd to debit any account of mine maintained with Singapura Finance Ltd, whether singly or jointly, in settlement of such charges.

Signature (as in Singapura Finance Ltd's record)	For Singapura Finance Ltd's Use only
	Signature Verified/Date:
	Information verified by
	Processed by/Date: