

# Request to exercise ARCO Rights – Grupo GOMEX

Receiving Office \_\_\_\_\_ Date of Request DD/MM/YYYY

## Data of the Owner

First Surname \_\_\_\_\_ Second Surname \_\_\_\_\_ First Name(s) \_\_\_\_\_  
 Legal or Corporate Name and Commercial Name \_\_\_\_\_  
 Street \_\_\_\_\_ Property Number - Interior Number \_\_\_\_\_ Neighborhood \_\_\_\_\_  
 Mayoralty/ Delegation or Municipality/ Locality \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Phone(s) \_\_\_\_\_ Email(s) \_\_\_\_\_

## Data of the Right to Exercise

Fill in or cross out the circle with the right you wish to exercise:	<b>Access ①</b> Solicito información sobre mis datos de carácter personal que puedan poseer.	<b>Cancelation ③</b> Solicito la cancelación de mis datos personales que puedan poseer.
	<b>Rectification ②</b> Solicito corrección/modificación de mis datos de carácter personal.	<b>Opposition ④</b> Me opongo a que sigan tratando mis datos personales.
Describe your request to exercise the aforementioned rights in clear and precise manner. <u>In case of rectification ② indicate the modifications to be made. In the case of opposition ④, explain the reasons and provide documentation that supports said information.</u>		

## Supporting Documents

It is necessary to attach a simple copy to the request and present the original for verification at the receiving office, of the documents indicated, specifying which ones are being submitted with the request.

Natural Persons or Legal Entities:	<input type="checkbox"/> Official Identification of the Data Subject and/or Legal Representative. <input type="checkbox"/> Notarized Power of Attorney. <input type="checkbox"/> Authorization Letter signed by two (2) witnesses, along with copies of their official identifications.	<input type="checkbox"/> Others:

\_\_\_\_\_  
 Name and Signature of the Owner of Legal Representative

## Exclusive Use of the Group

Name and signature of the person who receives the request \_\_\_\_\_ Company \_\_\_\_\_ Date of Reception – Office. PDP DD/MM/YYYY

Approved by the Data Protection Officer \_\_\_\_\_ File Number \_\_\_\_\_ Response Date DD/MM/YYYY

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## Definitions

**Access:** It will require searching within their information databases for the data of the individual exercising the right, and it will be considered fulfilled when the requested information is made available to them.

**Rectification:** It will be required when the data is incorrect, inaccurate, incomplete, or outdated. In this right, the data subject will indicate the modifications to be made and provide the necessary documentation to support their request.

**Cancellation:** Its objective will be to request the annulment of the existing information in their databases in order to cease its processing. For this action, they will first block the data for a specified period, and subsequently, delete it.

**Opposition:** This right enables the data subject to request that the entity carrying out the processing of their data refrain from doing so in certain situations. In this case, the requester will explain the reasons for their opposition.

## Form Filling Instructions

The form must be filled out by the data subject or legal representative using blue ink in the corresponding fields and clearly and precisely indicating the reason for exercising their right, as well as providing the necessary elements and documents.

## Annex of Documents to Request - Supporting Documents

Owner	Owner represented by a legal representative	Owner through a representative <small>(to whom only the submission of the request will be allowed, but no response will be provided)</small>
Simple copy of identification on both sides.	Simple copy of identification on both sides of the owner. Simple copy of identification on both sides of the legal representative. Simple copy of the notarized power of attorney.	Simple copy of identification on both sides of the owner. Original authorization letter signed before who witnesses, along with simple copies of identification on both side of the representative and witnesses.
Others: Additional sheet with clear and precise explanation, identifications, writings, or any other element that the data subject wishes to add.		

## Answer

The Department of Personal Data Protection will respond to the data subject's request in accordance with the law, using the email address provided by the data subject in the request.

## Language

The present document and any resulting communication may be conducted in Spanish and/or English language. In the event of any inconsistency or controversy, the version of all documents and information in Spanish shall prevail and be deemed the priority for interpretation.