

The Privacy Policy relates solely to personal information supplied by you on this website. At ADMIS Singapore Pte. Limited (“ADMIS SG”, or “we” or “us”), we are committed to protecting the privacy, accuracy and reliability of any personal information you provide, and to safeguarding such information from loss, misuse, unauthorised access, disclosure and alteration. This privacy policy is describes how we handle and protect personal information we collected from you, who apply for or receive our products and services.

### **Personal Information ADMIS SG Collects**

ADMIS SG may collect various types of personal information about you. Some examples of personal information we may collect includes:

- Information you provide to us on applications and other forms such as your name, address, designation, financial information, mobile phone number, e-mail address and specimen signature(s);
- Information you provide to us to verify your identity such as a Passport / Identity Card details, date of birth or received from other entities not affiliated with us;
- Information about your transactions with us;
- Voice recordings of our conversation with you; and
- Information we receive from consumer reporting agencies / bank, such as your credit history and creditworthiness, and other entities not affiliated with us.

### **How ADMIS SG Protects Your Personal Information**

ADMIS SG respects the privacy of your personal information. We limit access to your personal information to those employees who need to know in order to conduct our business, service your account and help you accomplish your trading objectives. Our employees are required to maintain and protect your information as confidential and with high standards of security. We do not rent or sell your personal information to any third party, unless we either has your permission, or is under a legal obligation or any other duty to do so.

### **Disclosure of personal data**

ADMIS SG may use your personal information collected for various purposes. Generally, this may include the following:

- a. To provide products, information and services, including data processing, generating and mailing of statements, computer software maintenance and development, transaction processing and marketing services;
- b. For execution of trading, clearing or banking transactions;
- c. For internal reporting and review, including management and risk purpose ;
- d. For security or fraud-prevention purpose;
- e. For complaint handling and investigation purpose;
- f. To obtain professional advice;
- g. To comply with applicable laws, regulations, rules, notices, directives, orders, and requests from any local or foreign authorities or exchanges; and
- h. To offer opportunities for participating in surveys and providing feedback to us.

ADMIS SG may also disclose your personal information as follows:

- **Affiliated companies:** ADMIS SG may share your personal information with affiliated companies to provide the services you have requested. These affiliated companies will handle your personal information in accordance with this privacy policy.
- **Unaffiliated third parties:** ADMIS SG may disclose your personal information to unaffiliated third parties who process information on behalf of ADMIS SG for the purpose of carrying out administrative, marketing, professional or technological support functions. In such instances, ADMIS SG shall restrict the third parties' use of the information and require that the third parties keep this information confidential and secure. In addition, we may disclose your personal information to an unaffiliated third party in the event of a sale, merger, reorganisation, liquidation or other similar event.

We may also disclose your personal information to regulatory authorities or relevant exchange(s) as permitted or required by the applicable law or rules.

### Links to other website

Our website may provide links to other websites which are not maintained by ADMIS SG. Unless specifically stated, this privacy policy only applies to the websites of ADMIS SG even if the links transferred you to an affiliate website. If you visit a website that is linked from this website, please familiarise yourself with that site's privacy practices before providing any personal information.

### Data Retention

We retain personal information we collect from you until it is no longer necessary for legal or business purpose.

### How to contact us

We endeavour to keep our customer files complete and accurate. We will give you reasonable access to personal information hold by ADMIS SG about you. Most of this personal information is contained in account statements that you receive from us and applications that you submit to obtain our products and services. We encourage you to review this personal information and notify us if you believe any data should be corrected or updated. If you have any question or concerning about personal information protection or our privacy policy, please contact us at:

#### [ADMIS Singapore Pte. Limited](#)

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