



No. / Year

Data Subject Right Request Form (1)

Part 1	Please specify details of Data Subject or Requester
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(A) Details of requester	
Name	
Surname	
Address	
E-mail address	
Contact Telephone number	
Relationship with the company	Please specify such as customer / employee / director / shareholder / business partner

(B) Are you a data subject? (check box that applies)

- I'm the Data Subject and enclose evidence of my identity.
- I'm not the Data Subject, but am acting on the Data Subject's behalf as his/her personal representative. I have written authority, which I enclose, along with evidence of my identity and address.

(C) If a requester is the representative of the data subject, please specified information of a data subject below and also attach documents for verification of authorization such as power of attorney.

Details of Data Subject (In case of Requester is not the same person as Data Subject)	
Name	
Surname	
Address	
Email	
Telephone number	
Relationship with the company	Please specify such as customer / employee / director / shareholder / business partner



(D) Please provide the following documentation for our verification of identity and /or residency and processing in accordance with the requested rights.

- Copy of an identification card of the Data Subject and/or (his/her) representative (please conceal information on religion and blood type)
- Copy of passport (in the case of a foreigner) of the Data Subject and/or (his/her) representative
- Power of attorney (in the case of the requestor represents the Data Subject)
- Other (If any)_____

Note : The Power of Attorney must be described as follows;

1. At least, contained that “ authorize and appoint the representative to request and apply the Data Subject Right Request Form to the Data Controller for exercising (please specify the right requested) on behalf of the data subject until they are terminated.
2. Clearly signed by Appointer and Attorney

Part 2	Type of right to be request
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Please specify the right you would like to exercise.

- Right to access to personal data
- Right to rectification (i.e. updated, corrected, completed or made not misleading)
- Right to erasure (delete, destroy or anonymize personal data)
- Right to restriction
- Right to portability
- Right to object to processing
- Right to withdrawal of consent

Reason / Details for the above request :



Part 3	Disclaimer
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Please be informed that the company reserve the right to decline your request in any of the following cases where:

1. You do not provide adequate proof of identity as a Data Subject or an Authorized Person.
2. The company does not have the personal data in its possession.
3. In certain circumstances, where disclosure of part or all of the information you have requested would adversely affect the rights and freedoms of others, the company may not able to disclose the information to you.
4. The Company may refuse to fulfill your request under the conditions or limitations as defined in Personal Data Protection Act B.E. 2562 (2019).

Please note that in most circumstances, the Company will provide you with a copy of the information requested free of charge. However, the company may be permitted to charge a reasonable fee if a Data Subject Right Request is repetitive or manifestly unfounded or excessive. Any attempt to mislead the company may result in prosecution.

Part 4	Acknowledgement and acceptance
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1. I confirm that I have read and understood the terms of this Data Subject Right Requisition Form;
2. I certify that the information provided in this application is true, correct and that I'm authorized to submit this request;
3. I acknowledge that it is necessary to confirm my identity, and where applicable also the Data Subject's Identity and whose behalf I am acting;
4. I acknowledge that the company may contact me through given contact details for more information necessary to proceed upon my request correctly and completely.

Requester's signature

(_____)

Date/Month/Year



*Office Use Only		Received date_____
Result	Date of response	
Reason for denial	DPO's signature	

October 2024