

# Personal Data Notice

The Personal Data Protection Act 2012 (hereinafter referred to as the “Act”), which regulates the processing of personal data in commercial transactions, applies to Singular Asset Management (Singapore) Ltd. For the purpose of this personal data notice, the terms “personal data” and “processing” shall have the meaning prescribed in the Act.

At the account opening stage or upon commencement of business relationship or at any time thereafter, Singular Asset Management (Singapore) Ltd may collect your personal data [(for individuals)/personal data of relevant individuals in your organisation (for corporations)] for purposes of provision of services/products you have requested.

We are committed to maintain the confidentiality, security and integrity of the personal data supplied by you. In line with the Act, this Notice aims to highlight the manner we deal with your personal data and the choices available to you to access or limit our access to your personal data.

## **1. The types of personal data collected and processed by us may include information such as:**

- Your name, nationality, date of birth, identity card/passport number, gender, resident status, marital status, address, contact number, email address, number of dependants, occupation details, income range, net worth, liability and source of fund/income;
- Your personal data from regulators and governmental agencies, where applicable; and
- Such other relevant information which we may require in order to provide you with our services/products.

## **2. We collect your personal data for the following purposes:**

- To assess your application for our services/products;
- The provision of services/products requested by you including management of your investment and for facilitating daily operational processes;
- To keep you informed of new products or services offered by us or our related, associated or affiliated companies by way of marketing/advertisement/ promotional materials, emails or calls;
- To comply with legal or regulatory requirements or as directed by regulatory or government bodies;
- For risk profiling and conducting money laundering and terrorism financing checks and other background checks;
- To create directories or database whether for publication or not;
- To attend to your enquiries and generally to enable resolution of a concern or complaint;
- For delivery of notices and statements; and
- For such other purposes that is incidental or ancillary or in furtherance to the above purposes. (collectively “the Purposes”)

The personal data collected will be retained by us for the duration permitted/required under Singapore law, which may extend to periods after termination of your contractual relationship with us.

## **3. We collect your personal data from various sources, including but not limited to:**

- Information you have provided us;
- Information from third parties (such as your authorised representatives, your financial adviser, your agent, your bank, if funds are transferred to and from your bank account); and
- Information in the public domain.

## **4. We maintain the security of your personal data as follows:**

- We maintain adequate security control systems to safeguard the confidentiality and security of your personal data.
- Access to your personal data by our staff is strictly on a need-to-know basis; and
- Where we appoint third party service providers, agents or contractors to provide services to us, we ensure that these third parties observe similar security measures as adopted by us.

## 5. We may disclose your personal data to:

- Our directors, officers and representatives for purposes relating to your application and use of our services/products;
- Regulatory bodies such as the Monetary Authority of Singapore (MAS) and other regulatory bodies which have oversight over us and our activities;
- Any third party service provider, agent or contractor who have been appointed by us to provide services to us whether in or outside Singapore subject to sufficient security controls over the information;
- Our auditors, lawyers, consultants and other advisors;
- Parties authorised by you; and
- Any other party to whom such disclosure is required by law or regulatory requirement or pursuant to a Court order.

Notwithstanding that any such persons may be outside Singapore, for any of the above Purposes or any other purpose for which your personal data was to be disclosed at the time of its collection or any other purpose directly related to any of the above Purposes.

## 6. Your rights and choices

- You have the right to access and request for correction of your personal data which is inaccurate, incomplete or not updated.
- For the above purposes, please contact the personnel whose details are given in the contact information below. In accordance with the Act:
  - (a) we may charge a fee for processing your request for access; and
  - (b) we may refuse to comply with your request for access or correction.
- If you do not wish to receive marketing/advertisement/promotional materials from us, you have the right to request that we stop contacting you or sending you marketing/advertisement/promotional materials. Such request may be made via email to the contact personnel named below.
- It is obligatory that you supply us with the personal data requested by us. If you choose not to supply us with your personal data or withdraw or limit the use of your personal data, we may reject your application for the services/products requested or we may not be able to continue providing you with the services/products you have requested.

**By providing to us your personal data, you hereby consent to the processing of your personal data in accordance with all of the foregoing.**

## 7. Amendments and Contact

- You will be notified of any material amendments to this Notice. Such notification will be accessible from our website at [www.singular.com.sg](http://www.singular.com.sg). If you continue to use our services/products, you shall be deemed to have agreed to accept such changes.
- Complaints or enquiries relating to any matter concerning your personal data can be made to the following personnel:

Attention to	:	Office Administrator
Mailing Address	:	10 Anson Road, #21-05 International Plaza, Singapore 079903
Telephone No.	:	+ (65) 62218827
Fax No	:	+ (65) 62226866
Email address	:	clientsupport@singular.com.sg

- If you are a corporation supplying personal data of your directors, shareholders and/or officers to us, please do ensure that you have obtained their consent and bring this Notice to the attention of your directors, shareholders and/or officers whose personal data you are supplying/have been supplied to us.