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PERSONAL DATA PROTECTION ACT 2012  
(ACT 26 OF 2012)

PERSONAL DATA PROTECTION  
(ENFORCEMENT) REGULATIONS 2021

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In exercise of the powers conferred by section 65 of the Personal Data Protection Act 2012, the Personal Data Protection Commission, with the approval of the Minister for Communications and Information, makes the following Regulations:

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PART 1  
PRELIMINARY

**Citation and commencement**

1. These Regulations are the Personal Data Protection (Enforcement) Regulations 2021 and come into operation on 1 February 2021.

**Definitions**

2. In these Regulations, unless the context otherwise requires —

“applicant” —

- (a) in relation to a reconsideration application to the Commission to reconsider a contestable decision, means an organisation or a person (including any individual who is a complainant) aggrieved by that decision and making the reconsideration application; or
- (b) in relation to a review application, means the complainant mentioned in section 48H of the Act making the review application;

“contestable decision” means any of the following directions or decisions made by the Commission:

- (a) any direction made under section 48G(2), 48I(1) or (2) or 48L(4) of the Act;
- (b) any direction or decision made under section 48H(2) of the Act;
- (c) the imposition of a financial penalty on an organisation or a person under section 48J(1) of the Act;

“officer” —

- (a) in relation to a corporation, has the meaning given by section 52(7) of the Act;

(b) in relation to an unincorporated association (other than a partnership), has the meaning given by section 52A(7) of the Act; or

(c) in relation to a partnership, means a partner within the meaning given by section 52A(7) of the Act;

“reconsideration application” means an application made under section 48N(1) or (2) of the Act to the Commission for the Commission to reconsider a contestable decision;

“relevant matter” means —

(a) a refusal to provide access to personal data or other information requested by a complainant under section 21 of the Act;

(b) a failure to provide within a reasonable time access to personal data or other information requested by a complainant under section 21 of the Act;

(c) a refusal to correct personal data in accordance with a request by a complainant under section 22 of the Act;

(d) a failure to make within a reasonable time a correction of personal data in accordance with a request by a complainant under section 22 of the Act;  
or

(e) a fee required from a complainant by an organisation in relation to a request by the complainant under section 21 or 22 of the Act;

“relevant request” means a request under section 21 or 22 of the Act;

“respondent” means —

(a) in the case of a reconsideration application made by a complainant regarding a contestable decision made under section 48G(2) or 48H(2) of the Act — the organisation complained against by a complainant;

(b) in the case of a reconsideration application made by an organisation complained against by a complainant

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regarding a contestable decision made under section 48G(2) or 48H(2) of the Act — the complainant;

- (c) in the case of a reconsideration application made by an individual aggrieved by a contestable decision made under section 48I(1) or (2) or 48J(1) of the Act — the organisation or person in respect of which the contestable decision was made;
- (d) in the case of a reconsideration application made by an organisation or a person aggrieved by a contestable decision made under section 48I(1) or (2) or 48J(1) of the Act — the complainant whose complaint against the organisation or person resulted in the contestable decision; or
- (e) in the case of a review application made by a complainant mentioned in section 48H of the Act — the organisation complained against by the complainant;

“review application” means an application made under section 48H of the Act to the Commission for the Commission to conduct a review;

“working day” means any day other than a Saturday, Sunday or public holiday.

## PART 2

### REVIEW APPLICATIONS

#### **Non-derogation from powers of investigation**

**3.** Nothing in this Part affects the Commission’s power to conduct an investigation under section 50(1) of the Act.

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**Review application**

4.—(1) A review application must —

- (a) state concisely, in the English language —
  - (i) the applicant's particulars;
  - (ii) the particulars of the relevant request and relevant matter that are the subject of the review application;
  - (iii) the facts and circumstances under which the review application arises;
  - (iv) the directions or decisions under section 48H(2) of the Act sought; and
  - (v) the applicant's reasons for seeking the directions or decisions mentioned in sub-paragraph (iv);
- (b) be signed by the applicant, or on the applicant's behalf by the applicant's authorised representative or legal representative;
- (c) be accompanied by —
  - (i) a copy of the relevant request, if available;
  - (ii) a copy of all correspondence between the applicant and the respondent relating to the relevant request, if any; and
  - (iii) any statutory declaration or other document or information to support the facts or particulars contained in the applicant's review application as the Commission may require; and
- (d) be submitted to the Commission in accordance with regulation 24.

(2) A review application under paragraph (1) may be made in the form provided under regulation 26.

(3) The Commission may, by written notice, further require an applicant to provide, within the period specified in the notice, a statutory declaration or any other document or information to support

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the facts or particulars contained in the applicant's review application.

### **Summary dismissal of review application**

**5.** The Commission may, at any time, dismiss a review application if —

- (a) the Commission considers that the review application does not disclose a prima facie case for a review to be conducted under section 48H(1) of the Act;
- (b) the Commission has referred the matter to mediation under a dispute resolution scheme under section 48G(1) of the Act;
- (c) the applicant has not complied with a direction under section 48G(2) of the Act;
- (d) the applicant and respondent have mutually agreed to settle the matter;
- (e) the applicant has commenced legal proceedings against the respondent in respect of a contravention or an alleged contravention of section 21 or 22 of the Act, which is also the subject of the review application;
- (f) the review application is not made in accordance with regulation 4(1) or is materially incomplete;
- (g) the applicant has, without reasonable excuse, failed to comply with the time specified in a written notice under regulation 4(3) for the submission of any document or information required under the notice; or
- (h) the Commission is of the opinion —
  - (i) that the review application is frivolous or vexatious or is not made in good faith; or
  - (ii) that any other circumstances warrant the summary dismissal of the review application.

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**Notice of review application and response from respondent**

**6.—(1)** Where the Commission is satisfied that a review application discloses a prima facie case for a review to be conducted under section 48H(1) of the Act, the Commission must serve on the respondent —

- (a) a copy of the review application and any statutory declaration and accompanying documents or information provided under regulation 4(1)(c) or (3); and
- (b) a notice requiring the respondent to submit a written response within the period specified in the notice.

(2) A respondent's response to a review application must —

- (a) state the case number assigned to the review application;
- (b) be made in the English language;
- (c) contain an explanation of any of the following, according to the relevant matter and relevant request in the review application:
  - (i) the respondent's refusal to provide access to personal data or other information or correct personal data (as the case may be) in accordance with the relevant request;
  - (ii) the respondent's failure to provide access to personal data or other information or correct personal data (as the case may be) in accordance with the relevant request within a reasonable time;
  - (iii) the fee required from the applicant by the respondent in relation to the relevant request;
- (d) be signed —
  - (i) where the respondent is an individual — by the individual, or on the individual's behalf by his or her authorised representative or legal representative; or
  - (ii) in any other case — by a duly authorised officer of the respondent;



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- (e) be accompanied by any statutory declaration or other document or information to support the facts and particulars in the respondent's response as the Commission may require; and
  - (f) be submitted to the Commission in accordance with regulation 24 within the time specified in the notice mentioned in paragraph (1)(b).

(3) The Commission may, by written notice, further require a respondent to provide, within the period specified in the notice, any statutory declaration or other document or information to support the facts or particulars in the respondent's response.

(4) The Commission may, on written application by the respondent, extend the time to submit the respondent's response specified in the notice mentioned in paragraph (1)(b).

(5) If the respondent does not submit a response to the review application within the time specified in the notice mentioned in paragraph (1)(b), or any extension of time under paragraph (4), the Commission may proceed to make the Commission's direction or decision under section 48H(2), 48I(1) or (2) or 48J(1) of the Act (as the case may be) in the absence of such response.

### **Notice of response and reply from applicant**

7.—(1) The Commission may, where the Commission considers it appropriate, serve on the applicant of a review application —

- (a) a copy of the response by the respondent under regulation 6(2) to the review application and any statutory declaration and accompanying documents or information provided by the respondent under regulation 6(2)(e) or (3); and
- (b) a notice inviting the applicant to submit to the Commission, within the period specified in the notice, a written reply to the response as the applicant may wish to offer.

(2) An applicant's reply must —

- (a) state the case number assigned to the review application;

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- (b) be made in the English language;
  - (c) be signed by the applicant, or on the applicant's behalf by his or her authorised representative or legal representative;
  - (d) be accompanied by any statutory declaration or other document or information as the Commission may require; and
  - (e) be submitted to the Commission in accordance with regulation 24 within the time specified in the notice mentioned in paragraph (1)(b).

(3) The Commission may, by written notice, require an applicant to provide, within the period specified in the notice, any statutory declaration or other document or information to support the facts or particulars contained in the applicant's reply.

(4) The Commission may, on written application by the applicant, extend the time to submit the applicant's reply specified in the notice mentioned in paragraph (1)(b).

(5) If the applicant does not submit a response to the review application within the time specified in the notice mentioned in paragraph (1)(b), or any extension of time under paragraph (4), the Commission may proceed to make the Commission's direction or decision under section 48H(2), 48I(1) or (2) or 48J(1) of the Act (as the case may be) in the absence of such reply.

### **Withdrawal of review application**

8. An applicant of a review application may, at any time before the Commission has given a notice under regulation 17 to either the applicant or the respondent, withdraw the review application by written notice to the Commission.

### **Suspension of conduct of review**

9. The Commission may, where the Commission thinks fit, suspend the conduct of a review under section 48H of the Act, for any period that the Commission considers reasonable in the circumstances, if —

- (a) the Commission commences an investigation under section 50(1) of the Act into the conduct of the

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respondent in relation to any relevant matter that is the subject of the review application; or

- (b) the Commission is of the opinion that any other circumstances warrant the suspension of the conduct of the review.

### **Consolidation of review applications**

**10.—**(1) Where 2 or more review applications —

- (a) are pending in relation to the same respondent; or  
(b) involve the same or similar issues or relevant matters,

the Commission may, at any time and on the request of the respondent or applicant of any of the review applications or of the Commission's own initiative, direct that the review applications, or any particular issue or relevant matter raised in the review applications, be consolidated and reviewed together.

(2) Before a direction under paragraph (1) is made, all applicants and respondents are entitled to make their submissions on a proposed consolidation of their respective review applications.

(3) Where the Commission decides to consolidate 2 or more review applications together under paragraph (1), the Commission may —

- (a) consider those review applications together;  
(b) permit the applicants or respondents to combine any documents required to be submitted for those review applications;  
(c) issue a combined direction or decision under section 48H(2) of the Act for all or any of those review applications; and  
(d) make any other directions as the Commission sees fit for the proper administration of those review applications.

## PART 2A

### FINANCIAL PENALTIES

*[S 768/2022 wef 01/10/2022]*

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**Maximum amount of financial penalties**

**10A.**—(1) The maximum amount prescribed for the purposes of section 48J(3) of the Act is —

(a) in the case of a contravention on or after 1 October 2022 by an organisation whose annual turnover in Singapore exceeds \$10 million — 10% of the annual turnover in Singapore of the organisation; and

(b) in any other case — \$1 million.

(2) The maximum amount prescribed for the purposes of section 48J(4) of the Act is —

(a) in the case of an individual — \$200,000; and

(b) in any other case — \$1 million.

(3) The maximum amount prescribed for the purposes of section 48J(4A) of the Act is —

(a) in the case of an individual — \$200,000;

(b) in the case of a contravention on or after 1 October 2022 by a person whose annual turnover in Singapore exceeds \$20 million — 5% of the annual turnover of the person in Singapore; and

(c) in any other case — \$1 million.

*[S 768/2022 wef 01/10/2022]*

**PART 3****RECONSIDERATION APPLICATIONS****Reconsideration application**

**11.**—(1) A reconsideration application must —

(a) state concisely, in the English language —

(i) the applicant's particulars;

(ii) the particulars of the contestable decision to be reconsidered;

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- (iii) the grounds for making the reconsideration application, in particular the grounds upon which the applicant contends that the contestable decision was made based on an error of fact or was wrong in law;
  - (iv) the arguments of fact or law supporting each of the grounds; and
  - (v) the decisions under section 48N(6)(b) of the Act sought from the Commission and the applicant's reasons for seeking those decisions;
- (b) be signed —
- (i) where the applicant is an individual — by the individual, or on the individual's behalf by his or her authorised representative or legal representative; or
  - (ii) in any other case — by a duly authorised officer of the applicant;
- (c) be accompanied by —
- (i) a copy of the contestable decision to be reconsidered;
  - (ii) any statutory declaration or other document or information to support the facts or particulars contained in the applicant's reconsideration application as the Commission may require; and
  - (iii) the appropriate fee specified in the Schedule; and
- (d) be submitted to the Commission —
- (i) in accordance with regulation 24; and
  - (ii) no later than 28 days after the contestable decision to be reconsidered is served on the applicant.
- (2) A reconsideration application under paragraph (1) may be made in the form provided under regulation 26.
- (3) The Commission may, by written notice, further require an applicant to provide, within the period specified in the notice, any statutory declaration or any other document or information to support

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the facts or particulars contained in the applicant's reconsideration application.

### **Notice of reconsideration application and response from respondent**

**12.**—(1) Where an applicant makes a reconsideration application in accordance with section 48N of the Act and these Regulations, the Commission must serve on the respondent —

- (a) a copy of the reconsideration application and any accompanying document or information provided under regulation 11(1)(c)(i) and (ii) or (3); and
- (b) a notice requiring the respondent to submit a written response within the period specified in the notice.

(2) A respondent's response to a reconsideration application must —

- (a) state the case number assigned to the reconsideration application;
- (b) be made in the English language;
- (c) be signed —
  - (i) where the respondent is an individual — by the individual, or on the individual's behalf by his or her authorised representative or legal representative; or
  - (ii) in any other case — by a duly authorised officer of the respondent;
- (d) be accompanied by any statutory declaration or other document or information as the Commission may require; and
- (e) be submitted to the Commission in accordance with regulation 24 within the time specified in the notice mentioned in paragraph (1)(b).

(3) The Commission may, by written notice, further require an applicant to provide, within the period specified in the notice, any

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statutory declaration or any other document or information to support the facts or particulars contained in the respondent's response.

(4) The Commission may, on written application by the respondent, extend the time to submit the respondent's response specified in the notice mentioned in paragraph (1)(b).

(5) If the respondent does not submit a response to the review application within the time specified in the notice mentioned in paragraph (1)(b), or any extension of time under paragraph (4), the Commission may proceed to make the Commission's direction or decision under section 48N(6)(b) of the Act in the absence of such response.

### **Notice of response and reply from applicant**

**13.—**(1) The Commission may, where the Commission considers it appropriate, serve on the applicant of a reconsideration application —

- (a) a copy of the response by the respondent under regulation 12(2) to the reconsideration application and any statutory declaration and accompanying documents or information provided by the respondent under regulation 12(2)(d) or (3); and
  - (b) a notice inviting the applicant to submit to the Commission, within the period specified in the notice, a written reply to the response as the applicant may wish to offer.
- (2) An applicant's reply must —
- (a) state the case number assigned to the reconsideration application;
  - (b) be made in the English language;
  - (c) be signed —
    - (i) where the applicant is an individual — by the individual, or on the individual's behalf by his or her authorised representative or legal representative; or
    - (ii) in any other case — by a duly authorised officer or partner of the applicant;

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- (d) be accompanied by any statutory declaration or other document or information as the Commission may require; and
  - (e) be submitted to the Commission in accordance with regulation 24 within the time specified in the notice mentioned in paragraph (1)(b).

(3) The Commission may, by written notice, further require an applicant to provide, within the period specified in the notice, any statutory declaration or other document or information to support the facts or particulars contained in the applicant's reply.

(4) The Commission may, on written application by the applicant, extend the time to submit the applicant's reply specified in the notice mentioned in paragraph (1)(b).

(5) If the applicant does not submit a response to the review application within the time specified in the notice mentioned in paragraph (1)(b), or any extension of time under paragraph (4), the Commission may proceed to make the Commission's direction or decision under section 48N(6)(b) in the absence of such reply.

### **Withdrawal of reconsideration application**

**14.** An applicant of a reconsideration application may, at any time before the Commission has given a notice under regulation 19 to either the applicant or the respondent and with the permission of the Commission, withdraw the reconsideration application by written notice to the Commission.

### **Consolidation of reconsideration applications**

**15.—(1)** Where 2 or more reconsideration applications —

- (a) are pending in relation to the same decision of the Commission; or
- (b) involve the same or similar issues or relevant matters,

the Commission may, at any time and on the request of the respondent or applicant of any of the reconsideration applications or of the Commission's own initiative, direct that the reconsideration



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applications, or any particular issue or relevant matter raised in the reconsideration applications, be consolidated and reviewed together.

(2) Before a direction under paragraph (1) is made, all applicants and respondents are entitled to make their submissions on a proposed consolidation of their respective reconsideration applications.

(3) Where the Commission decides to consolidate 2 or more reconsideration applications together under paragraph (1), the Commission may —

- (a) consider those reconsideration applications together;
- (b) permit the applicants or respondents to combine any documents required to be submitted for those reconsideration applications;
- (c) issue a combined decision under section 48N(6)(b) of the Act for all or any of those reconsideration applications; and
- (d) make any other directions as the Commission sees fit for the proper administration of those reconsideration applications.

## PART 4

### DIRECTIONS AND DECISIONS OF COMMISSION

#### **Notice of direction under section 48G(2) of Act**

**16.** The Commission must give notice to the complainant and the organisation mentioned in section 48G(2) of the Act of every direction the Commission makes under that provision relating to that complainant and organisation.

#### **Notice of direction or decision under section 48H(2) of Act**

**17.** Where the Commission makes a direction or decision under section 48H(2) of the Act upon a review application, the Commission —

- (a) must give notice of the direction or decision to the applicant and the respondent of the review application; and

- (b) may publish the direction or decision, or a summary of the direction or decision, on the Commission's website or in any other manner as the Commission may decide.

### **Notice of direction under section 48I of Act or imposition of financial penalty under section 48J(1) of Act**

18. Where the Commission gives a direction under section 48I(1) or (2) of the Act, or requires an organisation or a person to pay a financial penalty under section 48J(1) of the Act, the Commission may publish the direction or written notice for the payment of the financial penalty, or a summary of the direction or written notice, on the Commission's website or in any other manner as the Commission may decide.

### **Notice of decision under section 48N(6)(b) of Act**

19.—(1) Where the Commission makes a decision under section 48N(6)(b) of the Act after reconsidering a contestable decision, the Commission must give notice of the decision to the applicant and the respondent.

(2) The Commission may also publish the decision mentioned in paragraph (1) or a summary of that decision on the Commission's website or in any other manner as the Commission may decide.

## PART 5

### EXERCISE OF POWERS OF INVESTIGATION

#### **Requiring organisation to produce document or information during investigation under section 50 of Act**

20.—(1) At any time during a review under section 48H of the Act, or during a reconsideration under section 48N of the Act, the Commission may conduct an investigation under section 50 of the Act to determine whether or not an organisation or a person that is the subject of the review or reconsideration is complying with the Act.

(2) For the purposes of an investigation carried out under section 50 of the Act, the Commission or an inspector may exercise their respective powers set out in the Ninth Schedule to the Act.

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**List of all things taken to be made and signed**

**21.—**(1) A list of all things taken in the course of any entry to any premises under the Act and of the places in which they are produced or found respectively must be prepared or caused to be prepared and signed by the officer of the Commission entering the premises.

(2) The occupier of the premises entered or any person in the occupier's behalf must in every instance be permitted to attend during the entry, and a copy of the list prepared and signed under paragraph (1) must be delivered to that occupier or person at the request of the occupier or person as soon as practicable.

(3) In this regulation, “officer” means —

- (a) where entry into the premises is pursuant to paragraph 2 of the Ninth Schedule to the Act — an inspector appointed under section 8(1) of the Act; or
- (b) where entry into the premises is pursuant to a warrant issued under paragraph 3 of the Ninth Schedule to the Act — an officer or inspector appointed under section 8(1) of the Act and named in the warrant.

**PART 6****MISCELLANEOUS****Publication of voluntary undertakings**

**22.—**(1) Where the Commission accepts a voluntary undertaking given by an organisation or a person under section 48L(1) of the Act, the Commission may publish the voluntary undertaking, or a summary of the voluntary undertaking, on the Commission's website or in any other manner as the Commission may decide.

(2) To avoid doubt, paragraph (1) does not affect section 48L of the Act or any undertaking included in the voluntary undertaking given by an organisation or a person to publicise that voluntary undertaking.

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**Service of notices or documents**

**23.—**(1) Any notice or document required or authorised to be served on any person by the Commission under the Act or any regulations made under the Act may be served —

- (a) in the case of an individual —
  - (i) by delivering it to the individual personally;
  - (ii) by leaving it with an adult apparently resident at, or by sending it by ordinary post or prepaid registered post to, the usual or last known address of the place of residence of the individual;
  - (iii) by leaving it with an adult apparently employed at, or by sending it by ordinary post or prepaid registered post to, the usual or last known address of the place of business of the individual;
  - (iv) by affixing a copy of the notice or document in a conspicuous place at the usual or last known address of residence or business of the individual;
  - (v) by sending it by fax to the fax number given to the Commission by the individual as the fax number for the service of notices or documents on the individual;  
or
  - (vi) by sending it by email to the last email address given to the Commission by the individual as the email address for the service of notices or documents on the individual;
- (b) in the case of a body corporate (including a limited liability partnership) or an unincorporated association (other than a partnership) —
  - (i) by delivering it to an officer of the body corporate or unincorporated association;
  - (ii) by leaving it at, or by sending it by ordinary post or prepaid registered post to, the registered office or principal office of the body corporate or unincorporated association in Singapore;

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- (iii) by sending it by fax to the fax number given to the Commission by the body corporate or unincorporated association in Singapore as the fax number for the service of notices or documents on the body corporate or unincorporated association; or
  - (iv) by sending it by email to the last email address given to the Commission by the body corporate or unincorporated association as the email address for the service of notices or documents on the body corporate or unincorporated association; and
- (c) in the case of a partnership —
- (i) by delivering it to an officer of the partnership;
  - (ii) by leaving it at, or by sending it by ordinary post or prepaid registered post to, the principal or last known place of business of the partnership in Singapore;
  - (iii) by sending it by fax to the fax number given to the Commission by the partnership as the fax number for the service of notices or documents on the partnership; or
  - (iv) by sending it by email to the last email address given to the Commission by the partnership as the email address for the service of notices or documents on the partnership.

(2) Where any notice or document required or authorised to be served on any person by the Commission under the Act or any regulations made under the Act is —

- (a) served personally in accordance with paragraph (1), the notice or document is deemed to have been duly served on the day of delivery;
- (b) sent by ordinary post in accordance with paragraph (1), the notice or document is deemed to have been duly served on the person to whom it is addressed on the day after it would in the ordinary course of post be delivered, unless it is returned undelivered;

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- (c) sent by prepaid registered post in accordance with paragraph (1), the notice or document is deemed to have been duly served on the person to whom it is addressed 2 days after the day it was posted, whether or not it is returned undelivered;
  - (d) sent by fax to a fax number in accordance with paragraph (1), the notice or document is deemed to have been duly served on the person to whom it is addressed on the day of the transmission, subject to the receipt on the sending fax machine of a notification (by electronic or other means) of a successful transmission to the fax machine for that fax number; or
  - (e) sent by email to an email address in accordance with paragraph (1), the notice or document is deemed to have been duly served on the person to whom it is addressed at the time the email becomes capable of being retrieved by the person.
- (3) Despite paragraph (1), the Commission may instead give notice to any person by publishing on the Commission's website and in at least one local daily newspaper, a summary of the notice, indicating that the complete notice may be obtained from the Commission upon the request of that person, if —
- (a) the Commission has taken any of the steps mentioned in paragraph (1) to give notice to the person but has been unable to give such notice or in the Commission's opinion there is doubt that it has been able to give such notice; or
  - (b) the Commission is of the view that none of the steps mentioned in paragraph (1), if taken, would give the required notice to the person.
- (4) Where paragraph (3) applies, the notice is treated as having been given on the date of its publication in accordance with that paragraph.

### **Submission of documents or information to Commission**

**24.—**(1) Unless the Commission otherwise directs, any document or information required to be submitted to the Commission under the

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Act or any regulations made under the Act must be submitted to the Commission —

- (a) by delivering it to an officer of the Commission at 10 Pasir Panjang Road, #03-01 Mapletree Business City, Singapore 117438 or any other address as the Commission may direct;
- (b) by sending it by ordinary post or prepaid registered post to the address specified in sub-paragraph (a) or any other address as the Commission may direct;
- (c) by sending it by email to [info@pdpc.gov.sg](mailto:info@pdpc.gov.sg) or any other email address as the Commission may direct; or
- (d) by serving it in any other manner as the Commission may agree to accept.

(2) Any document submitted to the Commission under the Act or any regulations made under the Act —

- (a) must comply with any directions made by the Commission; and
- (b) if not in the English language, must be accompanied by a translation of the document —
  - (i) certified by a court interpreter; or
  - (ii) verified by the affidavit of a person qualified to translate it.

### **Commission's website**

**25.** The Commission's website is at [www.pdpc.gov.sg](http://www.pdpc.gov.sg).

### **Forms**

**26.—**(1) The Commission may provide and cause to be published on the Commission's website any form as the Commission thinks fit for the purposes of the Act and any regulations made under the Act.

(2) Unless otherwise required, all particulars to be inserted in a form must be in the English language.

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(3) All forms must be completed in accordance with any directions specified in that form or by the Commission.

(4) The Commission may modify any form from time to time or in any particular case.

(5) The Commission may refuse to accept any form that is not in compliance with this regulation.

(6) Where strict compliance with a form is not possible, the Commission may allow that form to be complied with in any other manner as the Commission thinks fit.

### **Time**

**27.**—(1) Where an act is required to be done in accordance with a notice issued under these Regulations before the expiry of a specified period after or from a specified date, the period begins immediately after that date.

(2) Where an act is required to be done in accordance with a notice issued under these Regulations within or not less than a specified period before a specified date, the period ends immediately before that date.

(3) Where the time indicated in a notice issued under these Regulations for doing any act expires on a day other than a working day, the act is in time if done on the next working day.

### **Waiver**

**28.**—(1) The Commission may, with the approval of the Minister, waive the whole or part of any fee payable under these Regulations.

(2) A waiver granted under paragraph (1) may be notified in writing to the person concerned, and need not be published in the *Gazette*.

### **Revocation**

**29.** The Personal Data Protection (Enforcement) Regulations 2014 (G.N. No. S 455/2014) are revoked.



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**Transitional provision**

**30.** Where, under section 46 of the Personal Data Protection (Amendment) Act 2020 (Act 40 of 2020), any provision of Part VII or VIII of the Personal Data Protection Act 2012 as in force immediately before 1 February 2021 continues to apply to any proceedings, the Personal Data Protection (Enforcement) Regulations 2014 as in force immediately before that date continue to apply to or in relation to those proceedings.

**THE SCHEDULE**

Regulation 11(1)(c)(iii)

**FEEES**

- |   |       |
|---|-------|
| 1. Filing a reconsideration application relating to a direction or decision under section 48H(2) of the Act | \$25  |
| 2. Filing any other reconsideration application   | \$250 |

Made on 28 January 2021.

**CHAN YENG KIT**  
*Chairman,*  
*Info-communications Media*  
*Development Authority,*  
*Singapore.*

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