

## CREDIT FORM FOR BUSINESSES (DK16)

Your Tax ID Number .....

Name and Surname of Your Representative .....

Contact phone number .....

Email: .....

Date .....

Signed by: .....

[.....] I declare that I have read the information regarding the processing of personal data by Dom Development Kredyty Sp. z o.o. with its registered office in Warsaw in connection with the provision of financial brokerage services.

[.....] I grant a power of attorney to Dom Development Kredyty Sp. z o.o. to collect any documentation from Dom Development S.A. Capital Group companies that may be necessary for securing a loan through Dom Development Kredyty Sp. z o.o., in particular: statements of the owner's representative (*inwestor zastępczy*) and other statements, confirmation and settlement of payments, explanation of remarks, assignments of receivables transfer, scans of contracts, postponement of the payment date, and to submit this documentation on my behalf to the lenders or their partners.

[.....] I grant a power of attorney to Dom Development Kredyty Sp. z o.o. to submit on my behalf to Dom Development S.A. Capital Group companies and other entities involved in construction projects where I am purchasing a property through Dom Development Kredyty Sp. z o.o. a statement regarding my inability to use financial brokerage services offered by Dom Development Kredyty Sp. z o.o. or my failure to obtain a loan despite exercising due diligence and properly fulfilling the formal requirements of the loan procedures at banks.

### PERSONAL DATA PROCESSING INFORMATION

#### Data Controller

The Controller of your personal data is Dom Development Kredyty Sp. o.o o.o., Pl. Piłsudskiego 3, 00-078 Warszawa (the "Controller"). The Controller has appointed a Data Protection Officer, whom you may contact with respect to any matters relating to the protection of your personal data, by email at: [iodo@domd.pl](mailto:iodo@domd.pl) or by post at the address of the Controller's registered office, with the note "PDPO".

#### Definitions

1. Client – a sole trader, legal person or any other unincorporated entity that requests actions from the Controller,
2. persons acting on behalf of the Client – any individual who contacts employees and/or representatives or attorneys-in-fact of the Controller in order to present a request based on which the Controller will take actions; these may include, but are not limited to, the employees of the Client or other persons appointed by the Client or acting on its behalf (personnel and representatives – members of the Management Board, attorneys-in-fact).

#### Source and Scope of Data Collected

The Controller collects data directly from the Client or persons acting on behalf of the Client. The Controller collects identification data, including business-related and other information, necessary to provide financial brokerage services or to fulfil request made by the Client or persons acting on its behalf. The Controller may also obtain data from the entity for whom the Controller provides credit brokerage services in order to take actions prior to the conclusion of the contract or in connection with its execution. The Controller processes only the data necessary for the above-mentioned purposes.

### **Purpose and Legal Basis of Data Processing**

The Controller processes personal data of the Client and a person acting on behalf of the Client for the following purposes:

- a) taking actions, at the Client's request, prior to the conclusion of a contract, such as preparing and presenting offers from entities, for whom the Controller provides financial brokerage services, as well as carrying out activities related to the provision of financial brokerage services, in particular assisting the Client in obtaining finance; the contract may be concluded orally during a meeting with the Controller's representative (Article 6(1)(b) of the GDPR),
- b) the establishment, exercise or defence of claims (if any) (Article 6(1)(f) of the GDPR),
- c) surveying customer satisfaction and the identification of service and product quality, which constitutes a legitimate interest of the Controller (Article 6(1)(f) of the GDPR),
- d) settlement and tax purposes - it is a legal obligation resulting from tax law, the Accounting Act, and other tax laws, including for the purpose of proper settlement of financial brokerage services (Article 6(1)(c) of the GDPR),
- e) compiling statistics, which constitutes a legitimate interest of the Controller (Article 6(1)(f) of the GDPR),
- f) carrying out marketing activities, which constitutes a legitimate interest of the Controller (Article 6(1)(f) of the GDPR).

### **Period of Data Processing**

Your personal data will be processed:

- a) with regard to actions taken prior to the conclusion of a contract – for 24 months,
- b) with regard to the establishment, exercise or defence of claims - for 24 months,
- c) with regard to surveying customer satisfaction – for 24 months or until you object to the processing,
- d) with regard to tax settlements and accounting – for 5 years from the end of the tax year,
- e) with regard to compiling statistics – until you object to the processing,
- f) with regard to marketing activities – until you object to the processing.

### **Data Recipients**

Your personal data may be shared primarily with banks with whom the Controller cooperates, as well as other entities that cooperate with banks and the Controller in the process of financial brokerage services provision. Your personal data may also be shared with providers of IT, accounting, archiving, debt collection systems and services or other systems and services necessary for the proper satisfaction of the request of the Client or a person acting on behalf of the Client on the basis of data processing agreements concluded by the Controller, as well as service providers, who are separate data controllers (such as telecommunication companies, postal companies, banks, and law firms) and have a legal or contractual duty of confidentiality, providing specific services to the Controller.

### **Data Subject Rights**

You have the right to request: access to the data and receive a copy, rectification or erasure of the data, the restriction of your data processing, and, for a Business Partner who is a sole trader, additionally the transfer of the data; and filing of a complaint with the supervisory authority competent for data protection (President of the Personal Data Protection Office). You also have the right to object to the processing of your personal data on the basis of the Controller's legitimate interest, for reasons associated with your particular situation.

### **Voluntary Data Provision**

The data provided by you is necessary for the provision of financial brokerage services by us. Your failure to do so will prevent the provision of such services. You provide your personal data voluntarily. Failure to provide this data will render it impossible for the Controller to process your personal data in order to provide services, offer products, or conduct direct marketing of products and services.

*Detailed information concerning data recipients and processing is available in Privacy Policy on Controller's website domd.pl.*

Purpose	Legal Basis	Scope of Data	Retention
To take actions, at the Client's request, prior to the conclusion of a contract, such as preparing and presenting offers from entities, for whom the Controller provides financial brokerage services, as well as carry out activities related to the provision of financial brokerage services, in particular assisting the Client in obtaining finance; the contract may be concluded orally during a meeting with the Controller's representative for the purpose of preparing and presenting the offer.	Article 6(1)(b) of the GDPR	<ul style="list-style-type: none"> <li>Name and surname,</li> <li>Email and phone,</li> <li>Legal form,</li> <li>Company name and taxpayer ID number,</li> <li>PESEL (<i>personal identification number</i>):</li> <li>National identity card number,</li> <li>Nationality,</li> <li>Marital status,</li> <li>Sex,</li> <li>Date of birth,</li> <li>Address,</li> <li>Bank,</li> <li>Loan type and currency,</li> <li>Amount requested,</li> <li>Loan disbursement,</li> <li>Loan disbursement date,</li> <li>Security value,</li> <li>Deposit,</li> <li>LTV,</li> <li>Loan Interest,</li> <li>Fee,</li> <li>Margin,</li> <li>Tenor,</li> </ul>	24 months as a contract of mandate
To establish, exercise or defend claims	Article 6(1)(f) of the GDPR		
To survey customer satisfaction and identify service and product quality, which constitutes a legitimate interest of the Controller			
Settlement and tax- a legal obligation under tax law, accounting law, tax-related regulations, proper settlement of financial brokerage	Article 6(1)(c) of the GDPR	<ul style="list-style-type: none"> <li>Name and surname,</li> <li>Company name,</li> <li>Amount granted,</li> <li>Currency,</li> <li>Disbursement date,</li> <li>NIP (taxpayer ID number), REGON (business statistical identification number),</li> <li>Bank,</li> </ul>	5 years following the tax year end
To compile statistics	Article 6(1)(f) of the GDPR	<ul style="list-style-type: none"> <li>Tenor</li> <li>Rounded loan amount- requested and disbursed,</li> <li>LTV,</li> <li>Interest type,</li> <li>Margin,</li> <li>Fee,</li> <li>Bank granting the loan,</li> <li>Deposit,</li> <li>Sex,</li> <li>Year of birth,</li> <li>Marital status,</li> <li>Security value,</li> <li>Purpose of the loan (flat, unit, parking space, fit-out),</li> <li>Loan programme</li> <li>Rounded floorage and project phase,</li> <li>Creditworthiness,</li> <li>Financing method (form of purchase),</li> <li>Legal form,</li> <li>Currency,</li> <li>Loan type,</li> <li>Nationality,</li> <li>Loan disbursement date,</li> <li>Loan application submission date</li> </ul>	Until the processing is objected to
Marketing	Article 6(1)(f) of the GDPR	<ul style="list-style-type: none"> <li>Company name,</li> <li>Name and surname,</li> <li>Email and phone,</li> <li>Legal form,</li> <li>Bank,</li> <li>Tenor,</li> <li>Margin,</li> <li>Security value,</li> <li>Loan amount,</li> <li>Loan disbursement date</li> </ul>	Until the processing is objected to