



บริษัท บิทคับ แล็บส์ จำกัด
Bitkub Labs Co., Ltd.

2525 อาคารเอฟวายไอ เซ็นเตอร์ ตึก 2 ชั้นที่ 11 ยูนิต 2/1101-2/1107 ถนนพระรามที่ 4 แขวงคลองเตย เขตคลองเตย กรุงเทพมหานคร 10110
2525, FYI Center, Tower 2, 11th floor, Unit 2/1101-2/1107, Rama 4 Road, Klongtoei Sub-district, Klongtoei District, Bangkok 10110

Data Subject Right Request Form (An Applicant is a Representative of the Personal Information Owner)

Part 1 Details of the Owner of Personal Information and Representative

1.1 Details of representative of personal information owner

Full name	_____
Email, Phone number, and Address (please fill the information which you would like to use for contacting us)	Email _____ Phone number _____ Address _____ _____

1.2 Details of the owner of personal information

Please fill the details of the owner of personal information whom you are representing.

Full name	_____ <input type="checkbox"/> Minor person <input type="checkbox"/> Major person
Email, Phone number, and Address (please fill the information he/she has given to us, otherwise please fill the information he/she would like to use to contacting us)	Email _____ Phone number _____ Address _____ _____
The relationship between the owner of personal information and the Company	<input type="checkbox"/> Customer purchasing products or using services of or offer by the Company Please specify the products or services _____ <input type="checkbox"/> Business partner for example, employee of the company's business partner or director/representative of company's business partner Please specify the name of your company/partnership or the detail of the service providing to us _____ _____ <input type="checkbox"/> Participant of marketing events or other events Please specify the events name _____ <input type="checkbox"/> Other, please specify _____



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Part 2 Right Request

Please choose the right which you would like to request and specify the detail.

- Withdraw your consent**
- Access to your personal information** (For exercising this right, please select the detail which you would like us to process and specify information or type of information clearly)
 - Disclose the source of your personal information
 - Collect the copy of your personal information
- Rectify your personal information**
- Object the processing of your personal information**
- Erase/destroy your personal information**
- Restrict the processing of your personal information**

Please specify your personal information you would like to exercise and the reason clearly so that we can properly handle your request. For example, request to rectify the phone number from 089-000-0000 to 089-111-1111 due to changing the mobile phone number etc.

Part 3 Identity Verification Documents

For verification purpose according to the Persona Data Protection Act, please send us the identity verification documents together with this form as follows:

- 3.1 The identity verification documents for the owner of personal information (Must send)**
 - Photo of he/she holding his/her identification card (for Thai people) or his/her passport (for foreigners).
 - Document, photo, or other information which showing that he/she is the personal information owner or has the relationship with us (if any).
 - Other verification documents which we request from you.
- 3.2 The identity verification documents for the owner of personal information and the representative**

Only in case the applicant is the representative of the owner of personal information.

 - Power of Attorney letter and a copy of identification card of personal information owner and representative.

- REMARKS:
1. All verification documents must be crossed a line and noted “for exercising the right regarding to the Personal Data Protection Act” or other words which we may inform to you together with certified with true copy.
 2. In general, we unintentionally collect and use sensitive information which appear on your identification card such as religious and blood type. In the event where you must send the copy of your identification card to us, please cover such information, if not, we may cover your sensitive information for your privacy and the security reasons.
 3. We have all rights reserved to request additional documents from you in the event where you are unable to clearly clarify that you are the owner of personal information, or we consider that the exercising such right must need the holder of parental responsibility to exercise the right together with the minor.



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Part 4 Request management and our rights reserved

The Company will consider the right request received and inform you the result not exceed 30 days from the date of receiving such request. However, we have the right reserved to extend the period if we receive insufficient or inaccurate documents from you or if there are other necessary reason.

We may deny your request if you unable to undoubtedly clarify that you are the owner of personal information or you do not send the required document to us or your request is unlawful, redundant, or unreasonable or if there are other reason that we can deny your request subject to exception by applicable laws. In this regard we will inform you the denial reason via the given email accordingly.

We collect and use your personal information given to us in this form only for the purpose of right and identity verification as the information owner and for processing such requests. We may disclose your personal information to relevant third party only in case it is necessary for processing your right request.

Part 5 Acknowledgement and consent

You have read and understood the substance regarding to exercising of right specified in this form genuinely and confirm that the information giving to us is complete and accurate. You understand that the verification process is the necessary process to exercise your right and if you give an incorrect information with the dishonest intention, you may face the legal action.

Please complete this form together with the required documents and send to the email academy@bitkub.com

You may read the request guideline by this link <https://www.bitkubacademy.com/en/company/guideline>

signature Requestor/Information owner

(.....)

Date.....