

Requirements and Information ARCO-RC Application

BordArte SA de CV, hereinafter referred to as "the Responsible", has appointed a person in charge of personal data (the "Privacy Officer"), before whom you can submit your requests for ARCO rights and / or Revocation of your Consent (the "ARCO-RC Request"), by sending an email to recepcion@bordarte.com, or personally (by appointment), at the offices, located at Monclova 1430, Col. República Pte, CP 25265, Saltillo Coahuila, México, addressed to the Official Privacy Policy, for both media the hours are from 10 a.m. to 1 p.m. from Monday to Friday.

- I. Requirements for the submission of requests: The request must be made in respectful terms and presented to the Privacy Officer, either personally or through their legal representative, accompanied by the following information and documentation:
 - a) Name or denomination of the "Responsible Company" that you consider carries out the processing of your personal data).
 - b) Your full name.
 - c) Address and or email to communicate the response to your ARCO-RC Request.
 - d) A copy of the official and current document that proves your identity. You can present a copy of any of the following documents: Valid passport, Voting credential issued by the Federal Electoral Institute, Professional ID issued by the Secretary of Public Education, National Military Service Card issued by the Secretary of National Defense, Current immigration document issued by the competent authority (in the case of foreigners).
 - e) In the event that the request is submitted through a legal representative, in addition to the documents and requirements indicated in paragraphs a, b, c and d, the documents proving their legal representation as well as a copy of their official identification, whose original You must present in order to receive the response from the Privacy Officer.
 - f) A clear and precise description of the personal data with respect to which you seek to exercise any of the ARCO Rights, or the Revocation of your consent.
 - g) Any document or information that facilitates the location of your personal data.

- h) In case of requesting a rectification of your personal data, you must also indicate the modifications to be made and provide the documentation that supports your request.

II. Refusal of the Request: Access to personal data may be denied, or rectification, cancellation or opposition to their treatment and revocation of consent may be granted, in the cases permitted by the LFPDPPP and its Regulations, such as:

- When the applicant is not the owner of the personal data, or the legal representative is not duly accredited for it.
- When the personal data of the applicant is not found in the databases of the Responsible Parties.
- When there is a legal impediment, or the resolution of a competent authority, that restricts access to personal data, or does not allow their rectification, cancellation or opposition.
- When the access, rectification, cancellation or opposition has already been previously made, in the terms indicated by the LFPDPPP and its Regulations.

III. Costs and means: The exercise of ARCO Rights will be free, but if you repeat your request in a period of less than twelve months, the costs will be three days of the General Minimum Wage in force in México City plus VAT, unless there are modifications to the Privacy Notice, which motivate new ARCO Requests. The means through which access to your information will be given, in accordance with article 33 of the LFPDPPP, will be determined by those Responsible for the nature of the information requested and the means in which it is protected. Within the means of reproduction the following are considered:

- Simple copies (with cost)
- Digitized (free of charge)
- CD (with cost)
- Consultation on site (free of charge)
- Certified copy (with cost): You must cover the justified shipping costs, where appropriate, or the cost of reproduction in copies or other formats, as well as the cost of document certification.

IV. Modalities: The access, rectification and cancellation of your personal data, as well as the opposition to its treatment and revocation of your consent will be exercised with prior proof of your identity and, where appropriate, of the representation with which it is held. The delivery of information will be carried out as follows:

- In person, before the Privacy Officer at the offices located in Monclova 1430, Col. República Pte, CP 25265, Saltillo Coahuila, México, from 10 am to 1 pm, Monday to Friday, by appointment. In the event that the Holder so requires and, it is determined appropriate, the delivery of information may be by means other than in person. Under this assumption, the Responsible parties disclaim any intentional misuse that is given during the shipment and until the delivery and receipt of the information with the Owner, so the latter expresses its acceptance of the responsibility it acquires when requesting another modality delivery different from that which the Responsible Parties are obliged to carry out.

V. Notifications: All the notifications referred to by the LFPDPPP and its Regulations, including those related to the processing and response of your request, will preferably be made through the authorized email. Being able to authorize address and telephone number in your case.

Signature of Applicant or Representative