

## Data Subject Request Form

PTT Exploration and Production Public Company Limited

### Data Subject's Details

Name:	
Address:	
Contact number:	
Email:	

Identification document to support the request  National Identification Card  Passport

Are you the data subject?

- The requester is the data subject.
- The requester is the agent or authorized person of the data subject. (Please fill your details in Details of the Requester)
- The requester is the holder of parental responsibility over a minor (where the data subject is a minor) / a guardian (where the data subject is an incompetent person / a curator (where the data subject is a quasi-incompetent). Please fill your details in Details of the Requester)

Details of the Requester (Only if the requester is the agent or authorized person of the data subject, the holder of parental responsibility over a minor (where the data subject is a minor), a guardian (where the data subject is an incompetent person), a curator (where the data subject is a quasi-incompetent person))

Name:	
Address:	
Contact number:	
Email:	

Identification document to support the request  National Identification Card  Passport

Please provide the proof of identification and residence documents of the requester as specified at the end of this form to verify the authorization, identification, and residence of the requester and the data subject.

**Personal Data under the Request**

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 .....  
 .....

**Sources of Personal Data (if any)**

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 .....  
 .....

**The Requested Right(s)**

Please select the right(s) you would like to exercise and the details of exercise of the right

<p><input type="checkbox"/> <b>Right to request access and to request a copy of personal data including to request the disclosure of the acquisition of the Personal Data obtained without consent</b></p> <p>You have the right to request access or obtain a copy of the Personal Data concerning you or request the disclosure of the acquisition of the Personal Data obtain without your consent.</p>	<p>You would like to exercise the following rights:</p> <p><input type="checkbox"/> Access the above-listed Personal Data</p> <p><input type="checkbox"/> Obtain a copy of the above-listed Personal Data</p> <p><input type="checkbox"/> Request the disclosure of the acquisition of the Personal Data obtained without your consent, which consist of the following Personal Data:</p> <p>.....                  .....                  .....                  .....                  .....                  .....                  .....</p>
<p><input type="checkbox"/> <b>Right to withdraw consent to the processing of Personal Data</b></p>	<p>Please specify details of purposes and processing activities of the Personal Data for which consent is being withdrawn.</p> <p>.....                  .....</p>

<p>You have the right to withdraw your consent to the processing of your personal data by the Company.</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p><input type="checkbox"/> <b>Right to request erasure or destroy Personal Data</b></p> <p>You may have the right to erasure or destroy your Personal Data that the Company collected in certain circumstances.</p>	<p>Please specify your reasons:</p> <p><input type="checkbox"/> The Personal Data is no longer required for the purposes for which it has been collected, used, or disclosed.</p> <p><input type="checkbox"/> You have withdrawn your consent to the collection, use, or disclosure of your personal data.</p> <p><input type="checkbox"/> You have objected to the Company's collection, use, or disclosure of your personal data, and the Company may not refuse to comply with your objection on the basis of a statutory objection.</p> <p><input type="checkbox"/> The Company has unlawfully collected, used, or disclosed your Personal Data.</p>
<p><input type="checkbox"/> <b>Right to restrict processing of Personal Data</b></p> <p>You may have the right to restrict the processing of your Personal Data in certain circumstances.</p>	<p>Please describe relevant circumstances:</p> <p><input type="checkbox"/> You have requested the Company to correct your Personal Data and the Company is reviewing your request.</p> <p><input type="checkbox"/> The Personal Data is to be erased or destroyed because of its collection, use, or disclosure is unlawful. However, you request the Company to restrict the processing of your Personal Data instead.</p> <p><input type="checkbox"/> The Company no longer needs your Personal Data for the purposes for which it is collected, but you require the Company to retain it for the establishment, exercise, or defense of legal claims.</p> <p><input type="checkbox"/> Other than the above cases, please specify.</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p><input type="checkbox"/> <b>Right to rectification</b></p>	<p>Please specify the data that, in your view, is correct and complete.</p>

<p>You may have the right to rectify your Personal Data that the Company has collected about you if the data is incomplete, inaccurate, not up-to-date, or misleading.</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p><input type="checkbox"/> <b>Right to data portability</b></p> <p>You may have the right to receive Personal Data concerning you in a format which is readable or commonly used by ways of automatic tools or equipment and the right to send or transfer that data to another data controller when it can be done by electronic means in certain circumstances.</p>	<p>You would like to exercise the following rights:</p> <p><input type="checkbox"/> Receive Personal Data in a format which is readable or commonly used by ways of automatic tools or equipment (receive)</p> <p><input type="checkbox"/> Send or transfer the Personal Data in a format which is readable or commonly used by ways of automatic tools or equipment to another data controller (to be transmitted)</p> <p><input type="checkbox"/> Request for the Company to be the one who sends or transfers the Personal Data in a format which is readable or commonly used by ways of automatic tools or equipment directly to another controller, e.g., sending or transferring in an electronic format using file name which is commonly readable on a computer (the data controller to transmit)</p> <p>* Such right only applies with respect to Personal Data that the Company has collected, used, or disclosed with your consent or on the basis of a contract between you and the Company.</p>
<p><input type="checkbox"/> <b>Right to object to the processing of Personal Data</b></p> <p>You may have the right to object the collection, use, and disclosure of your Personal Data on certain grounds such as when the Personal Data is collected,</p>	<p>Please specify the reason for objecting to the collection, use, and disclosure of Personal Data.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

used, or disclosed for direct marketing purpose.	.....
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**The proof of identification and residence documents of the requester**

1. If you are a data subject

- a copy of national identification card or government-issued proof of identity which has photo, e.g., driver license (for Thai nationals)
- a copy of passport (for foreign nationals)

2. If the requester is the agent or authorized person of the data subject

- Power of Attorney
- a copy of national identification card or government-issued proof of identity which has photo, e.g., driver license (If you are Thai)
- a copy of passport (if you are foreigner)

Remark If there are Sensitive Data on the proof of identity document, e.g. religion and race, please redact those information. If the document is sent without redacting Sensitive Data, the Company will redact it and it will not be deemed that the Company receiving Sensitive Data from the data subject.

**The Company's Disclaimers**

The Company reserves the right to inquire for information or call for additional documents from the requester. If the information received cannot clearly show that the requester is the data subject or the agent or authorized person, the Company reserves the right to reject your request.

Any request for the exercise of the right specified above may be limited by conditions and exceptions under applicable laws. The Company may reasonably and lawfully deny your request in certain circumstances

The Company would like to inform you that if any of the following circumstances occur, the Company may reject your request to comply with the relevant laws including but not limited to:

- (1) You cannot clearly prove that you are the data subject, or has the authority to submit the request.
- (2) The request is unreasonable. For example, the requester has no right to access Personal Data, or the Company does not collect such personal data.

- (3) The request is excessive. For example, similar requests, or requests with identical content, are unreasonably and repeatedly made. The Personal Data is retained for the purpose of exercising freedom of expression, or the preparation historical documents or archives for the public interest; for research or statistical purposes, with appropriate protection measures in place to protect the rights and freedom of the data subject; or as necessary for the Company's performance of tasks carried out in the public interest or for the exercising of official authority vested in the Company; or it is sensitive personal data necessary for the performance compliance with a law to achieve the purposes of preventive medicine or occupational medicine, public interest in public health under Section 26 (5) (a) and (b) of the PDPA.
- (4) The Personal Data is retained for the establishment, compliance, exercise or defense of legal claims.
- (5) The fulfillment of the request would have adverse effects on the rights and freedom of other people.
- (6) The data processing is for compliance with a law.
- (7) The data processing is necessary for the Company's performance of public tasks, performance of duties whereby the official authority designated for the Company is exercised, and performance of its legal obligations.
- (8) The data processing is necessary for the performance of a contract to which the data subject is a party.
- (9) The data processing is necessary for legitimate interest.

In general, the requester will not be charged for fulfilling the request. However, if the request is manifestly unfounded or excessive, the Company may charge a reasonable fee for complying with such request.

Once the consideration of your request according to your rights is completed. The Company will inform you of the result and take the relevant actions within 30 days upon receipt of your request. However, depending on the complexity and the number of requests, the Company may extend this period for another 60 days in accordance with the law. The period begins and continually counts when you have provided the Company with all necessary information and documents.

Also, if you provide false information in with fraudulent intent, you may be prosecuted in accordance with the law.

**Acknowledgment and Acceptance**

I acknowledge that I have fully read and understood the content of the request and the Company's disclaimers. I affirm the integrity and precision of the provided information given to the Company. I understand that the Company may need to verify my identity to prevent unauthorized exercise of the data subject's right. Additionally, the Company may contact me for more information to process my request and to further allow the company to lawfully authorize the access, make a copy, and disclosure of the acquisition of the Personal Data obtained.

I understand that my request will not be processed until the Company has received all required information. I also understand that the Company may charge a reasonable fee for processing my request, to the extent permitted by laws, including when the request is unfounded or excessive.

In witness whereof, I hereby affix my signature below.

Signature.....Requester

(.....)

Date.....