

REQUEST FOR REPORT OF PERSONAL DATA

Important Notice to Requestor

1. Please complete this form if you wish us to administer your request for your personal data. The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request.
 2. We require proof of your identity before we can disclose personal data to the extent in our possession. Proof of your identity should include a copy of one of the following: passport, driving licence, national identity card or birth certificate. The documents should include your full name, date of birth and nationality. If you have changed your name, please supply a copy of the relevant documents evidencing the change.
 3. We may seek further clarification, or decline to administer your request if you have not provided sufficient information to verify your identity. Your request may also be declined in accordance with applicable laws. If so, we will inform you.
 4. SIA may charge an administrative fee for handling your request.
 5. Procedure: Please let us have the completed form with the supporting documents, either:
 - i. by email to **SIA Customer Affairs** at Saa_Feedback@singaporeair.com.sg or
 - ii. proceed to **your local SIA office**. Please refer to the “Contact Us” section on our website at www.singaporeair.com for the full list of local SIA offices.
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SECTION 1: DATA SUBJECT / REQUESTOR

YES: I am the data subject. I enclose proof of my identity (Please complete Section 2A)

NO: I am acting on behalf of the data subject. I have enclosed proof of the data subject's identity and proof of my own identity (**Please complete Section 2B and ask the data subject to complete Sections 2A and 2C**)

SECTION 2A: DETAILS OF DATA SUBJECT

Full Name	
Passport Number(s)	
KrisFlyer Number (if applicable)	
Country of Residence	
Contact Number	
Email Address	
Last Date and Flight Number / Travel Sector on SIA Flight (Non-KrisFlyer members only)	

SECTION 2B: DETAILS OF REQUESTOR (IF DIFFERENT FROM DATA SUBJECT)

Please complete this section with your details if you are acting on behalf of the data subject.

Full Name	
Passport Number	
Contact Number	
Email Address	

SECTION 4: DECLARATION

I confirm that I have read and understood the terms of this personal data request form and certify that the information given in this application is true. I understand that it is necessary for Singapore Airlines Limited to confirm my / the data subject's identity and it may be necessary to obtain more detailed information in order to locate the requested personal data.

Signature of Data Subject / Requestor	Date:

SECTION 5: FOR SIA INTERNAL USE

Processed by:	Approved by:
Designation:	Designation:
Department:	Department:
Date:	Date: