

Instructions for Requesting the Exercise of Data Subject Rights

Please read the instructions for requesting the exercise of a data subject's rights carefully before completing the form.

1. The request to exercise the rights of a data subject can be made only by the person who has the right according to the law, which is the data subject or the person submitting the form on behalf of the data subject who has received power of attorney/proxy from the data subject or has been appointed according to the law/court order, such as the guardian (if the data subject is a minor), the custodian (if the data subject is a "quasi-incompetent" person), the curator (if the data subject is an "incompetent" person), hereinafter referred to in this document as the Requester.
2. Requests to exercise the rights of a data subject must be made in good faith and have complete, clear and accurate details for MSIG's consideration of the requests of the data subject, which must be in accordance with the Personal Data Protection Act B.E. 2562 ("Personal Data Protection Act") and MSIG's privacy policy.
3. The process regarding the requests to exercise the rights of data subject is usually free of charge. However, MSIG may require charging fees to the data subject or the Requester if it appears that the request is dishonest or inappropriate, such as requesting to exercise the rights repeatedly without proper reason or requesting to exercise the rights excessively.
4. The requests to exercise the rights of data subject shall be submitted through the following channels:
Email dpo@th.msig-asia.com
Post Office Data Protection Officer (DPO)
MSIG Insurance (Thailand) Public Company Limited, 15th Floor
1908 MSIG Building, New Phetchaburi Road, Bang Kapi, Huai Khwang,
Bangkok 10310

If you have any questions or would like to inquire further about requests to exercise the rights of a data subject, please contact the Data Protection Officer (DPO) through the channels specified above.

MSIG staff will contact you as soon as possible within business hours Monday - Friday, 8:30 a.m. - 5:00 p.m.

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Requesting the Exercise of Data Subject Rights

Please fill in the information and attach the required supporting document for consideration (all 5 sections). MSIG reserves the right to consider requests to exercise the rights of a Data Subject as being appropriate per the criteria determined by MSIG.

Section 1. Information and Evidence about the Data Subject or Requester (depending on the case)

(Please mark ✓ in the ☐)

☐ If the Data Subject submits the request

1. Please provide the following information:

Full Name:	Telephone/Mobile phone no.:
National ID no. (Thai)/Passport no. (Foreigner):	Contact Address:
	Email (if any):

2. Please attach evidence to verify your identity. If you cannot provide evidence, MSIG reserves the right to refuse to consider the request.

- ☐ For Thais, please attach a copy of the national ID card with a signature certifying it is a true copy
- ☐ For Foreigners, please attach a copy of passport with a signature certifying it is a true copy

☐ If a Requester submits the request on behalf of the Data Subject

1. Please provide the following information

Information about the Requester:

Full Name:	Telephone/Mobile phone no.:
National ID no. (Thai)/Passport no. (Foreigner):	Contact Address:
	Email (if any):

Relationship to the Data Subject (please specify) _____

Information about the Data Subject:

Full Name:	Telephone/Mobile phone no.:
National ID no. (Thai)/Passport no. (Foreigner):	Contact Address:
	Email (if any):

2. Please attach evidence to verify the identities. If you cannot provide evidence, MSIG reserves the right to refuse to consider the request.

2.1 Data subject evidence

- ☐ For Thais, please attach a copy of the national ID card with a signature certifying it is a true copy
☐ For Foreigners, please attach a copy of the passport with a signature certifying it is a true copy

2.2 Requester evidence

- ☐ For Thais, please attach a copy of the national ID card with a signature certifying it is a true copy
☐ For Foreigners, please attach a copy of passport with a signature certifying it is a true copy

2.3 Evidence of Power of Attorney/proxy from the Data subject or appointment according to the law/court order

- ☐ Power of Attorney/proxy from the Data subject
☐ Appointment according to the law/court order as the guardian, the custodian, or the curator
☐ A copy of birth certificate or house registration (if the Data subject is a minor)

3. Please give specific reasons about the necessity for the Requester having to act on behalf of the Data Subject:

Section 2. Information about the Data Subject's Request

(Please mark ✓ in the ☐)

1. The status of the Data Subject held with MSIG

- | | | |
|---|--|--|
| <input type="checkbox"/> Job applicant | <input type="checkbox"/> Employee | <input type="checkbox"/> Former employee |
| <input type="checkbox"/> Insured | <input type="checkbox"/> Beneficiary | <input type="checkbox"/> Policy Payer |
| <input type="checkbox"/> Business partner | <input type="checkbox"/> Employees of business partner companies | |
| <input type="checkbox"/> Other (please specify) | | |

2. Type of Data Subject Rights Request

- ☐ Right to rectification (to correct, update, complete the current personal data held by MSIG)
- ☐ Right to access personal data (including obtaining a copy of the personal data held by MSIG)
- ☐ Right to be informed (disclosure of the acquisition of personal data without the consent of the Data subject)
- ☐ Right to transfer the personal data
- ☐ Right to object to the collection, use or disclosure of personal data
- ☐ Right to delete or destruct personal data
- ☐ Right to suspend the use of personal data
- ☐ Right to withdraw consent (applicable only if the Data subject has given consent to MSIG)

3. Please provide details of the above request

Example

- Please send a copy of my claims under policy no..... to the insurance company name (specify the full name of insurance company)
- I would like to obtain a copy of my claims under policy no..... relating to the car accident happened on date.....

Section 3. Notification of MSIG's Consideration

(Please mark ✓ in the ☐)

☐ I acknowledge as follows:

MSIG will consider the request and notify MSIG's consideration to the Data Subject or the Requester within 30 days after the receipt of the full information and required evidence, or within the period specified by law (depending on the case) through the contact information specified in Section 1, except where necessary (for example, when the Data Subject requests more than 1 type of the rights or there is a need to request additional information from the Data Subject or the Requester) MSIG may extend the period for notifying its consideration by 30 days or not more than the period specified by law (depending on the case), in such event, MSIG will notify the extension period to the Data Subject or the Requester through the contact information specified in Section 1.

Please be informed that MSIG will not be held liable if the notification of MSIG's consideration has been sent from MSIG and later lost during postal delivery, or is sent to the wrong address, or the information sent is opened by another person.

Section. 4 Disclaimer

(Please mark ✓ in the ☐)

☐ I acknowledge as follows:

MSIG may refuse the requests to exercise the rights of the Data Subject, which include but are not limited to the following cases:

1. MSIG does not have the Data subject's personal data.
2. MSIG receives unclear or incomplete information, which makes it impossible to consider the requests to exercise the rights of the Data Subject.
3. MSIG is unable to contact the Data Subject or the Requester through contact information specified in Section 1 in the event of a request for additional information.
4. MSIG is unable to proceed with the requests of the Data Subject or the Requester due to legal requirements or regulations.
5. MSIG has reasons to refuse the requests to exercise the rights of the Data Subject as prescribed by the Personal Data Protection Act (PDPA) or other laws.
6. MSIG finds that the requests to exercise the rights of the Data Subject is incorrect or unreasonable, such as the request is made by an unauthorized person, or the request is made repetitively without reasonable cause, etc.

Section 5. Certification/Confirmation of the Data Subject or the Requester

I, as the Data Subject and/or the Requester, hereby confirm and certify that the information and all supporting documents provided to MSIG under this request are true, correct, complete, and valid. This request to exercise the rights of a Data Subject is legitimate and in accordance with the request of the Data Subject. If there are damages incurred due to the execution of the rights of the Data Subject under this request without the fault of MSIG, the Data Subject and/or the Requester shall be solely responsible for such damages and allow MSIG to exercise both civil and criminal legal rights, including claiming damages arising from the actions of Data Subject and/or the Requester (if any).

I have read and understood all the contents as stated in this request and signed below:

Signature _____
Full Name (_____)
Date _____

The Data Subject/Requester