



ACCESS REQUEST FOR PERSONAL INFORMATION

To: **Data Protection Officer
Tokio Marine Life Insurance Singapore Limited (“TMLS”)**

I, _____, NRIC/Passport No. _____,
Contact Number. _____ would like to know;

- A. The details of my personal data that is in TMLS’s possession;
 - o For a specific policy, Policy Number: _____
 - o For all inforce policies for which I am the Owner

Please note that there is an administration fee of \$10.00 per policy for the above request(s).

- B. How TMLS had used or disclosed such personal data in the past 1 year preceding the date of this request.

Please note that there is an administration fee of \$30.00 for the request stated above.

Kindly enclose your cheque made payable to Tokio Marine Life Insurance Singapore Ltd. for the administration fee,

Please tick boxes (☐) as appropriate

IMPORTANT NOTES:

1. The requested information will be sent to the mailing address in our records within 30 days of receipt of the request.
2. We will write to you should we require more time for the retrieval of information but will keep you informed within 30 days of receipt of the request.
3. TMLS reserve the right to impose additional charges for requests which require additional time and effort to retrieve. We will write to you on the fee estimate for your agreement before we proceed.

Personal Data Notice

I / We agree and consent that Tokio Marine Life Insurance Singapore Ltd. may collect, use, process and disclose the personal data in accordance with the terms and conditions as stated in the insurance application form and/or the Tokio Marine Insurance Group’s Data Protection Policy available at www.tokiomarine.com, which I / we have read, understood and agreed to the same.

Signature of Policyholder / Assignee

Date:

For Office use

Date Received : _____

Payment Received : _____

Prepared by : _____

Approved by : _____

Date: _____

Date: _____

