

## CHECKLIST

Please submit the following documents with this application form:

- 1 A photocopy of the following result slips of your Nominee(s):**
  - CGI (old syllabus); or
  - BCP, PGI, and ComGI (new syllabus);
  - GCE 'O' Level with minimum 3 credit passes or its equivalent or the highest educational certificate
- 2 A copy of updated ACRA**
- 3 A recent passport-size colour photograph of each nominee agent**  
(in JPEG format and dimensions are 400 x 514 pixels)
- 4 A photocopy of Bank Account Statement to credit commission**
- 5 A copy of Personal Data Protection Act Declaration duly signed individually**

## 1 Company Information

Company Name

Business Registration No.

### Business Address

Block/Building/House No.

Unit No.

Street Name

Building Name

Postal Code

### Contact Person

First Name

Last Name

Tel No.

(Office)

(Mobile)

Email Address

GIAS Registration Number (if applicable)

Legal Status: Sole Proprietorship Partnership Company

Agency Type: General (Non-Life) Trade Specific (Please state type of business:  
Composite (Please state Life Insurance company)

### Please declare the following

Authorised Capital S\$

Paid-Up Capital S\$

(minimum S\$25,000)

Is this a GST registered company? Yes No

If yes, please provide the following details:

GST Registration Number

Effective Date

### Details of your Current Principals (if any)

Primary Principal

Secondary Principal 1

Secondary Principa 2

If you have been representing 3 Principals, which one will you replace for DirectAsia?

# CORPORATE AGENCY APPLICATION FORM

## Termination of General Insurance Licence (if any)

Have you ever been refused registration / license by ARB?      Yes      No  
If Yes, please provide details

Date of Termination

Reason(s) of Termination

## About your Agency's Business Portfolio (Current & Projected)

Please state your current and expected overall annual business portfolio (all principals combined)

Business Class	Current GWP (S\$)	Projected GWP (S\$)
Car Insurance		
Motorcycle Insurance		
Travel Insurance		
Home Insurance		
SME Package Insurance		
Other Classes		
Total		

## Operating Model

General Insurance Business Since Year	
Total No. of Operations Staff	
Total No. of Nominees(s)	

## 2 Bank & Account Number (to credit commission)^

Name of Bank

Branch Code

Bank Account No.

Name of Account Holder

^ Please provide a copy of Bank Account Statement or an Authorisation Letter in company's letterhead indicating bank account details. Only corporate bank account is acceptable.

# CORPORATE AGENCY APPLICATION FORM

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## 3 Particulars of Nominee Agent(s)

### Nominee Agent 1

First Name

Last Name

NRIC No.

Nationality

Date of Birth

Gender:

Male

Female

Marital Status

### Residential Address

Block/Building/House No.

Unit No.

Street Name

Building Name

Postal Code

Tel No.

(Office)

(Mobile)

Email Address

### Education

Academic Qualification (minimum 3 GCE "O" Level)

Professional Qualification

CGI

BCP

PGI

ComGI

HI

### Work Experience

Current Position

Part-time

Full-time

Total Years of Experience

Percentage of Revenue/Salary

%

### Employment History

	Name of insurance companies/agencies/broking firms	Position Held	Date Joined	Date Left
1				
2				
3				

# CORPORATE AGENCY APPLICATION FORM

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## Nominee Agent 2

First Name

Last Name

NRIC No.

Nationality

Date of Birth

Gender: Male Female Marital Status

## Residential Address

Block/Building/House No.

Unit No.

Street Name

Building Name

Postal Code

Tel No. (Office)

(Mobile)

Email Address

## Education

Academic Qualification (minimum 3 GCE "O" Level)

Professional Qualification CGI BCP PGI ComGI HI

## Work Experience

Current Position

Part-time

Full-time

Total Years of Experience

Percentage of Revenue/Salary

%

## Employment History

	Name of insurance companies/agencies/broking firms	Position Held	Date Joined	Date Left
1				
2				
3				

# CORPORATE AGENCY APPLICATION FORM

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## Nominee Agent 3

First Name

Last Name

NRIC No.

Nationality

Date of Birth

Gender

Male

Female

Marital Status

## Residential Address

Block/Building/House No.

Unit No.

Street Name

Building Name

Postal Code

Tel No.

(Office)

(Mobile)

Email Address

## Education

Academic Qualification (minimum 3 GCE "O" Level)

Professional Qualification:

CGI

BCP

PGI

ComGI

HI

## Work Experience

Current Position

Part-time

Full-time

Total Years of Experience

Percentage of Revenue/Salary

%

## Employment History

	Name of insurance companies/agencies/broking firms	Position Held	Date Joined	Date Left
1				
2				
3				

## 4 Declaration

We hereby declare that the information and statements given herein are true, accurate and complete and agree that they shall be the basis of the Agency Contract between Direct Asia Insurance Singapore and ourselves.

By signing this form, We acknowledge and consent to the collection, use and/or disclose of our personal data by Direct Asia Insurance Singapore for the purpose of processing this application.

Name & Signature of Corporate Agent

Date (DD/MM/YYYY)

Signature of Nominee Agent 1

Date (DD/MM/YYYY)

Signature of Nominee Agent 2

Date (DD/MM/YYYY)

Signature of Nominee Agent 3

Date (DD/MM/YYYY)

# FORM C1 – DECLARATION FORM (GENERAL INSURANCE AGENT)

## Important note:

- The form must be completed by the individual / corporate / trade specific agent.
- For corporate agents and trade specific agents, the form must be reviewed and signed by the owner, director or authorised senior personnel. Please note that sections 2. Financial Soundness and 3. Honesty, Integrity & Reputation are also applicable to the controllers, sole-proprietors, managers of limited partnerships and limited liability partnerships, partners, directors, and office bearers.
- Corporate agents and trade specific agents must list their controllers, sole-proprietors, managers of limited partnerships and limited liability partnerships, partners, directors, and office bearers as applicable; and illustrate their shareholding and corporate structures using a chart if necessary, at ANNEX 1.
- Please answer all questions. Tick “NA” only if the question is meant for an individual agent and you are a corporate or trade specific agent, and vice versa.
- Please submit the completed form to your Primary Principal. Do not send this form to General Insurance Association of Singapore (GIA).
- The GIA will not be responsible for any misuse of the information by the parties concerned.

## Section A - About Yourself / Your Company

1) Type of Agent applied for:	<b>Individual Agent</b>	<b>Corporate Agent</b>	
<b>Trade Specific Agent</b>	Foreign Domestic Freight Forwarder	Worker Foreign Worker Electrical Protection	Travel Motor
2) Primary Principal			
Secondary Principal 1			
Secondary Principal 2			
3) Name of Applicant/Agent			
4) NRIC/Passport/FIN/BRN		GIAS Agent No.	
5) Address			(S)
6) Email		Contact	

## Section A - About Yourself / Your Company

(\*) Please delete as appropriate

1. Representation of Members of GIA	Yes	No	NA
Have you:			
a) entered into an agency agreement or agreements over the last 12 months with any Member of GIA other than the ones that you have indicated in Section A-2 above?			
b) ever been terminated by any Member of GIA?			
c) been transacting general insurance business with any Member of GIA other than the ones you represent?			
<b>For corporate agent / trade specific agent:</b>			
d) entered into a Tripartite Agreement with any of the Member of GIA and any agent registered with the ARB?			

# FORM C1 – DECLARATION FORM (GENERAL INSURANCE AGENT)

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## 1. Representation of Members of GIA

If you tick "Yes" to any of the above, please provide details below:

## 2. Financial Soundness

Yes	No	NA
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For corporate agents and trade specific agents, this section is also applicable to your controllers, sole-proprietors, managers of limited partnerships and limited liability partnerships, partners, directors, and office bearers.

Within the past 10 years, have you:

a) Have you been or are you unable to fulfill any of your financial obligations, whether in Singapore or elsewhere?

b) Have you entered into a compromise or a scheme of arrangement with creditors, or made an assignment for the benefit of your creditors, being a compromise, scheme of arrangement or assignment that is still in operation, whether in Singapore or elsewhere?

c) Have you been or are you subject to any judgment debt against you which you have been unable to satisfy within 7 days from the date of the judgment, whether in Singapore or elsewhere?

**For individual agent:**

d) Are you an undischarged bankrupt or a person in respect of whom a bankruptcy proceeding is pending in Court, whether in Singapore or elsewhere?

**For corporate agent / trade specific agent:**

e) Is your company the subject of a winding up petition, or in the course of being wound-up or otherwise dissolved, whether in Singapore or elsewhere?

f) Has a receiver, receiver and manager, judicial manager, or such other person having the powers and duties of a receiver, receiver and manager, or judicial manager, been appointed in relation to, or in respect of, any property of your company, whether in Singapore or elsewhere?

If you tick "Yes" to any of the above, please provide details below



# FORM C1 – DECLARATION FORM (GENERAL INSURANCE AGENT)

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3. Honesty, Integrity & Reputation	Yes	No
For corporate agents and trade specific agents, this section is also applicable to your controllers, sole-proprietors, managers of limited partnerships and limited liability partnerships, partners, directors, and office bearers.		
Within the past 10 years, have you: a) carried on business in any jurisdiction under any name other than the name stated in this application?		
b) been refused the right or restricted in your right to carry on any trade, business or profession for which a specific license, registration or other authorisation is required by law in any jurisdiction?		
c) been issued a prohibition order under any Act administered by the Monetary Authority of Singapore or been prohibited from operating in any jurisdiction by any financial services regulatory authority?		
d) been censured, disciplined, suspended or refused membership or registration by the Monetary Authority of Singapore, any other regulatory authority, an operator of a market or clearing facility, any professional body or government agency, whether in Singapore or elsewhere?		
e) been the subject of any investigations or disciplinary proceedings or been issued a warning or reprimand by the Monetary Authority of Singapore, any other regulatory authority, an operator of a market or clearing facility, any professional body or government agency, whether in Singapore or elsewhere?		
f) been the subject of any proceedings of a disciplinary or criminal nature or been notified of any potential proceedings or of any investigation which may lead to those proceedings, under any law in any jurisdiction?		
g) been convicted of any offence, served any term of imprisonment or is being subject to any pending proceedings which may lead to a conviction of any offence, under any law in any jurisdiction?		
h) had any judgment (including the finding of fraud, misrepresentation or dishonesty) given against you in any civil proceedings in Singapore or elsewhere, or been a party to any pending proceedings that may lead to such a judgment?		
i) accepted civil liability for fraud or misrepresentation under any law in any jurisdiction?		
j) had any civil penalty enforcement action taken against you by the Monetary Authority of Singapore or any other regulatory authority under any law in any jurisdiction?		
k) contravened or abetted another person in breach of any laws or regulations, business rules or codes of conduct, whether in Singapore or elsewhere?		
l) been the subject of any complaint made reasonably and in good faith, relating to activities that are regulated by the Monetary Authority of Singapore or under any law in any jurisdiction?		



# FORM C1 – DECLARATION FORM (GENERAL INSURANCE AGENT)

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<b>3. Honesty, Integrity &amp; Reputation</b>	Yes	No
m) been refused a fidelity or surety bond, whether in Singapore or elsewhere?		
n) demonstrated an unwillingness to comply with any regulatory requirement or to uphold any professional and ethical standards, whether in Singapore or elsewhere?		
o) been untruthful or provided false or misleading information to Monetary Authority of Singapore or been uncooperative in any dealings with Monetary Authority of Singapore or any other regulatory authority in any jurisdiction?		
<b>For individual agent:</b>	NA	Yes No
p) been or are you a director, partner, substantial shareholder or concerned in the management of a business that has been censured, disciplined, prosecuted or convicted of a criminal offence, or been the subject of any disciplinary or criminal investigation or proceeding, in Singapore or elsewhere, in relation to any matter that took place while you were a director, partner, substantial shareholder or concerned in the management of the business?		
q) been or are you a director, partner, substantial shareholder or concerned in the management of a business that has been suspended or refused membership or registration by the Monetary Authority of Singapore, any other regulatory authority, an operator of a market or clearing facility, any professional body or government agency, whether in Singapore or elsewhere?		
r) been a director, partner, substantial shareholder or concerned in the management of a business that has gone into insolvency, liquidation or administration during the period when, or within a period of one year after, you were a director, partner, substantial shareholder or concerned in the management of the business, whether in Singapore or elsewhere?		
s) been dismissed or asked to resign from office, employment, a position of trust, or a fiduciary appointment or similar position, whether in Singapore or elsewhere?		
t) been or are you subject to disciplinary proceedings by your current or former employer(s), whether in Singapore or elsewhere?		
u) been disqualified from acting as a director or disqualified from acting in any managerial capacity, whether in Singapore or elsewhere?		



# FORM C1 – DECLARATION FORM (GENERAL INSURANCE AGENT)

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3. Honesty, Integrity & Reputation	NA	Yes	No
v) been an officer found liable for an offence committed by a body corporate as a result of the offence having proved to have been committed with the consent or connivance of, or neglect attributable to, the officer, whether in Singapore or elsewhere?			
If you tick "Yes" to any of the above, please provide details below:			

4. Compliance	NA	Yes	No
Are you at all times in compliance with the:			
a) General Insurance Agents' Registration Regulations?			
b) Code of Practice for Agents (including keeping of proper accounting records)?			
c) Personal Data Protection Act 2012 ("PDPA")?			
d) Have you implemented the best practices in the Data Loss Protection Guidelines for Insurance Agents?			
<b>For individual agent:</b>			
e) Are you a Singapore citizen or a Singapore Permanent Resident or a foreigner holding a valid Work Permit or Employment Pass issued by the Ministry of Manpower?			
f) Have you fulfilled the minimum number of hours of Continuous Professional Development (CPD) training and such other requirements as may be determined by GIA from time to time?			
<b>For corporate agent / trade specific agent:</b>			
g) Does your company maintain a minimum paid-up capital of at least S\$ 25,000?			
h) Are your shareholders, partners, managers, employees or directors who act on your behalf or represent you in your business of general insurance agent are also registered with the Agents' Registration Board as Nominee Agents and that all the declarations stated herein are true and correct in respect of your Nominee Agents, mutatis mutandis?			
If you tick "No" to any of the above, please provide details below			



# FORM C1 – DECLARATION FORM (GENERAL INSURANCE AGENT)

5. Other interests	Yes	No
a) Are you involved in or do you have any interest in any other business or commercial enterprise?		
b) Are you an employee or a director or any person engaged in or contracted for the operations of, or a shareholder of or a debenture holder in or have any interest in any company, firm or business enterprise which is in the business of a general insurer or insurance loss adjuster?		
c) Do you have a shareholding interest in any company, firm or business enterprise which is formed for the purpose of transacting or is engaged in transacting insurance broking business?		
d) Are you or are any of your directors, officers, partners, employees, representatives or agents or any person involved in your management and/or operation, involved in any capacity in the management and/or operation of any insurance broking business?		
e) Are you or are any of your directors, employees, shareholders, debenture holders, proprietors or owners, an employee, a director, a shareholder, a debenture holder or a proprietor or owner of another Agent?		
If you tick "Yes" to any of the above, please provide details below		

# FORM C1 – DECLARATION FORM (GENERAL INSURANCE AGENT)

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I/We further declare that:

- the information shown in this declaration form and any attached documents are correct and complete.
- I/we (\*) shall notify my/our (\*) Principal/s in writing whenever
  - there is any change in the name or address or particulars as registered in the Register, or
  - I/we (\*) cease to represent any Principal, or
  - when a Nominee Agent ceases to be employed by the Agency.
- I/we (\*) shall not enter into any agreement or arrangement whatsoever for the appointment or engagement of any sub-agent.
- I/we (\*) shall immediately notify in writing the Agents' Registration Board of GIA and the Ordinary Members of GIA for whom I/we (\*) represent as my/our (\*) Principals in the event that any fact, event or matter arises or occurs after the making of this Declaration which renders any of the declarations contained herein untrue or incorrect.

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Signature

Name

Dated the            day of            20  
(Day)                            (Month)                            (Year)



## **Important note:**

- The form must be completed by the nominee agent.
- Please answer all questions.
- Please submit the completed form to your **Primary Principal**. Do not send this form to General Insurance Association of Singapore (GIA).
- The GIA will not be responsible for any misuse of the information by the parties concerned.

## **Section A - About Yourself**

- 1) Name of Nominee Agent
- 2) NRIC/Passport/FIN GIAS Agent No.
- 3) Name of Main Agent
- 4) Principal Representation  
 Primary Principal  
 Secondary Principal 1  
 Secondary Principal 2
- 5) Residential Address (S)
- 6) Email Contact

## **Section B - Declaration**

(\*) Please delete as appropriate

1. Representation of Members of GIA	Yes	No
Have you:		
a) entered into an agency agreement or agreements over the last 12 months with any Member of GIA other than the ones that you have indicated in Section A-4 above?		
b) ever been terminated by any Member of GIA?		
c) been transacting general insurance business with any Member of GIA other than the ones you represent?		
If you tick "Yes" to any of the above, please provide details below		

# FORM C2 – DECLARATION FORM (NOMINEE AGENT)

2. Financial Soundness	Yes	No
Within the past 10 years, have you:		
a) Have you been or are you unable to fulfill any of your financial obligations, whether in Singapore or elsewhere?		
b) Have you entered into a compromise or a scheme of arrangement with creditors, or made an assignment for the benefit of your creditors, being a compromise, scheme of arrangement or assignment that is still in operation, whether in Singapore or elsewhere?		
c) Have you been or are you subject to any judgment debt against you which you have been unable to satisfy within 7 days from the date of the judgment, whether in Singapore or elsewhere?		
d) Are you an undischarged bankrupt or a person in respect of whom a bankruptcy proceeding is pending in Court, whether in Singapore or elsewhere?		
If you tick "Yes", please provide details below		

3. Honesty, Integrity & Reputation	Yes	No
Within the past 10 years, have you:		
a) carried on business in any jurisdiction under any name other than the name stated in this application?		
b) been refused the right or restricted in your right to carry on any trade, business or profession for which a specific license, registration or other authorisation is required by law in any jurisdiction?		
c) been issued a prohibition order under any Act administered by the Monetary Authority of Singapore or been prohibited from operating in any jurisdiction by any financial services regulatory authority?		
d) been censured, disciplined, suspended or refused membership or registration by the Monetary Authority of Singapore, any other regulatory authority, an operator of a market or clearing facility, any professional body or government agency, whether in Singapore or elsewhere?		
e) been the subject of any investigations or disciplinary proceedings or been issued a warning or reprimand by the Monetary Authority of Singapore, any other regulatory authority, an operator of a market or clearing facility, any professional body or government agency, whether in Singapore or elsewhere?		

# FORM C2 – DECLARATION FORM (NOMINEE AGENT)

3. Honesty, Integrity & Reputation	Yes	No
f) been the subject of any proceedings of a disciplinary or criminal nature or been notified of any potential proceedings or of any investigation which may lead to those proceedings, under any law in any jurisdiction?		
g) been convicted of any offence, served any term of imprisonment or is being subject to any pending proceedings which may lead to a conviction of any offence, under any law in any jurisdiction?		
h) had any judgment (including the finding of fraud, misrepresentation or dishonesty) given against you in any civil proceedings in Singapore or elsewhere, or been a party to any pending proceedings that may lead to such a judgment?		
i) accepted civil liability for fraud or misrepresentation under any law in any jurisdiction?		
j) had any civil penalty enforcement action taken against you by the Monetary Authority of Singapore or any other regulatory authority under any law in any jurisdiction?		
k) contravened or abetted another person in breach of any laws or regulations, business rules or codes of conduct, whether in Singapore or elsewhere?		
l) been the subject of any complaint made reasonably and in good faith, relating to activities that are regulated by the Monetary Authority of Singapore or under any law in any jurisdiction?		
m) been refused a fidelity or surety bond, whether in Singapore or elsewhere?		
n) demonstrated an unwillingness to comply with any regulatory requirement or to uphold any professional and ethical standards, whether in Singapore or elsewhere?		
o) been untruthful or provided false or misleading information to Monetary Authority of Singapore or been uncooperative in any dealings with Monetary Authority of Singapore or any other regulatory authority in any jurisdiction?		
p) been or are you a director, partner, substantial shareholder or concerned in the management of a business that has been censured, disciplined, prosecuted or convicted of a criminal offence, or been the subject of any disciplinary or criminal investigation or proceeding, in Singapore or elsewhere, in relation to any matter that took place while you were a director, partner, substantial shareholder or concerned in the management of the business?		

# FORM C2 – DECLARATION FORM (NOMINEE AGENT)

3. Honesty, Integrity & Reputation	Yes	No
q) been or are you a director, partner, substantial shareholder or concerned in the management of a business that has been suspended or refused membership or registration by the Monetary Authority of Singapore, any other regulatory authority, an operator of a market or clearing facility, any professional body or government agency, whether in Singapore or elsewhere?		
r) been a director, partner, substantial shareholder or concerned in the management of a business that has gone into insolvency, liquidation or administration during the period when, or within a period of one year after, you were a director, partner, substantial shareholder or concerned in the management of the business, whether in Singapore or elsewhere?		
s) been dismissed or asked to resign from office, employment, a position of trust, or a fiduciary appointment or similar position, whether in Singapore or elsewhere?		
t) been or are you subject to disciplinary proceedings by your current or former employer(s), whether in Singapore or elsewhere?		
u) been disqualified from acting as a director or disqualified from acting in any managerial capacity, whether in Singapore or elsewhere?		
v) been an officer found liable for an offence committed by a body corporate as a result of the offence having proved to have been committed with the consent or connivance of, or neglect attributable to, the officer, whether in Singapore or elsewhere?		
If you tick "Yes" to any of the above, please provide details below		

4. Compliance	NA	Yes	No
Are you at all times in compliance with the:			
a) General Insurance Agents' Registration Regulations?			
b) Code of Practice for Agents (including keeping of proper accounting records)?			
c) Personal Data Protection Act 2012 ("PDPA")?			
d) Have you implemented the best practices in the Data Loss Protection Guidelines for Insurance Agents?			

# FORM C2 – DECLARATION FORM (NOMINEE AGENT)



4. Compliance	NA	Yes	No
e) Are you a Singapore citizen or a Singapore Permanent Resident or a foreigner holding a valid Work Permit or Employment Pass issued by the Ministry of Manpower?			
f) Have you fulfilled the minimum number of hours of Continuous Professional Development (CPD) training and such other requirements as may be determined by GIA from time to time?  <i>Note: Trade Specific Agent (except Motor Trade) may tick "NA" for this question.</i>			
If you tick "No" to any of the above, please provide details below			

I further declare that:

- the information shown in this declaration form and any attached documents are correct and complete.
- I shall notify my Principal/s in writing whenever
  - there is any change in the name or address or particulars as registered in the Register; or
  - I cease to be a Nominee Agent with the existing agent / agency.
- I shall not enter into any agreement or arrangement whatsoever for the appointment or engagement of any sub-agent.
- I shall immediately notify in writing the Agents' Registration Board of GIA and the Ordinary Members of GIA for whom I represent as my Principals in the event that any fact, event or matter arises or occurs after the making of this Declaration which renders any of the declarations contained herein untrue or incorrect.

Signature

Name

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
(Day) (Month) (Year)



## You understand, acknowledge, agree and consent that:

- a. Direct Asia Insurance (Singapore) Pte Ltd (“DAIS”), General Insurance Association of Singapore (“GIA”) and the Agents’ Registration Board (“ARB”) may/are permitted to collect, use, disclose and/or process your personal data/personal information set out in this [form] and any other personal information provided by you or possessed by DAIS Insurance Singapore Limited (collectively the “Personal Information”) and disclose and transfer such Personal Information to the Monetary Authority of Singapore and any other insurer or company operating insurance business in Singapore, for the purpose(s) of :
1. processing your application to be an agent with DAIS;
  2. managing, facilitating and/or administering your relationship with DAIS such as but not limited to managing or dealing with your commissions, fees, benefits, if any, terminating your relationship, disciplinary investigation and/or disciplinary action arising from your action(s) or omission(s);
  3. managing and/or administering activities carried out by you pursuant to your obligations under your agreement with DAIS or in your performance of your obligations in your agreement with DAIS;
  4. analysing, administering and/or managing your transactions and performance targets;
  5. marketing your services as an insurance agent, to the public or to any third party;
  6. showcasing or marketing your achievements in relation to your insurance transactions such as but not limited to publication of your image and personal data on public media platforms such as the newspaper, the Internet, DAIS’s in-house notice boards, at marketing exhibitions etc;
  7. considering, proposing, facilitating or sending you for any training that DAIS or GIA as the case may be, determines is suitable for you;
  8. disclosure of your personal data to the Inland Revenue Authority of Singapore to facilitate or administer tax related requirements, claims deductions or matters;
  9. disclosure of your personal data to a credit monitoring bureau on a yearly basis (or whenever necessary) to check on issuance of any bankruptcy petition or order against you;
  10. carrying out due diligence or other screening activities (such as background checks) in accordance with regulatory requirements or risk management procedures required by the Monetary Authority of Singapore or that have been put in place by DAIS or GIA;
  11. dealing in any matters relating to, arising from or connected with your relationship with DAIS (including but not limited to the mailing of correspondence, statements, invoices, reports or notices to you, which could involve disclosure of certain personal data about you to bring about delivery of the same as well as on external cover of envelopes/mail packages), contacting you on matters related to or connected to your relationship with DAIS; and
  12. complying with applicable law in administering and managing your relationship with DAIS;

(collectively the “Purposes”)

# PERSONAL DATA PROTECTION ACT DECLARATION

- b. Any other insurer or company operating insurance business in Singapore (collectively “Other Insurers”) may/can collect, may use, disclose and/or process your Personal Information for one or more of the above Purposes; and
- c. Your Personal Information may/can be disclosed by DAIS, any of the Other Insurers, GIA, and/or ARB to their third party service providers or agents, which may be sited outside Singapore, for one and more of the above Purposes.

## Access To And Correction Of Personal Data

If you wish to make (a) an access request for access to a copy of the personal data which DAIS holds about you or information about the ways in which DAIS uses or discloses your personal data, or (b) a correction request to correct or update any of your personal data which DAIS holds, you may submit your request via email to [agency@directasia.com](mailto:agency@directasia.com).

## Protection Of Personal Data

1. To safeguard your personal data from unauthorised access, collection, use, disclosure, copying, modification, disposal or similar risks, DAIS has introduced appropriate administrative, physical and technical measures to secure all storage and transmission of personal data by us, and disclosing personal data both internally and to our authorised third party service providers and agents only on a need-to-know basis.
2. You should be aware, however, that no method of transmission over the Internet or method of electronic storage is completely secure. While security cannot be guaranteed, we strive to protect the security of your information and are constantly reviewing and enhancing our information security measure.

## Accuracy Of Personal Data

DAIS generally relies on personal data provided by you (or your authorised representative). In order to ensure that your personal data is current, complete and accurate, please update DAIS if there are changes to your personal data by informing DAIS via email at [agency@directasia.com](mailto:agency@directasia.com).

## Retention Of Personal Data

1. DAIS may retain your personal data for as long as it is necessary to fulfil the purposes for which they were collected, or as required or permitted by applicable laws.
2. DAIS will cease to retain your personal data, or remove the means by which the data can be associated with you, as soon as it is reasonable to assume that such retention no longer serves the purposes for which the personal data were collected, and are no longer necessary for legal or business purposes.

By signing this declaration, you acknowledge that you have read, understood and agreed to the above declaration, and consent to the collection, use and/or disclosure of your personal data by DAIS for the purposes set out in the declaration.

Name & Signature of Corporate Agent

Date