



# RECORDS UPDATE

Today's Date \_\_\_\_\_

To ensure that our church records are updated correctly, if your contact details have changed or if you have a new addition to the family, please let us know below.

**Name (underline Surname/ Maiden Surname if applicable)**

\_\_\_\_\_

## Section (A) – Change in Contact Details (Please Tick Accordingly)

**Change in Household Address**

Block/No \_\_\_\_\_ Unit Number \_\_\_\_\_

Street Name \_\_\_\_\_

Postal Code \_\_\_\_\_

**Change in Email Address (Head)**

New Email Address:

\_\_\_\_\_

**Change in Email Address (Spouse)**

Spouse's New Email Address:

\_\_\_\_\_

**Change in Contact Number (Head)**

New H/p Number : \_\_\_\_\_

New Home Number : \_\_\_\_\_

**Change in Contact Number (Spouse)**

Spouse's New H/p Number : \_\_\_\_\_

## Section (B) – New Addition to the Family

**Child's Name (underline Surname)**

\_\_\_\_\_

**Gender**       Male     Female

**Birthdate** \_\_\_\_\_ (mm) / \_\_\_\_\_ (dd) / \_\_\_\_\_ (yyyy)

**Medical Conditions/ Allergy**

\_\_\_\_\_

By signing this form, \_\_\_\_\_

You consent to the collection, use and/or disclosure of your personal data by us for the purposes of communicating any administrative information with you, informing you of any church-wide events, programmes or training, and/or the provision of pastoral and shepherding care. Our Personal Data Protection Policy is given at [www.gospellight.sg](http://www.gospellight.sg) > Contact > Personal Data Protection Policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For Official Use Only**  Status Reviewed by Admin Dept.

Data Entered by \_\_\_\_\_ Date \_\_\_\_\_