

-Translation-
Rights Request Form

According to Personal Data Protection Act B.E. 2562 (“**Personal Data Protection Act**”) is specified to give rights to data subject, therefore data subject may request for rights that have to be proceeded conforming to the procedures of right of Vanachai Group Public Company Limited, subsidiaries (“**companies**”) and conditions by law.

Details and personal data which companies request for in this request form are data minimization which companies use are for verifying the identity of the requester (“**you**”) for rights and for proceeding your request. Consequently, companies have measures to keep your personal data with security until all concern administrations are complete.

You can request for rights by filling details in this request form by completely indicating check mark “X” in blank box, and have this request form submitted either by yourself or by delegate to the companies and/ or through electronic letter (e-mail) at dpo@vanachai.com

Part 1 Data of requester requesting for rights (please indicate check mark “X” in the)

1. Are you the data subject?
 - Yes, I am the data subject
 - No, but I am[kindly specify your relationship with the data subject]

2. Details of requester for rights request form

2.1 If you are the data subject,

Name - Surname	
Address	
Contact number	
Email	

Please kindly attach the following documents to verify your identity

- identification card
- passport book
- others, please kindly specify

2.2 If you are not the data subject,

Name – Surname	
Address	
Contact number	
Email	

Nonetheless, I enclose the following documents in order to have companies verify my authority, identity and residence, and to properly proceed my request for rights;

- power of attorney letter, and
- documents to be verify identity as follows;
 - identification card
 - passport book
 - others, please kindly specify.....

However, companies may have reserved rights to refuse your request for rights or may have inquiry or request for additional documents from you if any information is incorrect/incomplete or does not clearly demonstrate that you are the data subject or the authority in order to submit this request form.

Part 2 Procedure of request for legal rights

1. You intend to request for using rights under the Personal Data Protection Act

(Please indicate check mark (“X”) in the box . You can also give more than one check marks as requested.

- 1) Rights to access and/ or request for copy of personal data (including a request to disclose personal data which does not have consent), personal data which is requested for an access and/or for a copy.

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Reasons of request

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2) Right to rectification on personal data

Personal data which is requested to be rectified:

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Correct personal data:

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.....

3) Rights to erasure

Personal data should be erased:

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Reasons of purpose to erase personal data:

- Companies are not obliged to collect, use or disclose personal data in according to the
aforementioned purposes.
- You withdraw your consent to collect, use or disclose your personal data.
- You object to collect, use or disclose personal data.
- Companies collect, use or disclose personal data unlawfully.
- Other reasons, (please specify).....

[Remark: Companies may refuse any requests which are subjected to law exception.]

4) Right to data portability

Personal data requested to be ported:

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Place of destination:

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[Remark: Companies may refuse any requests which are subjected to law exception.]

5) Right to Objection

Personal data which is requested for objection to collect, use or disclose:

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Objection to the following issues:

- Process does not require consent for public tasks, or using government power which given to the companies.
- Process does not require any consents for legitimate interests of the companies or others.
- Process for purposes on science, history or statistic.
- Others [please specify].....

[Remark: Companies may refuse any requests which are subjected to law exception.]

6) Right to restrict to use personal data

Personal data requested to be restricted:

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.....

Reasons for restriction:

- Data is in assessment process, as on your request, for rectification.
- Personal data of data subject which will be erased or destroyed from unlawful operation, you preferably request for limiting the use of personal data of data subject instead.
- Companies are not obliged to keep data for any purposes, but you have necessity to request companies for continuing to retain data for legal claim establishment, compliance or right to legal, or defense of legal claim.
- That data is currently being reviewed whether or not companies do not have to request for your consent since lawful is more important, or to establish legal claim, to comply with or to use legal claim or to defend legal claim.
- That data is under assessment from your objection to process your personal information which requires or refers to the study of science, history or statistic.

7) Right to withdraw consent

Personal information with consent to be withdrawn:

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2. Right of data controller

Companies may have reserved rights to reject your request by relative laws when you are not able to clarify that the requester is the data subject or has authority to submit those request form, or the request form is insufficient/ unreasonable.

Companies will use personal data which you have given in this form for further proceeding on your request. Your personal data which have been given to the companies or contractor or service provider could also be disclosed in order to proceed for purpose on your request.

Companies may not provide you data access, copy, or disclosure of personal data acquisition because it is a legal practice or court summon, and because the request could have impact on rights or freedom of other persons.

In addition, you can submit request form of right with free of charge, unless you request for the repetitive information or your request is insufficient/ unreasonable which companies may charge fee at reasonable cost for proceeding.

However, if companies refuse to proceed your request, you can complain to the Personal Data Protection Committee at the Personal Data Protection Committee.

After evaluating reasons of your request on rights, we will inform you the evaluation result and proceed within 30 days after receiving your request.

3. Acknowledgement and consent

I thoroughly have read and understand details of this request form, and verify that details in this form is accurate and complete. I hereby certify that I am the data subject or the authorized person by law and have name listed in this form.

I understand that companies have to verify my identity to protect the data subject for prevention of unauthorized access. And my request will not be administrated unless the companies have completely received all substantial information.

Companies may require additional information from you to verify your identity and to administrate for completely truthfulness. If I provide any inaccurate information with false intention, I fully understand that companies may conduct legal prosecution.

sign.....requester
 ()
 signature

date/month/year.....

Contact details

You can contact companies through data protection officer of companies. Details of contact are as follows;

Details of Data Controllers

Data Controllers	Contact
Vanachai Group Public Company Limited	2/1 Wongsawang Road, Bangsue, Bangkok 10800 Tel: +66 (0) 2 585 4900-3, +66 (0) 2 913 2180-9 Email: dpo@vanachai.com

List of Subsidiaries

Data Controllers	Contact
1. Particle Planner Company Limited	2/1 Wongsawang Road, Bangsue, Bangkok 10800 Tel: +66 (0) 2 585 4900-3, +66 (0) 2 913 2180-9 Email: dpo@vanachai.com
2. Vanachai Panel Industries Company Limited	
3. Vanachai Chemical Industries Company Limited	
4. Woodtek International Company Limited	
5. PV Wood Company Limited	
6. Vanachai Energy Industries Company Limited	
7. Vanachai Woodsmith Company Limited	
8. Vanachai Logistics Company Limited	
9. Vanachai Logistics Enterprise Company Limited	

Details of Data Protection Officer (DPO)

Address: 2/1 Wongsawang Road, Bangsue, Bangkok 10800

Telephone: +66 (0) 2 913 2180-9 ext. 703

Fax: +66 (0) 2 587 9556

Email: dpo@vanachai.com

For data protection officer

Date of request form received

Date of data record.....

Result

Approve Not approve, reasons.....

Approve with conditions

Conditions.....

Reasons.....

Fee (if any)

Date of fee payment

Sign _____ Department Manager

()

Date _____

Sign _____ Data Protection Officer

()

Date _____