









# DECLARATION FORM

I acknowledge that there will be no refund of fees paid for the application of Singapore Visa RM180.00 (Visa processing fee is RM100.00 (SGD30) and a service fee of RM80.00 provided by Otuss Vacations Sdn Bhd) for all instances including when my visa is not approved or if the application is withdrawn after submission.

I understand that Otuss Vacations Sdn Bhd nor Singapore High Commission in Kuala Lumpur (SHC) will not be able to share the reasons for the visa results such as rejection, delay in processing after the application is submitted to SHC or visa duration as per ICA Singapore's protocol.

I confirm that I have read, understood and agree with the above.

Date : .....

Applicant's Name : .....

Applicant's Signature : .....

**PERSONAL DATA PROTECTION NOTICE**

We have been appointed as Authorised Visa Agent (“**AVA**”) on behalf of the High Commission of the Republic of Singapore in Kuala Lumpur (“**High Commission**”) for purposes of providing Visa Application services. You hereby consent to the AVA collecting and transmitting your personal data to the High Commission and/or its related offices in Singapore for purposes of processing your Visa Application as stated below.

**1. Types of Personal Data Processed**

During the course of any dealing or transaction with you, the AVA may process personal data which includes but is not limited to personal particulars including name, race, religion, date of birth, age, gender, address, contact details, nationality, passport numbers, financial information, employer information and other relevant documents for purposes of processing your Visa Application.

**2. Purpose of Personal Data Processing**

The AVA processes personal data for, among others:

- (a) to verify information relating to personal particulars;
- (b) to transmit the same to the High Commission and/or its related offices in Singapore; and/or
- (c) other purposes as consented by you in writing.

**3. Failure to Provide Personal Data**

The provision of personal data to the AVA is necessary and failure to provide personal data may affect the AVA’s ability to fulfil the purposes under paragraph 2.

**4. Disclosure of Personal Data**

Aside from transmitting personal data to the High Commission and/or its related offices in Singapore, the AVA shall only disclose personal data for the purposes mentioned in paragraph 2 to the following parties:

- (a) regulatory and governmental agencies as permitted or required by law or authorised by any order of court or to meet obligations to regulatory and governmental agencies; and
- (b) other parties authorised by you in writing.

**5. Security of Personal Data**

The AVA shall keep all personal data confidential and endeavours to implement the appropriate administrative and security safeguards and procedures in accordance with the applicable laws and regulations to prevent the unauthorised or unlawful processing of personal data and accidental loss or destruction of, or damage to, personal data.

**6. Retention of Personal Data**

The AVA retains personal data for as long as necessary to fulfil the purposes mentioned in paragraph 2.

**7. Updates to Personal Data**

The AVA shall ensure that personal data processed is accurate and up-to-date. The AVA shall be kept informed of any changes to be made to personal data or if the personal data is not accurate.

**8. Access to Personal Data**

Under the PDPA, you have the right to access your personal data to ensure that the personal data we hold about you is accurate, complete, not misleading and up-to-date. If you wish to exercise such rights and request access to your personal data, please contact the AVA directly.

Kindly sign and acknowledge that you have read and understood this Personal Data Protection Notice and you consent to the processing of your personal data by the AVA.

---

**PERSONAL DATA PROTECTION CONSENT FORM**

---

To: **OTUSS VACATIONS SDN BHD**

I hereby acknowledge that I have read and understood this Personal Data Protection Notice and by signing this, I consent to the processing of my personal data by the AVA in accordance with the terms of this Personal Data Protection Notice.

-----

Name :

Passport No. :

Date :