



## REQUEST FOR REPORT OF PERSONAL DATA FORM

### Important Notice to Requestor

1. Please complete this form if you wish for us to administer your request. 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. While in most cases we will be happy to provide you with the information you request, we may charge a fee or refuse the request in accordance with relevant laws, in which case you will be informed promptly and given full reasons for that decision.
3. We require proof of your identity before we can disclose personal data. Proof of your identity should include a copy of one of the following: passport, driving license, 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 relevant documents evidencing the change. Scoot may seek further clarification, or refuse to comply with your request if you have not provided sufficient information to verify your identity
4. **Procedure:** Please send the completed form to us with the supporting documents by email to [privacy@flyscoot.com](mailto:privacy@flyscoot.com).

SECTION 1: DATA SUBJECT	
<input type="checkbox"/>	<b>YES:</b> I am the data subject. I enclose proof of my identity (Please complete Section 2A)
<input type="checkbox"/>	<b>NO:</b> I am acting on behalf of the data subject. I have enclosed the data subject's written authority, proof of the data subject's identity and proof of my own identity (Please complete Section 2B & 2C)

SECTION 2A: DETAILS OF DATA SUBJECT	
Full Name:	
Passport Number(s):	
KrisFlyer Number (if applicable):	
Country of Residence:	
Contact Number:	
Email Address:	
SECTION 2B: DETAILS OF REQUESTOR (IF DIFFERENT FROM DATA SUBJECT)	



Please complete this section of the form with your details if you are acting on behalf of someone else (i.e. the data subject). You will need to provide evidence of your identity as well as that of the data subject and proof of your right to act on their behalf.

Full Name:	
Passport Number:	
Contact Number:	
Email Address:	

### SECTION 2C: AUTHORISATION BY DATA SUBJECT

I, <name of data subject>, <NRIC/Passport no.>, authorize <name of requestor>, <NRIC/passport no.>, to communicate with Scoot Tigerair Pte. Ltd. on my behalf and collect the relevant personal data.

Signature of Data Subject:

Date:

### SECTION 3: DESCRIPTION OF PERSONAL DATA REQUIRED

Please select the relevant personal data that you are requesting for and indicate the relevant periods:

Travel history

Requested period:

Copies of e-ticket receipts for past travels

Please specify flight details:



Others - If the data that you require is not any of the above, please describe the information that you are seeking. You may like to provide any relevant details that you think will help us to identify the information required.

#### SECTION 4: DECLARATION

I confirm that I have read and understood the terms of this Request for Report of Personal Data Form and certify that the information given in this form to Scoot Tigerair Pte. Ltd. (Scoot) is true. I understand that it is necessary for Scoot to confirm my / the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

Signature of Requestor/Data Subject:

Date:

#### SECTION 6: FOR SCOOT INTERNAL USE

Processed by:

Approved by:

Designation:

Designation:

Department:

Department:

Date:

Date: