

Change of Personal Particulars Form

Please provide your customer information and a clear copy of the front and back of your NRIC/FIN/Passport for verification.

Please tick the applicable change(s)
 Change in Customer Information (for any change in Name/NRIC/FIN/Passport/Biz Reg., please specify the old/previous details as below)

Old/Previous Details
 Name _____

 NRIC/FIN/Passport/Biz Reg.^ _____

 Change in Address Details

 Change in Contact Details

 Change in Marketing Material Option

 Change in Other Preferences

Customer Information (Compulsory)

Name			
NRIC/FIN/Passport/Biz Reg.^			
Nationality			
Date of Birth (dd/mm/yyyy)			
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	

For the following sections on this page, please complete only the sections which you will like us to update.

Address Details

Address		Postal Code	
Does the new address apply to all existing policies?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you have selected No above, please specify the Policy No. which you do not wish the new address to be effected on.			
Policy No.			

Contact Details

For overseas number, please indicate "+" sign, country code + area code + contact number (e.g. +1234567890).

Mobile No.		Home No.	
Office No.		Fax No.	
Email Address		Other Contacts	

Marketing Material Option

Please indicate if you wish to receive marketing or promotional materials on our financial products or services via telephone calls, text messages, faxes, mails or emails. We will use the contact particulars, including any update, you have given to us to contact you.

 Option Yes No

Please allow up to 30 days for your option to take effect. If you do not indicate your option here, we will follow any existing option you may have indicated previously.

Other Preferences

E-Statement	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you opt for e-statement, you will receive an email notification to view your statements (Annual Policy statement, ILP statement or Loan statement) when they are available via me@income.	
I prefer to speak in	<input type="checkbox"/> English <input type="checkbox"/> Chinese <input type="checkbox"/> Malay <input type="checkbox"/> Tamil <input type="checkbox"/> Other Language

Personal Data Collection Statement

NTUC Income recognises its obligations under the Personal Data Protection Act 2012 (PDPA) which include the collection, use and disclosure of personal data for the purpose for which an individual has given consent to.

The personal data collected by NTUC Income includes all personal data provided in this form, or in any document provided, or to be provided to us by you or your insured persons or from other sources, for the purpose of this insurance application or transaction. It includes all personal data for us to evaluate or administer this application or transaction. For example, if you are applying for an insurance policy, in addition to the personal data provided in the application form, the personal data will also include any subsequent information we collect on health or financial situation, or any information that is necessary for us to decide whether to insure and on what terms to insure, such as test results, medical examination results, and health records from medical practitioners or other insurance companies. You may not alter any of the wording in this 'Personal data collection statement'. Any attempt to do so will be of no effect.

1. Purpose of collection

We may collect and use the personal data to: (a) carry out identity checks; (b) communicate on purposes relating to an application or policy; (c) provide ongoing services and respond to your inquiries or instructions; (d) make or obtain payments; (e) recover any debt owed to us; (f) conduct research and statistical analysis; (g) coach employees and monitor for quality assurance; (h) comply with all applicable laws, including reporting to regulatory and industry entities; and (i) inform you of our philanthropic and charity initiatives, i.e. OrangeAid, including soliciting donations, acknowledging donations, and facilitating tax exemption.

If you give your consent under the 'Marketing Material Option', we may also collect and use your personal data to contact you on our marketing or promotional materials relating to our financial products or services via telephone calls, text messages, faxes, mails, or emails.

2. Disclosure of personal data

We may disclose personal data belonging to you and your insured persons for the purposes set out in Section 1 above to these parties: (a) your financial advisers, insurance broker, association, employer or group policyholder; (b) local or overseas service providers to provide us with services such as printing, mail distribution, data storage, data entry, marketing and research; (c) debt collection agencies; (d) financial institutions; (e) industry associations; and (f) regulators, law enforcement and government agencies.

3. Consequence of withdrawing consent to the collection, use and disclosure of personal data

You may refuse or withdraw your consent for us to collect, use or disclose your personal data and your insured persons' personal data by giving us reasonable notice so long as there are no legal or contractual restrictions preventing you from doing so. For example, you may withdraw your consent for your personal data to be used for marketing purposes, and this withdrawal will not affect our ability to provide you with the products and services that you asked for or have with us. But if you withdraw your consent for us to use your personal data for your insurance matters, this will affect our ability to provide you with the products and services that you asked for or have with us, including preventing us from keeping your insurance cover in force or properly assessing and processing your claim. Withdrawing such consent will require you to surrender or terminate all your policies with us.

4. Access and correction rights

You can request access to any personal data of yours that we have, and request to know how it is being used and disclosed for the last 12 months to the extent your right is allowed by law. If we allow you access, we may charge you a reasonable fee. You also have the right to request correction of your personal data.

You may make your request to withdraw your consent, access or correct your personal data by writing to: The Data Protection Officer, NTUC Income Centre, 75 Bras Basah Road, Singapore 189557. Alternatively, you can email to: DPO@income.com.sg

Your Declaration and Agreement

I confirm that I understand and agree to the 'Personal Data Collection Statement'.

Name of Policyholder

Signature and Date

Parental Permission

If you are below 16 years old, your Parent/Legal Guardian^ must complete this section. I give permission for my child/ward^ to:

1. change the Personal Particulars;
2. agree and consent to the 'Personal Data Collection Statement'; and
3. select the preferred option under the 'Marketing Material Option'.

Name of Parent/Legal Guardian^

NRIC No.

Relationship to Child

- Parent (Please send a copy of your NRIC)
- Legal Guardian (Please provide legal documents showing proof as Legal Guardian)

Signature of Parent/Legal Guardian^ and Date

For Official Use

Name of Staff

Signature and Date

^Please delete as appropriate

Note: 1) Upon receiving the completed form and all necessary documents, we will update the specified changes within two working days. For 'Marketing Material Option', please allow up to 30 days for your option to take effect. An acknowledgement letter will be sent to you. 2) We will not be able to process any change of personal particulars through any third party.