

## 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 <a href="https://www.pdpc.gov.sg/dpo.">www.pdpc.gov.sg/dpo.</a>

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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



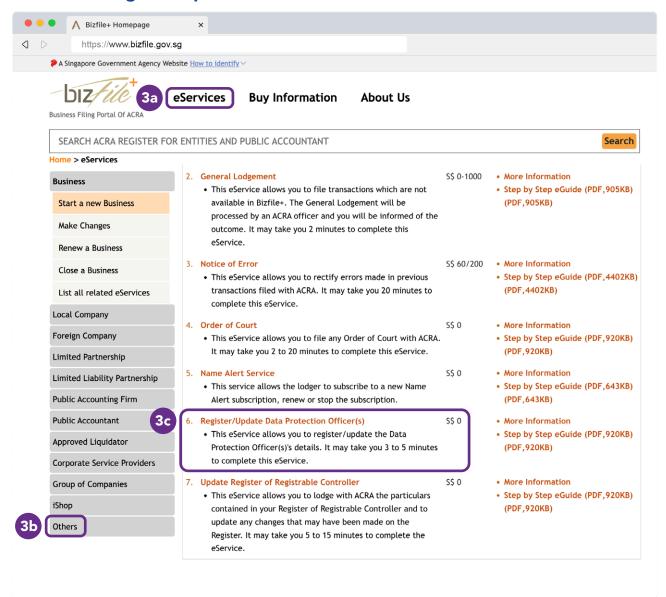
Step 1: Go to www.bizfile.gov.sg

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.

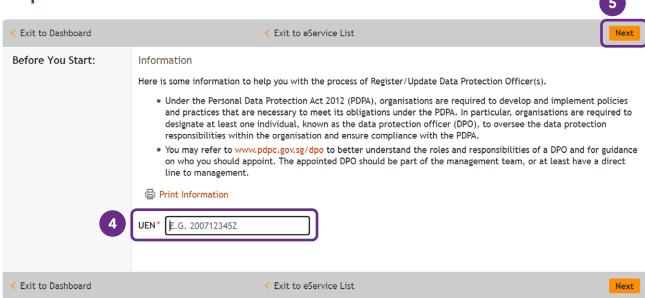
Step 3: Click on "eServices" > "Others" > "Register/Update Data Protection Officer(s)".





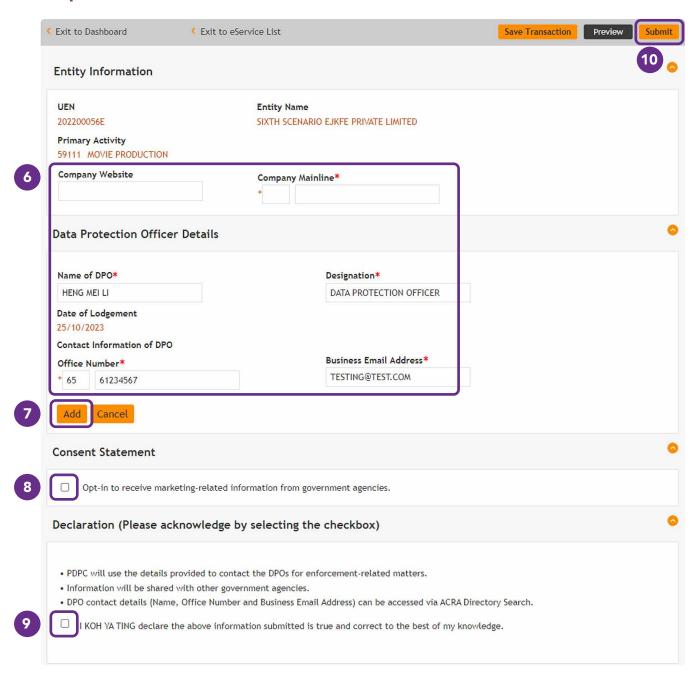
**Step 4:** Enter the UEN of the entity that you want to perform the transaction for.







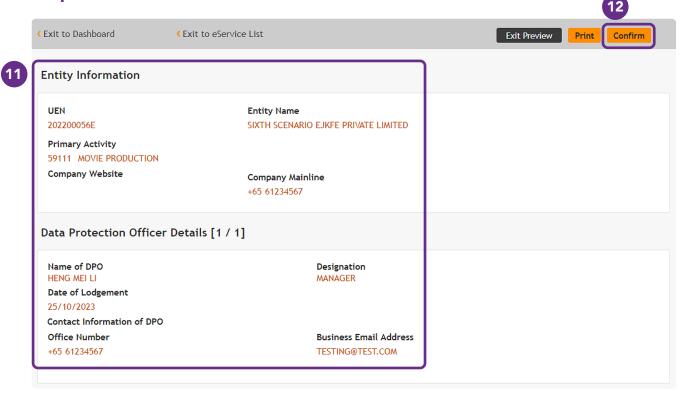
- **Step 6:** Fill in the mandatory DPO details:
  - Name of DPO
  - Designation
  - Contact Number
  - Business Email Address
  - Company Mainline
- **Step 7:** Click on "Add" to add the DPO details.
- **Step 8:** Select the checkbox to opt-in to receive marketing related information.
- **Step 9:** Select the checkbox to declare and acknowledge that the information submitted is true.
- Step 10: Click on "Submit" to submit the DPO details.





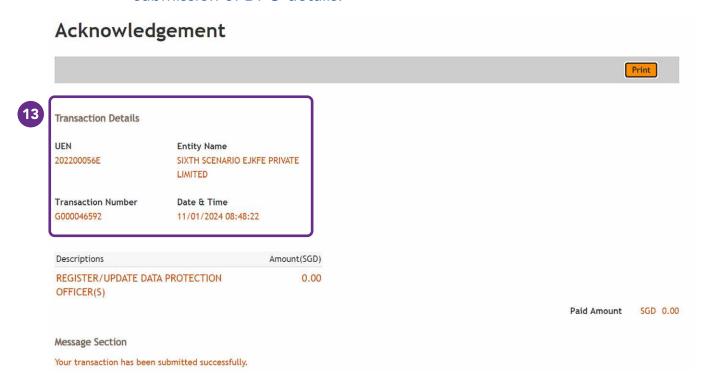
**Step 11:** Review the DPO details.

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





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





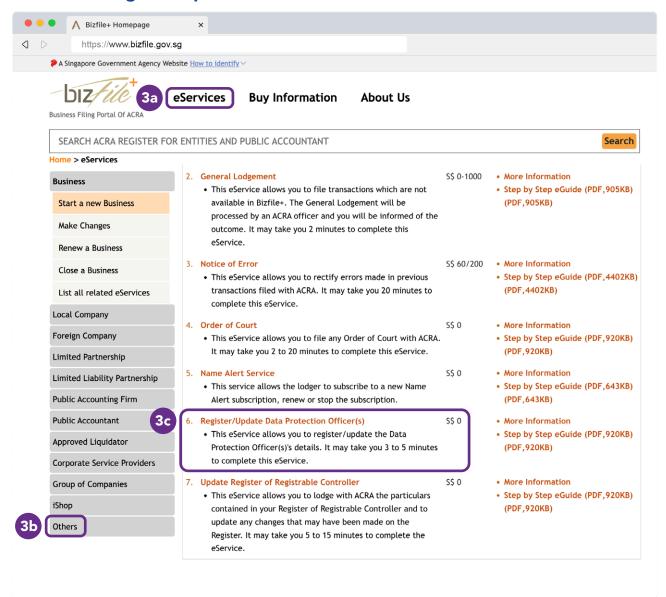
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Step 2: Select "For Business Users" and log in with your Corppass.

Note:

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

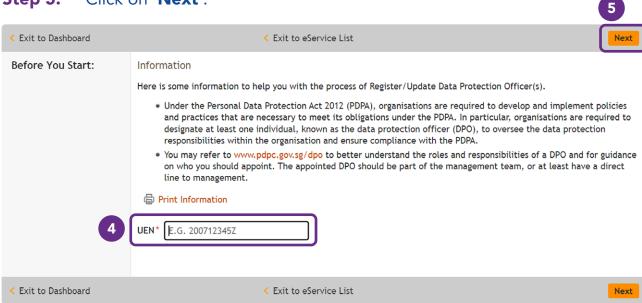




**Step 4:** Enter the UEN of the entity that you want to perform

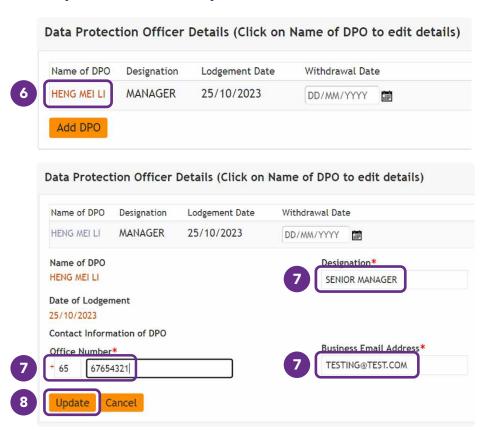
the transaction for.

## Step 5: Click on 'Next'.





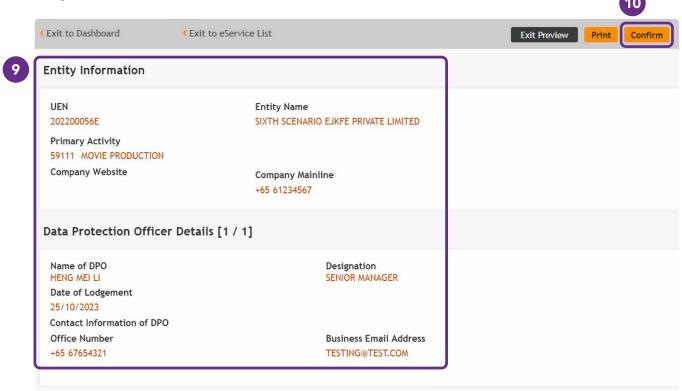
- **Step 6:** Click on the name of the DPO to edit the details.
- **Step 7:** Amend the details of the DPO.
- **Step 8:** Click on "**Update**" and follow the on-screen instructions.





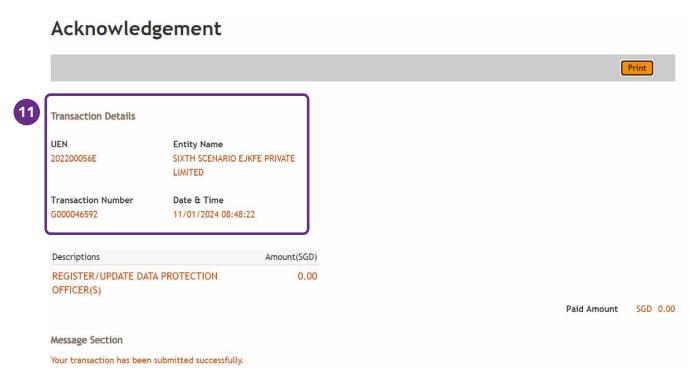
**Step 9:** Review the DPO details.

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





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





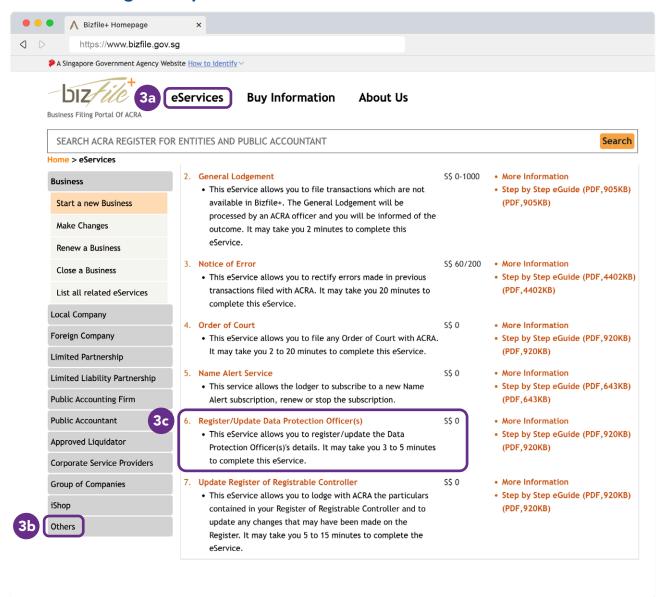
Step 1: Go to www.bizfile.gov.sg

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

Note:

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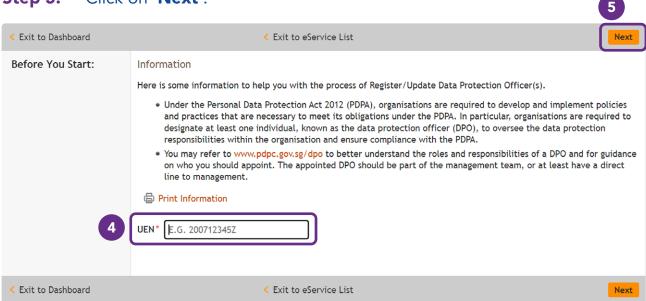
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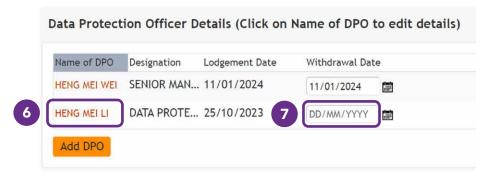


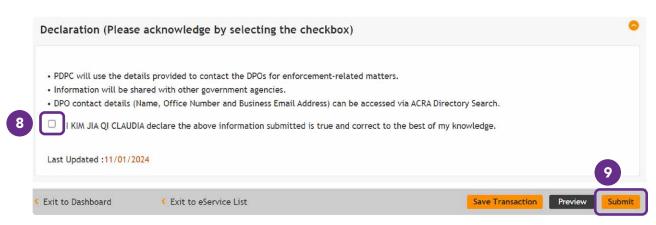
**Step 4:** Enter the UEN of the entity that you want to perform the transaction for.

Step 5: Click on 'Next'.



- **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.

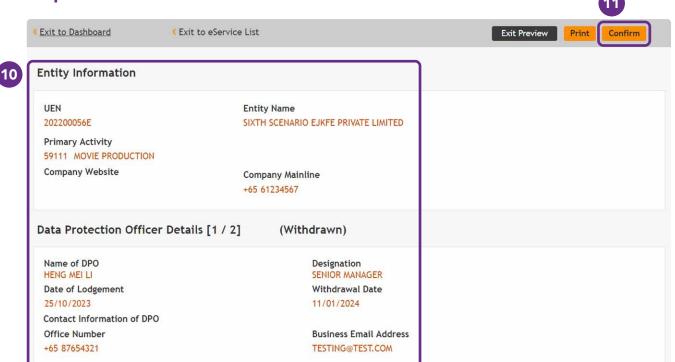






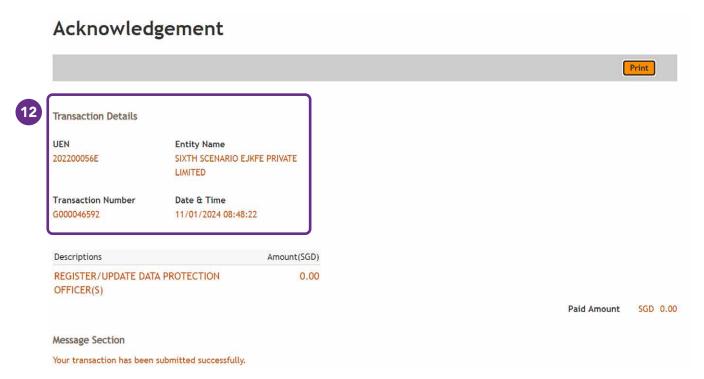
**Step 10:** Review the DPO withdrawal details.

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





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



If you have any questions or encounter difficulties while registering your DPO, please reach out to us at <a href="https://www.go.gov.sg/pdpc-feedback">www.go.gov.sg/pdpc-feedback</a>.