

CHANGE OF SERVICING AGENT

IMPORTANT:

Unless defined herein or the context otherwise requires, capitalised terms used in this form have the same meanings ascribed to them in the contract(s) of insurance entered into with Aviva Ltd (the “Policy” or “Policies”). Your request will only be processed when this completed form is received, verified and processed by us. **Please use One (1) Application Form for One (1) Policyholder.**

In completing and submitting this form to Aviva Ltd (“Aviva”), the Policyholder(s) or Authorised Person (as the case may be) named herein is/are deemed to have applied for a change of agent in respect of the Policy or Policies stated in Section II below, in the absence of any written instructions or notification to the contrary.

Once completed, please email this form to General Insurance Customer Service at personal_insurance@aviva.com.sg.

SECTION 1: POLICYHOLDER/COMPANY DETAILS

Policyholder’s Name/Company Authorised Name

NRIC/Passport Number/Company Registration Number/Unique Entity Number

Contact Number(s)

SECTION 2: APPOINTMENT OF NEW AGENT & POLICY(IES) TO BE EFFECTED BY CHANGE OF AGENT

I would like to change my agent on record to the following:

Name of Agent

Agent Code

Name of Company

List of Existing In-Force General Insurance Policy(ies) (please specify):

For corporate policyholder who cannot remember your policy number, please provide the Company Registration Number/Unique Entity Number

For individual policyholder who cannot remember your policy number, please consent to us using your NRIC/Passport Number for the purpose of processing this request by providing your NRIC/Passport Number

We will effect the change for all your existing in-Force general insurance policy(ies) unless stated otherwise here: Policy(ies) to be excluded from this request (if any):

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SECTION 3: ACKNOWLEDGEMENT BY NEW AGENT

I, hereby agree to be responsible for the above mentioned Policy(ies) mentioned in Section 2 of this form from the effective date of change.

Signature of Agent

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Date (DD / MM / YYYY)

SECTION 4: DECLARATION AND SIGNATURE

I/We:

- have received, read and agreed to comply with and be bound by the Policy(ies) and any other terms and conditions that Aviva may issue from time to time, and acknowledge that this application/instruction is subject to the same;
- (in the case of individual subscriber(s)) confirm that I/we am/are not an undischarged bankrupt(s), have not committed any act of bankruptcy within the last 12 months and no bankruptcy order has been made against me/us during that period, and I/we am/are not subject to any order made under the Mental Disorders and Treatment Act (Cap. 178 of Singapore);
- (in the case of a corporate subscriber) confirm that we are not insolvent and that no order has been made nor a resolution has been passed for our winding up, judicial management or other similar action;
- represent that all information given to Aviva herein is true and correct;
- consent to the disclosure to or by Aviva of any information in relation to my/our Policy(ies) by or to any of its affiliates (including any medical professionals engaged by Aviva) or any person or entity required to facilitate the operation of the Policy(ies), and/or to comply with all applicable laws, regulations, notices and/or guidelines;
- acknowledge that Aviva may reject any of my/our instructions including, but not limited to, those that, in Aviva's sole and absolute discretion, are deemed incomplete, unclear or ambiguous, and Aviva will not be responsible for any losses that may be suffered by me/us due to such rejection of any of my/our instructions;
- agree that any communication from Aviva (including notices, confirmations and policy statements) may be sent to me/us via secured electronic mail or via such other methods as may be determined by Aviva from time to time at its sole and absolute discretion;
- agree that the processing of any transactions accompanying this request for a change in agent may be deferred by Aviva, without any explanation or prior consent or notice, until such time when the request for change has been finally processed or rejected, as the case may be;
- consent to Aviva (and Aviva related group of companies) collecting, using and/or disclosing my/our personal data for the processing of the above transaction and such other purposes ancillary or related to the administering of the policy(ies), account(s) and/or managing my/our relationship with Aviva;
- also consent to Aviva (and Aviva related group of companies) transferring my/our personal data to Aviva related group of companies and/or third party service providers, reinsurers, suppliers or intermediaries, whether located in Singapore or elsewhere, for the above purposes.

For full details of the purposes of collection, use and disclosure of your personal data, please visit <http://www.aviva.com.sg/pdpa.html>

Signature of Policyholder/Company Authorised Signatory

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Date (DD / MM / YYYY)