



บริษัท ไอโคโค (ประเทศไทย) จำกัด (สำนักงานใหญ่)

ICOCO (THAILAND) CO., LTD. (Head office)

เลขประจำตัวผู้เสียภาษี | Tax ID : 0705558001601

263 หมู่ที่ 3 ตำบลแพงพวย อำเภอดำเนินสะดวก จังหวัดราชบุรี 70130 ประเทศไทย โทรศัพท์: (+66)618503300, 032-240761

263 Moo 3, Phaeng Phuai Subdistrict, Damnoen Saduak District, Ratchaburi Province 70130 Thailand Tel: (+66)618503300, 032-240761

## Data Subject Right Request Form

icoco (Thailand) Co., Ltd.

icoco (Thailand) Co., Ltd. (the "Company") recognizes the importance of personal data protection and is committed to protecting the personal data of all data subjects.

Under the Personal Data Protection Act B.E. 2562 (PDPA), data subjects are entitled to exercise various rights regarding their personal data. To enable the Company to fulfill its obligations as a Data Controller, the Company has provided this request form for you to exercise your rights. Please provide the following details:

### Part 1: Applicant's Information (The Data Subject)

Full Name (First Name - Last Name) .....

Contact Address .....

Phone Number .....

Email Address .....

### Part 2: Status of the Applicant

Are you the data subject requesting to exercise your rights under this form?

Yes, I am the Data Subject and possess the legal rights under the Personal Data Protection Act to submit this request.

No, I am acting on behalf of the Data Subject (Please provide the details of the authorized representative below)

Full Name (First Name - Last Name) .....

Contact Address .....

Phone Number .....

Email Address .....

### Part 3: Identification Documents

Copy of National ID Card (For Thai nationals)

Copy of Passport (For non-Thai nationals)



บริษัท ไอโคโค (ประเทศไทย) จำกัด (สำนักงานใหญ่)

ICOCO (THAILAND) CO., LTD. (Head office)

เลขประจำตัวผู้เสียภาษี | Tax ID : 0705558001601

263 หมู่ที่ 3 ตำบลแพรงพวย อำเภอดำเนินสะดวก จังหวัดราชบุรี 70130 ประเทศไทย โทรศัพท์: (+66)618503300, 032-240761

263 Moo 3, Phaeng Phuai Subdistrict, Damnoen Saduak District, Ratchaburi Province 70130 Thailand Tel: (+66)618503300, 032-240761

## Supporting Documents for Representatives (*Required only if submitting on behalf of the Data Subject*)

Power of Attorney

### **Note: The Power of Attorney must fulfill the following requirements:**

1) The content must, at minimum, state:

"Authorizing the applicant to act on behalf of the Data Subject to contact and request the Data Controller for access to, or copies of, personal data; to request disclosure of the acquisition of personal data obtained without the Data Subject's consent; and to perform all related actions until completion."

2) It must be clearly signed by both the Grantor (Data Subject) and the Attorney-in-Fact (Representative).

The Company reserves the right to request additional information or documents from the applicant if the information provided does not clearly verify that the applicant is the Data Subject or holds the legal authority to submit this request. In such cases, the Company reserves the right to refuse your request.

### **Part 4: Request Details**

What is your status or relationship with the Company?

- Job Applicant
- Employee or Staff
- Former Employee
- Guarantor
- Business Partner / Vendor
- Employee of a Corporate Customer
- Other (Please specify): .....

### **Which right would you like to exercise?**

- Right of Access
- Right to Withdraw Consent
- Right to Rectification (Update/Correct Information)
- Right to Erasure / Right to be Forgotten
- Right to Restriction of Processing
- Right to Data Portability
- Right to Object (to Collection, Use, or Disclosure)
- Right to lodge a complaint for non-compliance with the law

**Note:** Please be cautious when exercising more than one right at a time, as this may cause confusion for the Company in fulfilling your request. If you choose to exercise multiple rights, please provide additional explanations regarding your request.



บริษัท ไอโคโค (ประเทศไทย) จำกัด (สำนักงานใหญ่)

ICOCO (THAILAND) CO., LTD. (Head office)

เลขประจำตัวผู้เสียภาษี | Tax ID : 0705558001601

263 หมู่ที่ 3 ตำบลพงพวย อำเภอดำเนินสะดวก จังหวัดราชบุรี 70130 ประเทศไทย โทรศัพท์: (+66)618503300, 032-240761

263 Moo 3, Phaeng Phuai Subdistrict, Damnoen Saduak District, Ratchaburi Province 70130 Thailand Tel: (+66)618503300, 032-240761

### Please provide the details related to your request:

.....

.....

.....

.....

.....

### Part 5: Company's Procedures After Receiving the Request

The Company would like to thank you for submitting this Data Subject Rights Request form, along with all relevant documents and details. We will process and consider your request within 30 days from the date we receive the completed request form, supporting reasons, and all required documentation. However, the Company reserves the right to extend this period if the information provided is insufficient for processing.

In the event that the Company finds it necessary to "Refuse" your request, we will notify you of the reasons for such refusal via email. The Company reserves the right to refuse or suspend actions regarding your request only under the following circumstances:

1. The Company does not possess any personal data related to you.
2. Your request is unclear, making it impossible for the Company to understand the required actions or how your rights apply under the Personal Data Protection laws.
3. The Company is unable to provide information or fulfill your request due to legal obligations or requirements.
4. Your request does not meet the conditions set by Personal Data Protection laws, or the Company has lawful grounds to refuse your request as permitted by Personal Data Protection laws and other relevant legislation.
5. The Company cannot grant access, provide copies, or disclose the source of your personal data because doing so would violate the law or a court order, or such action may adversely affect the rights and freedoms of others (e.g., disclosing third-party personal data, intellectual property, or trade secrets).

### Part 6: Declaration and Certification

I hereby confirm that I have read and understood the contents and terms specified in this request. I certify that the information provided herein is accurate, complete, and true. I further represent and warrant that I am legally authorized to exercise the rights requested in this document. I have no intention to cause any damage to any person or the Company. In witness whereof, I have affixed my signature as provided above.



บริษัท ไอโคโค (ประเทศไทย) จำกัด (สำนักงานใหญ่)

ICOCO (THAILAND) CO., LTD. (Head office)

เลขประจำตัวผู้เสียภาษี | Tax ID : 0705558001601

263 หมู่ที่ 3 ตำบลแพงพวย อำเภอดำเนินสะดวก จังหวัดราชบุรี 70130 ประเทศไทย โทรศัพท์: (+66)618503300, 032-240761

263 Moo 3, Phaeng Phuai Subdistrict, Damnoen Saduak District, Ratchaburi Province 70130 Thailand Tel: (+66)618503300, 032-240761

..... Applicant

(.....)

Date .....

### For Official Use Only

- Date Received: .....
- System Entry Date: .....
- Date of Response Letter: .....
- Decision / Result of Review: .....
- Reason for Rejection (if any): .....
- Processed by (Officer): .....