

Data Subject Access Request Form

Introduction

We, EK-Chai Distribution System Co., Ltd. (“**Company**”), recognise the importance to operate our business with duties and responsibilities pursuant to Personal Data Protection Act, B.E. 2562 in order to enable the Data Subject to exercise his/her rights under the law.

However, for security of all personal data located in the Company’s system, the Company, as the Data Controller, needs following details of information to confirm authority of the requester and to ensure that we are disclosing personal data to the right person.

Part 1 – Information of Requester

Details of the person requesting for personal data

Topic	Details
First Name – Last Name
Address
Date / Month / Year
Telephone Number
E-mail
Identification Number (for Thai) or Passport Number (for non-Thai)
Membership Number (If any)

Part 2 – Verification of Requester

Are you the true owner of the requested data above (or Data Subject)?

☐ **If you are the Data Subject.** I hereby confirm that I am the legitimate owner of the requested data. I also submit the following documents to support my request:

Details of supporting documents

- ☐ A certified copy of Identification card (for Thai) / or A certified copy of passport (for non-Thai)
- ☐ A certified copy of household registration
- ☐ Other documents (if any)

☐ **If you are not the Data Subject.** I hereby confirm that I am not the legitimate owner of the requested data, but I have been authorised to act on behalf of the Data Subject as

**** Remark: If you are not the Data Subject, please provide the requested information of the Data Subject and attach all necessary supporting documents as follows:-*

Details of Data Subject

Topic	Details
First Name – Last Name
Address
Date / Month / Year
Telephone Number
E-mail
Identification Number (for Thai) or Passport Number (for non-Thai)
Membership Number (If any)

Details of supporting documents (for delegation)

☐ Power of Attorney (use Company's form attached)

*** Remark: The applicable Power of Attorney must contain at least following details:-

- 1) Details of authority and clear objective, e.g. The Data Subject authorises the requester to submit the request on half of him/her for right of as allowed under the law.
- 2) True signature of the Data Subject
- 3) Effective date of the Power of Attorney which must be the same date or the date before the requested date.

☐ A certified copy of identification card (for Thai) / or A certified copy of passport (for non-Thai) of **both Principal and Attorney**

☐ A certified copy of household registration of **both Principal and Attorney**

☐ Other documents (if any)

The Company reserves the right, at our own sole discretion, to contact and request for more details of information or additional supporting documents from the requester for verification purpose. This is to ensure the personal data is appropriately and correctly processed. However, if the Company believes that the submitted information or supporting documents are not be able to prove that you are the right Data Subject or you are authorised to process this request on behalf of the Data Subject, the Company reserves the right to reject your request.

Part 3 – Exercising of the Right and Reason for Request

Please identify specific details of personal data and objectives that you would like to exercise the rights.

Topic	Details
Please select only 1 specific right from the lists (for additional rights, you may need to fill in a separated request form for the best benefit of your request.)	<input type="checkbox"/> To correct personal data <input type="checkbox"/> To have access to personal data <input type="checkbox"/> To stop processing personal data <input type="checkbox"/> To object processing of personal data <input type="checkbox"/> To transfer personal data to other data controller(s) <input type="checkbox"/> To withdraw consent given to the Company <ul style="list-style-type: none"> ○ Cancel Lotus's membership ○ Opt-out for receiving offers and information about Lotus's products and any other services, promotions, special offers and event (including services offered by other companies within the Group) ○ Opt-out for allowing Lotus to share my personal data within the Group for contacting me with the Group's offers, products or services, or helping the Group to improve quality of services. <input type="checkbox"/> To delete or destroy personal data (please provide more specific details) <ul style="list-style-type: none"> ○ Data Subject withdraws consent on processing of personal data and where the Company has no other legal ground to conduct such processing. ○ Personal data is no longer necessary in relation to the purpose for which it was processed.

	<ul style="list-style-type: none"> ○ Data Subject objects to the processing of personal data and that the Company cannot referred the given consent to object the right of the Data Subject. ○ Data Subject objects the processing of personal data for the purpose of direct marketing. ○ Personal Data is unlawfully processed. ○ The Company has duties and responsibilities to delete or destroy personal data for compliance with the laws (Please specify)
Please provide specific details of personal data to be processed.	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
Please provide specific reason to exercise your rights	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
Please provide any other information which will assist us in locating the personal data (if any)	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

Terms and Conditions

The Company reserves the right, at our own sole discretion, to consider and approve your request upon the conditions that all required details of information and supporting documents are completely and appropriately provided to the Company. The Company may reject your request if the Company considers and believes that:-

1. The requester is not the true Data Subject as claimed or the Requester is not able to prove authority to process this request on behalf of the Data Subject.
2. Details of information provided by the requester are incomplete, ambiguous or unclear.
3. The request is unjustifiable, e.g. the requester has not legal ground to request for deletion of his/her personal data or his/her personal data is not located in the Company's system at first.
4. There are too many similar requests submitted to the Company or the said requests repeat the same details without justification.
5. The requester exercises the rights in bad faith or the request causes impact to others or the requester intends to do anything which might be unlawful or immoral.
6. The Company might not allow the requester to access to or obtain copy of personal data where it is required by the laws or a court's order, and such access and obtaining a copy of the personal data adversely affect the rights of freedoms of others, e.g. such disclosure is related to disclosure of personal data, intellectual property or trade secrets of the others.
7. Collection of personal data by the Company is for the purposes regarding freedom of expression, preparation of the historical documents, archives for public interest, research or statistics, in which the suitable measures to safeguard the Data Subject's rights and freedom, necessity to performance of a task carried out for reasons of public interest by the Company, compliance with government's assignment, or collection of sensitive personal data is necessary for the significant purpose in compliance with the laws with respect to preventive medicine or occupational medicine and other public interest pursuant to Section 26 (5) (a) and (b) of Personal Data Protection Act.
8. Collection of personal data by the Company is for the purposes to establish a right of claim under the laws, to comply with or exercise a legal right of claim or raise as defense for the legal right of claim.
9. Processing of personal data is necessary to the Company for performance of a contract between the Company and the Data Subject.
10. Processing of personal is necessary to legally protect benefits of the Company.
11. Other reasons as prescribed by Personal Data Protection Act or other laws.

In general, the Company will not charge any fees or expenses for processing your requests. However, if Company found that the submitted requests are unjustifiable or there are too excessive requests, with the same purposes or contents, and from the same requester, the Company reserves the rights, at our own discretion, to may charge the extra fees or expenses to the requester as appropriate before processing such requests. In the event, the Company rejects your request, the requester shall have the right to complain to Office of the Personal Data Protection Committee.

Acknowledgement and Acceptance

I, (Mr. / Mrs. / Miss), have thoroughly read and understood all terms and conditions of this request. I have confirmed and certified that all details of information that I have provided to the Company are true and correct.

I have acknowledged that the Company shall be entitled to verify identity, address and authority of the requester before processing my request. I have further acknowledged that if all details of information that I have provided to the Company are incorrect, wrong or may cause any damage to others by dishonesty, I may be taken legal actions.

I have duly signed and executed this request.

Sign..... Requester

(.....)

Date

For supporting SARs Form

Power of Attorney

I, (Mr. / Mrs. / Miss), residing at,
 holding Identification Card Number, holding Member Card Number
 (hereinafter referred to as “**Principal**”) hereby appoint (Mr. / Mrs. / Miss)
 (hereinafter referred to as “**Attorney**”), to be true and lawful representative, to do, execute and perform all or anything
 hereinafter specified on behalf of me:-

- (1) To execute and submit Data Subject Action Request Form to, EK-Chai Distribution System Co., Ltd.
 (“Company”) for the purposes of regarding my
 personal data; and
- (2) To perform any act necessary to complete the purpose aforementioned.

This Power of Attorney is executed and effective on

IN THE WITNESS WHEREOF, the Principal has caused this Power of Attorney to be executed in its name and on its behalf.

Sign Principal

(.....)

Sign Attorney

(.....)

Sign Witness

(.....)

Sign Witness

(.....)