

DATA SUBJECT REQUEST FORM



Under the Personal Data Protection Act B.E. 2562, you, as the “Data Subject”, have the right to request MR .D.I.Y., in its capacity as the “Data Controller”, to take actions according to your rights specified by law. You are required to provide information to MR. D.I.Y. to verify your identity, consider your request, and act appropriately upon the requested rights.

1.Information of Requester

Name:.....
Address:.....
Contact Number:.....
Email:.....

2. Are you the Data Subject? (Please select one of the options between 2.1 or 2.2)

2.1 The requester is the Data Subject. I have therefore attached the following documents:

- Copy of Thai National ID Card (for Thai nationals)
- Copy of Passport (for foreign nationals)

for identity and residence verification of the requester, so that MR. D.I.Y. can properly process the requested rights.

2.2 The requester acts as a representative of the Data Subject. Details of the Data Subject are as follows:

Name:.....
Address:.....
Contact Number:.....
Email:.....

I have therefore attached the following documents:

- Power of Attorney¹ (proof of authorization for representation) and
- Copy of Thai National ID Card of both the requester and the Data Subject (for Thai nationals)
- Copy of Passport of both the requester and the Data Subject (for foreign nationals)

for verification of authority, identity, and residence of the requester and the Data Subject, so that MR. D.I.Y. can properly process the requested rights.

3. Personal Data and Purpose for MR. D.I.Y. to Process

No.	Personal Data Type	Purpose for MR. D.I.Y. Processing	Source (if any)
1			
2			
3			
4			
5			

4. Reasons for the Request (Please specify the reasons for MR. D.I.Y. to proceed with the personal data of the Data Subject on your request)

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.....
.....

* MR. D.I.Y. reserves the right to request further information or additional documents from the requester if the information received is not sufficiently clear to ascertain that the requester is the Data Subject or a Data Subject’s authorized representative. In such case, MR .D.I.Y. reserves the right to reject the request.

¹The power of attorney must:

- (1) Briefly specify "to grant authority to the requester to request the Data Controller to proceed with the personal data of the Data Subject as requested by the Data Subject's grant of authority to the authorized person, including related actions until completion."
- (2) Be clearly signed by the principal.
- (3) Be dated prior to the submission date of the request.

5. MR. D.I.Y. Reservation of Rights.

MR. D.I.Y. informs you that MR. D.I.Y. may be compelled to deny your request in order to comply with relevant laws in case:
• You cannot clearly demonstrate that the requester is the Data Subject or an authorized representative.
• The request is unreasonable, such as if the requester has no right to request deletion of personal data, or the requested personal data is not in our possession, etc.
• The request is excessive, such as when it is repetitive or similar in nature without reasonable cause.
• The collection of the personal data is for the purpose of exercising freedom of expression, or for historical documentation, public interest, research, or statistical purposes with appropriate measures in place to protect the rights and freedoms of the Data Subject. It may also be necessary for MR. D.I.Y. to carry out duties in public interest, or exercise of official authority granted to MR. D.I.Y., or involving the collection of sensitive data necessary for legal compliance, or to achieve objectives in preventive medicine, occupational medicine, public health benefits, according to Section 26 (5) (a) and (b) of the Personal Data Protection Act, B.E. 2562.
• The collection of personal data is necessary for the establishment, compliance, exercise, or defense of legal claims, or for compliance with legal obligations.
Generally, you will not incur any charges for processing your request. However, if your request is clearly unfounded or excessive, we may charge a reasonable fee for processing your request.
Once we have considered your request, we will inform you of our decision and proceed accordingly within 30 days from the date of receipt of the request.

6. Acknowledgment and Consent

[] You have read and understood the content of this request form thoroughly and confirm that the information provided to MR. D.I.Y. is true and accurate. You also understand that the verification of authority, identity, and residence is crucial for considering approval of your request. If you provide false information with fraudulent intent, your request may be denied and you may face legal action. Nevertheless, MR. D.I.Y. may request additional information from you to ensure proper consideration for approval of your personal data request.
Signed:.....Requester
(.....)
Date:.....

For Data Protection Officer Use Only

Request Decision
[] Approved
[] Not Approved because
.....
.....
.....
.....
Signed:..... Data Protection Officer
(.....)
Date:.....

Power of Attorney (In case the requester is a representative of the Data Subject)

- Affix stamp duty of 30 Baht. -

Written at.....
Date:.....Month:.....Year (B.E).....

I Mr./Ms./Mrs..... Age.....years, residing at No.....
Soi.....Road.....Subdistrict.....District.....Province..... (Principal/Data Subject)

Authorize Mr./Ms./Mrs..... Age.....years, residing at No.....
Soi.....Road.....Subdistrict.....District.....Province..... (Authorized Representative)

To actto the Data Protection Officer of MR. D.I.Y. HOLDING (THAILAND) PUBLIC COMPANY LIMITED and/or its affiliated companies, on my behalf until completion of the process.

Any actions taken by the authorized representative within the scope of the authority shall be deemed as if performed by myself, and I agree to be held personally liable for all authorized representative’s actions. The authorized representative and I have read the above statements and found them accurate. Therefore, we have signed below in the presence of a witness on the date specified above.

Signed:..... Principal
(.....)

Signed: Authorized Representative
(.....)

Signed: Witness
(.....)

Note:

- 1. Clearly specify the subject matter and scope of authority, such as filing a request for a specific action, etc. If there are additional conditions, kindly indicate them as well.
- 2. Do not use different handwriting or ink colors. If using a typewriter, ensure it is the same machine throughout the process. In cases of erasures, additions, corrections, or strike-throughs, the principal must sign their name at every instance.
- 3. As principal, do not sign before the information is completely and accurately filled in according to your intent, and do not sign on a blank paper that has not been filled in.
- 4. There must be at least one witness.
- 5. Affix the required stamp duties completely and correctly according to legal requirements.

*** If authorizing another person to act on your behalf, you must send the request and the original Power of Attorney to the “Data Protection Officer” of MR. D.I.Y. HOLDING (THAILAND) PUBLIC COMPANY LIMITED at the address 777 WHA Building, 12th Floor, Bang Kaeo Subdistrict, Bang Phli District, Samut Prakan, 10540 Thailand, only ***