





**The data subject's relationship with the company:**

- Exiting Customer                       Former Customer                       Business Partner  
 Vendor/Supplier                       Website/Application User                       Visitor  
 Other.....

I hereby attach the following documents for the purpose of the company's verification of identity and residency of the applicant and the data subject, and process of the exercise of the data subject's rights accordingly.

**Documents for verification of authorization**

- Power of Attorney

Remark: The Power of Attorney must:

- (1) contain, at a minimum, a statement "authorize the applicant to request and apply the data subject Action Request Form to the company for exercising [ - - - please specify the right to be requested - - - ] on behalf of the data subject as well as doing all other actions in relation to such request until completion";
- (2) be explicitly signed by the grantor;
- (3) be dated before the submission date of request;
- (4) put on stamp duties of 30 baht.

**Documents for verification of identity and/or residency**

- Copies of identification card of **the applicant and the data subject** (for Thai national)  
 Copies of passport of **the applicant and the data subject** (for foreigner)  
 Others (if any).....

The company reserves the right to inquire and request for additional documents from the applicant. In the case where the information provided does not clearly verify that the applicant is the data subject or has an authorization to file the request, EXIM reserves the right to deny your request.

**Personal Data in Respect of Which You Wish to Exercise Your Right**



Please choose the right you wish to be exercised.

(choose one right per each request form, if you wish to exercise more than one right, please submit another request form separately for the convenience of processing your request)

Rights	Services Level Agreement*	Determine to exercise this right
Right of access	30 days	
Right to data portability		
Right to object		
Right to erasure		
Right to restriction of processing		

\* from the day you submit your request and the Company receives all documents

Personal data in respect of which you wish to exercise your right

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Location where such personal data is found (if any)

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**Ground for the Request**

In case where the applicant wishes to explain the ground for requesting for exercising the data subject's right, please attach the relevant documents, information or any supporting evidence for our responsible person to consider and proceed with your request respectively.

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**The Company Declaration**



1. We may reject your request in the following cases:

- (1.1) you are not able to clearly verify that the applicant is the data subject or authorized to submit the request;
- (1.2) your request is unreasonable, for instance, the applicant may not have the right to erase personal data or we does not have such personal data;
- (1.3) such request is redundant, for instance, such request is repeatedly submitted or duplicated without reasonable reason;
- (1.4) retention of such personal data is for the purposes of exercising freedom of expression or for the preparation of the historical documents or the archives for public interest, or for the purpose relating to research or statistics, in which the suitable measures to safeguard the data subject's rights and freedoms are put in place, or for the necessity of tasks for public interest of the company or exercising of official authority vested in the company. In case where such personal data is sensitive data, retention of such sensitive data is necessary for the compliance with laws of preventive or occupational medicine or public interest in the area of public health in accordance with section 26(5) (a) and (b) of the PDPA;
- (1.5) retention of such personal data is for establishing legal claims, legal compliance, exercise of legal rights or defenses;
- (1.6) proceeding your request may adversely affect and harm rights and freedom of other people;
- (1.7) processing of such personal data is for complying with applicable laws;
- (1.8) processing of such personal data is necessary for carrying out tasks for public interests of the company or in the exercise of official authority vested in the company or other duty specified by laws;
- (1.9) processing of such personal data is necessary for performance of contracts between the data subject and the company; or
- (1.10) processing of such personal data is necessary for legitimate interests of the company.

2. In general, you will not be charged for the company's process in relation to the request. However, if your request is manifestly unreasonable or redundant, we may charge a processing fee at a reasonable cost.

3. We will fulfill your request within 30 days after the receipt of your request and all required information and document, but please note that this time may be extended to 60 days, when necessary, taking into account the complexity and number of requests.

ข้อสงวนสิทธิของบริษัท (ต่อ)



- 4. If we refuse to act on your request, we will inform you of the reasons via a registered mail which will be sent to your address. Please be aware that we will not be held liable if the registered mail is lost in the post or incorrectly delivered or opened by someone else in your household.
- 5. We will contact you for additional information or documents if your request is unclear or you do not provide sufficient information or documents for us to process your request.
- 6. In case where we denies your request, you may lodge your complaint to the Personal Data Protection Committee.

**Declaration of data subject / data subject's representative**

By submitting this request form, data subject / data subject's representative has read and understood this form thoroughly. You confirm that the information provided to the company is true and accurate. You understand that the verification of data subject's authorization, identification and residency is necessary for processing your request. Providing false information with bad faith may result in legal prosecution. In order to properly proceed with your request, the company may request for additional information from you for verification purpose.

IN WITNESS WHEREOF, you have duly signed.

Signature of data subject / data subject's representative

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(.....)

Date...../...../.....

**For The Company Only**

Name of the recipient .....

Tel./Mobile No. .... Receive Date.....