



# netability

## PERSONAL DATA PROTECTION ACT CONSENT FORM NETABILITY (SINGAPORE) PTE LTD

### Privacy Policy

We, NETABILITY (SINGAPORE) PTE LTD, have prepared this Notice, in connection with the Personal Data Protection Act (No. 26 of 2012) ("the Act") to inform you how we manage personal data (as defined below) which is subject to the Act. The security of your personal data and confidential information is important to us. We have in place safeguards to protect your personal data and confidential information that are stored with us. This Notice describes how we may collect, use, disclose, process and manage your personal data and confidential information.

Your use or continued use of our services shall be deemed as your acceptance and agreement to be bound by the provisions of this Notice

### NETABILITY (SINGAPORE) PTE LTD's Privacy and Confidentiality Principles

- 1.personal particulars (e.g. name, contact details, residential address, date of birth, identity card or passport details, education details);
- 2.specimen signature or signatures;
- 3.financial details (e.g. CPF balances, credit history);
- 4.images of our conversations with you (e.g. text messages)
- 5.employment details (e.g. occupation, directorships and other positions held, employment history, salary benefits);
- 6.tax information;
- 7.information about your investments, business interests, assets;
- 8.banking information (e.g. account numbers); and/or
- 9.personal opinions made known to us (e.g. feedback).

### What personal data we collect

"Personal data" is data that can be used to identify a natural person.

Some examples of your personal data that we may collect are:

- 1.personal particulars (e.g. name, contact details, residential address, date of birth, identity card or passport details, education details);
- 2.specimen signature or signatures;
- 3.images of our conversations with you (e.g. text messages);
- 4.employment details (e.g. occupation, directorships and other positions held, employment history, salary benefits);
- 5.banking information (e.g. account numbers); and/or
- 6.personal opinions made known to us (e.g. feedback).

### How personal data is used

Generally, we may collect, use and/or disclose your personal data for the following purposes:

- 1.providing you with the services which you have requested;
- 2.verification of your identity to provide you with our services;
- 3.responding to your queries and requests and handling complaints, feedback and suggestions;
- 4.providing you with personalised service, including at our customer service touchpoints;

- 5.networking to maintain customer relationship, customer outreach and relationship management, including sending you newsletters and our promotional and other materials which we think may be of interest to you;
- 6.sanctions screening and due diligence checks as may be required under applicable law, regulation or directive;
- 7.preventing, detecting and investigating crime, including fraud and money-laundering or terrorist financing and analysing and managing commercial risks;
- 8.legal purposes (including but not limited to obtaining legal advice and dispute resolution);
- 9.complying with any applicable rules, laws and regulations, codes of practice or guidelines or to assist in law enforcement and investigations by relevant authorities; and/or
- 10.any other purpose relating to any of the above.

### Parties to whom personal data may be disclosed

We will take reasonable steps to protect your personal data against unauthorised disclosure. Subject to the provisions of any applicable law, your personal data may be provided, for the purposes listed above, on a need to know basis, to the following entities or parties, whether they are located overseas or in Singapore:

- 1.any person in connection with the services you have requested us to provide for you;
- 2.our professional advisers such as our auditors and lawyers and our supplier partners;
- 3.government department, agency, ministry, body or statutory board or any relevant authority;
- 4.any person to whom disclosure is allowed or required by law, regulation or any other applicable instrument;
- 5.any court, tribunal regulator enforcement agency, exchange body, tax or other authority where we are required to do so by applicable law and/or regulation; any authority or regulator, any directive, order or request of any authority or regulator, or any agreement with a regulator or an authority; and/or
- 6.any third party to whom we have outsourced a part of our work to, to the extent it is necessary for them to carry out the assigned tasks; and/or
- 7.any other party to whom you authorise us to disclose your personal data.

We may share personal data with third parties for the purposes of the third party providing a relevant service in connection with the services you have requested us to provide for you.

We do not sell your personal data to any third parties.

### Confidential Information

Subject to the relevant rules and regulations and any legal professional restrictions which apply to us in Singapore, the following will apply:

We owe a duty of confidentiality to all our clients and accordingly, subject to any overriding legal obligation on you or us and (ii) below, we will keep all documents and information which we receive as a result of acting for you confidential, and



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in particular, we will not disclose them to any other client of the firm without your express agreement.

Confidential information acquired by us in the course of our engagement may be disclosed, on a need to know basis, to:

1. any party to whom we are permitted or is required by law, by an order of court, or by a tribunal to make the disclosure;
2. any party in confidence, for the sole purposes of obtaining advice in connection with our legal or ethical obligations;
3. a provider or broker of our professional indemnity insurance in confidence, in connection with any claim or potential claim, or any complaint or potential complaint, by any person against us;
4. any third party to whom we have outsourced a part of our work to, in confidence, to the extent that it is necessary for them to carry out the assigned tasks; and/or
5. any other party to whom you authorise us to disclose the information.

### Cookies

Our Sites use cookies. Some of the cookies we use are essential for parts of the Sites to operate properly and to ensure optimal user experience when accessing the Sites. You may disable cookies on your browser at any time, but parts of the Sites may not work as a result.

### Links to third party sites

Our Sites contain links to third-party websites that are not owned or controlled by us. For this reason, we cannot endorse or assume any responsibility for such third-party sites, information, materials, products, or services. If you access any third-party website, service, or content from our Sites, you do so at your own risk. You understand and agree that we will have no liability arising from your use of or access to any third-party website, service, or content.

### Governing Law

This Notice and our privacy and confidentiality policy shall be governed in all respects by the laws of Singapore. Nothing in this Notice limits or seeks to limit your rights under the Act

### Update of our Privacy & Confidentiality Policy

Please note that we may update our privacy and confidentiality policy from time to time to ensure that our privacy and confidentiality policy is consistent with our future developments, industry trends and/or changes in legal or regulatory requirements. If there are material changes to our privacy and confidentiality policy, we will notify you by posting a notice of such changes on our website or by sending you a notification directly. Do periodically review our privacy and confidentiality policy to stay informed on how we are protecting and managing your personal data and confidential information.

Subject to your rights at law, you agree to be bound by the prevailing terms of our policy and confidentiality policy.

### Contacting us

Please contact us at [info@netability.sg](mailto:info@netability.sg) if you have any queries

I/We confirm and acknowledge that the above terms have been drawn to my/our attention and that I/we understand the same.

Dated:

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Signature

Name: