

B2KAPITAL FINANCE IFN S.A.

Head Office: Bucharest, no 4 Vasile Alecsandri and no. 11 C-tin Daniel street, building C, 2nd floor, 1st District
J40/59/2018; CUI 38651006
Phone: +40 374 885 604; Email: office@b2kapitalifn.ro

Request Form for Exercising Data Subjects Rights¹**Implementation of the General Data Protection Regulation (EU) no. 2016/679 („GDPR“)**

Protecting your data is very important for us and for this aim we assume that all the necessary diligences are to be made to ensure compliance with the legislative requirements for the protection of your personal data. In order to solve your requests and to deliver you the related answers, it is necessary for you to provide us the minimum identification information of the data subject exercising the rights provided by the GDPR and, where applicable, the legal or assigned conventional representative. This information must be accurate and complete.

For this purpose, we are kindly asking you to fill in and send us this form signed by the data subject or his representative, if case, could be submitted to B2KAPITAL FINANCE IFN S.A.(„B2K IFN “) using the following channels:

- mail post, courier or directly registration to our head office: Bucharest Romania, No. 4 Vasile Alecsandri and no 11 Ctin. Daniel street, Complex Landmark, Building C, 2nd floor, 1st District, Postal Code 010639
- email (electronic mail) to the DPO: dpo@b2kapitalifn.ro

Please be informed that all fields marked with „*” are mandatory to be filled in and the absence of any of the minimum identification elements of the data subject/appointed Representative may lead to the impossibility of providing an answer to that request.

The purpose of processing this information is to respond to your requests as data subject, in accordance with art. 12-22 of GDPR, on the basis of legal obligations incumbent on the data controller.

I. Method for submitting the request*:**a. Personal****b. By lawyer****c. By Appointed Representative****Note:**

For the b) or c) option it is also necessary to provide us the necessary documents proving the representative quality (e.g. the power of attorney or other justifying documents).

¹“Data subject” term is used to define the private individual exercising his rights based on this request form.

B2KAPITAL FINANCE IFN S.A.

Head Office: Bucharest, no 4 Vasile Alecsandri and no. 11 C-tin Daniel street, building C, 2nd floor, 1st District
J40/59/2018; CUI 38651006
Phone: +40 374 885 604; Email: office@b2kapitalifn.ro

II. Minimum necessary data for data subject identification*:

Note: Information mentioned within this section are mandatory in order to be able to ensure the proper identification of the data subject.

Name of data subject:**Surname of data subject:****Birthdate of data subject:****Current domicile address or residence of data subject:****Country:****City:****County/District:****Street:****Number²:****Building:****Corp of building:****Floor:****Apartment:****Email address³:****Phone number:****III. Minimum necessary data for Appointed representative identification*:**

² If there is no number allocated, it shall be mention: *"No number"*

³ Email is necessary for the communication of the registration number and the response deadline, as well as to be able to deliver the answer in case your option would be for this communication channel.

B2KAPITAL FINANCE IFN S.A.

Head Office: Bucharest, no 4 Vasile Alecsandri and no. 11 C-tin Daniel street, building C, 2nd floor, 1st District
J40/59/2018; CUI 38651006
Phone: +40 374 885 604; Email: office@b2kapitalifn.ro

Note: Information mentioned within this section are mandatory in order to be able to ensure the proper identification of the data subject.

Name of the representative:

Surname of the representative:

**Name of the representative
(if Legal Entity):**

**CUI of the representative
(if Legal Entity):**

Address / office of the representative:

Country:

City:

County/District:

Street:

Number⁴:

Building:

Corp of building:

Floor:

Apartment:

Email address⁵:

Phone number:

⁴ If there is no number allocated, it shall be mention: **"No number"**

⁵ Email is necessary for the communication of the registration number and the response deadline, as well as to be able to deliver the answer in case your option would be for this communication channel.

B2KAPITAL FINANCE IFN S.A.

Head Office: Bucharest, no 4 Vasile Alecsandri and no. 11 C-tin Daniel street, building C, 2nd floor, 1st District
J40/59/2018; CUI 38651006
Phone: +40 374 885 604; Email: office@b2kapitalifn.ro

IV. Subject of the request*:

Please check one or more of the boxes within the below table in order to exercise your privacy rights:

Information Right

Right of access

Right to rectification

For the exercise of this right, it is necessary to indicate the personal data for which rectification is requested, by completing a declaration of completion, dated and signed annexed to this request, to be accompanied, if case may be, by the related justifying documents.

Right to erasure

The right to delete personal data may be exercised in the following situations: (i) they are no longer required to fulfil the purposes for which they were collected; (ii) in case of consent withdrawal and the processing has been carried out on the basis of this consent and there is no other legal basis to continue processing; (iii) you have objected to the processing and there are no legitimate reasons allowing the further processing; (iv) your personal data has been processed without a valid legal ground. The personal data for which you have submitted a request for the exercise of the right of erasure will be further processed in the following situations: for the fulfilment of legal obligations stipulating the processing, as well as for the finding, exercise or defence of a right in court.

Right to restriction of processing

The right to request restriction of processing can be exercised in the following situations: (i) you have disputed the accuracy of your personal data that we are processing, so that, for the period necessary to verify their accuracy, the data will be restricted from processing. In this case, it is necessary to indicate precisely the personal data processed that you are contesting, by completing a self-statement, dated and signed, attached to this request; (ii) the processing of your data was found without a legal basis and you refused data erasure, asking instead for restriction of the processing; (iii) you objected to the processing of your personal data, so that, during the period in which the validity of the processing grounds is verified, your data will be restricted; (iv) although the data retention period has expired, you have expressly requested us to keep them for the purpose of finding, exercising or defending a right in court.

In case of restriction, your personal data may be further processed through storage. The processing in another way will be still allowed for: (i) the finding, exercising or defending of a right of B2KPM in court; (ii) for the protection of the rights of another natural or legal person; (iii) on the basis of the express consent of the data subject or (iv) to protect a public interest.

B2KAPITAL FINANCE IFN S.A.

Head Office: Bucharest, no 4 Vasile Alecsandri and no. 11 C-tin Daniel street, building C, 2nd floor, 1st District
J40/59/2018; CUI 38651006
Phone: +40 374 885 604; Email: office@b2kapitalifn.ro

If the restriction request has been found grounded, we will inform you accordingly before lifting the restriction through the communication channel for which you have opted in this application.

 Right to object

This right can be exercised at any time, on grounds relating to the particular situation in which you are in, where, the processing of your personal data is based on the legitimate interest of B2KPM and/or other persons that we represent, or a public interest.

In the event of the exercise of the objection right, your data may still be processed by B2KPM in the following situations: (i) B2KPM has legitimate and compelling reasons which justify the processing and prevails over the interests, rights and freedoms of the data subject; for the period in which it is ascertained whether such legitimate motivation prevails on those of the data subject, your personal information will be restricted from processing and may be processed only in the situations referred to in the previous point; (ii) the purpose of processing is to ascertain, exercise or defend a right in court.

 Right to data portability

This right can be exercised for those personal data that we process by automated means, on the basis of your express consent or under the execution of a contract. In this case you can ask us to provide you with this data, in a structured format that can be read automatically, or to send the data directly to another operator you are assigning, as far as it is technically possible.

 Right to object to an automated individual decision-making **Right to withdraw the consent**

This right can be exercised in cases where processing is based on your consent and it may be withdrawn at any time. The withdrawal of consent will have effects only for the future, the processing carried out prior to the withdrawal of consent, still remaining valid.

V. The channel for communicating the answer*:

Please express your option for one of the communication channels presented below by marking the related checkbox:

Email communication

Email address:

B2KAPITAL FINANCE IFN S.A.

Head Office: Bucharest, no 4 Vasile Alecsandri and no. 11 C-tin Daniel street, building C, 2nd floor, 1st District
J40/59/2018; CUI 38651006
Phone: +40 374 885 604; Email: office@b2kapitalifn.ro

E-mail Communication Security Warning:

If you opt for transmitting the form and for communicating the response via e-mail, please be informed that B2KPM has taken all necessary precautions to ensure the security of electronic correspondence, by securing its own systems. However, please note that the way to communicate the information requested via the electronic post through the use of public networks is not entirely safe, and by choosing this option, you will assume the risks related to the electronic communication of information (interception, modification, loss, destruction, delays in receiving data, etc.)

**Mail Post communication**

Correspondence address:

Personal delivery at the B2KPM head office: *Bucharest Romania, No. 4 Vasile Alecsandri and no 11 Ctin. Daniel street, Complex Landmark, Building C, 2nd floor, 1st District, Postal Code 010639*

Please be informed that, in justified cases, the law allows the controller to refuse to act according to your requests, for example if the purposes for which your data are processed data have not been fulfilled, and the processing is not based on your express consent, or where your claims are excessive, by their repetitive or obviously unfounded character. Even in this case, we will give you a written explanation of such a refusal.

If you are convinced that your personal data is being processed incorrectly and does not comply with the legal requirements, you may file a complaint with the National Supervisory Authority for Personal Data Processing at: No. 28-30, Gheorghe Magheru Avenue, county 1, postal code 010336, Bucharest, Romania, phone: +40318059211; e-mail: anspdcp@dataprotection.ro or the web page: <http://www.dataprotection.ro/>.

Am luat la cunostinta faptul ca, lipsa/omisiunea furnizarii de date exacte in formularul-cerere, sau completarea/bifarea incorecta a acestora, atrage dupa sine imposibilitatea obtinerii informatiilor solicitate.

Cunosc faptul ca, modalitatea de comunicare a informatiilor solicitate prin intermediul postei electronice care utilizeaza retele publice nu este pe deplin sigura, iar prin alegerea acestei optiuni, imi asum riscurile legate de comunicarea pe cale electronica a informatiilor (interceptare, modificare, pierdere, distrugere, intarzieri in receptionarea datelor etc.).

B2KAPITAL FINANCE IFN S.A.

Head Office: Bucharest, no 4 Vasile Alecsandri and no. 11 C-tin Daniel street, building C, 2nd floor, 1st District
J40/59/2018; CUI 38651006
Phone: +40 374 885 604; Email: office@b2kapitalifn.ro

I hereby state that all data and information completed in this application form are real, accurate and complete.

I am aware of the legal requirements stipulating that the personal statement that does not correspond to the truth represents criminal offence, as well as the fact that the presentation under a false identity or if the attribution of such an identity is false are also criminal offences. I confirm hereby that I have not owned and used no other names and documents except those enlisted/annexed to this request.

I understand that B2KAPITAL FINANCE IFN S.A. must check my identity as the data subject in order to properly identify the personal information in connection to which I exercise my rights to, it may be necessary to provide further additional information.

I am aware that the responding deadline, according to art. 12 from GDPR is one month and may be prolonged with another maximum two months, in case my request requires a more complex analysis. In this case B2K IFN shall inform me accordingly on this topic. The response deadline shall be calculated from the moment all the above-mentioned conditions are fulfilled.

I hereby acknowledge that, the lack/omission of accurate data provided within this form-request, or the incorrect completion/check, shall entail the impossibility of obtaining the requested information. I know that the email communication channel using the public networks is not entirely safe, and by choosing this option, I am taking over the risks related to the electronic information communication (interception, modification, loss, destruction, delays in receiving data, etc.).

Date:

Signature*:
