

Aviva SAF Insurance Online Request Form



Create (New ID) Delete (Existing ID) : _____
(When user has left the organisation)

Formation / Unit Name :	
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Contact Information of Authorised MINDEF / SAF Personnel	
Rank / Name :	
Appointment:	
Official Email Address :	
Direct Contact No. :	

IMPORTANT NOTE –

- Please fax this request form to **SAF PSC at 6373 3339 for approval** before sending it to Aviva. Alternatively, you can mail it to SAF PSC at 3 Depot Road, Blk 2 CMPB Building #02-06, Singapore 109680.
- Please allow **3 working days** after receiving the approval from SAF PSC for the activation of your User ID.
- **The User ID and Password will be sent (in two separate emails) to the email address(es) indicated below. Please ensure that your email address is correct.**
- If you have any enquiry, you can contact Aviva at 6321 7869.
- **If you have more than 2 user(s), please complete and sign additional request form**
- The use of "Aviva EBOOnline" is subject to the "Terms of Use" and "Privacy Policy" stipulated in the Aviva-Singapore website.

User Email Notification Contact Details:

Please provide the Contact Name, Number and Official Email address of all users who will need access to Aviva EBOOnline.

User Name / Rank :	
User Appointment:	
User Official Email Address :	
User Contact No. :	

User Name / Rank :	
User Appointment:	
User Official Email Address :	
User Contact No. :	

I hereby declared that all the above information provided is true and accurate.

Signature of Authorised MINDEF / SAF Personnel

Formation / Unit Stamp

Date

To Be Approved By Head of SAF Personnel Services Centre

Name & Signature of Authorised MINDEF / SAF Personnel

SAF PSC Stamp

Date

The **original copy** of this form **MUST** be sent to **EBH, Attention to Aviva EBOOnline Admin** after it has been approved by SAF Personnel Services Centre for audit purposes.