

A STEP-BY-STEP GUIDE ON MANAGING DATA PROTECTION OFFICER (DPO) INFORMATION

This instruction guide takes you through the required steps to register, update or withdraw DPO for your organisation. For more information about DPO, visit www.pdpc.gov.sg/dpo.



REGISTER YOUR DPO

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UPDATE YOUR DPO

7



WITHDRAW YOUR DPO

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CONTACT INFORMATION

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Before you start, prepare the following information:

1. Login details of organisation's Registered Officer on Corppass (i.e. Owner, Director, Corporate Secretary)
2. DPO Information
 - Name of DPO
 - Designation
 - Contact Number
 - Business Email Address
 - Company Mainline



REGISTER YOUR DPO

Step 1: Go to www.bizfile.gov.sg

Step 2: Select “**For Business Users**” and log in with your Corppass.

Note:

You need to be the Registered Officer on Corppass (i.e. Owner, Director, Corporate Secretary) to perform the transaction on behalf of the organisation.

Step 3: Click on “**eServices**” > “**Others**” > “**Register/Update Data Protection Officer(s)**”.

The screenshot shows the Bizfile+ homepage with a search bar and a navigation menu. The 'eServices' section is expanded, and the 'Others' category is selected. The 'Register/Update Data Protection Officer(s)' service is highlighted with a purple box and labeled '3c'. The service details are as follows:

| Service Name | Fee | More Information |
|--|------------|--|
| 2. General Lodgement | S\$ 0-1000 | <ul style="list-style-type: none">More InformationStep by Step eGuide (PDF, 905KB) |
| 3. Notice of Error | S\$ 60/200 | <ul style="list-style-type: none">More InformationStep by Step eGuide (PDF, 4402KB) |
| 4. Order of Court | S\$ 0 | <ul style="list-style-type: none">More InformationStep by Step eGuide (PDF, 920KB) |
| 5. Name Alert Service | S\$ 0 | <ul style="list-style-type: none">More InformationStep by Step eGuide (PDF, 643KB) |
| 6. Register/Update Data Protection Officer(s) | S\$ 0 | <ul style="list-style-type: none">More InformationStep by Step eGuide (PDF, 920KB) |
| 7. Update Register of Registrable Controller | S\$ 0 | <ul style="list-style-type: none">More InformationStep by Step eGuide (PDF, 920KB) |



REGISTER YOUR DPO

Step 4: Enter the UEN of the entity that you want to perform the transaction for.

Step 5: Click on **'Next'**.

< Exit to Dashboard < Exit to eService List **Next**

Before You Start: Information

Here is some information to help you with the process of Register/Update Data Protection Officer(s).

- Under the Personal Data Protection Act 2012 (PDPA), organisations are required to develop and implement policies and practices that are necessary to meet its obligations under the PDPA. In particular, organisations are required to designate at least one individual, known as the data protection officer (DPO), to oversee the data protection responsibilities within the organisation and ensure compliance with the PDPA.
- You may refer to www.pdpc.gov.sg/dpo to better understand the roles and responsibilities of a DPO and for guidance on who you should appoint. The appointed DPO should be part of the management team, or at least have a direct line to management.

[Print Information](#)

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< Exit to Dashboard < Exit to eService List **Next**



REGISTER YOUR DPO

Step 6: Fill in the mandatory DPO details:

- Name of DPO
- Designation
- Contact Number
- Business Email Address
- Company Mainline

Step 7: Click on **"Add"** to add the DPO details.

Step 8: Select the checkbox to opt-in to receive marketing related information.

Step 9: Select the checkbox to declare and acknowledge that the information submitted is true.

Step 10: Click on **"Submit"** to submit the DPO details.

The screenshot shows a web form for registering a Data Protection Officer (DPO). At the top, there are navigation links: "Exit to Dashboard" and "Exit to eService List". On the right, there are buttons for "Save Transaction", "Preview", and "Submit". The form is titled "Entity Information" and contains the following fields:

- UEN:** 202200056E
- Entity Name:** SIXTH SCENARIO EJKFE PRIVATE LIMITED
- Primary Activity:** 59111 MOVIE PRODUCTION
- Company Website:** (empty text box)
- Company Mainline*:** (empty text box with a "+" icon)

Below this is the "Data Protection Officer Details" section, which includes:

- Name of DPO*:** HENG MEI LI
- Designation*:** DATA PROTECTION OFFICER
- Date of Lodgement:** 25/10/2023
- Contact Information of DPO:**
 - Office Number*:** + 65 61234567
 - Business Email Address*:** TESTING@TEST.COM

At the bottom of the form, there are three sections:

- Consent Statement:** A checkbox labeled "Opt-in to receive marketing-related information from government agencies." (Step 7 points to the "Add" button below this section).
- Declaration (Please acknowledge by selecting the checkbox):** A checkbox labeled "I KOH YA TING declare the above information submitted is true and correct to the best of my knowledge." (Step 9 points to this checkbox).

At the top right of the form, there is a purple circle with the number "10" and a downward arrow, indicating the final step of the process.



REGISTER YOUR DPO

Step 11: Review the DPO details.

Step 12: Click on “**Confirm**” to submit the DPO details.

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[Exit to Dashboard](#) [Exit to eService List](#) [Exit Preview](#) [Print](#) [Confirm](#)

11 Entity Information

| | |
|---|--|
| UEN 202200056E | Entity Name SIXTH SCENARIO EJKFE PRIVATE LIMITED |
| Primary Activity 59111 MOVIE PRODUCTION | |
| Company Website | Company Mainline +65 61234567 |

Data Protection Officer Details [1 / 1]

| | |
|--|---|
| Name of DPO HENG MEI LI | Designation MANAGER |
| Date of Lodgement 25/10/2023 | |
| Contact Information of DPO | |
| Office Number +65 61234567 | Business Email Address TESTING@TEST.COM |



REGISTER YOUR DPO

Step 13: The acknowledgement page will be displayed upon successful submission of DPO details.

Acknowledgement

Print

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Transaction Details

| | |
|----------------------------------|---|
| UEN 202200056E | Entity Name SIXTH SCENARIO EJKFE PRIVATE LIMITED |
| Transaction Number G000046592 | Date & Time 11/01/2024 08:48:22 |

| Descriptions | Amount(SGD) |
|--|-------------|
| REGISTER/UPDATE DATA PROTECTION OFFICER(S) | 0.00 |

Paid Amount SGD 0.00

Message Section

Your transaction has been submitted successfully.



UPDATE YOUR DPO

Step 1: Go to www.bizfile.gov.sg

Step 2: Select “**For Business Users**” and log in with your Corppass.

Note:

You need to be the Registered Officer on Corppass (i.e. Owner, Director, Corporate Secretary) to perform the transaction on behalf of the organisation.

Step 3: Click on “**eServices**” > “**Others**” > “**Register/Update Data Protection Officer(s)**”.

The screenshot shows the Bizfile+ homepage with the following elements:

- Navigation bar: **eServices**, Buy Information, About Us
- Search bar: SEARCH ACRA REGISTER FOR ENTITIES AND PUBLIC ACCOUNTANT
- Home > eServices
- Business menu (left):
 - Start a new Business
 - Make Changes
 - Renew a Business
 - Close a Business
 - List all related eServices
- Local Company menu (left):
 - Local Company
 - Foreign Company
 - Limited Partnership
 - Limited Liability Partnership
 - Public Accounting Firm
 - Public Accountant (3c)
 - Approved Liquidator
 - Corporate Service Providers
 - Group of Companies
 - iShop
- Others menu (left): Others (3b)
- Main content area (right):

| | | |
|--|------------|---|
| 2. General Lodgement | S\$ 0-1000 | <ul style="list-style-type: none"> • More Information • Step by Step eGuide (PDF,905KB) (PDF,905KB) |
| 3. Notice of Error | S\$ 60/200 | <ul style="list-style-type: none"> • More Information • Step by Step eGuide (PDF,4402KB) (PDF,4402KB) |
| 4. Order of Court | S\$ 0 | <ul style="list-style-type: none"> • More Information • Step by Step eGuide (PDF,920KB) (PDF,920KB) |
| 5. Name Alert Service | S\$ 0 | <ul style="list-style-type: none"> • More Information • Step by Step eGuide (PDF,643KB) (PDF,643KB) |
| 6. Register/Update Data Protection Officer(s) | S\$ 0 | <ul style="list-style-type: none"> • More Information • Step by Step eGuide (PDF,920KB) (PDF,920KB) |
| 7. Update Register of Registrable Controller | S\$ 0 | <ul style="list-style-type: none"> • More Information • Step by Step eGuide (PDF,920KB) (PDF,920KB) |



UPDATE YOUR DPO

Step 4: Enter the UEN of the entity that you want to perform the transaction for.

Step 5: Click on 'Next'.

< Exit to Dashboard < Exit to eService List **Next**

Before You Start: Information

Here is some information to help you with the process of Register/Update Data Protection Officer(s).

- Under the Personal Data Protection Act 2012 (PDPA), organisations are required to develop and implement policies and practices that are necessary to meet its obligations under the PDPA. In particular, organisations are required to designate at least one individual, known as the data protection officer (DPO), to oversee the data protection responsibilities within the organisation and ensure compliance with the PDPA.
- You may refer to www.pdpc.gov.sg/dpo to better understand the roles and responsibilities of a DPO and for guidance on who you should appoint. The appointed DPO should be part of the management team, or at least have a direct line to management.

[Print Information](#)

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< Exit to Dashboard < Exit to eService List **Next**



UPDATE YOUR DPO

Step 6: Click on the name of the DPO to edit the details.

Step 7: Amend the details of the DPO.

Step 8: Click on **“Update”** and follow the on-screen instructions.

Data Protection Officer Details (Click on Name of DPO to edit details)

| Name of DPO | Designation | Lodgement Date | Withdrawal Date |
|----------------------|-------------|----------------|-----------------|
| 6 HENG MEI LI | MANAGER | 25/10/2023 | DD/MM/YYYY |

Add DPO

Data Protection Officer Details (Click on Name of DPO to edit details)

| Name of DPO | Designation | Lodgement Date | Withdrawal Date |
|-------------|-------------|----------------|-----------------|
| HENG MEI LI | MANAGER | 25/10/2023 | DD/MM/YYYY |

Name of DPO
HENG MEI LI

Date of Lodgement
25/10/2023

Contact Information of DPO

Office Number*
7 + 65 67654321

Designation*
7 SENIOR MANAGER

Business Email Address*
7 TESTING@TEST.COM

8 **Update** **Cancel**



UPDATE YOUR DPO

Step 9: Review the DPO details.

Step 10: Click on “**Confirm**” to submit the DPO details.

10

◀ Exit to Dashboard ▶ Exit to eService List Exit Preview Print **Confirm**

9 Entity Information

| | |
|--|---|
| UEN 202200056E | Entity Name SIXTH SCENARIO EJKFE PRIVATE LIMITED |
| Primary Activity 59111 MOVIE PRODUCTION | |
| Company Website | Company Mainline +65 61234567 |

Data Protection Officer Details [1 / 1]

| | |
|---------------------------------|-------------------------------|
| Name of DPO HENG MEI LI | Designation SENIOR MANAGER |
| Date of Lodgement 25/10/2023 | |
| Contact Information of DPO | Business Email Address |
| Office Number +65 67654321 | TESTING@TEST.COM |



Step 11: The acknowledgement page will be displayed upon successful submission of DPO details.

Acknowledgement

Print

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Transaction Details

| | |
|----------------------------------|---|
| UEN 202200056E | Entity Name SIXTH SCENARIO EJKFE PRIVATE LIMITED |
| Transaction Number G000046592 | Date & Time 11/01/2024 08:48:22 |

| Descriptions | Amount(SGD) |
|--|-------------|
| REGISTER/UPDATE DATA PROTECTION OFFICER(S) | 0.00 |

Paid Amount SGD 0.00

Message Section

Your transaction has been submitted successfully.



WITHDRAW YOUR DPO

Step 1: Go to www.bizfile.gov.sg

Step 2: Select “**For Business Users**” and log in with your Corppass.

Note:

You need to be the Registered Officer on Corppass (i.e. Owner, Director, Corporate Secretary) to perform the transaction on behalf of the organisation.

Step 3: Click on “**eServices**” > “**Others**” > “**Register/Update Data Protection Officer(s)**”.

The screenshot shows the Bizfile+ homepage with the 'eServices' menu open. The 'Others' category is selected, and the 'Register/Update Data Protection Officer(s)' service is highlighted with a purple box. The service details are as follows:

| Service Name | Fee | More Information |
|--|------------|---|
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| 4. Order of Court | S\$ 0 | <ul style="list-style-type: none"> More Information Step by Step eGuide (PDF, 920KB) |
| 5. Name Alert Service | S\$ 0 | <ul style="list-style-type: none"> More Information Step by Step eGuide (PDF, 643KB) |
| 6. Register/Update Data Protection Officer(s) | S\$ 0 | <ul style="list-style-type: none"> More Information Step by Step eGuide (PDF, 920KB) |
| 7. Update Register of Registrable Controller | S\$ 0 | <ul style="list-style-type: none"> More Information Step by Step eGuide (PDF, 920KB) |



WITHDRAW YOUR DPO

Step 4: Enter the UEN of the entity that you want to perform the transaction for.

Step 5: Click on 'Next'.

< Exit to Dashboard < Exit to eService List **5** Next

Before You Start: Information

Here is some information to help you with the process of Register/Update Data Protection Officer(s).

- Under the Personal Data Protection Act 2012 (PDPA), organisations are required to develop and implement policies and practices that are necessary to meet its obligations under the PDPA. In particular, organisations are required to designate at least one individual, known as the data protection officer (DPO), to oversee the data protection responsibilities within the organisation and ensure compliance with the PDPA.
- You may refer to www.pdpc.gov.sg/dpo to better understand the roles and responsibilities of a DPO and for guidance on who you should appoint. The appointed DPO should be part of the management team, or at least have a direct line to management.

Print Information

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< Exit to Dashboard < Exit to eService List Next



WITHDRAW YOUR DPO

- Step 6:** Click on the name of the DPO to edit the details.
- Step 7:** Indicate the date on which the DPO is no longer the appointed DPO of the organisation.
- Step 8:** Select the checkbox to declare and acknowledge that the information submitted is true.
- Step 9:** Click on **“Submit”** and follow the on-screen instructions.

Data Protection Officer Details (Click on Name of DPO to edit details)

| Name of DPO | Designation | Lodgement Date | Withdrawal Date |
|----------------------|---------------|----------------|---------------------|
| HENG MEI WEI | SENIOR MAN... | 11/01/2024 | 11/01/2024 |
| 6 HENG MEI LI | DATA PROTE... | 25/10/2023 | 7 DD/MM/YYYY |

[Add DPO](#)

Declaration (Please acknowledge by selecting the checkbox)

- PDPC will use the details provided to contact the DPOs for enforcement-related matters.
- Information will be shared with other government agencies.
- DPO contact details (Name, Office Number and Business Email Address) can be accessed via ACRA Directory Search.

8 I KIM JIA QI CLAUDIA declare the above information submitted is true and correct to the best of my knowledge.

Last Updated : 11/01/2024

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[Exit to Dashboard](#) [Exit to eService List](#) [Save Transaction](#) [Preview](#) [Submit](#)



WITHDRAW YOUR DPO

Step 10: Review the DPO withdrawal details.

Step 11: Click on “**Confirm**” to submit the DPO withdrawal details.

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[Exit to Dashboard](#) [Exit to eService List](#) [Exit Preview](#) [Print](#) [Confirm](#)

Entity Information

| | |
|--|---|
| UEN 202200056E | Entity Name SIXTH SCENARIO EJKFE PRIVATE LIMITED |
| Primary Activity 59111 MOVIE PRODUCTION | |
| Company Website | Company Mainline +65 61234567 |

Data Protection Officer Details [1 / 2] (Withdrawn)

| | |
|---------------------------------|--|
| Name of DPO HENG MEI LI | Designation SENIOR MANAGER |
| Date of Lodgement 25/10/2023 | Withdrawal Date 11/01/2024 |
| Contact Information of DPO | |
| Office Number +65 87654321 | Business Email Address TESTING@TEST.COM |

11



Step 12: The acknowledgement page will be displayed upon successful submission of DPO withdrawal details.

Acknowledgement

Print

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Transaction Details

| | |
|----------------------------------|---|
| UEN 202200056E | Entity Name SIXTH SCENARIO EJKFE PRIVATE LIMITED |
| Transaction Number G000046592 | Date & Time 11/01/2024 08:48:22 |

| Descriptions | Amount(SGD) |
|--|-------------|
| REGISTER/UPDATE DATA PROTECTION OFFICER(S) | 0.00 |

Paid Amount SGD 0.00

Message Section

Your transaction has been submitted successfully.



CONTACT INFORMATION

If you have any questions or encounter difficulties while registering your DPO, please reach out to us at www.go.gov.sg/pdpc-feedback.