



Request no.: _____

DATA SUBJECT RIGHTS REQUEST FORM

Under the Personal Data Protection Act B.E. 2562 (2019) (“PDPA”), the data subject is entitled to request XSpring AMC Asset Management Company Limited, a data controller under PDPA (the “Company” or “Data Controller”). The data subject may exercise the rights under PDPA by filling this Data Subject Rights Request Form (the “Request”) and submit to the Company.

To prevent unauthorized third parties from exercising the rights of the data subject and for protecting personal data of the data subject, the Company must verify the identity of the applicant (the “Applicant” or “you”) and request supporting documents to prove that the Applicant is the data subject or lawfully authorized to act on behalf of the data subject. Therefore, please fill this Request and prepare documents as specified under this Request and submit them to the Company for processing the validity and completeness of the Request through the following detail:

Data Protection Officer of XSpring AMC Asset Management Company Limited

Address: No. 59 Siri Campus, Building D, 2nd Floor, Soi Rim Khlong Phra Khanong,
Phra Khanong Nuea, Watthana, Bangkok 10110 Thailand

Email: dpo@xspringgroup.com

1. **DETAIL OF THE APPLICANT [PLEASE FILL IN THE DETAIL ON THE RIGHT COLUMN]**

Details of the Applicant who submits the Request	
Name - Surname	
Address	
Email	
Telephone no.	
Relationship with the Company (e.g., customer, job applicant, vendor, etc.) *	<input type="checkbox"/> Customer / Investor / Website Visitor / Participant <input type="checkbox"/> Employee / Officer / Worker <input type="checkbox"/> Job applicant <input type="checkbox"/> Vendor / Service Provider / Business Partner <input type="checkbox"/> Contact Person <input type="checkbox"/> Other (Please specify):

Remark:

* If the Applicant is the authorized person or representative of the data subject, please specify “representative of the data subject”.



2. **IS THE APPLICANT THE DATA SUBJECT? [PLEASE SPECIFY "X" IN THE BOX BELOW AND PROVIDE THE ADDITIONAL DETAIL (IF ANY)]**

The Applicant is the data subject.

Supporting documents for verifying the identity	
<input type="checkbox"/> Copy of identification card (for Thai nationality) *	<input type="checkbox"/> Copy of passport (for foreigner)
<input type="checkbox"/> Copy of house registration	<input type="checkbox"/> Other documents (if any):

Remark:

* Please mask the religion data (if any) before submitting to the Company.

The Applicant is the authorized person or representative acting on behalf of the data subject.

Details of the data subject	
Name - Surname	
Address	
Email	
Telephone no.	
Relationship with the Company (e.g., customer, job applicant, vendor, etc.) *	<input type="checkbox"/> Customer / Investor / Website Visitor / Participant <input type="checkbox"/> Employee / Officer / Worker <input type="checkbox"/> Job applicant <input type="checkbox"/> Vendor / Service Provider / Business Partner <input type="checkbox"/> Contact Person <input type="checkbox"/> Other (Please specify):
Supporting documents for verifying the identity and authorization for acting on behalf of the data subject	<input type="checkbox"/> Power of Attorney (please submit along with copy of identification card/passport of the grantor and grantee) * <input type="checkbox"/> Other documents (if any):

Remarks:

* The power of attorney, at minimum, must contain the following conditions:

- 1) a statement "authorize the applicant to request for exercising rights to with respect to personal data of the data subject, a grantor, as well as doing all relevant actions in order to complete such matter".
- 2) be explicitly and correctly signed by the grantor and the grantee.
- 3) The power of attorney must be executed before the submission of the Request.

3. RIGHTS UNDER PDPA

3.1 Rights that the data subject wishes to exercise **[Please specify "X" in the box below]**

<input type="checkbox"/>	Right to withdraw consent
<input type="checkbox"/>	Right to access and receive a copy of personal data
<input type="checkbox"/>	Right to reveal the source of personal data collection
<input type="checkbox"/>	Right to rectify personal data
<input type="checkbox"/>	Right to erase or destroy personal data
<input type="checkbox"/>	Right to suspend the processing of personal data
<input type="checkbox"/>	Right to request to send or transfer personal data (data portability)
<input type="checkbox"/>	Right to object the processing of personal data

3.2 Personal data wish to be proceed **[Please specify the details]**

No.	Details of personal data*	Action wish to be taken**	Source***

Remarks:

* Please specify details of personal data that the data subject wishes the Data Controller to proceed with, e.g., name-surname, photo, etc.

** Please specify the details of action that the data subject wishes the data controller to proceed, i.e., remove name-surname and photo out from the Data Controller's facebook page.

*** Please specify details of the storage/ source of the issue found by the data subject, e.g., Job Application, Account Opening Documents, the Data Controller's facebook page, etc.



3.3 Reasons for exercising the rights [\[please specify the details\]](#)

4. THE DATA CONTROLLER'S DISCLAIMER

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

4.2 For the purpose of legal compliance, the Company may has to deny the Request in some case, which including, but not limited to, the following cases:

- 1) You are not able to clearly verify that the Applicant is the data subject or authorized to submit the Request.
- 2) Your request is unreasonable, e.g., the data subject may not have the right to delete personal data, or such personal data is not under the possession and responsibility of the Company.
- 3) The submitted Request is redundant, i.e., such request is repeatedly submitted or duplicated without reasonable reason.
- 4) The retention of such personal data is for establishing legal claims, legal compliance or exercise of legal rights or defenses.
- 5) The proceeding the Request may adversely affect and harm rights and freedom of the other.
- 6) The processing of such personal data is necessary for the performance of contracts between the data subject and the Company.
- 7) The processing of such personal data is necessary for the legitimate interests of the Company.
- 8) Other cases prescribed by the relevant law.



If the Company refuse to proceed with your Request, the Company will notify you of the reasons. In addition, you are still entitled to file a complaint to the Expert Committee under PDPA if you disagree with the Company's objection.

- 4.3 The Company reserves the right to use the information provided under this Request to contact or inquire further information about the exercise of the rights of the data subject.
- 4.4 The Company collects and uses the personal data provide under this Request and supporting documents for checking and verifying your rights, either as the data subject or authorized representative, and for proceeding with your Request submitted to the Company.

In addition, the Company may disclose your personal data to third parties to proceed with the Request. The disclosure will only be for the necessity of proceeding with the Request, and all information shall be stored with the Company until the completion of the procedure or until the completion of the dispute or the rejection of the data subject request in case the Company reject the submitted Request with reasonable ground required by law or court order.

- 4.5 The Company will proceed with the Request within thirty (30) days from the date the Company receives the completed Request and supporting documents. However, the Company reserves the right to extend such a period if the Company does not receive sufficient information or documents from the data subject or the Applicant or due to the necessary action which require the Company to consumes more time in checking the validity of the Request.
- 4.6 The Company reserves the right to request additional information or documents if the Company has the discretion that the information or documents you submitted are inaccurate or not enough to show the authorization as the data subject's representative. The Company reserves the right to take legal action against you if the Company finds that the information filled in under this Request is misleading and for illegal purposes and bad faith.
- 4.7 If the submitted copy of identification card contained a religion data, the Company reserves the right to mask such data appear on the identification card before storing in the Company's storage.



5. ACKNOWLEDGEMENT AND ACCEPTANCE

You have read and understood this Request thoroughly and confirm that the information provided to the Company under this Request are true and accurate. You understand that the verification of authorization and identification are necessary for processing the request for exercising rights of the data subject. Providing false information with bad faith may result in legal prosecution.

Sign _____ the Applicant
(_____)

Date: _____



FOR OFFICER	
Request No.	
Date received the Request	
Date recorded the Request	
Date responding the result	
Result	<input type="checkbox"/> Approved <input type="checkbox"/> Not approve
Reason for rejection (if not approved the exercising of the data subject's rights)	
Name – surname of the officer	
Signature	