



# SECURE DATA DESTRUCTION

**“100% Security, Zero Waste”**

Thank you for considering **Arkiva**.  
Details of our workflow is as followed.  
Please do not hesitate to contact us  
if you have any questions.  
We hope to work together with you  
soon!

*S\$10.00 WILL BE DONATED TO "CHILDREN'S AID SOCIETY" FOR EVERY TON RECYCLED.  
THANK YOU FOR YOUR SUPPORT!*

**CONTACT US**

 [arkiva.com.sg](https://arkiva.com.sg)



# OUR PROCESS:

01



Contact our specialists and get a quote

02



Arrange a day or frequency at your convenience for collection

03



Collection by our team back to shredding facilities

04



Certificate of Destruction issued after completion

05



Shredded paper 100% recycled. Arkiva donates S\$10.00 for every ton of paper waste recycled.

# COLLECTION METHODS



# 5-STAR GOOGLE REVIEWS

**“Over 382 Tonnes Shredded & Recycled, Zero Client Files Compromised”**

**Wai-Leng Wong**  
2 reviews  
★★★★★ 3 months ago  
I am impressed with the services rendered by Arkiva. Vienna, the agent in-charge, replied quickly to my WhatsApp enquiry on document shredding. Pick-up was arranged in less than a week. Mr Irwan who came by to collect the documents answered my questions on the process clearly. Less than a day after collection, I received the email with Certificate. Would highly recommend Arkiva, if you require professional shredding of personal confidential documents.

**Ivy Javier**  
3 reviews  
★★★★★ 6 months ago  
I highly recommend Arkiva. They are very responsive and reachable via whatsapp. Response time was immediate. The pick up of the items were also handled professionally. I was referred to Arkiva by a friend who used their services and she in turn was referred by another friend. It goes to show that excellent service will really go a long way.

**Wendy Tan**  
4 reviews  
★★★★★ 4 months ago  
very happy and pleased with Arkiva services. They are very professional and handled with efficiently. I strongly will recommend my contacts to use their services.

**Dharma Sadasivan**  
Local Guide · 18 reviews · 3 photos  
★★★★★ 5 months ago  
This was my first time using a document destruction service. Arkiva had great service support, they picked up the documents and hard drives, provided confirmation of destruction, and are reasonably priced. 100% worth it.

**Ngiam Key Con**  
3 reviews  
★★★★★ 2 months ago  
I am very pleased with Arkiva service . Offer competitive price. They provide a seamless service from enquiry , quotation and documents collection for shredding .Their service staff were fast and efficient at site for the documents collection . Highly recommended to use them.

**Sorensen Hayashi**  
5 reviews · 1 photo  
★★★★★ 3 months ago  
I appreciate the seamless experience of shredding my personal documents provided by Arkiva. I laud its good service delivery and professionalism. I will recommend Arkiva to all who needs shredding services.

## Our Clients:



# WE PROVIDE:

- 01 Industrial Cross-cut Shredding Standard.
- 02 Manpower & Transportation. Covered vehicles for collection of the confidential documents from your premises. Professional & friendly staff.
- 03 Vehicles are fitted with GPS (Global Positioning System), providing further security of your items throughout transportation process.
- 04 Certificate of Destruction will be provided. (Please refer to last page for sample)
- 05 Supply packing materials and serial numbered security seals if applicable.
- 06 Shredded particles 100% recycled. S\$10.00 will be donated for every ton recycled.

## 3 GUARANTEES ARKIVA OFFERS EVERY CLIENT

Guaranteed efficient, on-time service

Guaranteed secure chain of custody for transportation of customer's data

Guaranteed instant access to our team 0900 to 1800 hours Monday to Friday

**WE ARE CERTIFIED:**



NEA Waste Collector License: A-21-097L-000  
NEA Waste Facility License: WDL-21-11-0003

## We can handle all your data destruction requirements

Paper Documents

Folders

Company Uniforms

Others by request

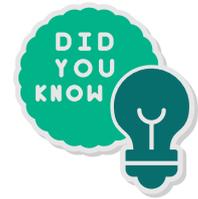
E-Wastes

Products

Access cards

HDDs / SSDs

- For every ton of paper shredded & recycled, we donate \$10 to Children's Aid Society
- We are covered: Work Injury Compensation & Public Liability Insurance of S\$500,000



## COMPLIANCE WITH PDPA

ADVISORY GUIDELINES ON KEY CONCEPTS IN THE PDPA (Revised 16 May 2022)

a contract which is evidenced or made in writing.

6.18 The term “processing” is defined in the PDPA as “the carrying out of any operation or set of operations in relation to the personal data, and includes any of the following:

- recording;
- holding;
- organisation, adaptation or alteration;
- retrieval;
- combination;
- transmission;
- erasure or destruction.”

### ADVISORY GUIDELINES ON KEY CONCEPTS IN THE PERSONAL DATA PROTECTION ACT 6.18

8.8 Physical methods may also be employed to destroy disk drives. These include drilling through hard disks. Some knowledge is required before using such methods, such as knowing which parts of a hard disk should be drilled through and how many holes should be drilled in order for the drive to be securely destroyed. Other physical destruction methods include crushing and shredding the disk drive<sup>4</sup>.

**Table 6: Destruction of Data**

Good practices	
a	Identify storage media to be destroyed or sold, and put in place a process to track whether personal data had been stored on them.
b	Perform secure deletion, erasure or destruction of electronic personal information on storage media before redeploying, exchanging or disposing of the media.
c	Perform physical or other known methods of destruction of storage media such as degaussing and incinerating when secure deletion, erasure or deletion of personal data stored on the media is not possible. This may be the case with faulty storage media.

# OUR EQUIPMENT & SHREDED CONFIDENTIAL PAPERS, E-WASTES & UNIFORMS



# CERTIFICATE OF DESTRUCTION

After completion of service, a certificate of destruction will be issued as per sample below.



11 December 2024

Page: 1 of 1  
Date of Service: 10.12.2024  
Certificate No.: AKV24/2378-XXXX  
Customer PO No.: 12345

Date of Shredding, Certificate number, Arkiva PO Number

ABC Company

123 ABC Street  
#01-03  
Singapore 123 456

Customer Name & Address

## CERTIFICATE OF DESTRUCTION

This certificate confirms that the documents collected by Arkiva Pte Ltd on 10/12/2024 have been securely destroyed & processed for recycling in compliance with NEA regulations. All contents will be obliterated during the destruction process. Confidentiality of the materials has been highly guarded.

We further warrant that reasonable precautions were taken to prevent any unauthorized third party from gaining access to the materials while in our possession until final disposition.

Total estimated carbon emission reduction:  
0.088 Metric Tons of CO<sub>2</sub>e

Estimated Carbon Emission Reduction Data

Details of shredding like what was shredded, quantity & serial number if applicable

Location:	123 ABC Street, #01-03
Description:	Confidential Documents
Quantity:	4 A4 Boxes, 6 A3 Boxes, 4 Medium Boxes
Vehicle:	GBJ 239 C
Zip Tie No.:	-
Total recycled:	110KG

Yours sincerely,



*[Signature]*  
ARKIVA PTE LTD  
REG. No. 201117195G  
Arkiva Pte Ltd

*As part of our eco-friendly initiative, shredded paper will be 100% recycled. S\$10.00 will be donated to "Children's Aid Society" for every ton recycled.*



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Thank you for your contribution!

FEATURED ON:

