

Data subject request instruction

Those who wish to exercise the rights of the data subject, please provide the following information in your request:

1. Information of the data subject who intends to exercise the rights

- 1.1. Name - Surname, copy of ID card or passport to be used to verify your identity
- 1.2. Current address, phone number and email to be used in contacting and notifying the results of operations
- 1.3. The relationship between data subject and the company, such as customer, contractor, former employee etc., to be used in checking the database.

2. Details of the request regarding personal data

- 2.1. Please specify the purpose of submitting the request along with the details of personal data to be processed
- 2.2. Please specify the reason for the request (if any).

3. Identification document that must be attached

- 3.1. Copy of ID card or passport with certified true copy and crossed for the purpose of requesting to exercise the rights with the company only. After verifying the identity, it will be destroyed by shredder immediately.
- 3.2. In the event that the applicant is not the data subject but the substitute*, the applicant must attach copies of ID card or passport of both substitute and data subject with signature to certify true copy and crossed for the purpose of requesting to exercise the rights with the company only. After verifying the identity, it will be destroyed by shredder immediately.
- 3.3. The power of attorney in the event that the applicant is the substitute.

**Substitute means an authorized person who is an attorney, a user of the parental authority of a minor, a guardian of an incompetent person, or a guardian of a quasi-incompetent person.*

4. Disclaimer

- 4.1. The company reserves the right to make inquiries or request additional documents from the applicant for the benefit of the correct and complete operation for the requested rights
- 4.2. If the received information cannot clearly show that the applicant is the data subject or has the power to submit the request, or in the event that there is a reason to reject the request, such as the request is not reasonable, redundant etc., the company reserves the right to reject the request of the applicant.
- 4.3. The company will not charge for processing the request, however the company may charge the reasonable cost in case that the applicant's request causes an excessive expense for the company.

5. Where to send the request

The applicant can send the request form along with the applicant's identification document to

Email: DPO@mat.co.th or

Address: Material Automation (Thailand) Co., Ltd.

191/78, CTI Tower, Floor 12, Ratchadaphisek, Klong Toey, Klong Toey, Bangkok 10110

Data Subject Request Form

Information of the data subject who intends to exercise the rights

Name - Surname

ID number / Passport Number

Address.....

Email.....

Phone number

The preferred channel to contact you and notify the operation result.....

Relationship with the company

- Customer Contractor Current employee
 Former employee Others

Purpose of the request

- To object to the collection, use and disclosure of personal data To correct personal data
 To obtain personal data To erase personal data
 To transfer personal data To withdraw consent
 To suspend the use of personal data

Details of personal data to be processed

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Reason of the request (if any)

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I have read and understood the contents of this request form and confirm that the information I provided in this request form is true. Moreover, I acknowledge that the company has to prove and verify my identity (including the legal power to act on behalf of the data subject in the event that I am the substitute of the data subject), and may need to obtain additional information or documents in order to process my request. I am aware that I may face a legal action against the company if I deliberately provided incorrect information with fraudulent intent.

Signature Applicant

(.....)

Date