

INFORMATION FORM (PRIVATE PERSON)

PERSONAL DATA

full name:

ID No: ID card No:

issued on: issued by:

town: district:

street: No bl. entr. fl. app.

mobile phone: phone:

e-mail:

correspondence address:

EMPLOYEES'S DATA

company's name: BULSTAT:

town: district:

street: No bl. entr. fl. app.

managing director:

mobile phone: phone:

recruited on (date) position:

employment contract: fixed term valid till: unlimited freelancer

previous employer: from to

total length of service: employee's wages paid: cash in account

MONTHLY COSTS OF THE LESSEE (BGN)

NET INCOME OF THE LESSEE (BGN)

from an employment contract		from rent		other sources	
total monthly income		in words			

The lessee declares hereby that his remuneration is free of any charges and encumbrances. The lessee declares in particular that he has not pledged in any way his remuneration in favor of any third parties, nor the remuneration has been used as a guarantee in any form. The lessee declares that his remuneration is free of any liabilities to the State, and that there is no threat of such charges and encumbrances such as enforcement, public distraint etc.

The Lessee is aware that providing false or incomplete information is reason for the Lessor to terminate the leasing contract according to the General Terms and Conditions, where the Lessee shall be liable for all negative consequences for the Lessor arising out of the termination of the contract.

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I declare that I am acting

on my own account

on third party's behalf

Note: Anyone, who has obligations towards third party for specific actions or inactions according to the leasing contract, acts on someone else's behalf.

LOANS AND LEASING CONTRACTS serviced by the Lessee

Creditor	Currency	Purpose	Amount	Beginning	End	Amount of the monthly instalment

WEALTH of the Lessee

own dwelling: yes no

property type:

address:

I do hereby give my express consent and authorization to the Lessor to verify the data through its representative. I undertake to inform the Lessor within a week about any changes in the declared data.

The personal data provided with this Information Form shall be used by Finance Group Porsche Bulgaria for the purposes, on the grounds and according to all other conditions in the Notification for processing of personal data, representing inseparable part of Information Form.

I, the undersigned, hereby declare that I am aware of the Notification for processing of personal data by Finance Group Porsche Bulgaria, as well as of that my application for signing of a lease agreement can be rejected. I know that I can withdraw my consent at any time and I am aware of the rest of my rights in connection with the processing of my personal data.

I am aware of my liability under art. 313 of the Criminal Code in case of declared incorrect data.

Town and date

Signature

I declare that the entire information stated by me herein is true and correct

NOTIFICATION FOR PROCESSING OF PERSONAL DATA

From Finance Group Porsche Bulgaria

1. General information

Porsche Leasing BG EOOD, UIC 131283654 (**Porsche Leasing**), **Porsche Mobility BG EOOD**, UIC 203261484 (**Porsche Mobility**) and **Porsche Insurance Broker BG EOOD**, UIC 175167480 (**Porsche Insurance Broker**), with a sole owner of all of them Porsche Bank AG Austria, forming **Finance Group Porsche Bulgaria** by virtue of the factually established joint offering on the Bulgarian market of the full package of services related to operating and finance lease, insurance brokerage, fleet management and others.

The protection of your personal data when using the services of the companies in the Finance Group Porsche Bulgaria is of utmost importance to us. Therefore, we are pleased to inform you about how, for what purposes and in what terms your personal data are processed. Finance Group Porsche Bulgaria adheres strictly to the applicable data protection provisions regulations for any personal data processing operation performed.

This Notification is valid only for personal data collected by customers in paper form. For those processed through the www.porscheleasing.bg website, please refer to the Privacy Policy posted on the same site.

The personal data of clients of each of the companies in Finance Group Porsche Bulgaria are being processed together with the other companies in the group*, in order to obtain a quality service for the full package of services related to operating and financial leasing. The belonging to Finance Group Porsche Bulgaria often determines the use of one and the same personal data Processors in order to ensure a high level of security in processing the personal data.

** The personal data collected by Porsche Insurance Broker for the aim of intermediation for insurance of unlicensed vehicles are excluded of the scope of the Joint Controllership Data Processing Framework Agreement as well as the personal data obtained from the Central Credit Register only for clients of Porsche Mobility*

Between the legal entities of the Finance Group Porsche Bulgaria is executed a Joint Controllership Data Processing Framework Agreement with the following main characteristics:

In strict compliance with all legal principles for the processing of personal data and for ensuring the rights of the data subjects, the companies of the Finance Group Porsche Bulgaria have agreed:

- The right to information of each data subject shall be realized by the company with which the data subject first contacts;
- As far as the consent of the data subject is required as a basis for the processing of personal data, it shall be provided to the entity with which the data subject first contacts. Once given in this way, it is considered valid and accessible to the rest of the entities in Finance Group Porsche Bulgaria, as long as it concerns the types of processing that they carry out. The consents given on the website www.porscheleasing.bg are considered as given for the processing methods specified therein;
- **Data Protection Officer (DPO)** for the companies of Finance Group Porsche Bulgaria as Joint Controllers could be found on e-mail gdpr@porscheleasing.bg. If a data subject addresses its request to a particular company of Finance Group Porsche Bulgaria, the respective company is required to inform immediately the DPO;
- Each company of Finance Group Porsche Bulgaria shall provide information on the actions taken on rights/ claims requested by a data subject under the Art. 15-22 of the General Regulation on the

Protection of Personal Data. In case of factual or technical difficulties for timely execution of such requests, the execution period may be extended by a further 2 months, for which the data subject should be informed within one month as of the receipt of the request;

- Requests from the data subjects made electronically will be answered electronically, unless the data subject requested otherwise;
- Each company of Finance Group Porsche Bulgaria shall be responsible for executing requests on exercising the the data subjects' rights, whichever of the companies the specific request is made to;
- The companies of Finance Group Porsche Bulgaria jointly implement policies, organizational and technical measures to ensure the security of personal data, their legitimate processing, execution of the data subjects' rights and engagement of Processors that provide guarantees for the same level of protection and way, in which the data are processed;
- In the event of breach of the security of processing, the companies of Finance Group Porsche Bulgaria shall cooperate in such manner that all necessary measures shall be taken to mitigate the effects for the data security/ rights of the subjects, as well as for notification (no later than 72 hours as of becoming aware) of the Commission for Personal Data Protection in accordance with Art. 33 of the General Regulation on the Protection of Personal Data and, if necessary, the data subject under Art. 34 of that Regulation;
- Notwithstanding the arrangements under the Joint Controllershship Data Processing Framework Agreement, the data subject may direct its request to any company of Finance Group Porsche Bulgaria. All three compnaies are jointly and severally liable for the fulfillment of the rights of the data subject, regardless of whether the client of the particular company is subject to the concluded/ prepared commercial transactions;
- The Joint Controllershship Data Processing Framework Agreement is concluded for an indefinite period of time and, in the event of termination, each of the companies of Finance Group Porsche Bulgaria will receive a copy of the documents/ registers certifying the joint legal processing of personal data during its operation;
- Applicable law with regard to the Joint Controllershship Data Processing Framework Agreement is the Bulgarian one.

2. Data security and protection

Finance Group Porsche Bulgaria has taken the necessary technical and organizational measures to protect your data from any unlawful actions, loss and unauthorized access. In order to ensure high security, the measures are taken in two stages - at the stage of designing particular aspects of the services offered, as well as at the default stage - when you, as a user, fill in an information form/ sign a contract or in another analogous way. Measures include limiting access to your personal data, strictly following internal policy rules, the Joint Controllershship Data Processing Framework Agreement, appropriate training for individuals responsible for processing your personal data, as well as compliance with good practices, guidelines and instructions for protection of personal data issued by the competent supervisory authorities. All measures are subject to a regular review and periodical update. In case of breach in the security of your personal data, we will notify you (without undue delay in the appropriate period of time after becoming aware of the disclosure) if the personal data breach is likely to lead to a high risk for your rights and freedoms.

In the event that you choose to use the "My Contract" system, you are responsible for the timely change of the original "Porsche Code" written in your lease agreement and for the backup of

the password that you created, protected and confidential, by not disclosing it to third parties, thus helping for the high security of your data protection.

3. Personal data processing activities

Your personal data will be processed by the Finance Group Porsche Bulgaria only in accordance with the applicable data protection regulations. When you contact us by email or fill out an information form/ sign a contract, you acknowledge that the data you have provided are accurate, correct and up to date. When providing your services (other than those on the website covered by the Privacy Policy posted there), Finance Group Porsche Bulgaria collects personal information about you in the following ways:

- Offer for finance/ operating lease/ service business mobility;
- Information form for individuals and for legal entities;
- Identification under the Measures Against Anti Money Laundering Act (MAMLA);
- Solvency assessment of individuals (including profiling) and of legal entities;
- Concluding an operating/ finance lease/ business mobility service agreement;
- Request for PoA for driving abroad;
- Request to change a registration certificate part 2;
- PoA on acceptance of a vehicle;
- Order for intermediation for voluntary (Casco, property, etc.) insurances;
- Insurance mediation: Auto-Casco, Civil Liability, Protected Vehicle Value, Direct Business, including collection of data for the Insurers' Questionnaires;
- Finding a leasing vehicle in case of non-fulfillment of the lease obligations;
- Enforcement actions in the case of non-performance of leasing obligations;
- Marketing;
- Examination of the consumers satisfaction

4. Categories of personal data

The following categories of personal data are collected during the processing under the previous item:

Categories of personal data	Purposes	Processing Activities
Full name	Identity of an individual/ legal representative of a legal entity/ beneficial owner/ proxy/ joint debtor/ contact person; Establishment of a contact ; Identification under the MAMLA of a potential lessee; Solvency assessment; Concluding a contract (leasing, insurance mediation, business mobility service, purchase of a vehicle by a third person); Providing a	Offer for finance/ operating lease/ service business mobility; Information sheets; Solvency assessment of a potential lessee; Identification under the MAMLA of natural person/ representative of legal entity and beneficial owner; Concluding a leasing/ business mobility service contract/ insurance intermediation; order for voluntary insurance; Insurance mediation; Request to change a registration certificate part 2; Provision of services (replacement vehicle, service "from door to door", mobile change of tires, PoA for

	<p>requested service; Performance of obligations under a contract</p> <p>Offering new products and services</p>	<p>traveling abroad, acceptance of a vehicle); Finding a leasing vehicle in case of failure to fulfill the lease obligations; Enforcement actions in the case of non-performance of leasing obligations; Request for a PoA for driving a vehicle abroad; Sending advertising materials; Examination of the consumers satisfaction</p>
Unique citizenship number	<p>Identification of an individual/ legal representative of a legal entity/ beneficial owner/ proxy/ joint debtor; Establishment of contact; MAMLA identification of a potential lessee/ joint debtor/ a third party appointed by the lessee; Solvency assessment; Concluding a contract (leasing, insurance mediation); Providing a requested service; Performance of obligations under a contract</p>	<p>Information sheets; Solvency assessment of a potential lessee; Identification under the MAMLA of natural person/ representative of legal entity and beneficial owner; Concluding a leasing/ business mobility contract/ insurance intermediation order for voluntary insurance/ purchase by a third person appointed by the lessee; Insurance mediation; Finding a leasing vehicle in case of failure to fulfill the lease obligations; Enforcement actions in the case of non-performance of leasing obligations; PoA for driving a vehicle abroad/ acceptance of a vehicle.</p>
Position	<p>Establishment of contact</p>	<p>Offer for finance/ operating lease/ service business mobility</p>
Birth date and place of birth	<p>MAMLA identification</p>	<p>Information sheets; Identification under the MAMLA of natural person/ representative of legal entity and beneficial owner</p>
Data from ID	<p>Identity of an individual/ beneficial owner of a legal entity/ proxy/ a third party appointed by the lessee; Identification under the MAMLA; Issuing a PoA for driving a vehicle abroad; Performance of obligations under a contract</p>	<p>Information sheets; Solvency assessment of a potential lessee; Identification under the MAMLA; Concluding a leasing/ business mobility contract/ insurance intermediation order for voluntary insurance/ purchase by a third party appointed by the lessee; Insurance mediation; Finding a leasing vehicle in case of failure to fulfill the lease obligations; Enforcement actions in the case of non-performance of leasing obligations; Request for a PoA for driving a vehicle abroad;</p>
Copy of ID	<p>Identification under the MAMLA</p>	<p>Identification of lessee (natural person/ representative of legal entity) and beneficial owner; storage in the terms defined in MAMLA</p>
Citizenship(s)	<p>Identification under the MAMLA</p>	<p>Identification of lessee (natural person/ representative of legal entity) and beneficial owner</p>
Professional experience	<p>Solvency assessment</p>	<p>Analysis and storage in the lessee's file</p>
Phone/ Fax/ E-mail	<p>Contact with the (potential) lessee/ joint debtor/ contact person; Concluding a contract (leasing, insurance mediation, business mobility service); Providing a</p>	<p>Offer for finance/ operating lease/ service business mobility; Information sheets; Solvency assessment of a potential lessee; Identification under the MAMLA; Concluding a leasing contract/ insurance intermediation</p>

	<p>requested service; Performance of obligations under a contract</p> <p>Offering new products and services</p>	<p>order for voluntary insurance; Insurance mediation; Provision of services (replacement vehicle, service "from door to door", mobile change of tires, PoA for traveling abroad, acceptance of a vehicle); Finding a leasing vehicle in case of failure to fulfill the lease obligations; Enforcement actions in the case of non-performance of leasing obligations; Request for a PoA for driving a vehicle abroad; Offering information and for new products; Examination of the consumers satisfaction</p>
Address (state of the permanent residency and address)	<p>Establishment of contact; Identification under the MAMLA of a potential lessee/ beneficial owner; Concluding a contract (leasing, insurance mediation, business mobility service); Providing a requested service; Performance of obligations under a contract</p> <p>Предлагане на нови продукти и услуги</p>	<p>Information sheets; Solvency assessment of a potential lessee; Identification under the MAMLA; of natural person/ representative of legal entity and beneficial owner; Concluding a leasing/ business mobility service contract/ insurance intermediation order for voluntary insurance; insurance mediation; Finding a leasing vehicle in case of failure to fulfill the lease obligations; Enforcement actions in the case of non-performance of leasing obligations; Sending advertising materials</p>
Data from the Central Credit Register (for the clients of PL only)	Solvency assessment	Analysis and storage in the lessee's file
IBAN	Risk analysis under the MAMLA	Information sheet; Solvency assessment
Place of employment, type of contract, length of employment service, position, profession, remuneration, total monthly income	Solvency assessment; Performance of obligations under a leasing contract	Information sheet; Solvency assessment
Data from NSSI (insurance, pensions)	Solvency assessment	Analysis and storage in the lessee's file
Property Registry Data	Solvency assessment	Analysis and storage in the lessee's file
Commercial Register Data	Solvency assessment; Identification of the beneficial owner under MAMLA	Analysis and storage in the lessee's file; Identification of the beneficial owner and check of the legal representative
Other leasing contracts and loans	Solvency assessment	Information sheet; Solvency assessment
Financial status of the lesee	Solvency assessment; Performance of obligations under a leasing contract	Information sheet; Solvency assessment (including profiling)
Vehicle Data	Vehicle identification by contract (leasing, insurance mediation, business mobility service/ purchase by a third party appointed by the lessee); Providing a requested service; Performance of obligations under a leasing contract	Concluding a leasing/ business mobility service contract/ insurance intermediation order for voluntary insurance/ purchase by a third party; Insurance mediation; Request to change of a registration certificate part 2; Request for a PoA for driving a vehicle abroad
Personal "Porsche" code	Using the "My contract" system	In the signed lease agreements
Handwritten signature	Concluding a contract; Request for provision of a service	Information sheets; leasing contract/ insurance intermediation/ contract on

		business mobility service/ purchase by a third party; Requests for provision of a service
Data on monetary liabilities under leasing contracts	Performance of a lease contract	Enforcement actions in case of non-performance of leasing obligations
Other Insider Questionnaire Data	Performance of a lease contract/ request for the purpose of choosing and entering into insurance	Questionnaires of insurers

5. Storage life. Destruction

Personal data are stored for the time required to achieve the purposes for which they were collected. We take all necessary technical and organizational measures to destroy data that is no longer needed, except where there is a legitimate basis to process them for a longer period of time; on a request to restrict the processing under your rights detailed here below; or in a manner compatible with the original processing purpose, for which you will be promptly informed.

6. Lawfulness

Personal data are processed on the basis specified in Art. 6 of the General Regulation on the Protection of Personal Data, as follows:

In the events of **Offer for finance/ operating lease/ service business mobility, Questionnaires of insurers** for the purposes of receiving their offers for insurances, we will process your data on the basis of taking steps at your request prior to entering into a contract for the purpose of its performance (Article 6, letter "b").

In the case of filling in **Information sheets**, we will process your data on the basis of taking steps at your request prior to entering into a contract for the purpose of its conclusion (Article 6, letter "b"), as well as for performance of a task carried out in the public interest and compliance with the legal obligation of the controller - identification under MAMLA (Article 6, letters "c" and "e"), as well as in view of the legitimate interest (Article 6, letter "e") of Porsche Leasing and Porsche Mobility to assess the solvency of the lessee/ jointly liable debtor and its ability for proper execution of the signed contract for leasing.

The processing of data from public registers for the purposes of **Solvency Assessment** is also carried out in view of the legitimate interest of Porsche Leasing and Porsche Mobility (Article 6, letter "e") to assess the solvency of the lessee/ jointly liable debtor and its ability for proper execution of the signed contract for leasing

Your data in **Contracts concluded (including Insurance Intermediation Order for voluntary insurances, Contract on business mobility service)** with the companies of the Finance Group Porsche Bulgaria are processed on the basis of taking steps at your request prior to entering into a contract for the purpose of its conclusion (Article 6, letter "b"); your personal Porsche Code is the initial access code to the "My Contract" system, specified in your contract, which for security reasons needs to be changed immediately. It is provided to you for the purposes of performance of the contract to which you are a party (Article 6, letter "b"), and its use is optional.

In case of a **Power of attorney for driving a vehicle abroad, Request to change a registration certificate part 2, acceptance of a vehicle, provision of a replacement vehicle, service "from door to door", mobile change of tires and others within the scope of business**

mobility service, we are processing your personal data for the performance of a contract to which you are a party (Article 6, letter "b" and "e").

In cases of ***Finding a leasing vehicle in case of failure to fulfill the lease obligations*** and ***Enforcement actions in the case of non-performance of leasing obligations*** your personal data is processed on the basis of signed contract (Article 6, letter "b").

Only after receiving your explicit consent we may use part of the collected data, namely: name, surname, phone, e-mail – for the purposes of offering new services, examination of the consumers satisfaction; as well as the data collected through cookies on www.porscheleasing.bg to offer you new products and services by Finance Group Porsche Bulgaria.

7. Withdrawal of consent

With regards to the data that Finance Group Porsche Bulgaria collects and processes on your consent, you may withdraw your consent at any time. For this purpose, please contact the DPO. If the consent is withdrawn, Finance Group Porsche Bulgaria will no longer process the personal data.

8. Our Partners

Finance Group Porsche Bulgaria processes data with the support of professional partners, namely Porsche Bank AG, Porsche Informatik GmbH, Porsche Holding GmbH, Raiffeisen Informatik GmbH, Raiffeisen Bank International AG, Raiffeisen Service Center GmbH (all headquartered in Austria), Porsche BG EOOD, UIC 131258238, auditors, insurance companies, leasing companies, lawyers, notaries, couriers, archiving companies, companies offering web based payment systems, SMS notification, companies for installation and prevention of automobile safety devices, companies for registration of vehicles, recording damages under insurances, provision of replacement vehicles, providing roadside assistance, tire change, fuel cards, car park stays, customer satisfaction surveys and software developers.

Our partners are carefully selected and ensure that they have taken appropriate legal, technical and organizational measures to ensure that your data are processed in accordance with the applicable data protection legislation and the protection of your rights and freedoms. Our partners are not allowed to use personal data for their own purposes or to provide them to third parties without specific instruction from Porsche Bulgaria Financial Group.

9. Disclosure of Data to Third Parties

Finance Group Porsche Bulgaria will not disclose personal data to Third Parties except in cases where it is necessary to protect the vital interests of you/ another individual or for the purpose of complying with a legal obligation that applies to us as Controller of personal data.

Finance Group Porsche Bulgaria does not transfer personal data to a third country or an international organization outside the European Union.

10. Your Rights

As a data subject being processed by Finance Group Porsche Bulgaria, you have the following rights:

a. Right of information

In addition to the information listed above, you should keep in mind that you are not subject to automated decision making, but we conduct profiling for the purpose of assessing the solvency. Under the applicable data protection law, you have the rights below and we are obligated to respond to any of your requests within 1 month as of receiving the request and without charge. In case of factual or technical difficulties for timely execution of such requests, the execution period may be extended by further 2 months, for which the data subject should be notified within one month as of receipt of the request.

b. Right of access

You can ask for confirmation of whether and what personal data are being processed for you as well as access such data.

For users who have already signed a contract, access to the information is through the "My contract" system.

For users who do not have a contract, access to the information is done by requesting to the DPO.

We will provide you with a statement of personal data that are being processed. For additional statements, we may impose a reasonable fee based on administrative costs incurred. When submitting a request by electronic means, we will, if possible, provide the information in a widely used electronic form, unless you have requested otherwise.

c. Right of rectification

If we process incomplete or untrue personal data for you, you may request that they be amended or extended at any time.

d. Right to erasure

You may request the erasure of your personal data in the following cases:

- personal data are not necessary for the purposes for which they were collected or otherwise processed;
- the consent on which the processing of the data is based is withdrawn and there is no other legal basis for the processing;
- you suppose that personal data has been processed unlawful

Keep in mind that there may be other reasons to prevent the immediate erasure of your data, such as legally binding obligations for storage, pending proceedings, establishment, exercise or defense of legal claims, etc.

e. Right to restrict the processing

You may request a restriction of processing if:

- you contest the accuracy of personal data - for a period, that allows us to verify the accuracy of personal data;
- the processing is illegal, but you do not require personal data to be erased and require instead restricting their use;
- we do not need further the personal data for the purpose of processing, but you require them for the purposes of establishment, exercise or defense of legal claims;
- you have objected to the processing of the data – in the period necessary for verification if Finance Group Porsche Bulgaria's legal basis for the processing take precedence over your interests.

If we revoke the restriction of processing, we will inform you.

f. Right of data portability

You can request the provided data in a structured, commonly used and machine-readable format when both conditions are met:

- the processing of specific data is based on consent or contract terms; and
- processing is done in an automated manner.

g. Right of objection

At any time and on grounds relating to your particular situation you have the right to object to processing of your personal data, which is based on a legitimate interest or is necessary for the performance of a public interest task or the exercise of official authority in the case (if such are assigned to Finance Group Porsche Bulgaria), including profiling based on these grounds.

When you agree to process data for direct marketing purposes, you are at all times entitled to object to the processing of personal data without giving any reason.

h. Right to lodge a complaint

If you believe that we have violated applicable privacy laws in the processing of your data and as a result you have infringed your rights, please contact us. Of course, you also have the right to lodge a complaint with the Commission for Personal Data Protection.

All requests, as well as additional clarifications and information related to the exercise of your rights, can be made directly to Finance Group Porsche Bulgaria by contacting the DPO.

11. Dispute resolution and applicable law

In case of disputes, the applicable law is the law of the Republic of Bulgaria and the competent court - the relevant competent court in Sofia.

Any disputes between Finance Group Porsche Bulgaria and consumers regarding personal data may be resolved through negotiations between the parties. In the unlikely event of a legal dispute, it should be referred to the Commission for Personal Data Protection or directly before the competent court in Sofia.

I, the undersigned, declare that I am aware of the above information regarding the processing of my personal data by Finance Group Porsche Bulgaria. In the event of any change in any of the data declared, I undertake to notify the DPO of Finance Group Porsche Bulgaria within a week.

I know that I can withdraw my consent at any time, as well as I am aware of all other rights in relation to the processing of my personal data.

I give my explicit written consent to use my personal data to:

a) direct marketing via SMS, e-mail, letters, by phone, to provide information about appropriate products and services from Porsche Bulgaria Financial Group

I agree

I disagree

b) examination at the National Insurance Institute for the assessment of the solvency during the application for leasing.

I agree

I disagree

c) examination of the consumers satisfaction (by e-mail, telephone)

I agree

I disagree

Date:

Signature: