

Singapore Airlines Limited  
Attention: Customer Affairs Department  
Customer Services & Operations Division  
07-A Airline House  
25 Airline Road  
Singapore 819829

Date: \_\_\_\_\_

## AUTHORISATION

Dear Sirs,

I, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, authorise  
(Name of Passenger) (Passport Number) (Country of Passport Issue)  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, to collect,  
(Name of Third Party) (Passport Number) (Country of Passport Issue)  
use and disclose my personal data to Singapore Airlines Limited ("SIA") and to communicate  
with SIA on my behalf with regard to my travel on \_\_\_\_\_ from  
(SQ Flight Number)  
\_\_\_\_\_ to \_\_\_\_\_ on \_\_\_\_\_.  
(Departure Station) (Arrival Station) (Date of Travel)

I also authorise him/her to make decisions and accept any offer from SIA on my behalf for the purpose of my travel on the abovementioned SIA flight(s).

We agree and acknowledge that any personal data provided will be processed by Singapore Airlines for the purposes of handling the above settlement in accordance with the Singapore Airlines Privacy Policy, available on [www.singaporeair.com](http://www.singaporeair.com)

Yours sincerely,

\_\_\_\_\_  
(Signature / Name)