APPLICATION FORM FOR PSA TEMPORARY PASS

The PSA Temporary Pass / PSA Pass is issued pursuant to the Infrastructure Protection Act (IPA 2017) and the Free Trade Zones Act (Chapter 114) and at the absolute discretion of PSA Corporation Limited ("PSA"). Entry into PSA's Restricted Areas without a valid PSA Temporary Pass / PSA Pass constitutes an offence.

INSTRUCTIONS TO THE APPLICANT

1. The application for the PSA Temporary Pass is subject to the terms and conditions set out in the PSA Pass Conditions, the PSA Safety Rules and the PSA Security Rules as appended to this application form and any other terms and conditions as may be implemented by PSA from time to time.
   Such an application is the 'Application' referred to in the PSA Pass Conditions.

2. To apply for the PSA Temporary Pass, please complete this application form and submit it together with the following documents:
   (i) A letter by the Applicant's Employer / Sponsor on such Employer's / Sponsor's letterhead and addressed to The Officer-in-Charge of PSA Pass Centre, stating the following:
   (1) The Applicant's name;
   (2) The Applicant's NRIC number (for Singapore Citizen or Permanent Resident)or Passport number (for foreigner);
   (3) The Applicant's FIN, Work Pass/ S-Pass or Employment Pass number (if applicable);
   (4) The date and time of requested entry into PSA's Restricted Areas;
   (5) The location within PSA's Restricted Areas the Applicant is seeking access to;
   (6) The purpose for which the Applicant is seeking entry into PSA's Restricted Areas.
   (with supporting DOCUMENT / ENDORSEMENT from relevant party such as Government Agencies, Organizations, Companies, or PSA staff authorized to permit such entry.)

FOR PSA USE
PSA Temp Pass No.

3. Modes of payment are NETS/Cash Card/Flashpay/Paynow.
   All fees are subjected to GST.

4. The fees payable for the application of each PSA Temporary Pass are as follows:

Validity Period	Fee (Excluding GST)
One Day Only	S$5.00
2 Days up to 7 Days	S$10.0

All fees paid are non-refundable.

5. Application must be made in person. Please present the duly completed application form together with the Requisite Documents to any of the following:

Pass Office	Address	Opening Hours
PSA Pass Centre	No. 7B, Keppel Road, #01-28, Tanjong Pagar Complex, Singapore 089055	Mon – Fri, 8.00 am to 5.00 pm
Pasir Panjang Terminal Gate 4 Pass Office	PPT Gate 4, 33 Harbour Drive, Singapore 117612	24 hours / 7 days a week
Keppel Distripark Pass Office	Block 511, Keppel Distripark, #01-01 Kampong Bahru Road, Singapore 099447	Mon – Sun, 7.00 am to 8.00 pm
Sembawang Wharves Pass Office[1]	21 Deptford Road, Singapore 759660	24 hours / 7 days a week

6. For further inquiries, please contact PSA Pass Centre at Telephone No. 6771 6886.

SECTION A: DECLARATION OF APPLICANT'S PERSONAL PARTICULARS

1. Singapore NRIC No. | Malaysian NRIC / Passport No.*
   Foreign Identification Number (FIN)* | Work Pass/ S Pass/ Employment Pass Expiry Date* (DDMMYYYY)
2. Name (as in NRIC / Passport)
3. Date of Birth (DDMMYYYY) | Age | Contact / Handphone Number
4. Date Temp Pass Required (DDMMYYYY)
   From ____ To ____
5. State **PURPOSE** for seeking entry, in detail.

   _____

   _____
6. Name of Sponsor Company

SECTION B: DECLARATION AND ACKNOWLEDGEMENT

I hereby affirm that the information provided in Section A are true, valid and up to date in all respect. I hereby consent to PSA and any company within the PSA group to collect, use and/or disclose my personal data for the purpose of assessing my eligibility for a PSA Temporary Pass. I hereby also agree to abide by the PSA Pass Conditions, the PSA Safety Rules, the PSA Security Rules and any other terms and conditions as may be implemented by PSA from time to time. I hereby acknowledge receipt of my PSA Temporary Pass issued to me upon the terms and conditions as set in the PSA Pass Conditions, the PSA Safety Rules, the PSA Security Rules and any other terms and conditions which may be implemented by PSA from time to time. I am also aware that furnishing of false information constitutes an offence, and is punishable under Singapore law.

Please tick whichever is applicable:

□ I hereby acknowledge receipt of Safety Pointers for Port Users and declare that I have read and understood the safety guidelines for which I am to observe in PSA.

□ I hereby declare that I have received the Safety Pointers for Port Users previously and have read and understood the safety guidelines for which I am to observe in PSA.

_____
Signature of Applicant / Date

Have you ever been convicted by any court in Singapore? □ Yes □ No

SECTION C : FOR PSA USE

Temp Pass Issued By: _____
Signature / Date / Location (PC / KD / PPT / SW)

[1] *Only applicable for access to Sembawang Wharves*

*. □ Please tick whichever is applicable * Delete if not applicable.*

APPLICATION FORM FOR:
• PSA TEMPORARY CAR ENTRY PERMIT ("PSA TEMP CEP")
• PSA TEMPORARY COMMERCIAL VEHICLE ENTRY PERMIT ("PSA TEMP CVEP")

The PSA Temp CEP / PSA Temp CVEP is issued pursuant to the Infrastructure Protection Act (IPA 2017) and the Free Trade Zones Act (Chapter 114) and at the absolute discretion of PSA Corporation Limited ("PSA"). Vehicular entry into PSA's Restricted Areas without a valid PSA Temporary Pass / PSA Pass (for driver and every passenger) and PSA Temp CEP / PSA Temp CVEP constitutes an offence.

INSTRUCTIONS TO THE APPLICANT

1. The application for the PSA Temp CEP / PSA Temp CVEP is subject to the terms and conditions set out in the PSA Vehicle Permit Conditions, the PSA Pass Conditions, the PSA Safety Rules and the PSA Security Rules as appended to this application form and any other terms and conditions as may be implemented by PSA from time to time.

Validity Periods and Fees

Type	Validity Period	Fee per Permit (Excluding GST)
PSA Temp CEP	1 Day up to 7 Days	S$3.00 per Day
PSA Temp CVEP	1 Day up to 7 Days	S$1.00

All fees are subjected to GST. Payment by NETS / Cash Card / FLashpay / Paynow. All fees paid are non-refundable.
A surcharge of S$10.00 (subjected to GST) is applicable for re-issue of PSA Temp CEP / PSA Temp CVEP due to lost / mis-used / confiscation.

APPLICATION FOR PSA TEMP CEP / PSA TEMP CVEP

Pass Office	Address	Opening Hours
PSA Pass Centre	No. 7B, Keppel Road, #01-28, Tanjong Pagar Complex, Singapore 089055	Mon – Fri, 8.00 am to 5.00 pm
Pasir Panjang Terminal Gate 4 Pass Office*	PPT Gate 4, 33 Harbour Drive, Singapore 117612	24 hours / 7 days a week
Keppel Distripark Pass Office*	Block 511, Keppel Distripark, #01-01 Kampong Bahru Road, Singapore 099447	Mon – Sun, 7.00 am to 8.00 pm
Sembawang Wharves Pass Office*[1]	21 Deptford Road, Singapore 759660	24 hours / 7 days a week

***AUTHORISED TO ISSUE ONE DAY VALIDITY PERIOD FOR TEMP CEP ONLY.**

PSA TEMP CEP IS NOT APPLICABLE TO KEPPEL DISTRIPARK.

SECTION A: (TO BE COMPLETED BY THE APPLICANT) — APPLICATION FOR TEMP VEHICLE PERMIT

Application for
☐ PSA TEMP CEP
☐ PSA TEMP CVEP (validity of up to 7 Days)

1. PSA Temporary Pass No. (if applicable)
2. PSA Pass No. (if applicable)
3. Name of Company
4. In Transit Destination (if applicable)

_____

5. Vehicle Details
   Vehicle Registration No. In-Vehicle Unit (IU) No.
6. Duration Required (DDMMYYYY)
   From To
7. State **PURPOSE** for seeking entry, in detail. Applicable if PSA Temp CEP / PSA Temp CVEP is not applied in tandem with PSA TP / PSA Pass.

_____

_____

SECTION B: DECLARATION AND ACKNOWLEDGEMENT

I hereby affirm that the information provided in Section A are true, valid and up to date in all respect. I hereby also agree to abide by the terms and conditions of PSA Vehicle Permit Conditions, the PSA Pass Conditions, the PSA Safety Rules, the PSA Security Rules and any other terms and conditions as may be implemented by PSA from time to time. I hereby acknowledge receipt of my PSA Temporary Pass issued to me upon the terms and conditions as set in the PSA Pass Conditions, the PSA Safety Rules, the PSA Security Rules and any other terms and conditions which may be implemented by PSA from time to time. I am also aware that furnishing of false information constitutes an offence, and is punishable under Singapore law.
Please tick if applicable:
☐ I am required to drive within the port and have attained valid driving license and met PSA Port driving requirements.

_____
Signature of Applicant / Date

SECTION C: FOR PSA USE

Temp Pass Issued By: _____
Signature / Date / Location (PC / KD / PPT / SW)

[1] *Only applicable for access to Sembawang Wharves*

*. ☐ Please tick whichever is applicable * Delete if not applicable.*

PSA CORPORATION LIMITED
PSA PASS CONDITIONS

1. DEFINITIONS

1.1 Unless the context otherwise requires:
"**Application**" means the application form which these terms and conditions refer to.
"**Employer**" means the company, firm or business which employs the applicant as stated in the Application.
"**FAST**" means all or any of the operations and services made available at or through PSA's Freight Auto-Service Terminals from time to time.
"**Pass Conditions**" means these PSA Pass Conditions, Terms and Conditions of PSA Safety Rules and PSA Security Rules.
"**Passholder**" means the person to whom a PSA Pass is issued by PSA.
"**PIN**" means the personal identification number issued to a Passholder.
"**PSA**" means PSA Corporation Limited.
"**PSA** Pass" means a pass issued by PSA pursuant to the Application and any replacement or renewal or amendment thereof.
"**Restricted Areas**" means PSA's premises which are designated as protected places pursuant to Infrastructure Protection Act (IPA 2017) and/or free trade zones pursuant to the Free Trade Zone Act (Chapter 114) and any other PSA's premises as may be determined by PSA from time to time which access requires the productionof PSA Pass and/or any other documents as required by PSA from time to time.
"**Sponsor**" means the person who sponsors the Application.

1.2 Words importing the singular number includes the plural and vice-versa.

1.3 Words referring to the masculine also refer to the feminine.

1.4 Reference to a person includes reference to a sole proprietor, partnership or company or other form of organisation.

1.5 Reference to a Clause are for reference only and are not to be taken into consideration in the interpretation of the Pass Conditions.

2. USE AND OWNERSHIP

2.1 The PSA Pass is issued pursuant to the Infrastructure Protection Act (IPA 2017) and the Free Trade Zones Act (Chapter 114) and at the absolute discretion of PSA.

2.2 Only the Passholder may use the PSA Pass and only for entry into such part of the Restricted Areas as may be stipulated in the PSA Pass and then only for the specific purpose of carrying out activities permitted or authorised by PSA and no other activity. Where the Passholder has a Sponsor, the Passholder shall personally use the PSA Pass only for entry into the Restricted Areas for the purpose of carrying out the Sponsor's official business within the Restricted Areas and for no other purposes.

2.3 The Sponsor and the Passholder jointly and severally accept full responsibility for all transactions made by the use or the purported use of the PSA Pass in whatsoever manner effected with or without the Passholder's knowledge or authority and whether or not in error as if the PSA Pass had been used by the Passholder personally.

2.4 The PSA Pass remains the property of PSA at all times. PSA shall have the right to invalidate the PSA Pass at any time or refuse to re-issue, replace or renew the PSA Pass without any reason being assigned therefore and without any refund of any fees paid.

2.5 The Passholder shall immediately return the PSA Pass at PSA's request made at any time. Unless otherwise stated, a PSA Pass is valid for no more than three years.

2.6 If the PSA Pass is no longer required or if the Passholder is no longer in the Employer and/or the Sponsor's employ or if the Pass is lost or stolen, the Employer and/or the Sponsor shall immediately report the same to the PSA Pass Centre.

2.7 Without prejudice to clause 2.6 hereof, the Passholder shall not use the PSA Pass when the Pass is no longer required or when the Passholder is no longer in the Employer's and/or the Sponsor's employ and the Passholder and/or the Employer/Sponsor shall inform PSA immediately by reporting to PSA Pass Centre and shall return the Pass to PSA.

3. FEES

3.1 The applicant and/or his/her Sponsor shall pay the relevant processing fees for the application, issuance, renewal, replacement of the PSA Pass as may be imposed by PSA in its absolute discretion from time to time.

3.2 PSA reserves the right to levy and other fees or charges for any service provided or action taken by PSA in respect of the PSA Pass.

3.3 All fees and charges payable are subject to changes which may be made by PSA at its absolute discretion at any time and from time to time without notice and without giving any reason.

3.4 Goods and Services Tax on all fees and charges shall be payable by the applicant and/or his/her Sponsor.

4. PIN

4.1 If a PIN is issued to the Passholder:
(a) the PIN shall be collected by the Passholder or person duly authorised by such Passholder;.
(b) the Passholder shall not disclose the PIN to any other person and shall take all care to prevent the PIN from becoming known to any other person;
(c) the Passholder shall be liable for all transactions effected by the use of the PIN with or without the Passholder's knowledge or authority.

4.2 If the PSA Pass is lost or stolen or if the PIN is disclosed, the Passholder shall:
(a) immediately cease to use the PIN;
(b) immediately notify PSA;
(c) assist in the recovery thereof;
(d) if the lost or stolen PSA Pass is recovered, immediately return it to PSA without using it.

4.3 PSA shall be entitled in its absolute discretion, to change, de-activate or revoke the use of the PIN at any time without giving any reason whatsoever and without prior notice to the Passholder.

4.4 PSA's records of the use of the PSA Pass and/or PIN shall be conclusive and binding on the Passholder and/or Sponsor.

5. APPLICATION, RENEWAL, REPLACEMENT AND AMENDMENT

5.1 To apply for a PSA Pass, the applicant shall attend personally at the PSA Pass Centre and provide the following:
(a) his NRIC (for Singapore citizens or Permanent Residents) or passport (for foreigners);
(b) a valid work permit or employment pass;
(c) a letter from his Employer and/or Sponsor supporting his application;
(d) any other documents as required by PSA.

5.2 To apply to renew a PSA Pass, replace a lost or damaged PSA Pass or to amend a PSA Pass, the Passholder shall attend personally at the PSA Pass Centre with:
(a) his NRIC or passport;
(b) a letter from his Employer and/or Sponsor (if applicable) supporting his application;
(c) where renewal and amendment is concerned, the existing PSA Pass; and
(d) any other documents as required by PSA.

6. INVALIDATION, ETC

6.1 PSA may at any time in its absolute discretion without notice and without giving any reason invalidate or refuse to renew, amend or replace the PSA Pass without giving any explanation thereof.

6.2 Without prejudice to the foregoing, PSA may invalidate or refuse to renew, replace or amend the PSA Pass upon the occurrence of any one or more of the following events:
(a) where PSA is of the view that the Passholder has breached or may have breached any terms of the Pass Conditions (including PSA Safety Rules and PSA Security Rules) and/or any other terms and conditions as may be implemented by PSA at any time and from time to time;
(b) where the Passholder has breached any legislation of Singapore;
(c) where the Passholder is no longer employed by the Employer or Sponsor;
(d) where the Passholder is no longer required to enter the Restricted Areas for official purposes;
(e) where the PSA Pass is lost or stolen; and
(f) where the PIN has been disclosed.

6.3 Not withstanding anything to the contrary provided in the Pass Conditions, PSA may at its sole discretion at anytime withdraw the PSA Pass forthwith if the Passholder shall have offered or given, or agreed to give to any person, or shall have received or agreed to receive from any person a gratification within the meaning of the Prevention of Corruption Act (Chapter 241) as an inducement or reward for doing or forbearing to do, or for having done or forborne to do anything in relation to his work or business in PSA's premises, or for showing favour or disfavour to any person in relation thereof, or if the like acts shall have been done by any of the employees or temporary workers of the Passholder with or without his knowledge, or if the Passholder shall have abetted or attempted to commit such an offence, or shall have given or received any fee or reward the giving or receipt of which is an offence under the Act, PSA shall be the sole arbiter whether or not any such acts shall have been committed.

7. ACTIVITIES

7.1 "**Operational Areas**" means any place within the Restricted Areas where the conveyance, loading, unloading, handling or storage of goods takes place and include wharves, wharf aprons, container freight stations, transit and backup warehouses, alleyways, eaves of container freight stations, roadways, hardstandings, container yards, chassis yards, interchange areas, any place on board vessels and any other place deemed as such by PSA.

7.2 While the Passholder is in any Operational Areas, the Passholder shall exercise due care and diligence for his own safety and that of others and shall comply with all laws and regulations relating to his safety, health and welfare including the Workplace Safety and Health Act 2006 and all its regulations, rules, orders, directions promulgated pursuant thereto and observe generally accepted safe work practices. The Passholder shall also comply with all safety rules, practices and requirements that may be implemented by PSA at any time and from time to time.

7.3 A Passholder below 18 years and above 62 years of age shall not work in any Operational Area. Exceptions may be made for such Passholder who is 62 years old and above on such terms and conditions as PSA may in its absolute discretion requires, provided that he has obtained all the relevant certification to the satisfaction of PSA, including medical certification by a registered medical practitioner on PSA's prescribed form and other necessarytraining and/or safety certification from the relevant authorities and/or the accredited agencies at his own expense.

7.4 A Passholder who is 62 years old or above shall not work as a stevedore and/or on board vessels in the Operational Areas save as winch/deck crane operators. Exceptions may be made for such Passholder who is 62 years old or above on such terms and conditions as PSA may in its absolute discretion requires, provided that he has obtained all the relevant certification to the satisfaction of PSA, including medical certification by a registered medical practitioner on PSA's prescribed form and other necessary training and/or safety certification from the relevant authorities and/or accredited agencies at his own expense.

7.5 A Passholder who is between 62 and 69 years of age and engages in any of the occupations listed in Appendix A (which Appendix may be modified at any time and from time to time by PSA at its absolute discretion) may operate mechanical/lifting equipment or perform stevedoring/ cargo handling operations in the Operational Areas on such terms and conditions as PSA may in its absolute discretion requires, provided that he has obtained all the relevant certification to the satisfaction of PSA, including medical certification by a registered medical practitioner on PSA's prescribed form and other necessary training and/or safety certification from the relevant authorities and/or accredited agencies at his own expense.

7.6 A Passholder who is between 62 and 69 years of age and employed as a safety supervisor, supervisor, ship foreman or chief foreman may continue their supervisory work in the Operational Areas on such terms and conditions as PSA may in its absolute discretion requires but may not operate mechanical/lifting equipment or handle cargo manually in the Operational Areas.

7.7 A Passholder of 51 years of age or above and employed to perform lashing/unlashing operations may only continue to perform such operations in the Operational Areas which exclude any place on board vessels. Exceptions may be made for such Passholder who is between 51 and 61 years of age to continue to perform lashing/unlashing Operations on board vessels on such terms and conditions as PSA may in its absolute discretion requires, provided that he has obtained all the relevant certification to the satisfaction of PSA, including medical certification by a registered medical practitioner on PSA's prescribed form and other necessary training and/or safety certification, including but not limited to the Functional Capacity Evaluation (between 55 and 61 years of age), from the relevant authorities and/or accredited agencies at his own expense.

7.8 A Passholder may not work as a mobile crane operator, prime mover driver and/or forklift driver in the Operational Areas unless he is 18 years of age or above, possesses a valid driving licence and duly authorised by PSA to do so.

7.9 As and when deemed necessary by PSA, the Passholder shall undergo a medical examination at his own expense by a PSA medical officer.

7.10 The Passholder shall, upon entry into the Restricted Areas, declare to the PSA security officer all articles (except goods for shipment or storage and personal effects) which he is bringing into the Restricted Areas and, upon exit from the Restricted Areas, produces proof of purchase or receipt of all such articles as and when required by PSA.

7.11 The Passholder shall have the PSA Pass, work chit (if applicable), NRIC or passport and work permit/employment pass with him at all times while in the Restricted Areas and must produce the same for inspection as and when required by PSA. The Passholder shall also display his PSA Pass prominently at all times in the Restricted Areas.

7.12 The Passholder shall not photograph or film any part of the Restricted Areas without a valid PSA Photographer's Pass. The Passholder is also prohibited from posting any photograph and / or video of PSA and / or its related events in any social media platforms and to refrain from commenting and / or responding to any discussions on or about PSA on the internet.

7.13 A Passholder shall not drive a motor-vehicle into and/or within the Restricted Areas without a valid PSA Car Entry Permit and shall only park at authorised parking lots designated by PSA in its absolute discretion at any time and from time to time.

7.14 The Passholder shall not drive a motor-vehicle into and/or within the Operational Areas in Tanjong Pagar Terminal, Keppel Terminal, Brani Terminal and Pasir Panjang Terminal without prior written approval of the respective Terminal Managers.

7.15 The Passholder shall comply with all rules, regulations and lawful directions given by any authorised officer of PSA or as indicated by any signboard upon entering and/or within the Restricted Areas.

8. LIABILITY

8.1 The Passholder enters the Restricted Areas entirely at his own risk and the Passholder and the Employer and/or Sponsor shall indemnify PSA and absolve PSA from all liability and any loss or damage to any property or death or injury of any person arising directly or indirectly out of any act, omission, negligence of or default on the part of any person (including the Passholder, the Employer and/or the Sponsor and PSA, its servants or agents) including any:
(a) any use or misuse of the PSA Pass; and/or
(b) breach of any provision of the Pass Conditions and/or any other terms and conditions as may be set by PSA at any time and from time to time on the part of the Passholder; and/or
(c) any act of enforcement or protection of PSA's rights and remedies against the Passholder and/ or Sponsor under the Pass Conditions.

8.2 Without prejudice to the generality of clause 8.1, PSA shall not be liable in any way:
(a) for any inconvenience, loss, damage or embarrassment of any nature suffered by the Passholder, the Employer and/or Sponsor due or arising from the PSA Pass or PIN not being accepted or honoured or being invalidated or withdrawn for any reason whatsoever including but not limited to the error, defect, failure or interruptions in any operations facilities services resulting or arising from any breakdown, repair, servicing, mechanical or other defect of the computer terminal communications lines or any equipment whether or not belonging to PSA or from any other cause and whether or not PSA, its servants or agents shall have been negligent.
(b) If PSA is unable to perform its obligation under the Pass Conditions due directly or indirectly, to the failure of any machine, system of authorisation, data processing or communication system or transmission link or any industrial dispute, war, Act of God or anything outside the control of PSA, its servants or agents.

9. VARIATION OF THE PASS CONDITIONS

9.1 PSA may vary any part of the Pass Conditions at any time in such manner as PSA may decide and such changes may be notified to the Passholder in writing or by publication thereof or by any other means or manner as PSA may decide.

10. GENERAL

10.1 The Passholder is deemed to have read and understood the current editions of the Pass Conditions and agreed to abide therewith.

10.2 If any provision of the Pass Conditions or any part thereof is declared to be void, invalid, illegal or otherwise unenforceable under any applicable law, such provision or part thereof shall be severed and the remaining provisions or the remaining parts of the provision shall remain in full force and effect.

10.3 The rights and remedies of PSA under the Pass Conditions are cumulative and are not exclusive of other rights and remedies available to PSA at law.

10.4 The PSA Pass is neither transferable nor assignable. Its unauthorised possession, use, retention or transfer to another person are penal offences.

10.5 No forbearance or failure or delay by PSA in exercising any right, power or remedy is to be deemed a waiver or partial waiver thereof on the part of PSA. No waiver by PSA of any breach of the Pass Conditions on the part of the Passholder is to be deemed as waiver of any subsequent breach of the same or any other provision of the Pass Conditions.

10.6 The Pass Conditions are governed by Singapore law. The Passholder submits irrevocably to the non-exclusive jurisidiction of the Courts of Singapore

PC.1-122022

PSA SAFETY RULES

Safety Enforcement System (Individuals)		
Type of Offence	**Penalty for Safety Offences**	
	Demerit Points	**Enforcement charges**
Warning	No Demerit Points	No Enforcement Charges
Less Serious Offence (L)	2 Demerit Points	S$75
Serious Offence (S)	4 Demerit Points	S$150
Very Serious Offence (V)	8 Demerit Points	S$300
On accumulation of 24 demerit points or more for any offences within a 24-month period:		
1st Infringement period	3 months debarment and attend Safety Remedial Training (at PSA University)	
2nd infringement period	6 months debarment and Safety Remedial Training (at PSA University)	
3rd infringement period	Permanent debarment (immediate)	
Serious infringement resulting in death or serious injuries or serious damage to equipment or property	• Enforcement charges and immediate debarment (irrespective of whether it is the first or any other number of infringements). • The offenders must attend a Safety Remedial Training at PSA University before the PSA Pass may be re-issued to them.	
Escalated measures to monitor offenders who return from 24pt suspension: - No Warning will be issued within 6mths - Personnel will be suspended if clock more than 12pts within a year		
For those who apply for a PSA pass from 1 April 2023 (Personnel whose PSA pass has been cancelled or expired for more than 1 year will be treated as first-time pass applicants. On accumulation of 12 demerit points or more for offences committed within a 12-month period :-		
1st infringement period	1-month debarment & Safety Remedial Training	
2nd infringement period	3-month debarment & Safety Remedial Training	

Repeat Safety Offences

Where an individual commits a safety offence bearing the same safety rule number (e.g., L101, S202, V310) as a safety offence previously committed by that individual within the preceding 24-month period, the following shall apply:

a) If the earlier offence resulted in a Warning (with no demerit points), the repeat offence shall carry a minimum of 2 demerit points and the corresponding enforcement charge of S$75.

b) If the earlier offence resulted in demerit points, the repeat offence shall carry double the demerit points ordinarily prescribed for that offence category and double the corresponding enforcement charge, provided that, where the offence category is Very Serious (V), the repeat offence shall carry the standard demerit points and enforcement charge prescribed for that category (i.e., 8 demerit points and S$300) and shall not be doubled, as set out below:

Offence Category	Standard Demerit Points	Demerit Points for Repeat Offence	Enforcement Charge for Repeat Offence
Less Serious (L)	2	4	S$150
Serious (S)	4	8	S$300
Very Serious (V)	8	8 (no change)	S$300 (no change)
Warning (escalated)	0	2 (minimum)	S$75

c) For the avoidance of doubt, the doubled demerit points shall count towards the accumulation thresholds for debarment under the Safety Enforcement System.

d) This clause applies in addition to, and does not limit, the escalated measures applicable to offenders who return from a 24-demerit-point suspension.

e) For the purposes of this clause, "same safety offence" means an offence bearing the same safety rule number as set out in the Safety Rules (Individual).

SAFETY RULES (INDIVIDUAL)

1 Proper Protective Apparel

L101 Failing to ensure appropriate head protection is worn properly
L102 Failing to ensure appropriate foot protection is worn properly
V103 Failing to ensure appropriate personal fall protection equipment is worn properly or anchor personal fall protection to proper securing point
S106 Failing to ensure appropriate high visibility vest is worn properly
V107 Failing to ensure appropriate life jacket is worn properly
L108 Failing to ensure appropriate hand protection is worn properly
S109 Failing to ensure appropriate hearing protection is worn properly
L110 Failing to ensure appropriate uniform is worn properly
V111 Failing to wear appropriate head protection
S112 Failing to wear appropriate foot protection
V116 Failing to wear appropriate hight visibility vest
S118 Failing to wear appropriate hand protection
V119 Failing to wear appropriate hearing protection
S120 Failing to wear appropriate uniform
L149 Failing to ensure suitable personal protective apparel is worn properly
S159 Failing to wear appropriate personal protective apparel

2 Safe Lifting Equipment/Slinging Operations

L201 Failing to ensure use of proper guide rope of adequate length
S202 Use of non-certified or expired lifting machines/appliances/gears
S203 Use of non-appropriate lifting machines/appliances/gears for lifting operations
S204 Use of defective lifting machines/appliances/gears
S205 Failing to ensure 3-step lifting operational procedure is properly observed and loads are lifted with due care and attention
S206 Failing to ensure lifting operations are properly guided by a Signaller, Lifting Supervisor and/or Ship Traffic Assistant, Wharf Operations Supervisor or Authorised Personnel
S206 Failing to ensure lifting operations are properly guided by a Signaller, Lifting Supervisor and/or Ship Traffic Assistant, Wharf Operations Supervisor or Authorised Personnel
S207 Failing to be at proper vantage position to provide guidance to crane operator
S208 Failing to provide proper supervision to lifting operations (including over height container, hatch cover etc)
V209 Lifting of load beyond safe working load/weight
V210 Failing to ensure that no load is suspended over or near any person at all times and/or that no person is allowed to work under or near a suspended load
S249 Failing to ensure lifting machines/appliances/gears are operated in a safe manner and in compliance with relevant safety requirements

3 Safe Equipment Operations (Including Prime Movers, Forklifts, Mobile Cranes, etc.)

S301 Failing to ensure equipment used is installed with proper and standard safety features eg. brakes, horns, meter gauges, blinker lights and reverse buzzer, etc.
S302 Failing to ensure that headlights of equipment are switched on between 7.00 pm and 7.00 am and at any time when visibility is poor
S303 Failing to ensure that only proper equipment for the intended work purpose is used and that such equipment is used carefully according to its function and operational instructions.
L304 Failing to ensure that the engine of equipment is promptly switched off and handbrake is engaged during refueling or before leaving the cabin
V310 Failing to ensure safety devices are not tampered with
S312 Failing to ensure seat belt is worn when operating/driving any equipment (less vehicle)
S349 Failing to ensure equipment is driven/operated with due care and attention and in compliance with safety procedures / guidelines / instructions at law and/or stipulated by PSA

4 Safe Work Method/Procedures

L401 Failing to ensure means of access and/or fire/life-saving appliances are free from obstruction
L402 Failing to ensure work areas are kept from obstruction and tripping hazards
S403 Failing to ensure work areas or any unguarded openings are adequately illuminated/ barricaded before work
S404 Failing to ensure safety warning signs/devices including traffic cones/blinkers, etc as required are placed in appropriate places
S405 Failing to take prompt action to rectify a hazardous situation
S406 Failing to ensure wheel chocks and/or proper support stands are used for vehicles or other equipment under repair or maintenance
S408 Failing to ensure compliance with safety requirement for work at height activities
S410 Failing to ensure that all trailer twistlocks are properly unlocked before offloading or locked properly after loading of containers
V411 Performing work for more than 12 continuous hours
S413 Failing to ensure appropriate tools/gears are used properly
V414 Failing to ensure safe ingress and egress into work area
S415 Using tools, gears or equipment in substandard or defective condition
S417 Failing to ensure number of adequate trained personal to perform work safely
S418 Failing to ensure that all loose items from the surfaces of or not properly secured to the hatchcover or container are removed or properly secured.
S419 Failing to ensure that no equipment or tools are thrown or dropped from a high workplace
V420 Failing to comply with spreader ride SWP
V421 Double up to perform other duty/task during work
V422 Failing to comply with Confined Space Entry Permit requirement
V430 Performing work beyond the stipulated/ approved work schedule/rosters
L431 Waiting within less than 40ft behind from the front trailer in the yard
V432 Performing works (that require PTW approval) without PTW/approval
S433 Failing to ensure relevant energy source is Lock-out and Tag-out before work commencement
S434 Working on rotating component, energy source without adequate control measure
V435 Unauthorised entry to automated areas
V436 Failing to adhere instructions/steps stated in safe work procedure or requirement under Permit-to-work
V437 Failing to have proper authorisation for disabling of safety devices, sensors (including cameras), edit of software functions, etc of container handling equipment
S438 No proper handshake during handling/taking over of equipment
S439 Did not perform pre-ops checks
S438 No proper handshake during handling/taking over of equipment
S439 Did not perform pre-ops checks
L449 Failing to ensure necessary precautionary measures are taken at all times
VT26 Using mobile communication devices while driving
VT34 Failing to conform to traffic light signals
L449 Failing to ensure necessary precautionary measures are taken at all times
VT44 Driver failing to wear a seatbelt or failing to ensure every passenger wears a seatbelt

5 Safe Stacking/Unstacking Operations

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6 Competency of Workers

V607 Failing to ensure required competency and/or authorisation is obtained to drive or operate equipment
V649 Failing to ensure required competency and/or authorisation is obtained before performing works
V650 Failing to obtain required competency and/or authorisation to perform Supervisory roles
V651 Failing to obtain required competency and/or authorisation to perform Assessor / Manager roles

7 Submission Of Documents

L701 Failing to ensure an accurate and updated checklist of safety measures and other requisite measures are submitted, and within the time required by PSA
L702 Failing to ensure an accurate and updated Labour Attendance Sheet is submitted,and within the time required by PSA
L703 Failing to ensure that any safety document, report, or plan as required by PSA is promptly updated at all times.

8 **Safety Behaviour/Conduct**

S801	Failing to ensure a safe distance is maintained from equipment gantry paths at all times
L802	Failing to ensure that cycling is prohibited inside the port area
S804	Failing to ensure that rest is taken at appropriate areas
S805	Failing to ensure that personnel climbing ladders, stairs, spreader, accessing containers and equipment are done in a safe manner
V806	Failing to ensure that a safe distance is maintained from a container that is being lifted or lowered
S807	Failing to ensure a safe position is maintained at the edge of ships, hatches, cargo stacks, container tops, unguarded openings, equipment or work areas
V809	Failing to ensure person does not go under suspended loads, paths of suspended loads, areas between suspended load and stationary object, unstable stacks or paths of moving equipment at all times
V810	Failing to ensure only persons who are not under the influence of alcohol or drug or any substance which may impair judgement or action at work are permitted to work
V811	Smoking in non-designated areas
S813	Failing to ensure that there shall be no littering or spitting at all times
S821	Failing to provide proper supervision (applicable to those with supervisory duties)
S849	Failing to ensure that a safe position is maintained in PSA facilities at all times

COMPANY SAFETY SYSTEM

Any breach by a company of the Safety Rules (Company) shall result in demerit points accruing to, and enforcement charges levied on, such company, as set out in the table below in relation to less serious offences (indicated by an "L" prefix to the safety rule number), serious offences (indicated by an "S" prefix to the safety rule number) and very serious offences (indicated by a "V" prefix to the safety rule number):

Type of Safety Offence	Penalty
Less Serious Offence (L)	2 demerit points + $500 enforcement charge
Serious Offence (S)	4 demerit points + $1,000 enforcement charge
Very Serious Offence (V)	8 demerit points + $2,000 enforcement charge
On accumulation of 24 demerit points or more for offences committed within a 24-month period: -	
1st infringement period	The Infringing Company must submit to PSA a letter of undertaking and safety improvement action plan to the satisfaction of PSA.
2nd infringement period	PSA reserves the right to suspend or terminate all licenses and/or contracts held by the Infringing Company.
Serious infringement resulting in death or serious injuries or serious damage to equipment or property	PSA reserves the right to suspend or terminate all licenses and/or service contracts held by the Infringing Company with immediate effect.

SAFETY RULES (COMPANY)

1 Proper Protective Apparel

L151 To ensure that sufficient quantities of safety helmets are provided to workers.
L152 To ensure that sufficient quantities of other protective apparel, including high visibility clothing, etc., acceptable to PSA are provided for workers.
S153 To ensure that safety belts/harnesses are provided to workers working from a height riding on quay crane spreaders.
S154 To ensure that life jackets acceptable to PSA are provided for workers working at all ship edge/wharf edge.
L199 To ensure that all other requisite personal protective apparel acceptable to PSA are adequately provided for workers.

2 Safe Lifting Equipment/Slinging Operations

L251 To ensure that guide ropes of adequate length and strength are used for handling heavy and lengthy loads.
S252 To ensure that only lifting machines/appliances/gear marked with "SWL" and with valid test certificates are used.
S253 To ensure that appropriate lifting machines/appliances/gear, including self-locking spreaders, etc., are used for container handling operations.
S254 To ensure that proper and defect-free lifting machines/appliances/gear, including pallets,etc., are used.
S299 To ensure there is compliance with all safety requirements of the law and as stipulated by PSA regarding the use of lifting machines/appliances/gears.

3 Safe Equipment Operations
(Including Prime Movers, Forklifts, Mobile Cranes, etc)

S351 To ensure that only equipment installed with proper and standard safety features, e.g.brakes, horns, meter gauges, blinker lights, reversed buzzer, good tyres, etc., are used.
S352 To ensure that any equipment which is not in use is properly parked and secured to prevent any unauthorised use.
S358 To ensure that only lifting machines/appliances/gears with valid statutory certificates are used.
S399 To ensure that only proper and defect-free equipment are used.

4 Safe Work Method/Procedures

S451 To ensure that workers are not deployed for more than 12 continuous hours.
S452 To ensure that proper save-all nets are used for rigging at shipside.
S453 To ensure that only proper and defect-free tools/gears/appliances are used.
S454 To ensure only proper and safe means of access to and from worksites at a height, e.g.cargo stacks, container tops, etc., are used.
S455 To ensure that any tool, gear, appliance, machine, equipment and means of access (e.g. ladder, platform, man-cages, gondola, scaffold, etc.) which is defective and/or without valid test certificates is immediately removed from PSA premises.
S456 To ensure that only proper lashing/unlashing tools, receptacles and aids in lashing/ unlashing operations are used.
V457 To ensure that there is at all times a sufficient number of properly trained workers as required by PSA to perform cargo handling/lifting operations or other services.
S498 To ensure that all workers strictly comply with all necessary precautionary measures at all times when working in PSA premises.
L499 To ensure that all workers strictly comply with all safety requirements of the law and as
S499 stipulated by PSA at all times when working in PSA premises.
V499

5 Safe Stacking/Unstacking Operations
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6 Competency of Workers

S651 To ensure that only competent workers who are within the authorised age limits are employed to perform stevedoring work.
S652 To ensure that only competent persons are employed to perform Wharfinger duties and/ or berthing/unberthing operations.
S653 To ensure that competent persons are employed as Safety Supervisors, Foremen or Ship Checkers.
V654 To ensure that only competent persons are employed to perform stevedoring works and/ or lashing/unlashing.
V655 To ensure that only competent persons are employed as Ship Traffic Assistants and/or Wharf Operations Supervisors.
S656 To ensure that only competent persons are employed to perform engineering and/or hot works.
V657 To ensure that only competent persons are employed to drive/operate forklifts, vehicles,machines, prime movers or other port equipment.
V658 To ensure that only competent persons are employed to operate winches, cranes and/or other lifting equipment.
S699 To ensure that only persons who are duly authorised by PSA are employed to perform work in PSA premises.

7 Submission Of Documents

L751 To ensure that an accurate and current checklist of safety measures or other measures, that is to PSA's satisfaction, is submitted in the form, and within the time, stipulated by PSA.
L752 To ensure that an accurate and current Labour Attendance Sheet, that is to PSA's satisfaction, is submitted within the time stipulated by PSA.
S753 To ensure that accurate and current information, e.g. weight of equipment, load, container, etc., is provided promptly to PSA and whenever required by PSA.
L799 To ensure that any safety document, report or plan as required by PSA, and that is
S799 to PSA's satisfaction, is submitted within the time stipulated by PSA.
V799

T PSA Traffic Rules

ST01 Failing to ensure compliance with all traffic signs and markings, and height restrictions at all times.
LT02 Failing to ensure compliance with traffic directions given by authorised officer engaged in regulating traffic
LT03 Failing to ensure that loads are properly secured when being conveyed by vehicles.
ST04 Failing to ensure passengers are carried on vehicle / equipment only when authorised to do so and in a safe manner
ST05 Exceeding speed limit in the wharves (Chassis lanes and backreach) by 1 to 10km/hr
WT06 Exceeding speed limit by 1 to 10 km/hr in areas other than wharves
LT06 Exceeding speed limit by 11 to 20 km/hr in areas other than wharves
ST06 Exceeding speed limit by 21 to 30 km/hr in areas other than wharves
VT06 Exceeding speed limit by 30 km/hr in areas other than wharves
VT07 Exceeding speed limit in the wharves (Chassis lanes and backreach) by 10km/hr
ST08 Driving across unbroken white lines / road divider
ST09 Failing to ensure that there is no obstructing flow of traffic
ST12 Causing obstruction on crane gantry path
LT16 Driving at the wharf and in operational areas without permission
ST17 Failing to give way to emergency vehicles
ST18 Failing to give way to persons on pedestrian crossings.
LT19 Failing to ensure that only vehicles with tyres of good condition are used Parked at
LT20 Unauthorised or undesignated parking areas
ST21 Driving against traffic flow
ST22 Driving on the backreach of quay crane
ST23 Driving across yard block
ST24 Driving into wharf between 2 quay cranes with less than 80ft clearance between the cranes or exiting wharf between 2 quay cranes of the same vessel
ST25 Failing to give way to crane performing gantry operation
VT26 Using mobile communication devices while driving (12pts with Suspension)
VT27 Using mobile communication devices while stationary at unauthorised area
ST28 Failing to maintain road discipline at junctions or congested areas.
ST31 Failing to fill up every passenger seat in driver's cabin, or any additional cabin or enclosed space provided for the carriage of passengers or goods and which is adjacent to or is an extension of the cabin for the driver, before carrying any person on the floor of open deck goods vehicle
ST32 Failing to obey 1.1 metre height restriction for persons carried on open deck goods vehicle
ST33 Carrying passengers when the clear floor space of the open deck of goods vehicle available for each passenger is insufficient
VT34 Failing to conform to traffic light signals (12pts)
VT44 Driver failing to wear a seatbelt while driving or failing to ensure every passenger wears a seatbelt
VT46 Driving in a reckless and/or dangerous manner
LT49 Causing accident due to careless, misjudgement, negligent, inattentive, reckless or
ST49 dangerous driving
VT49

PSA SECURITY RULES

A. Goods, Cargoes and/or Containers

A.1 To ensure that only the correct quantity or weight of goods, cargoes and/or containers are taken delivery of.

A.2 To ensure that only goods, cargoes and/or containers of the correct markings are taken delivery of.

A.3 To ensure that no goods, cargo and/or container is removed from PSA's Restricted Areas without due authority or permission.

A.4 To ensure that all dutiable goods, cargoes and/or containers are properly declared to the relevant authorityand their requisite duties are duly paid before they are brought into or removed from PSA's RestrictedAreas.

A.5 To ensure that there is no dealing whatsoever of contraband, smuggled or unauthorised goods, cargoesand/or containers within PSA's Restricted Areas.

A.6 To ensure that no seal or other security device of any goods, cargo and/or container is tampered with, damaged or otherwise dealt with without authority or permission

B. Port Property and Other Properties

B.1 To ensure that no port property or other property is removed from PSA's Restricted Areas without due authority or permission.

C. Persons

C.1 To ensure that no person enters or causes another to enter and/or remains or causes another to remain in PSA's Restricted Areas without a valid personal PSA Pass.

C.2 To ensure that no person enters and/or remains in PSA's Restricted Areas for purposes other than purposes for which such person is issued with a PSA Pass.

C.3 To ensure that there is no stowaway on board any vessel.

C.4 To ensure that the relevant authority and PSA are notified immediately when a stowaway is found on board any vessel, and that such stowaway shall not leave the vessel until that stowaway is handed over tothe relevant authority.

C.5 To ensure that no person engages in any act of nuisance, coercion or harassment, or any act using forceor any act which causes or may cause fear or hurt to any other person.

C.6 To ensure that no person engages in any act which disrupts or interferes or may disrupt or interfere withany operation in or around PSA's Restricted Areas.

C.7 To ensure that no person engages in any betting, wagering, gambling or moneylending activity in or around PSA's Restricted Areas.

C.8 All drivers shall account for their passengers and ensure that they present and transact with their valid passes and/or produce the supporting documents to enter or exit PSA's restricted areas.

D. Environment

D.1 To ensure that there is no pollution of, or harmful emission to, the environment within or around PSA's Restricted Areas at all times.

D.2 To ensure that there is no photo-taking, video-taping or capturing of images, using electronic equipment,of any part of PSA's Restricted Areas or of any activity within or around such Restricted Areas without authority or permission.

E. Illegal and/or Prohibited Dealings or Conduct

E.1 To ensure that no person deals or engages in or assists or abets the dealing or engagement of any otheract or conduct which contravenes any legislation, rule stipulated by PSA or other written law.

E.2 To ensure that no person deals or engages in or assists or abets the dealing or engagement of any activity which is or may be prohibited by PSA from time to time.

E.3 To ensure that no person brings into and/or possess and/or use within PSA's Restricted Areas any article, item, device, equipment or property which is or may be used in any illegal or prohibited dealing or engagement or in the assistance or abetment thereof.

I. Any person who infringes any of the aforesaid Security Rules shall be subject to the following:-

(i) immediate eviction from PSA's Restricted Areas and revocation of such person's PSA Pass, irrespective of the number of infringements; and/or

(ii) ban from entering PSA's Restricted Areas for:-

(a) in respect of the 1st infringement, 3 to 6 months as PSA deems fit;

(b) in respect of the 2nd infringement, 6 to 12 months as PSA deems fit; and

(c) in respect of the 3rd and any subsequent infringement, 12 to 18 months as PSA deems fit.

(d) In respect to E-vaporisers, minimum 1 year as PSA deems fit.

II. In the event of a breach of Rule E.3, PSA may remove, confiscate and/or detain any such prohibited articles, items, devices, equipment or property from anyone or anywhere within PSA's Restricted Areas, and dispose of them as PSA deems fit.

F. Clamping and Towing of Vehicles

PSA Pass holders shall park their vehicles at designated parking lots and, failing which, their vehicles shall be wheel clamped and/or towed away and the following fees shall be charged:

Type of Vehicle	Wheel-clamping Releasing	Towage Turn-up	Towage Towing	Storage Fee (Impounding of Vehicle) per day
Motorcycle	$50	-	-	-
Light vehicle (Class 3 and below)	$200	$100	$250	$40
Heavy vehicle (Class 4 and above)	$250	$150	$450	$80

PRIVACY NOTICE

This privacy notice explains how PSA (also referred to as "we", "our" or "us") collects, uses and discloses personal data of the applicants and Passholder of the PSA Pass and PSA Temporary Pass (also referred to as "you" or "your").
If you have any questions about our collection, use and disclosure of your personal data, or our data protection practices, or if you would like to withdraw your consent, please contact us at: psac_passcentre1@globalpsa.com

What type of personal data is collected?

We collect the following personal data from you:

- Those you provide to us in the Application and Renewal Form for PSA PASS ("Application")
- Professional qualifications, certifications and testimonials
- Health information in the medical certification (if your age is 62 and above)
- Biometrics samples (fingerprints, face, and voice, etc.)
- Photographs, video recordings and other audio-visual information
- Activities and performance assessments in PSA terminals and respective disciplinary records

We collect your personal data generally where you submit the Application and provide with us the relevant documents to support the Application. We may also collect your personal data over the course of our operation of PSA's terminals and premises (including dormitories), through:

- creation and updating of your profiles in the computer systems maintained by PSA, either by yourself or your employer
- your employer
- CCTV recordings within the terminals and premises where PSA operates
- door access logs using mobile access cards, biometric or card access systems
- recording of your conduct and behaviors in PSA's the computer systems
- photographs, video, voice recordings for newsletters, competitions, events, initiatives and corporate activities, taken at PSA's terminals, premises or facilities, events, meetings, business functions and other activities. This may include events, meetings or activities held at a physical location or online

Purposes

We may use and disclose your personal data for the following purposes:

- granting access to PSA's terminals, premises (including dormitories), and computer systems and applications
- Issuing PSA PASS and other security passes or cards
- facilitating registration and monitoring of lodging at PSA dormitories
- monitoring and ensuring compliance with any law, government or regulatory requirements in any jurisdiction which is applicable to PSA
- complying with any request, order or direction of any governmental authority which PSA are expected to comply with
- monitoring, ensuring, and improving PSA's business operation, health, safety and security practices, regimes for compliance
- monitoring, evaluation and analysis for purposes of maintaining, improving and/or developing PSA's internal IT systems and infrastructure including troubleshooting, upgrading and testing
- planning, administering, conducting and offering competitions, initiatives, training courses, seminars, meetings, business functions, talks, events and other activities related to PSA's business operation
- exercising and performing rights and obligations under or in connection with the contract between PSA and you or your employer

The purposes listed above may continue to apply in cases where your access to PSA terminals and premises is ended.

Disclosure of Personal Data

In connection with the purposes set out above, PSA may need to disclose your personal data to the following parties within Singapore or to make public your personal data, which include:

- Any governmental or regulatory agency;
- Any related company or affiliate of PSA;
- Any agent, contractor or third party service provider of PSA that processes or will process your personal data on PSA's behalf, or which requires access to your personal data in order to perform a service to PSA involving the purpose(s) above;
- PSA's professional advisers such as auditors, lawyers, and insurers;

Retention of personal data

PSA retains your personal data during the period while you're holding a PSA PASS, and for as long as it is necessary to fulfill the purposes for which they were collected, or as required or permitted by applicable laws. PSA will cease to retain your personal data, or will anonymise the data, as soon as it is reasonable to assume that such retention no longer serves the purposes for which the personal data was collected, and are no longer necessary for legal or business purposes.

Accuracy of personal data

The onus is on you to keep your personal data collected by PSA up-to-date and accurate. If there's any change to your personal data, you may provide the updates by contacting us directly or through your employer.