

## Attachment 5

## Guidelines regarding personal data processing

Since DAOL REIT Management (Thailand) Company Limited. (the “Company”), as the REIT manager and personal data controller under the Personal Data Protection Act, B.E. 2562, for the Two-way communication, the Company would like to inform its trust unitholders on the Personal Data Protection Policy to explain the methods and purposes of collection, use or disclosure (“Processing”) personal information as follows:

**1. Personal Data Processing**

The Company needs to process personal information of trust unitholder, i.e., name - surname, date of birth, address, telephone number, ID card/passport number, trust unitholder registration number, e-mail address (if any). *(Remark: Identity documents that trust unitholders send to the Company e.g., Copy of ID card or other official documents may contain sensitive personal information such as race, blood type, religion, etc., which are unnecessary for the Two-way communication. Trust unitholder must conceal such information before submitting the documents to the Company. However, the Company would like to clarify that the Company will not process any sensitive personal data received from trust unitholders.)*

**2. Purpose and Necessity to Processing Personal Data**

The Company processes personal information of trust unitholders according to the purpose and processing base as follows:

**(1) Legal Basis**

For conducting the Two-way communication and identity verification of trust unitholders submission of relevant documents to take any action in accordance the Two-way communication and in accordance with the law, including any other necessary actions in order to comply with the laws and orders of government agencies and any other relevant laws.

**(2) Legal Interest**

To prepare the summary in the form of questions/answers for all trust unitholders and any other activity to the extent that it is within trust unitholder reasonable expectation.

**3. Sources of Personal Data**

The Company may collect personal data of trust unitholder through the following channels: (1) receive personal information directly through documents/evidence attached with Questionnaire Form Regarding the Management of the REIT and (2) receive personal information appearing on the list of trust unitholders at the date for determining the list of persons entitled to the Two-way communication received by and/or received from Thailand Securities Depository Co., Ltd. (TSD) as a securities registrar.

**4. Personal Data Storage**

The Company expects to keep personal data of trust unitholder for necessary to use the information as required by laws and regulations for a period of 10 years from the date on which the Company receive that personal information. In order to the objectives of the Two-way communication unless the law stipulates otherwise.

**5. Rights of Personal Data Owners**

As a data owner, trust unitholder has (1) the right to receive a copy of trust unitholder personal data, (2) the right to object to the collection, use or disclosure of information, (3) the right to correct any mistakes in trust unitholder data, (4) the right to have trust unitholder data erased under storage period, (5) the right to withhold consent for your data, (6) the right to request the transfer of personal data to other persons, (7) the right to withdraw the consent given to the Company, and (8) the right to complain to the Office of the Personal Data Protection Commission.

If the trust unitholders wish to proceed with your rights, please contact personal data protection officer DAOL Financial Group (Thailand) via email [dpo@daol.co.th](mailto:dpo@daol.co.th) and/or Investment Relation and Business Development Department via email [info\\_reit@daol.co.th](mailto:info_reit@daol.co.th) and/or by post at:

**Please send:**

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