

A Step-by-Step Guide on Managing Data Protection Officer (DPO) Information



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

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Before you begin, please confirm the following:

1. You are the authorised Corppass user for transacting on behalf of the organisation.
2. You have the required Digital Service Access for the e-Service ID “DPO-REGISTRATION”.
3. You have the required DPO Information, which includes :
 - Name of DPO
 - Business Email Address

Register your DPO

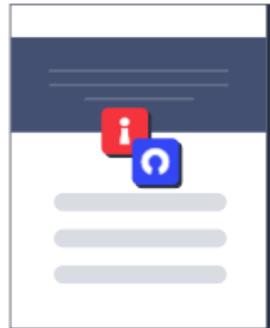
a. If you are the DPO

Register Your DPO

(as the DPO)

1. Visit <https://go.gov.sg/registerdpoinfo>.
2. Log in using your Corppass credentials.

Note: You need to be an authorised Corppass user for transacting on behalf of your organisation, with Digital Service Access for “DPO-Registration”.



Log in with Singpass (Corporate) →

Corporate entity login is required for this form.
Your Singpass and Corppass login ID **will be included** with your form submission.

Register Your DPO

(as the DPO)

3. Enter the name of your organisation.

Note: Please ensure the organisation name matches the one registered under the UEN.

3 Name of Organisation

Please ensure the organisation name matches the one registered under the UEN.

4. Enter the UEN of your organisation

Note : Please ensure the UEN matches the submitted organisation name.

4 UEN

Please ensure the UEN matches the submitted organisation name.

Register Your DPO

(as the DPO)

5. Select “I am the DPO of the organisation”. If you are not the DPO, please proceed to [Page 11](#).

3. Are you the DPO or are you submitting the DPO information on behalf of your organisation / client?

5

- I am the DPO of the organisation
- I am submitting the DPO information on behalf of my organisation
- I am submitting the DPO information on behalf of my client

Register Your DPO

(as the DPO)

6. Enter the mandatory fields (i.e. Name, Business Email).

Note:

- The name and contact details provided will be published on PDPC's website, enabling public access for addressing any complaints or inquiries related to the organisation's data protection policies and practices.
- All registered DPOs will be automatically added to our mailing list for regulatory updates and resources from the PDPC.

7. Click "Verify."

8. An automated email/ SMS will be sent to the designated email address/ mobile number. Please enter the pin code provided in the email/ SMS and click "Verify" to proceed with the registration.

Note: The pin code will be valid only for 30 minutes.

The registration form is annotated with purple boxes and numbers 6 and 7. Fields 6 include: Name of DPO, Business Email of DPO (with a note: "All registered DPOs will be automatically added to our mailing list for important PDPC regulatory updates."), Contact Number (Office) (optional), and Contact Number (Mobile) (optional). Fields 7 include the "Verify" buttons for the Business Email and Mobile Number sections. A bracket on the right groups the Business Email and Office Number fields as "Mandatory data fields" and the Mobile Number field as "Optional data fields".

The "Verify your email" screen shows a message: "An email with a 6-digit verification code was sent to you. It will be valid for 30 minutes." Below the message is a text input field containing "ZVV-" and a "Submit" button. A purple box with the number 8 highlights the "Submit" button.

Register Your DPO

(as the DPO)



9. Please enter your designation and primary role/ job function within your organisation.

Note: The designation and primary role/ job function of the DPO will not be published on PDPC's website. This information is intended to help PDPC better understand our DPOs, enabling us to curate resources that assist them in performing their duties more effectively.

10. Select the "I/ We consent" to receive marketing communications from PDPC and its partners.

9 Designation

Select an option

9 What is your primary role/ job function in the organisation?

Select an option

10 I/ We consent to receive marketing communications from PDPC Singapore and its partners

By opting-out, I/ We understand that I/ We will lose exclusive access to information on the latest data protection events and news from the PDPC.

Note: You may unsubscribe at any time.

I/ We consent

I/ We do not consent

Register Your DPO

(as the DPO)

11. Select the checkbox to declare and acknowledge that the submitted information is correct.
12. Click “Submit Now” to submit the DPO details.



9. Confirmation of DPO information

11 By submitting this form, I/ We confirm the DPO information provided is accurate to the best of my knowledge.

12 [Submit now](#)

Register Your DPO

(as the DPO)

13. You will receive an auto-generated email titled “Confirmation of the DPO Information Submission” from PDPC Singapore containing the details of your DPO submission. Please keep this email for your records and future reference.

Confirmation of DPO Information Submission

PDPC Singapore <donotreply@plumber.gov.sg>
To [Redacted]

This is an Internet email. If you are unsure of the content, please check the source before you respond.

Dear **IMDA DPO 1**,

This is an auto-generated confirmation email to acknowledge the receipt of your Data Protection Officer (DPO) information submission for **IMDA Testing 1**.

Submission Details

DPO Name	DPO Business Email	Contact Number (Office)	Designation	Primary Role/ Job Function in the Organisation
[Redacted]	[Redacted]	[Redacted]	Sole Proprietor/ Business Owner	I am a full-time Data Protection Officer

- Submission ID : **67346debbcb9b12a7a173fd1**. Please keep this email for your records and future reference.
- Submitted on : **13 Nov 2024 05:14 pm**
- I/ We consent to receive marketing communications from PDPC Singapore and its partners : **I/ We consent**
- Confirmation of DPO information : **By submitting this form, I/ We confirm the DPO information provided is accurate to the best of my knowledge.**

PDPA Knowledge
We strongly encourage you to sign up for the [Fundamentals of the PDPA](#) and [Practitioner Certificate in PDP](#) to deepen your understanding of the Personal Data Protection Act (PDPA) and learn how to effectively apply it within your organisation.

Review Process
No immediate action is required from your side. Our team will review the information provided and follow up if necessary.

If you wish to provide feedback on the usage of the DPO registration form or report a technical issue, please contact us at <https://go.gov.sg/dporegfeedback>.

Regards
PDPC Singapore

Wed 13/11/2024 5:14 pm

Register your DPO

b. If you are submitting on behalf of your organisation

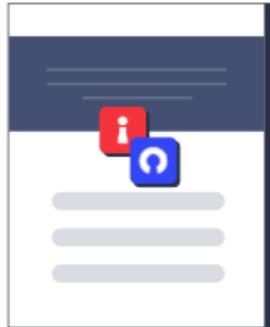
Register Your DPO

(if you are submitting on behalf of your organisation)

1. Visit <https://go.gov.sg/registerdpoinfo>.

2. Log in using your Corppass credentials.

Note: You need to be an authorised Corppass user for transacting on behalf of your organisation, with Digital Service Access for “DPO-Registration”.



Log in with Singpass (Corporate) →

Corporate entity login is required for this form.
Your Singpass and Corppass login ID **will be included** with your form submission.

Register Your DPO

(if you are submitting on behalf of your organisation)

3. Enter the name of your organisation.

Note: Please ensure the organisation name matches the one registered under the UEN.

3 Name of Organisation

Please ensure the organisation name matches the one registered under the UEN.

4. Enter the UEN of your organisation

Note : Please ensure the UEN matches the submitted organisation name.

4 UEN

Please ensure the UEN matches the submitted organisation name.

Register Your DPO

(if you are submitting on behalf of your organisation)

5. If you are submitting the DPO information on behalf of your organisation, please select :
 - a. “I am submitting the DPO information on behalf of my organisation”; and
 - b. “Register a new DPO”

3. Are you the DPO or are you submitting the DPO information on behalf of your organisation / client?

- I am the DPO of the organisation
- I am submitting the DPO information on behalf of my organisation
- I am submitting the DPO information on behalf of my client

4. What would you like to do?

Before updating the DPO information, please ensure you have the current DPO's details ready. If unsure, you can submit a request for this information at <https://go.gov.sg/checkdpointinfo> .

- Register a new DPO
- Update DPO information

Register Your DPO

(if you are submitting on behalf of your organisation)

6. Please enter the name and business email of the primary DPO, as these fields are mandatory. The contact number (office and mobile) are optional.

Note:

- The name and contact details provided will be published on PDPC's website to facilitate public access for addressing any complaints or queries related to the organisation's data protection policies and practices.
- All registered DPOs will be automatically added to our mailing list for regulatory updates and resources from the PDPC.

Mandatory data fields

6 Name of Primary DPO

6 Business Email of Primary DPO

Note : All registered DPOs will be automatically added to our mailing list for important PDPC regulatory updates.

6 Contact Number (Office) (optional)

6 Contact Number (Mobile) (optional)

Verify

Optional data fields

Register Your DPO

(if you are submitting on behalf of your organisation)

7. Please enter the designation and primary role/ job function of your DPO

Note: The designation and primary role/ job function of the DPO will not be published on PDPC's website. This information is intended to help PDPC better understand our DPOs, enabling us to create resources that assist them in performing their duties more effectively.

7 3. Designation of the DPO

7 . What is the primary role/ job function of the DPO in the organisation?

Register Your DPO

(if you are submitting on behalf of your organisation)

8. If you would like to register another DPO, please select “Yes”.

Note: Each organisation may register up to 2 DPOs.

9. Repeat Step 6 to Step 7 (refer to [slide 15 to 16](#)) to register the information for the secondary DPO.

10. Do you want to include additional DPO Information?

Organisations may file additional information about the Secondary DPO with the PDPC.

8

Yes

No

Register Your DPO

(if you are submitting on behalf of your organisation)

12. Select the “I/ We consent” to receive marketing communications from PDPC Singapore and its partners.

13. Select the checkbox to declare and acknowledge that the submitted information is correct.

14. Click “Submit Now” to submit the DPO details.

17. I/ We consent to receive marketing communications from PDPC Singapore and its partners
By opting-out, I/ We understand that I/ We will lose exclusive access to information on the latest data protection events and news from the PDPC.

Note: You may unsubscribe at any time.

12

- I/ We consent
- I/ We do not consent

13

18. Confirmation of DPO information

- By submitting this form, I/ We confirm the DPO information provided is accurate to the best of my knowledge.

14

Submit now

Register Your DPO

(if you are submitting on behalf of your organisation)

15. You will receive an auto-generated email titled “Confirmation of the DPO Information Submission” from PDPC Singapore containing the details of your DPO submission. Please keep this email for your records and future reference.

Confirmation of DPO Information Submission

PS PDPC Singapore <donotreply@plumber.gov.sg>
To [Redacted]

This is an Internet email. If you are unsure of the content, please check the source before you respond.

Dear [Redacted]

This is an auto-generated confirmation email to acknowledge the receipt of your Data Protection Officer (DPO) information submission for **IMDA Testing**.

Submission Details

DPO Name	DPO Business Email	Contact Number (Office)	Designation of the DPO	Primary Role/ Job Function of the DPO in the Organisation
[Redacted]	[Redacted]	[Redacted]	Junior Executive/ Employee	Compliance/ Audit
[Redacted]	[Redacted]	[Redacted]	Middle management (Department Manager, Supervisor, etc)	Marketing

- **Submission ID : 67346ea9e2b563fe04131c74.** Please keep this email for your records and future reference.
- Submitted on : **13 Nov 2024 05:17 pm**
- Are you the DPO or are you submitting the DPO information on behalf of your organisation? : **I am submitting the DPO information on behalf of my organisation**
- What would you like to do? : **Register a new DPO**
- Name of Contact Person : [Redacted]
- Email of Contact Person : [Redacted]
- I/ We consent to receive marketing communications from PDPC Singapore and its partners : **I/ We consent**
- Confirmation of DPO information : **By submitting this form, I/ We confirm the DPO information provided is accurate to the best of my knowledge.**

PDPA Knowledge
We strongly encourage your DPO(s) to sign up for the [Fundamentals of the PDPA](#) and [Practitioner Certificate in PDP](#) to deepen their understanding of the Personal Data Protection Act (PDPA) and learn how to effectively apply it within your organisation.

Review Process
No immediate action is required from your side. Our team will review the information provided and follow up if necessary.

If you wish to provide feedback on the usage of the DPO registration form or report a technical issue, please contact us at <https://go.gov.sg/dporegfeedback>.

Updating DPO Information

- a. **If you are submitting on behalf of your organisation - Replacing existing DPO**

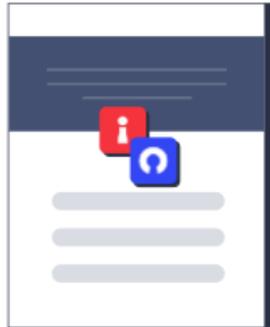
Update DPO Information

(replacing existing DPO)

1. Visit <https://go.gov.sg/registerdpoinfo>.

2. Log in using your Corppass credentials.

Note: You need to be an authorised Corppass user for transacting on behalf of your organisation, with Digital Service Access for “DPO-Registration”.



Log in with Singpass (Corporate) →

Corporate entity login is required for this form.
Your Singpass and Corppass login ID **will be included** with your form submission.

Update DPO Information

(replacing existing DPO)

3. Enter the name of the organisation.

Note: Please ensure the organisation name matches the one registered under the UEN.

3 Name of Organisation

Please ensure the organisation name matches the one registered under the UEN.

4. Enter the UEN of the organisation

Note : Please ensure the UEN matches the submitted organisation name.

4 UEN

Please ensure the UEN matches the submitted organisation name.

Update DPO Information

(replacing existing DPO)

5. If you are submitting the DPO information on behalf of your organisation, please select :
 - a. “I am submitting the DPO information on behalf of my organisation”; and
 - b. “Update DPO information”

3. Are you the DPO or are you submitting the DPO information on behalf of your organisation / client?

I am the DPO of the organisation

5a

I am submitting the DPO information on behalf of my organisation

I am submitting the DPO information on behalf of my client

4. What would you like to do?

Before updating the DPO information, please ensure you have the current DPO's details ready. If unsure, you can submit a request for this information at <https://go.gov.sg/checkdpoinfo> .

Register a new DPO

5b

Update DPO information

Update DPO Information

(replacing existing DPO with a new DPO)

6. Enter the name and business email of the current DPO you wish to replace. For example, Molly (molly@example.com) has left the organisation and Peter (peter@example.com) is the new DPO.

During this step, enter the required details for Molly.

Note: If you are unsure of the current DPO's name and business email, please check the DPO Registry at <https://go.gov.sg/checkpointinfo>

<p>6 Current DPO Name</p> <input data-bbox="198 649 1972 749" type="text" value="Molly Tan"/>	
<p>6 Current DPO Business Email</p> <input data-bbox="198 906 1972 1006" type="text" value="Molly@example.com"/>	

Update DPO Information

(replacing existing DPO with a new DPO)

7. Enter the new DPO name and email address. For example, Peter (peter@example.com) is the new DPO.

6. New DPO Name (optional)

Please provide the name of the new DPO to be replaced.

If left blank, it indicates you **do not** wish to replace the DPO name.

7

Peter Tan

7. New DPO Business Email (optional)

Please provide the new business email to be replaced.

If left blank, it indicates you **do not** wish to replace the business email.

7

peter@example.com

Update DPO Information

(revoke an existing DPO without a replacement)

8. Enter the name and business email of the current DPO you wish to revoke. For example, if Molly and Peter were both appointed DPOs but Molly has recently left the organisation.

During this step, enter the required details for Molly

Note: If you are unsure of the current DPO's name and business email, please check the DPO Registry at <https://www.ejregistry>.

The screenshot shows a form with two input fields. The first field is labeled 'Current DPO Name' and contains the text 'Molly Tan'. The second field is labeled 'Current DPO Business Email' and contains the text 'molly@example.com'. A purple bracket on the right side of the form groups these two fields under the label 'Current DPO information'. The number '8' is displayed in a purple hexagon to the left of each field label.

9. Leave the new DPO's name and business email empty.

Note: Please maintain at least one active DPO at all times to ensure the public has a point of contact for data protection matters.

The screenshot shows a form with two input fields. The first field is labeled 'New DPO Name (optional)' and contains the text 'Please specify the new DPO name to be replaced.' The second field is labeled 'New DPO Business Email (optional)' and contains the text 'Please specify the new DPO business email to be replaced.' Both fields are empty. A purple bracket on the right side of the form groups these two fields under the label 'To revoke a DPO without appointing a replacement, simply leave the New DPO Name and Business Email fields blank'. The number '9' is displayed in a purple hexagon to the left of each field label.

Update DPO Information

(replacing existing DPO)

10. Please enter the designation and primary role/ job function of your new DPO

Note: The designation and primary role/ job function of the new DPO will not be published on PDPC's website. This information is intended to help PDPC better understand our DPOs, enabling us to create resources that assist them in performing their duties more effectively.

10 Designation of New DPO

Select an option



10. What is the primary role/ job function of the New DPO in the organisation?

Select an option



Update DPO Information

(replacing existing DPO)

11. If you wish to add the contact number (office/ mobile) for the new DPO, please provide the new details. If not, you may leave it blank.

11 New Contact Number (Office) (optional)

Please provide the new contact number (Office) to be replaced.

If left blank, it indicates you **do not** wish to replace the contact number (Office).

11 New Contact Number (Mobile) (optional)

Please provide the new contact number (mobile) to be replaced.

If left blank, it indicates you **do not** wish to replace the contact number (Mobile).

Update DPO Information

(replacing existing DPO)

12. Select “Yes” if you wish to replace another DPO.

13. Repeat Step 6 to Step 11 (see [page 25 to 29](#)) to replace another DPO.

12 Do you want to update the information for another DPO?

Yes

No



Update DPO Information

(replacing existing DPO)

13. Please enter your name and email address and click "Verify."

14. An automated email will be sent to the designated email address. Please enter the pin code provided in the email and click "Submit" to proceed with the registration.

Note: The pin code will be valid only for 30 minutes.



13

17. Name of Contact Person

Please specify the name of the person who is filing this record

13

18. Email of Contact Person

Please specify the email address of the person who is filing this record.

An email confirmation will be sent to this email address upon submission.

13

Verify

Verify your email
An email with a 6-digit verification code was sent to you. It will be valid for 30 minutes.

ZVV-

Resend OTP in 54s

14

Update DPO Information

(replacing existing DPO)

15. Select the “I/ We consent” to receive marketing communications from PDPC Singapore and its partners.

16. Select the checkbox to declare and acknowledge that the submitted information is correct.

17. Click “Submit Now” to submit the DPO details.

15

I/ We consent to receive marketing communications from PDPC Singapore and its partners

By opting-out, I/ We understand that I/ We will lose exclusive access to information on the latest data protection events and news from the PDPC.

Note: You may unsubscribe at any time.

I/ We consent

I/ We do not consent

16

Confirmation of DPO information

By submitting this form, I/ We confirm the DPO information provided is accurate to the best of my knowledge.

17

Submit now

Update DPO Information

(replacing existing DPO)

18. You will receive an auto-generated email titled “Confirmation of the DPO Information Submission” from PDPC Singapore containing the details of your DPO submission. Please keep this email for your records and future reference.

Confirmation of DPO Information Submission

PDPC Singapore <donotreply@plumber.gov.sg>
To: [Redacted]

This is an Internet email. If you are unsure of the content, please check the source before you respond.

Dear **diane**,

This is an auto-generated confirmation email to acknowledge the receipt of your Data Protection Officer (DPO) information submission for **IMDA Testing 1**.

Submission Details

Current DPO Name	Current DPO Business Email	New DPO Name	New DPO Business Email	New Contact Number (Office)
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

- Submission ID : **67346f5dfd001f660880b48e**. Please keep this email for your records and future reference.
- Submitted on : **13 Nov 2024 05:20 pm**
- Are you the DPO or are you submitting the DPO information on behalf of your organisation? : **I am submitting the DPO information on behalf of my organisation**
- What would you like to do? : **Update DPO information**
- Name of Contact Person : [Redacted]
- Email of Contact Person : [Redacted]
- I/ We consent to receive marketing communications from PDPC Singapore and its partners : **I/ We consent**
- Confirmation of DPO information : **By submitting this form, I/ We confirm the DPO information provided is accurate to the best of my knowledge.**

PDPA Knowledge
We strongly encourage your DPO(s) to sign up for the [Fundamentals of the PDPA](#) and [Practitioner Certificate in PDP](#) to deepen their understanding of the Personal Data Protection Act (PDPA) and learn how to effectively apply it within your organisation.

Review Process
No immediate action is required from your side. Our team will review the information provided and follow up if necessary.

If you wish to provide feedback on the usage of the DPO registration form or report a technical issue, please contact us at <https://go.gov.sg/dporegfeedback>.

Wed 13/11/2024 5:21 pm

Updating DPO Information

b. If you are submitting on behalf of your organisation - Updating contact details of existing DPO

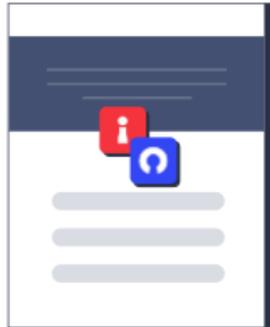
Update DPO Information

(updating current details of existing DPO)

1. Visit <https://go.gov.sg/registerdpoinfo>.

2. Log in using your Corppass credentials.

Note: You need to be an authorised Corppass user for transacting on behalf of your organisation, with Digital Service Access for “DPO-Registration”.



Log in with Singpass (Corporate) →

Corporate entity login is required for this form.
Your Singpass and Corppass login ID **will be included** with your form submission.

Update DPO Information

(updating current details of existing DPO)

3. Enter the name of the organisation.

Note: Please ensure the organisation name matches the one registered under the UEN.

3 Name of Organisation

Please ensure the organisation name matches the one registered under the UEN.

4. Enter the UEN of the organisation

Note : Please ensure the UEN matches the submitted organisation name.

4 UEN

Please ensure the UEN matches the submitted organisation name.

Update DPO Information

(updating current details of existing DPO)

5. If you are submitting the DPO information on behalf of your organisation, please select :
 - a. “I am submitting the DPO information on behalf of my organisation”; and
 - b. “Update DPO information”

3. Are you the DPO or are you submitting the DPO information on behalf of your organisation / client?

- I am the DPO of the organisation
- I am submitting the DPO information on behalf of my organisation
- I am submitting the DPO information on behalf of my client

4. What would you like to do?

Before updating the DPO information, please ensure you have the current DPO's details ready. If unsure, you can submit a request for this information at <https://go.gov.sg/checkdpointinfo> .

- Register a new DPO
- Update DPO information

Update DPO Information

(updating current details of existing DPO)

6. Please enter the name and business email of the current DPO you wish to update. For example, if Johnny replaces Molly as DPO while keeping the existing generic DPO email, only update Johnny's name.

Note: If you are unsure of the current DPO's name and business email, please check the DPO Registry at <https://go.gov.sg/checkdpointinfo>

6 Current DPO Name

Molly Tan

6 Current DPO Business Email

dpo@example.com

Current DPO information

7. Please enter the new DPO name you wish to update.

7 New DPO Name (optional)

Please specify the new DPO name to be replaced.

Johnny Tan

New DPO name

7. New DPO Business Email (optional)

Please specify the new DPO business email to be replaced.

Leave the new DPO business email empty if you would like to retain the current business email

Update DPO Information

(updating current details of existing DPO)

8. If you wish to **update only the email address of the current DPO**, please provide the new business email. For example, if Dave previously used daveoldemail@abc.com and has recently changed his email, please enter the new email address dpo@example.com.

Note: If you are unsure of the current DPO's name and business email, please check the DPO Registry at <https://go.gov.sg/checkdpointinfo>

8 Current DPO Name
Dave Tan

8 Current DPO Business Email
daveoldemail@example.com

Current DPO information

9. Please enter the new DPO business email you wish to update.

6. New DPO Name (optional)
Please specify the new DPO name to be replaced.

9 New DPO Business Email (optional)
Please specify the new DPO business email to be replaced.

Leave the new DPO name empty if you would like to retain the current DPO name

New DPO email

Update DPO Information

(replacing existing DPO)

10. Please enter the designation and primary role/ job function of your new DPO

Note: The designation and primary role/ job function of the new DPO will not be published on PDPC's website. This information is intended to help PDPC better understand our DPOs, enabling us to create resources that assist them in performing their duties more effectively.

10 Designation of New DPO

Select an option

10. What is the primary role/ job function of the New DPO in the organisation?

Select an option

Update DPO Information

(updating current details of existing DPO)

11. Please specify the new contact number (Office/ mobile), if you would like to :

- **Add a new** contact number (office/ mobile) for an existing DPO; OR
- **Update** the existing contact (office/ mobile) for an existing DPO.

11 New Contact Number (Office) (optional)

Please provide the new contact number (Office) to be replaced.

If left blank, it indicates you **do not** wish to replace the contact number (Office).

11 New Contact Number (Mobile) (optional)

Please provide the new contact number (mobile) to be replaced.

If left blank, it indicates you **do not** wish to replace the contact number (Mobile).

Update DPO Information

(updating current details of existing DPO)

12. Please select “Yes” and repeat Steps 6 to 11 (see [slide 38 to 41](#)) to update the information for another DPO.

10. Do you want to update the information for another DPO?

12

Yes

No

Update DPO Information

(updating current details of existing DPO)

13. Please enter your name and email address and click "Verify."

14. An automated email will be sent to the designated email address. Please enter the pin code provided in the email and click "Submit" to proceed with the registration.

Note: The pin code will be valid only for 30 minutes.



13

Name of Contact Person

Please specify the name of the person who is filing this record

13

Email of Contact Person

Please specify the email address of the person who is filing this record.

An email confirmation will be sent to this email address upon submission.

13

Verify

Verify your email
An email with a 6-digit verification code was sent to you. It will be valid for 30 minutes.

ZVV-

Resend OTP in 54s

14

Update DPO Information

(updating current details of existing DPO)

15. Select the “I/ We consent” to receive marketing communications from PDPC Singapore and its partners.

16. Select the checkbox to declare and acknowledge that the submitted information is correct.

17. Click “Submit Now” to submit the DPO details.

15

I/ We consent to receive marketing communications from PDPC Singapore and its partners

By opting-out, I/ We understand that I/ We will lose exclusive access to information on the latest data protection events and news from the PDPC.

Note: You may unsubscribe at any time.



I/ We consent



I/ We do not consent

16

Confirmation of DPO information



By submitting this form, I/ We confirm the DPO information provided is accurate to the best of my knowledge.

17

Submit now

Update DPO Information

(updating current details of existing DPO)

18. You will receive an auto-generated email titled “Confirmation of the DPO Information Submission” from PDPC Singapore containing the details of your DPO submission. Please keep this email for your records and future reference.

Confirmation of DPO Information Submission

PS PDPC Singapore <donotreply@plumber.gov.sg>
To: [Redacted]

This is an Internet email. If you are unsure of the content, please check the source before you respond.

Dear **diane**,

This is an auto-generated confirmation email to acknowledge the receipt of your Data Protection Officer (DPO) information submission for **IMDA Testing 1**.

Submission Details

Current DPO Name	Current DPO Business Email	New DPO Name	New DPO Business Email	New Contact Number (Office)
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

- Submission ID : **67346f5dfd001f660880b48e**. Please keep this email for your records and future reference.
- Submitted on : **13 Nov 2024 05:20 pm**
- Are you the DPO or are you submitting the DPO information on behalf of your organisation? : **I am submitting the DPO information on behalf of my organisation**
- What would you like to do? : **Update DPO information**
- Name of Contact Person : [Redacted]
- Email of Contact Person : [Redacted]
- I/ We consent to receive marketing communications from PDPC Singapore and its partners : **I/ We consent**
- Confirmation of DPO information : **By submitting this form, I/ We confirm the DPO information provided is accurate to the best of my knowledge.**

PDPA Knowledge
We strongly encourage your DPO(s) to sign up for the [Fundamentals of the PDPA](#) and [Practitioner Certificate in PDP](#) to deepen their understanding of the Personal Data Protection Act (PDPA) and learn how to effectively apply it within your organisation.

Review Process
No immediate action is required from your side. Our team will review the information provided and follow up if necessary.

If you wish to provide feedback on the usage of the DPO registration form or report a technical issue, please contact us at <https://go.gov.sg/dporegfeedback>.

For Corporate Service Provider

a. If you are submitting on behalf of your
client

Assigning e-Service to Corporate Service Provider

Client authorisation

1. You can register or update DPO information for clients who have authorised you via Corppass.
2. Ensure your client has granted you access to the "DPO-REGISTRATION" e-Service at www.corppass.gov.sg.

Registration/ updating DPO information

3. Once authorised, follow the instructions in the following pages.

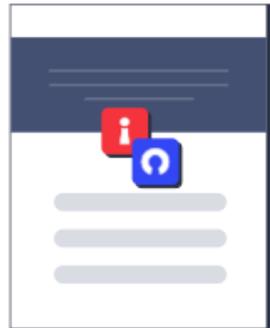
Register Your Client's DPO

(if you are submitting on behalf of your client)

1. Visit <https://go.gov.sg/registerdpoinfo>.

2. Log in using your Corppass credentials.

Note: You need to be an authorised Corppass user for transacting on behalf of your organisation, with Digital Service Access for "DPO-Registration".



Log in with Singpass (Corporate) →

Corporate entity login is required for this form.
Your Singpass and Corppass login ID **will be included** with your form submission.

Register Your Client's DPO

(if you are submitting on behalf of your client)

3. Enter the name of your client's organisation.

Note: Please ensure the organisation name matches the one registered under the UEN.

3 Name of Organisation

Please ensure the organisation name matches the one registered under the UEN.

4. Enter the UEN of your client's organisation

Note : Please ensure the UEN matches the submitted organisation name.

4 UEN

Please ensure the UEN matches the submitted organisation name.

Register Your Client's DPO

(if you are submitting on behalf of your client)

5. If you are submitting the DPO information on behalf of your client, please select :
 - a. "I am submitting the DPO information on behalf of my client"; and
 - b. "Register a new DPO"

3. Are you the DPO or are you submitting the DPO information on behalf of your organisation / client?

- I am the DPO of the organisation
- I am submitting the DPO information on behalf of my organisation
- I am submitting the DPO information on behalf of my client

5a

4. What would you like to do?

Before updating the DPO information, please ensure you have the current DPO's details ready. If unsure, you can submit a request for this information at <https://go.gov.sg/checkdpointfo> .

5b

- Register a new DPO
- Update DPO information

Register Your Client's DPO

(if you are submitting on behalf of your client)

6. Please enter the name and business email of the primary DPO, as these fields are mandatory. The contact number (office and mobile) are optional.

Note:

- The name and contact details provided will be published on PDPC's website to facilitate public access for addressing any complaints or queries related to the organisation's data protection policies and practices.
- All registered DPOs will be automatically added to our mailing list for regulatory updates and resources from the PDPC.

Mandatory data fields

6 Name of Primary DPO

6 Business Email of Primary DPO

Note : All registered DPOs will be automatically added to our mailing list for important PDPC regulatory updates.

6 Contact Number (Office) (optional)

6 Contact Number (Mobile) (optional)

Verify

Optional data fields

Register Your Client's DPO

(if you are submitting on behalf of your client)

7. Please enter the designation and primary role/ job function of the DPO

Note: The designation and primary role/ job function of the DPO will not be published on PDPC's website. This information is intended to help PDPC better understand our DPOs, enabling us to create resources that assist them in performing their duties more effectively.

The screenshot shows a web form with two dropdown menus. The first dropdown is titled "7. Designation of the DPO" and the second is titled "7. What is the primary role/ job function of the DPO in the organisation?". Both dropdowns have a placeholder text "Select an option" and a small 'x' icon in the top right corner. The form is enclosed in a black border, and the dropdowns are highlighted with purple rounded rectangles.

Register Your Client's DPO

(if you are submitting on behalf of your client)

8. If you would like to register another DPO, please select "Yes".

Note: Each organisation may register up to 2 DPOs.

9. Repeat Step 6 to Step 7 (refer to [slide 51 to 52](#)) to register the information for the secondary DPO.

10. Do you want to include additional DPO Information?

Organisations may file additional information about the Secondary DPO with the PDPC.

8

Yes

No

Register Your Client's DPO

(if you are submitting on behalf of your client)

10. Please enter your name and email address and click "Verify."

11. An automated email will be sent to the designated email address. Please enter the pin code provided in the email and click "Submit" to proceed with the registration.

Note: The pin code will be valid only for 30 minutes.

10 Name of Contact Person

Please specify the name of the person who is filing this record

10 Email of Contact Person

Please specify the email address of the person who is filing this record.

An email confirmation will be sent to this email address upon submission.

10

Verify

Verify your email

An email with a 6-digit verification code was sent to you. It will be valid for 30 minutes.

ZVV-

Submit

11

Register Your Client's DPO

(if you are submitting on behalf of your client)

12. Select the "I/ We consent" to receive marketing communications from PDPC Singapore and its partners.
13. Select the checkbox to declare and acknowledge that the submitted information is correct.
14. Click "Submit Now" to submit the DPO details.

17. I/ We consent to receive marketing communications from PDPC Singapore and its partners
By opting-out, I/ We understand that I/ We will lose exclusive access to information on the latest data protection events and news from the PDPC.

Note: You may unsubscribe at any time.

12 I/ We consent
 I/ We do not consent

18. Confirmation of DPO information

13 By submitting this form, I/ We confirm the DPO information provided is accurate to the best of my knowledge.

14

Register Your Client's DPO

(if you are submitting on behalf of your client)

15. You will receive an auto-generated email titled “Confirmation of the DPO Information Submission” from PDPC Singapore containing the details of your DPO submission. Please keep this email for your records and future reference.

Confirmation of DPO Information Submission

PDPC Singapore <donotreply@plumber.gov.sg>
To: [Redacted]

This is an Internet email. If you are unsure of the content, please check the source before you respond.

Dear [Redacted]

This is an auto-generated confirmation email to acknowledge the receipt of your Data Protection Officer (DPO) information submission for **IMDA Testing**.

Submission Details

DPO Name	DPO Business Email	Contact Number (Office)	Designation of the DPO	Primary Role/ Job Function of the DPO in the Organisation
[Redacted]	[Redacted]	[Redacted]	Junior Executive/ Employee	Compliance/ Audit
[Redacted]	[Redacted]	[Redacted]	Middle management (Department Manager, Supervisor, etc)	Marketing

- Submission ID : **67346ea9e2b563fe04131c74**. Please keep this email for your records and future reference.
- Submitted on : **13 Nov 2024 05:17 pm**
- Are you the DPO or are you submitting the DPO information on behalf of your organisation? : **I am submitting the DPO information on behalf of my organisation**
- What would you like to do? : **Register a new DPO**
- Name of Contact Person : [Redacted]
- Email of Contact Person : [Redacted]
- I/ We consent to receive marketing communications from PDPC Singapore and its partners : **I/ We consent**
- Confirmation of DPO information : **By submitting this form, I/ We confirm the DPO information provided is accurate to the best of my knowledge.**

PDPA Knowledge
We strongly encourage your DPO(s) to sign up for the [Fundamentals of the PDPA](#) and [Practitioner Certificate in PDP](#) to deepen their understanding of the Personal Data Protection Act (PDPA) and learn how to effectively apply it within your organisation.

Review Process
No immediate action is required from your side. Our team will review the information provided and follow up if necessary.

If you wish to provide feedback on the usage of the DPO registration form or report a technical issue, please contact us at <https://go.gov.sg/dporegfeedback>.

For Corporate Service Provider

- a. If you are submitting on behalf of your client - Replacing existing DPO

Assigning e-Service to Corporate Service Provider

Client authorisation

1. You can register or update DPO information for clients who have authorised you via Corppass.
2. Ensure your client has granted you access to the "DPO-REGISTRATION" e-Service at www.corppass.gov.sg.

Registration/ updating DPO information

3. Once authorised, follow the instructions in the following pages.

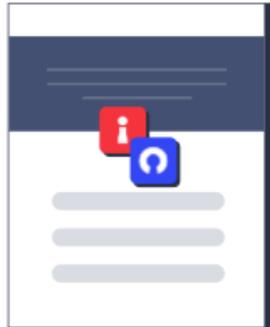
Update DPO Information

(replacing existing DPO)

1. Visit <https://go.gov.sg/registerdpoinfo>.

2. Log in using your Corppass credentials.

Note: You need to be an authorised Corppass user for transacting on behalf of your organisation, with Digital Service Access for “DPO-Registration”.



Log in with Singpass (Corporate) →

Corporate entity login is required for this form.
Your Singpass and Corppass login ID **will be included** with your form submission.

Update DPO Information

(replacing existing DPO)

3. Enter the name of the organisation.

Note: Please ensure the organisation name matches the one registered under the UEN.

3 Name of Organisation

Please ensure the organisation name matches the one registered under the UEN.

4. Enter the UEN of the organisation

Note : Please ensure the UEN matches the submitted organisation name.

4 UEN

Please ensure the UEN matches the submitted organisation name.

Update DPO Information

(replacing existing DPO)

5. If you are submitting the DPO information on behalf of your client, please select :
 - a. “I am submitting the DPO information on behalf of my client”; and
 - b. “Update DPO information”

3. Are you the DPO or are you submitting the DPO information on behalf of your organisation / client?

- I am the DPO of the organisation
- I am submitting the DPO information on behalf of my organisation
- I am submitting the DPO information on behalf of my client

5a

4. What would you like to do?

Before updating the DPO information, please ensure you have the current DPO's details ready. If unsure, you can submit a request for this information at <https://go.gov.sg/checkdpoinfo> .

- Register a new DPO
- Update DPO information

5b

Update DPO Information

(replacing existing DPO with a new DPO)

6. Enter the name and business email of the current DPO you wish to replace. For example, Molly (molly@example.com) has left the organisation and Peter (peter@example.com) is the new DPO.

During this step, enter the required details for Molly.

Note: If you are unsure of the current DPO's name and business email, please check the DPO Registry at <https://go.gov.sg/checkpointinfo>

6	Current DPO Name	<input type="text" value="Molly Tan"/>
6	Current DPO Business Email	<input type="text" value="Molly@example.com"/>

Update DPO Information

(replacing existing DPO with a new DPO)

7. Enter the new DPO name and email address. For example, Peter (peter@example.com) is the new DPO.

6. New DPO Name (optional)

Please provide the name of the new DPO to be replaced.

If left blank, it indicates you **do not** wish to replace the DPO name.

7

Peter Tan

7. New DPO Business Email (optional)

Please provide the new business email to be replaced.

If left blank, it indicates you **do not** wish to replace the business email.

7

peter@example.com

Update DPO Information

(revoke an existing DPO without a replacement)

8. Enter the name and business email of the current DPO you wish to revoke. For example, if Molly and Peter were both appointed DPOs but Molly has recently left the organisation.

During this step, enter the required details for Molly

Note: If you are unsure of the current DPO's name and business email, please check the DPO Registry at <https://go.gov.sg/checkdpointfo>

8 Current DPO Name
Molly Tan

8 Current DPO Business Email
molly@example.com

Current DPO information

9. Leave the new DPO's name and business email empty.

Note: Please maintain at least one active DPO at all times to ensure the public has a point of contact for data protection matters.

9 New DPO Name (optional)
Please specify the new DPO name to be replaced.

9 New DPO Business Email (optional)
Please specify the new DPO business email to be replaced.

To revoke a DPO without appointing a replacement, simply leave the New DPO Name and Business Email fields blank

Update DPO Information

(replacing existing DPO)

10. Please enter the designation and primary role/ job function of your new DPO

Note: The designation and primary role/ job function of the new DPO will not be published on PDPC's website. This information is intended to help PDPC better understand our DPOs, enabling us to create resources that assist them in performing their duties more effectively.

10 Designation of New DPO

Select an option



10. What is the primary role/ job function of the New DPO in the organisation?

Select an option



Update DPO Information

(replacing existing DPO)

11. If you wish to update the contact number (office/ mobile) for the DPO, please provide the new details. If not, you may leave it blank.

11 New Contact Number (Office) (optional)

Please provide the new contact number (Office) to be replaced.

If left blank, it indicates you **do not** wish to replace the contact number (Office).

11 New Contact Number (Mobile) (optional)

Please provide the new contact number (mobile) to be replaced.

If left blank, it indicates you **do not** wish to replace the contact number (Mobile).

Update DPO Information

(replacing existing DPO)

12. Select “Yes” if you wish to replace another DPO.
13. Repeat Step 6 to Step 11 (see [page 62 to 66](#)) to replace another DPO.

12 Do you want to update the information for another DPO?

Yes

No



Update DPO Information

(replacing existing DPO)

13. Please enter your name and email address and click "Verify."

14. An automated email will be sent to the designated email address. Please enter the pin code provided in the email and click "Submit" to proceed with the registration.

Note: The pin code will be valid only for 30 minutes.



13

17. Name of Contact Person

Please specify the name of the person who is filing this record

13

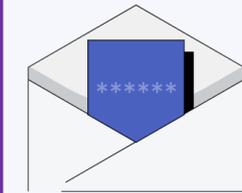
18. Email of Contact Person

Please specify the email address of the person who is filing this record.

An email confirmation will be sent to this email address upon submission.

13

Verify



Verify your email
An email with a 6-digit verification code was sent to you. It will be valid for 30 minutes.

ZVV-

Forward OTP to 544

14

Update DPO Information

(replacing existing DPO)

15. Select the “I/ We consent” to receive marketing communications from PDPC Singapore and its partners.
16. Select the checkbox to declare and acknowledge that the submitted information is correct.
17. Click “Submit Now” to submit the DPO details.

15

I/ We consent to receive marketing communications from PDPC Singapore and its partners

By opting-out, I/ We understand that I/ We will lose exclusive access to information on the latest data protection events and news from the PDPC.

Note: You may unsubscribe at any time.



I/ We consent



I/ We do not consent

16

Confirmation of DPO information



By submitting this form, I/ We confirm the DPO information provided is accurate to the best of my knowledge.

17

Submit now

Update DPO Information

(replacing existing DPO)

18. You will receive an auto-generated email titled “Confirmation of the DPO Information Submission” from PDPC Singapore containing the details of your DPO submission. Please keep this email for your records and future reference.

Confirmation of DPO Information Submission

PS PDPC Singapore <donotreply@plumber.gov.sg>
To: [Redacted]

This is an Internet email. If you are unsure of the content, please check the source before you respond.

Dear **diane**,

This is an auto-generated confirmation email to acknowledge the receipt of your Data Protection Officer (DPO) information submission for **IMDA Testing 1**.

Submission Details

Current DPO Name	Current DPO Business Email	New DPO Name	New DPO Business Email	New Contact Number (Office)
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

- **Submission ID : 67346f5dfd001f660880b48e.** Please keep this email for your records and future reference.
- Submitted on : **13 Nov 2024 05:20 pm**
- Are you the DPO or are you submitting the DPO information on behalf of your organisation? : **I am submitting the DPO information on behalf of my organisation**
- What would you like to do?: **Update DPO information**
- Name of Contact Person : [Redacted]
- Email of Contact Person : [Redacted]
- I/ We consent to receive marketing communications from PDPC Singapore and its partners : **I/ We consent**
- Confirmation of DPO information : **By submitting this form, I/ We confirm the DPO information provided is accurate to the best of my knowledge.**

PDPA Knowledge
We strongly encourage your DPO(s) to sign up for the [Fundamentals of the PDPA](#) and [Practitioner Certificate in PDP](#) to deepen their understanding of the Personal Data Protection Act (PDPA) and learn how to effectively apply it within your organisation.

Review Process
No immediate action is required from your side. Our team will review the information provided and follow up if necessary.

If you wish to provide feedback on the usage of the DPO registration form or report a technical issue, please contact us at <https://go.gov.sg/dporegfeedback>.

For Corporate Service Provider

- b. If you are submitting on behalf of your client - Updating contact details of existing DPO

Assigning e-Service to Corporate Service Provider

Client authorisation

1. You can register or update DPO information for clients who have authorised you via Corppass.
2. Ensure your client has granted you access to the "DPO-REGISTRATION" e-Service at www.corppass.gov.sg.

Registration/ updating DPO information

3. Once authorised, follow the instructions in the following pages.

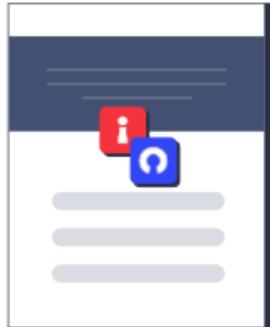
Update DPO Information

(updating current details of existing DPO)

1. Visit <https://go.gov.sg/registerdpoinfo>.

2. Log in using your Corppass credentials.

Note: You need to be an authorised Corppass user for transacting on behalf of your organisation, with Digital Service Access for “DPO-Registration”.



Log in with Singpass (Corporate) →

Corporate entity login is required for this form.
Your Singpass and Corppass login ID **will be included** with your form submission.

Update DPO Information

(updating current details of existing DPO)

3. Enter the name of the organisation.

Note: Please ensure the organisation name matches the one registered under the UEN.

3 Name of Organisation

Please ensure the organisation name matches the one registered under the UEN.

4. Enter the UEN of the organisation

Note : Please ensure the UEN matches the submitted organisation name.

4 UEN

Please ensure the UEN matches the submitted organisation name.

Update DPO Information

(updating current details of existing DPO)

5. If you are submitting the DPO information on behalf of your client, please select :
 - a. “I am submitting the DPO information on behalf of my client”; and
 - b. “Update DPO information”

3. Are you the DPO or are you submitting the DPO information on behalf of your organisation / client?

- I am the DPO of the organisation
- I am submitting the DPO information on behalf of my organisation
- I am submitting the DPO information on behalf of my client

5a

4. What would you like to do?

Before updating the DPO information, please ensure you have the current DPO's details ready. If unsure, you can submit a request for this information at <https://go.gov.sg/checkdpointinfo> .

- Register a new DPO

5b Update DPO information

Update DPO Information

(updating current details of existing DPO)

- Please enter the name and business email of the current DPO you wish to update. For example, if Johnny replaces Molly as DPO while keeping the existing generic DPO email, only update Johnny's name.

Note: If you are unsure of the current DPO's name and business email, please check the DPO Registry at <https://go.gov.sg/checkdpointinfo>

6 Current DPO Name

Molly Tan

6 Current DPO Business Email

dpo@example.com

Current DPO information

- Please enter the new DPO name you wish to update.

7 New DPO Name (optional)

Please specify the new DPO name to be replaced.

Johnny Tan

New DPO name

7. New DPO Business Email (optional)

Please specify the new DPO business email to be replaced.

Leave the new DPO business email empty if you would like to retain the current business email

Update DPO Information

(updating current details of existing DPO)

8. If you wish to **update only the email address of the current DPO**, please provide the new business email. For example, if Dave previously used daveoldemail@abc.com and has recently changed his email, please enter the new email address dpo@example.com.

Note: If you are unsure of the current DPO's name and business email, please check the DPO Registry at <https://go.gov.sg/checkdpointinfo>

8 Current DPO Name
Dave Tan

8 Current DPO Business Email
daveoldemail@example.com

Current DPO information

9. Please enter the new DPO business email you wish to update.

6. New DPO Name (optional)
Please specify the new DPO name to be replaced.

9 New DPO Business Email (optional)
Please specify the new DPO business email to be replaced.

Leave the new DPO name empty if you would like to retain the current DPO name

New DPO email

Update DPO Information

(replacing existing DPO)

10. Please enter the designation and primary role/ job function of your new DPO

Note: The designation and primary role/ job function of the new DPO will not be published on PDPC's website. This information is intended to help PDPC better understand our DPOs, enabling us to create resources that assist them in performing their duties more effectively.

10 Designation of New DPO

Select an option



10. What is the primary role/ job function of the New DPO in the organisation?

Select an option



Update DPO Information

(updating current details of existing DPO)

11. Please specify the new contact number (Office/ mobile), if you would like to :
- **Add a new** contact number (office/ mobile) for an existing DPO; OR
 - **Update** the existing contact (office/ mobile) for an existing DPO.

11 New Contact Number (Office) (optional)

Please provide the new contact number (Office) to be replaced.

If left blank, it indicates you **do not** wish to replace the contact number (Office).

11 New Contact Number (Mobile) (optional)

Please provide the new contact number (mobile) to be replaced.

If left blank, it indicates you **do not** wish to replace the contact number (Mobile).

Update DPO Information

(updating current details of existing DPO)

12. Please select “Yes” and repeat Steps 6 to 11 (see [slide 76 to 79](#)) to update the information for another DPO.

10. Do you want to update the information for another DPO?

12

Yes

No

Update DPO Information

(updating current details of existing DPO)

13. Please enter your name and email address and click "Verify."

14. An automated email will be sent to the designated email address. Please enter the pin code provided in the email and click "Submit" to proceed with the registration.

Note: The pin code will be valid only for 30 minutes.



13

Name of Contact Person

Please specify the name of the person who is filing this record

13

Email of Contact Person

Please specify the email address of the person who is filing this record.

An email confirmation will be sent to this email address upon submission.

13

Verify

Verify your email
An email with a 6-digit verification code was sent to you. It will be valid for 30 minutes.

ZVV-

Pin code valid for 30 minutes

14

Update DPO Information

(updating current details of existing DPO)

15. Select the “I/ We consent” to receive marketing communications from PDPC Singapore and its partners.

16. Select the checkbox to declare and acknowledge that the submitted information is correct.

17. Click “Submit Now” to submit the DPO details.

15

I/ We consent to receive marketing communications from PDPC Singapore and its partners

By opting-out, I/ We understand that I/ We will lose exclusive access to information on the latest data protection events and news from the PDPC.

Note: You may unsubscribe at any time.

I/ We consent

I/ We do not consent

16

Confirmation of DPO information

By submitting this form, I/ We confirm the DPO information provided is accurate to the best of my knowledge.

17

Submit now

Update DPO Information

(updating current details of existing DPO)

18. You will receive an auto-generated email titled “Confirmation of the DPO Information Submission” from PDPC Singapore containing the details of your DPO submission. Please keep this email for your records and future reference.

Confirmation of DPO Information Submission

PDPC Singapore <donotreply@plumber.gov.sg>
To: [Redacted]

This is an Internet email. If you are unsure of the content, please check the source before you respond.

Dear **diane**,

This is an auto-generated confirmation email to acknowledge the receipt of your Data Protection Officer (DPO) information submission for **IMDA Testing 1**.

Submission Details

Current DPO Name	Current DPO Business Email	New DPO Name	New DPO Business Email	New Contact Number (Office)
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

- Submission ID : **67346f5dfd001f660880b48e**. Please keep this email for your records and future reference.
- Submitted on : **13 Nov 2024 05:20 pm**
- Are you the DPO or are you submitting the DPO information on behalf of your organisation? : **I am submitting the DPO information on behalf of my organisation**
- What would you like to do? : **Update DPO information**
- Name of Contact Person : [Redacted]
- Email of Contact Person : [Redacted]
- I/ We consent to receive marketing communications from PDPC Singapore and its partners : **I/ We consent**
- Confirmation of DPO information : **By submitting this form, I/ We confirm the DPO information provided is accurate to the best of my knowledge.**

PDPA Knowledge
We strongly encourage your DPO(s) to sign up for the [Fundamentals of the PDPA](#) and [Practitioner Certificate in PDP](#) to deepen their understanding of the Personal Data Protection Act (PDPA) and learn how to effectively apply it within your organisation.

Review Process
No immediate action is required from your side. Our team will review the information provided and follow up if necessary.

If you wish to provide feedback on the usage of the DPO registration form or report a technical issue, please contact us at <https://go.gov.sg/dporegfeedback>.

Enquire for DPO Information

Enquire on the DPO information

1. Go to <https://go.gov.sg/checkdpointinfo>.
2. Select “Check DPO information for my own organisation” and enter your organisation’s UEN.

DPO Information Enquiry

1. Purpose of enquiry

2

Check DPO information for my own organisation

Find DPO information for another organisation

3. Organisation's UEN

To help you quickly locate your organisation's UEN, please visit www.uen.gov.sg for easy verification.

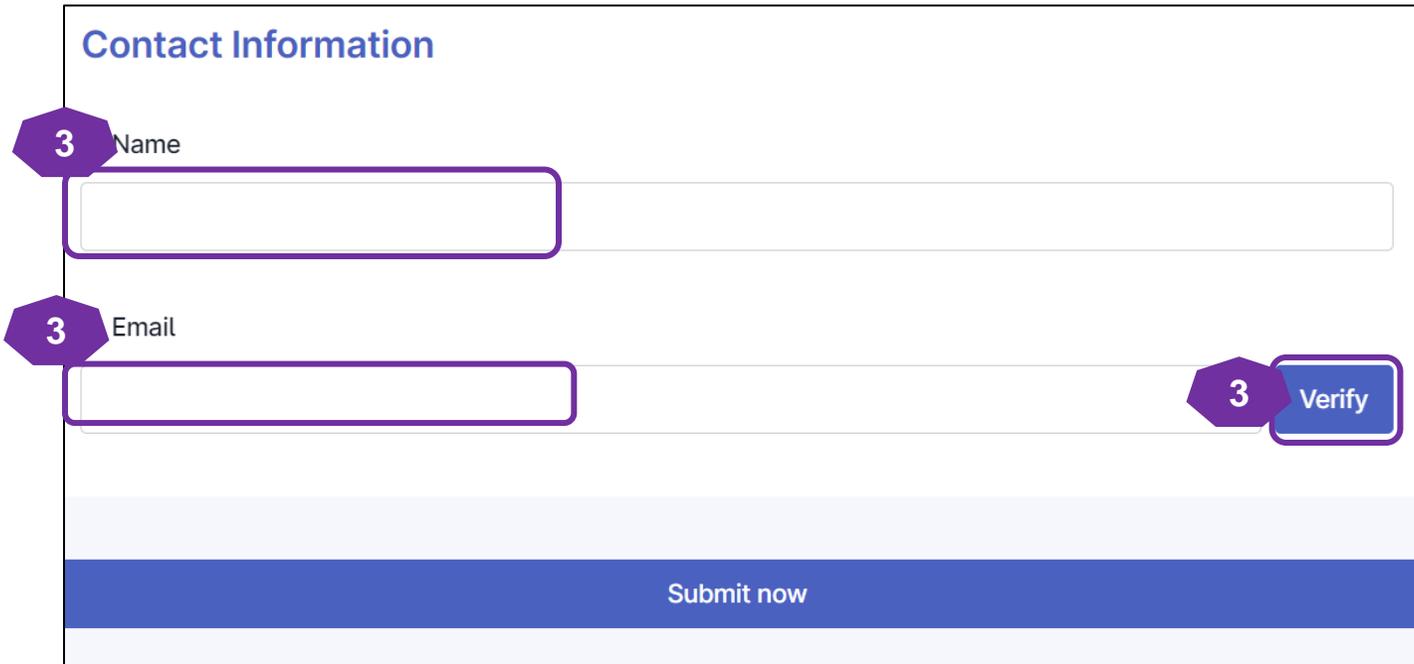
2

The screenshot shows a web form titled "DPO Information Enquiry". It has three main sections. The first section, "1. Purpose of enquiry", contains a dropdown menu with two options: "Check DPO information for my own organisation" (which is selected and highlighted with a purple box and a callout '2') and "Find DPO information for another organisation". The second section, "3. Organisation's UEN", includes a text input field for the UEN, also highlighted with a purple box and a callout '2'. A link to "www.uen.gov.sg" is provided for verification. A large grey number '1' is visible in the background on the right side of the slide.

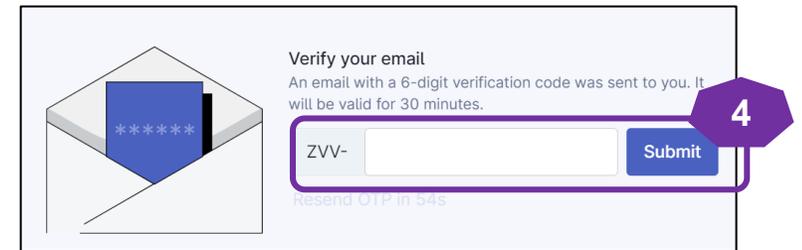
Enquire on the DPO information

3. Enter your contact information in case we need to seek clarification from you. After entering the DPO's business email, please click "Verify."
4. An automated email will be sent to the designated email address. Please enter the pin code provided in the email and click "Submit" to proceed with the registration.

Note: The pin code will be valid only for 30 minutes.



The form is titled "Contact Information" and contains two input fields. The first field is labeled "Name" and the second is labeled "Email". Both fields are highlighted with a purple border and a purple hexagon containing the number "3". To the right of the "Email" field is a blue button labeled "Verify", also highlighted with a purple hexagon containing the number "3". At the bottom of the form is a large blue button labeled "Submit now".



The form is titled "Verify your email" and features an envelope icon with a blue card inside showing "*****". Below the icon, the text reads: "An email with a 6-digit verification code was sent to you. It will be valid for 30 minutes." Below this text is a text input field with "ZVV-" on the left and a blue "Submit" button on the right. The entire form is highlighted with a purple border and a purple hexagon containing the number "4". At the bottom, there is a link that says "Resend OTP in 54s".

To report a technical issue or provide feedback on this registration form, please contact us at

<https://go.gov.sg/dporegfeedback>