

Confidential

Personal data subject requests form

This form is intended to enable individuals to exercise their rights under the Personal Data Protection System and related regulations in the Kingdom of Saudi Arabia..

The personal data requested in this form is collected for the purpose of enabling Lone Finance to process your request, verify your identity, and respond to it as required by the system. The information you provide will only be used for the purpose of identifying the personal data subject of the request and processing it in accordance with the provisions of the Personal Data Protection System and its implementing regulations..

The information provided in this form may be shared with the legal department and relevant departments within the company to the extent necessary to process the request, and Loon is committed to keeping this information securely and confidentially until the required legal procedures are completed.

1- Personal data subject information:

The full name	
Current address	
contact number	
Email	

2- Legal capacity:

- ☐ I am the owner of the personal data and I attach proof of my identity.
- ☐ I am not the owner of the personal data, but I am the legal guardian of the owner of the personal data and I attach proof of legal capacity.
- ☐ I am not the subject of the personal data, but I act on his behalf as his agent under the authorization attached to my ID.

3- Details of the applicant (if he is not the data subject):

The full name	
Current address	
contact number	
Email	

- To verify the disclosure to the holder of a legal capacity, please provide us with your national ID/residency number, so that we can provide you with the information required under the personal data protection system.
- Depending on your regular status, the type of document required to verify your identity is determined.

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A) If you are an employee of Loon Company, please provide us with your job number or any other work-related information that can be used to verify your identity.

b) If you are a customer of Loon Company or any third party not affiliated with Loon Company, please provide us with your national ID/residency to verify your identity.

•When providing us with any document to verify your identity, it must be through secure means of communication. If sufficient proof is not provided to verify your identity, we reserve the right to reject your request.

4- Please select your request type from the following list:

- ☐ Request access to personal data..
- ☐ Request to obtain personal data in a readable format.
- ☐ Request to correct personal data..
- ☐ Request to destroy personal data
- ☐ Request to withdraw consent to data processing.

• Please provide us with more details about your request.

• Please provide us with the purpose of your request.

• Please note that if implementing your request includes disclosing the data of another individual, we will not be able to provide you with information that identifies the other party unless we obtain his consent to do so.

• When disclosing part or all of the information you requested negatively affects the rights and freedoms of others, we will not be able to implement/process your request and you will be notified immediately and provided with full justifications for that.

• Some orders are subject to certain conditions and exceptions, and we will notify you when your order does not comply with the personal data protection system.

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- You will be provided with a copy of the requested information free of charge for the first time. However, Loan Company has the right to request a fee when the request is repeated.
- Loan Company has the right to impose additional fees when requesting an additional copy of the same information, depending on the administrative cost of providing the information.

5- Did you have any prior orders? Please provide them in the table below.

**Note: This part only applies if there are pre-orders submitted to Loan Company by you.

Date of previous order:	
Reference number for previous order:	

6- Acknowledgment.

- I acknowledge that the information provided above is correct, and I have the right to submit the application in this form under the terms of the Personal Data Protection System.

Name	
Signature	
Request Date	

- Upon completing this form, please send it to DPO@loan.com.sa or mail it to the following address:

Loan Finance Company

Al Rabwah District – Makkah Branch Road

Postcode 12821 Additional Number 7890

Riyadh, Kingdom of Saudi Arabia

- If your request complies with system requirements, we will confirm receipt and provide you with a reference number.
- We will process your request within 30 days. Loan Company reserves the right to extend this period by no more than 30 days if processing requires unexpected or unusual additional effort, or if we receive multiple requests from you. You will be notified of any extension in advance, along with the reasons for the extension.

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- If your request complies with system requirements but your identity cannot be verified, we will inform you and request the necessary documentation to confirm your identity.
- If your request is repetitive or requires significant effort to complete, we reserve the right to decline your request and will provide you with the reasons for the refusal.