

Personal Information Protection Policy for Business Partner

Amano Enzyme Asia Pacific Co., Ltd. and its affiliated and group companies (hereinafter referred to as the "Company") recognizes and gives great precedence to the protection of personal data. And, in order for the owner of personal data to be confident that the Company will process your personal data in accordance with the Personal Data Protection Act B.E. 2562 (2019) the Company has prepared this Announcement Re: Personal Data Policy (hereinafter referred to as the "Announcement") and deems it appropriate to declare this Announcement to be effective from the date of announcement onwards.

Article 1. Definitions

- 1.1** **"Personal Data"** means information related to a person which can either directly or indirectly identify individual person in accordance with Personal Data Act but not including the information of the deceased in particular.
- 1.2** **"Personal Data Owner"** or **"Owner"** means the owner of Personal Data or a person who has the right to Personal Data which has provided Personal Data to the Company and the Company manages such Personal Data. In this regard, the person who provides Personal Data to the Company shall also be considered the owner of such Personal Data.
- 1.3** **Personal Data Controller** means an individual or a juristic person that has the authority to make decisions about the management of Personal Data.
- 1.4** **Personal Data Processor** means an individual or a juristic person that are involved in the management of Personal Data or follow the instructions or on behalf of the Personal Data Controller of such Personal Data. However, such individual or juristic person who does the said actions does not act as a Personal Data Controller.
- 1.5** **Management of Personal Data** means any action with Personal Data such as storing, collecting, processing, recording, arranging system, using, reproducing, adjusting or modifying, sending, transferring, disclosing, enabling accessing, prohibiting or limiting accessing, sorting, consolidating, deleting or destructing, including importing Personal Data into a computer system.

Article 2. Personal Data Protection

The Company will conduct the Management of Personal Data for the purposes as informed only. The Company will inform the Owner to acknowledge if the Management of the Personal Data is different from the purposes as informed. And the Company will arrange to have the Owner give consent in writing or in accordance with the method as designated by the Company. The Company shall not collect Personal Data from any other source, apart from the Owner directly, except where the Company has informed the Owner to acknowledge within 30 days from the date of collection of Personal Data and receiving the consent from the Owner or where it is a collection of Personal Data which falls within the exceptions to request consent as stipulated under the Personal Data Protection Act or other laws.

Article 3. Purpose in Management of Personal Data

The Company will conduct the Management of Personal Data information for the purposes and benefits as follows importantly:

- (1) To carry out activities related to the Company's business operations, corporate governance and to ensure compliance with the business policies and for the purpose of marketing, the promotion of sale and service, accounting and finance, communication and delivery of information.
- (2) To carry out the activities or projects of the Company, including disseminating public relations through various channels or media.
- (3) To be used as information for granting permission to enter the area and/or use the Company's assets.
- (4) To carry out supporting operations of the Company including with customer service such as statistics, analysis, improve, reporting, risk management, training, quality control, imputing into information technology systems etc.
- (5) To proceed with the transfer of rights, obligations, liabilities and any benefits.
- (6) To comply with the law, regulation, policies or any rules that the Company has set or participated in.
- (7) To investigate, inspect in the case where there are complaints, or implementation of legal process or to prevent corruption, or to investigate and prevent bribery or accepting bribes, corruption, fraud, embezzlement, sexual harassment or any act that is unlawful.
- (8) To establish legal claims, dispute or fight legal claims. litigation, as well as proceed to enforce legal cases.
- (9) To comply with the laws applicable to the Company that requires the Owner's Personal Data, such as tax-related laws, etc., including regulations, requirements by law or government agencies, before, while or after this Announcement comes into force or subpoenas, notifications, orders of officials, agencies having duties and powers under law.
- (10) To report or disclose information to shareholders, legal consultant, auditors, various agencies such as Revenue Department, Department of Lands, Office of the Board of Investment, etc.
- (11) To manage health and safety, such as measures to check or prevent communicable diseases or epidemics, etc.
- (12) To perform the contract or to use in the execution of an agreement with the Company.
- (13) To contact the Owner or to inform the Owner to acknowledge or to act.
- (14) To coordinate or inquire, confirm information, link information and/or forward information to government agencies, other agencies, other persons or companies in the group/affiliates whether through any type of communication system such as post, email, telephone, line, etc.
- (15) To upgrade or update computer data by third parties to access, process and/or verify the correctness of Personal Data at the request of the Company
- (16) To do any actions of the Company that benefits the Owner.

If the Owner rejects or does not give Personal Data to the Company for the above-mentioned purposes, the Company may not consider and/or may not manage Personal Data and/or may not propose nor procure nor service nor do the transaction to the Owner.

Article 4. Types of Personal Data

The types of Personal Data of the Owner which the Company will conduct the Management of Personal Data consists of such as name, surname, ID card number, passport number, date of birth, gender, age, nationality, signature, contact information, information in electronic system or on line, information recorded by camera, information in social media, etc.

Article 5 Systems used to process data

The Company may gather information directly from the Owner and also via our websites and other technical systems such as computer networks and connections, communications systems, email and

instant messaging systems, intranet and Internet facilities, telephones, voicemail, mobile phone records etc.

Article 6 Cookies

When the Owner use the Company's website, the Company may gather information about you through Internet access logs, cookies and other technical means. 'Cookies' are text files placed on the Owner's computer to collect Internet log information and user behaviour information. These are used to track website usage and monitor website activity and for other data processing reasons set out below.

Some of the cookies the Company uses, are essential for parts of the site to operate and have already been set. Owner may delete and block all cookies from this site, but parts of the site will not work. To find out more about the cookies the Company uses and how to delete them, please go to <https://www.amano-enzyme.com/uk/cookie-policy>

Article 7. Database

The Owner's Personal Data will be handled in a secure way, be protected from unauthorized or accidental access or use, including deletion and/or making demolition accidentally. The Personal Data will be stored in relevant databases such as:

- 7.1 Account and Finance System
- 7.2 Human Resource Management Operation System
- 7.3 Procurement System
- 7.4 Customer Relationship Management System
- 7.5 Business Risk Management System

Article 8. Duration in Collecting Personal Data

The Company shall retain the Owner's Personal Data for a period not exceeding 10 years from the date that the legal relationship between the Company and the Owner is terminated. However, the Company may retain Personal Data beyond such period if it is required or permitted or necessary by applicable law or the establishment of legal claims within the duration of the prescription period for litigation that may arise from or in connection with the Owner's documents or Personal Data.

After the expiration of the said period, the Company will delete or destroy Personal Data without the consent of the Owner.

Article 9. The Owner's rights in relation to Personal Data

The Owner has various rights in relation to Personal Data subject to the rules, procedures and conditions of relevant laws as follows:

- the right to request to access to the Owner's Personal Data
- the right to request to forward or transfer Personal Data, except where it is impracticable
- the right to object to the Management of Personal Data
- the right to request to delete Personal Data
- the right to request to suspense the use of Personal Data
- the right to request to correct Personal Data to be correct or kept it up to date
- the right to file a complaint in the event of a violation of the Personal Data Protection Law

- the right to withdraw the consent in relation to Personal Data that has been given to the Company, but such withdrawal will not affect the Management of Personal Data for which the Owner has given his rightful consent. In the event that the withdrawal of consent affects the Owner in any matter, the Company will notify the Owner of such impact.

In this regard, in exercising such right, the Owner must submit to the Company a written request for exercising rights in the form prescribed by the Company. And, the Company has the right to require the Owner to verify his/her identification before exercising rights as the Owner of Personal Data. In addition, the Company reserves the rights to consider the Owner's request and take action as required by applicable law.

Article 10. Disclosure of Personal Data and Forwarding or Transfer of Personal Data to Abroad

10.1 Disclosure of Personal Data

The Company may disclose the Owner's Personal Data to the following persons for example:

10.1.1 Group companies, affiliated companies of the Company

10.1.2 Bank or financial institution

10.1.3 Agents, contractors, subcontractors service providers to perform operations for the Company such as lawyers' offices, accounting offices, auditors, consultants, insurers, service providers such as transportation, marketing, trainings, seminars, recreations, public relations, human resource management, financial accounting, information technology including the agents of said persons, etc.

10.1.4 Government agencies, regulatory agencies, state enterprises, various organizations, various agencies, including officers, operators of organizations and agencies

10.1.5 Agencies, organizations or individual persons involved in litigation claim, arguments, complaints, allegations, etc.

10.1.6 Persons having business relationship where necessary for the performance of a contract or agreement

10.1.7 Shareholders of the Company

10.1.8 Assignee of rights, obligations, liabilities or any other benefits from the Company

In this regard, the Company will arrange for those who have been disclosed above to strictly comply with the law and to use particular for the purposes informed and for business development or for the work or business of the Company or the Owner only.

10.2 Forwarding or Transfer of Personal Data

The Company may have a need to forward or disclose or transfer the Owner's Personal Data to abroad, for example to group/affiliated companies located in abroad, etc. The Company will conduct within the purposes or benefits stated in this Announcement, including the Company will comply with the agreements, requirements, rules and regulations of group/affiliated companies in abroad. However, the Company will strictly maintain the standards of protection of Personal Data of the Owner and the confidentiality of the individual person.

In the event that the Personal Data is transferred to the destination country where the personal data protection standards are insufficient as those under applicable law in Thailand, the Company will take necessary actions to protect the Personal Data forwarded, disclosed, or transferred to person in abroad to receive the same level of protection that the Company protects the Owner's Personal Data.

Article 11. Responsible Person and Method to Contact the Company

If the Owner desires to amend, change the personal data or request for the copy of personal data or has suggestions or wishes to inquire Personal Data or to question regarding the Personal Data of the Owner or to exercise the rights as specified in this Announcement, please contact:

Amano Enzyme Asia Pacific Co., Ltd

Contact Address at No. 141 Thailand Science Park, INC2, Tower D,
Room INC2D 1116-1118, Phahonyothin Road,
Klong Nueng, Klong Luang,
Pathum Thani 12120 THAILAND

Phone Number +66-(0)2-117-8390

Article 12. Amendment

The Owner of the Personal Data is obliged to notify the change and confirm the changed Personal Data to the Company in accordance with the form and method specified by the Company in order to keep Personal Data to be updated, accurate and appropriate.

The Company reserves the right to amend this Announcement or regulations, or any methods after this Announcement comes into force in order to conduct the Management of Personal Data properly without obtaining consent from the Owner of the Personal Data before processing.