



Format to exercise the ARCO Rights
RESPUESTAS ÓPTIMAS EN MAYOREO, S.A de C.V.

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RESPUESTAS ÓPTIMAS EN MAYOREO, S.A. DE C.V. (hereinafter referred as “ROM”), with domicile for notices located in Poniente 134 No. 680-A, Col. Industrial Vallejo, Delegación Azcapotzalco, Mexico, City, C.P. 02300, in compliance with the provisions of the Federal Law on the protection of personal data held by private individuals and its regulation (Ley Federal de Protección de Datos Personales en Posesión de los Particulares y su Reglamento), distributes the format by which it will be enforce its right.

In accordance with the preceeding paragraph, please indicate your information as Data Subject or, its legal representative, provided that, its capacity will be proven with an official ID and/or the original document where the representation its granted.

Subject of the Personal Data	
Full Name	
Address	
Telephone number	
E-mail	

Information of the Legal Representaive (if applicable)	
Full Name	
Address	
Telephone number	
E-mail	

** In the case of the Legal Representative it should be enclosed: and official ID, as well as the proxy letter or the power of attorney duly granted before Notary Public.*

In accordance with the Federal Law on the protection of personal data held by private individuals and its regulation (Ley Federal de Protección de Datos Personales en Posesión de los Particulares y su Reglamento), please mark with an “X” the right to be enforced:

Access	You may request to be informed which personal data are being processed and the source of such data	()
Rectification	You may request to be corrected or completed the personal data that is incorrect or incomplete and which are held in the Database of ROM. Also, data may be updated.	()
Cancelation	You may request the cancelation of the data, if such are still in ROM's database.	()
Objection	You may object to the processing of your personal data, when there is a legitimate cause to do so, even you have granted your consent.	()

Please express clearly the right to be enforce, as well as additional information that helps to locate the Personal Data and/or any further information you want to add:

Also, as Subject of the Personal Data, you may additionally enforce the following rights:

Deny	You may deny the processing of your personal data that performs or intends to perform ROM	()
Repeal	You may revoke your consent granted their personal data.	()

 Name and signature of the Subject or Legal Representative

 Date and place of the request

NOTE: According with Article 32 of the Federal Law on the protection of personal data held by private individuals (Ley Federal de Protección de Datos Personales en Posesión de los Particulares) we will to proceed to your request and we shall informed the status of your request in a 20-day maximum period, following the date of your request. If applicable, within 15 days following our response, we will make it effective.

Pursuant to Article 45 of the Federal Law on the protection of personal data held by private individuals and Article 100 of its regulation, the Data Subject has 15 days following ROM's response to initiate the pocedure for the Data Protection before the INAI (National Institute of Access to Public Information)

It is important to mention that in accordance with Article 35 of the Federal Law on the protection of personal data held by private individuals, this request is free, however, ROM may require the payment of the expenses for sending the information requested by the Data Subject.