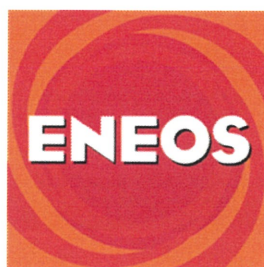


(SAMPLE FORMAT)

Fair Processing Notice
(Customers, Suppliers and/or Service Providers)

(For use when the Company obtains Personal Data from Data Subjects
who are employees of the Customers, Suppliers and/or Service Providers)



[ENEOS (Thailand) Ltd.]

27 July 2022

Fair Processing Notice

(CUSTOMERS, SUPPLIERS AND/OR SERVICE PROVIDERS)

1. INTRODUCTION

1.1 Objective

We, [ENEOS (Thailand) Ltd.] registered in [19th Fl., Unit 1905-07, 22nd Fl., Unit 2204 **Athenee Tower, 63 Wireless Road, Lumpini, Pathumwan, Bangkok 10330**] ("Company", "we" or "us", "our"), will process Personal Data (which may be held on paper, electronically or otherwise) about our customers, suppliers and/or service providers and we recognise the importance of treating such Personal Data in a lawful and appropriate manner, in accordance with applicable laws and regulations relating to personal data.

The purpose of this fair processing notice ("Notice") is to make you aware of how we will use your Personal Data and the measures and processes we have put in place in order to ensure that we comply with applicable laws and regulations relating to personal data which will provide adequate protection when Personal Data is Processed by us.

Definitions used in this Notice can be found in ANNEX 1.

1.2 Scope

This Notice applies to [ENEOS (Thailand) Ltd.]. We act as a Data Controller for the Personal Data we collect about our Customers, Suppliers and/or Service Providers

2. FAIR AND LAWFUL PROCESSING

We will usually only process your Personal Data where you have given your consent (you may withdraw your consent at any time) or where the processing is necessary to manage our operations, provide services to your employer and comply with our legal obligations and to perform our obligations based on any transactions with your employer.

3. WHAT PERSONAL DATA WE COLLECT ABOUT YOU

3.1 We typically Process the following types of Personal Data about you:

- (a) Your name, work email address and other work contact details;
- (b) Your role, position and/or job title within your employment;
- (c) Your area of employment (e.g. marketing, sales, procurement);
- (d) Details of your preferences for types of marketing events;
- (e) Details of your visits to our premises.

3.2 In certain circumstances it may be mandatory for you to provide us with your Personal Data, to enable us to manage our operations, to provide services to your employer or to comply with

our legal obligations, for example. In other circumstances, it will be at your discretion whether you provide us with Personal Data or not. However, failure to supply any of the Personal Data we may request may mean that we are unable provide services or products to your employer.

- 3.3 We make every effort to maintain the accuracy and completeness of your Personal Data which we store and to ensure all of your Personal Data is up to date. However, you can assist us with this considerably by promptly contacting us if there are any changes to your Personal Data or if you become aware that we have inaccurate Personal Data relating to you (see section 9 below). We shall not be responsible for any losses arising from any inaccurate, inauthentic, deficient or incomplete Personal Data that you provide to us.

4. HOW WE COLLECT PERSONAL DATA

We usually collect your Personal Data from the information you submit during the course of your, or your employer's relationship with us. This will typically be through business cards, the forms and documents used when you sign up to our marketing or market data news lists, are named as an authorised person to trade on behalf of your employer, sign up to access any of our products or services either on your own behalf or on behalf of your employer.

5. WHAT WE USE PERSONAL DATA FOR

We will Process Personal Data of Customers, Suppliers and/or Service Providers in connection with management of its relationships with them including:

- (a) for monitoring, auditing and assessing compliance with any applicable laws, the Company's policies and standards;
- (b) for promotional and marketing materials and activities, [including photos and videos];
- (c) [to carry out money laundering, financial and credit checks and for fraud and crime prevention and detection purposes;]
- (d) to provide you or your employer with requested products or services;
- (e) to receive products or services from you or your employer;
- (f) to identify persons authorised to trade on behalf of our Customers, Suppliers and/or Service Providers;
- (g) for administrative purposes in relation to the security and access of our systems, premises, platforms and secured websites and applications;
- (h) to contact you or your employer, our customers, suppliers or service providers about the services and products we offer or receive;
- (i) to comply with our legal and regulatory obligations and requests anywhere in the world, including reporting to and/or being audited by national and international regulatory bodies;
- (j) to comply with court orders and exercise and/or defend our legal rights;

- (k) for any other legitimate business purpose; and
- (l) as otherwise permitted or required by any applicable law or regulation.

6. INTERNATIONAL TRANSFERS OF PERSONAL DATA

The Personal Data we collect from you may be Transferred to (including accessed in or stored in) a country or territory outside **[Thailand]**, which does not offer the same level of protection of Personal Data as may be enjoyed within **[Thailand]**. We will provide appropriate or suitable safeguards.

7. WHEN WE MAY DISCLOSE YOUR PERSONAL DATA

The Company does not and will not sell, rent or trade your Personal Data. We will only disclose your Personal Data in the ways set out in this Notice and in the following circumstances:

- (a) to any group company of ENEOS Holdings, Inc.;
- (b) to third parties who Process your Personal Data on our behalf (such as our systems providers);
- (c) to third parties who Process your Personal Data on their own behalf but through providing us or your employer with a service on behalf of us (such as our suppliers);
- (d) to third parties who Process your Personal Data on their own behalf in order to actually or potentially do business with us, you or your employer (such as our customers, distributors, suppliers, toll manufacturers or service providers);
- (e) to financial institutions or regulatory bodies with whom information is shared for money laundering checks, credit risk reduction and other fraud and crime prevention purposes;
- (f) to any third party to whom we assign or novate any of our rights or obligations;
- (g) to any prospective buyer in the event we sell any part of our business or assets; and
- (h) to any government, regulatory agency, enforcement or exchange body or court where we are required to do so by applicable law or regulation or at their request;

8. HOW WE PROTECT YOUR PERSONAL DATA AND WHERE WE STORE IT

The Company is committed to safeguarding and protecting Personal Data and maintains appropriate security to protect any Personal Data you provide us with from improper or accidental disclosure, use, access, loss, modification or damage.

9. YOUR RIGHTS IN RELATION TO THE PERSONAL DATA WE COLLECT

- 9.1 If you wish to update, modify, correct or delete any of your Personal Data that we store, to access and/or obtain your Personal Data, to transfer your Personal Data to others, or if you would like us to restrict or stop Processing any of your Personal Data which we hold, to the extent you are entitled to do so under applicable law, you can make such a request by writing

to the address set out below. We will respond to your request within the time prescribed by applicable law.

- 9.2 In any of the situations listed above, in order for us to comply with our security obligations and to prevent unauthorized disclosure of data, we may request that you prove your identity by providing us with a copy of a valid means of identification.

10. HOW LONG WE WILL HOLD YOUR PERSONAL DATA FOR

We will only retain your Personal Data for as long as necessary to fulfill the purpose for which it was collected or to comply with legal, regulatory or internal policy requirements. It is expected that we will retain your Personal Data for [approximately] [insert Personal Data retention period].

11. HOW WE UPDATE OR CHANGE THIS NOTICE

- 11.1 We may change or update parts of this Notice in order to maintain our compliance with applicable law and regulation or following an update to our internal practices. We will do this by updating [<https://www.eneos.co.jp/privacy/index.html>]. Please be aware, you will not necessarily be directly notified of such a change. Therefore, please ensure that you regularly check this Notice so you are fully aware of any changes or updates.

- 11.2 This Notice was last updated on **[30 March, 2021]**.

12. HOW YOU CAN CONTACT US

If you would like to contact us in relation to this Notice or anything else in connection with the Personal Data we collect on you, including, without limitation, where you would like to update your Personal Data, would like a copy of the data we collect on you or would like to raise a complaint or comment, please contact us using the details set out below.

Email: [hr@eneos.co.th]

Post: The Data Protection Manager, [19th Fl., Unit 1905-07, 22nd Fl., Unit 2204**Athenee Tower, 63 Wireless Road, Lumpini, Pathumwan, Bangkok 10330**]

13. HOW TO LODGE A COMPLAINT TO THE REGULATOR

You are entitled to lodge a complaint with our data protection regulator if you consider that we have breached applicable laws and regulations relating to personal data.

ANNEX 1

DEFINITIONS

Customers, Suppliers and/or Service Providers means corporate customers, suppliers and/or service providers of the Company (together with its employees, agents, directors, officers, and shareholders)

Data Controller means any legal entity which alone or jointly with others determines the purposes and means of Processing of Personal Data.

Personal Data means any recorded information we hold about you from which you can be identified. It may include contact details, other personal information, photographs, expressions of opinion about you or indications as to our intentions about you.

Processing means any action that is performed on Personal Data such as obtaining, storing, organising, modifying, using, disclosing, deleting, anonymising or Transferring such data, and "Process", "Processes", or "Processed" shall be construed accordingly.

Transfer and its cognates, means transferring, or making available Personal Data to another entity by any means.