

## WARNING OF PRIVACY

The Corporation Hospitality Holdings, SA de CV, (" PHH" ), located in Insurgentes Sur 553 Mezzanine, neighborhood Escandón, in City Hall Miguel Hidalgo, Zip Code 11800, in Mexico City, is subject to the management of personal data that is generally collected through email: [admonproveedores@phh.com.mx](mailto:admonproveedores@phh.com.mx) . ; and the [PACFE](#) supplier website ( [ebs - prod.com.mx](#) ), which will be protected in accordance with the provisions of the Federal Law on Protection of Personal Data held by private parties (the " Law "), and other applicable regulations; sayings data are the listed further forward. The personal data collected by PHH, will be treated under your responsibility, in accordance with legal and the corresponding privacy notice.

### *Personal data collect and purpose.*

The personal data that is collected through the employees designated by PaHH are those that are related to; data personal collect for: *give compliance with those obligations that arise from the legal relationship between you as the owner of the individual data and PHH. As well as providing update compliance with Social Security Institute and of this business reason.*

### *What information is going to be collect?*

To comply with the purposes of this privacy notice, we inform you that the following will be treated as sensitive data:

### Individuals

#### *General Procedures*

- *Enrollment "Form" provided by PHH.*
- *ID from legal representativel.*
- *Front page of the bank account statement I (Not older to 3 months) complete, without deletions or amendments.*
- *Proof of Domicile (Not older to 3 months) from the following services; water, electricity, gas, telephone, cell phone or lease contract named to individual.*
- *Update Taxpayers ID (from current month).*
- *Tax good standing certificate from the Tax Administration Service (from current month).*
- *YE Financial Statement (Balance Sheet and Income Statement)*
- *Letter of business description.*
- *Email confirmation and electronic signature*

#### *Individuals involved in services specialized ("REPSE- Acronymy in Spanish")*

- *In addition to documentation from "General File", REPSE individuals must provide:*
  - *Registration of Suppliers before Services Specialized ("REPSE- Acronymy in Spanish").*
  - *Enrollment before Social Security Institute*

- Good standing certificate before Mexican Social Security Institute ("IMSS") (from current month).
- Good standing certificate before Housing Fund Institute ("INFONAVIT") (from current month).

#### *Documents required from disbursements*

- VAT monthly Tax Return (proof of payment , receipt and tax return).
- Income Tax Withholdings from salaries (proof of payment, receipt, and tax return).
- Payment of Social Security Institute (IMSS) and Housing Fund Institute contributions.
- Mexican paystubs (CFDI-acronymy in Spanish) from REPSE workers, as well as the list of workers that will be available (must be delivered at any time PHH request it).
- Local Payroll Tax payments.

#### Corporations

##### *General Procedures*

- Enrollment "Form" provided by PHH.
- Articles of Incorporation and Corporate updates.
- ID from legal representative.
- Power of Attorney from representative legal.
- Front page of the bank account statement I (Not older to 3 months) complete, without deletions or amendments.
- Proof of domicile (Not older to 3 months) from the following services; water, electricity, gas, telephone, cell phone or lease contract named to individual.
- Update Taxpayers ID (from current month).
- Good Standing Certificate from SAT (Tax Administration Service) (from current month).
- Annual Financial Statements YE 2023 (Balance Sheet and Income Statement)
- Letter of business description.
- Email confirmation and electronic signature. Last notarized protocolization with public property registration

##### *Corporations of services specialized (" REPSE")*

- In addition to the documents indicated in the section called "General File", REPSE legal entities must provide:
  - Registration .
  - Social Security Institute enrollment.
  - Good Standing Certificate before Social Security Institute (of the month).
  - Good Standing Certificate before Housing Fund Institute INFONAVIT (of the month).

##### *Documents required of the Payments made*

- VAT monthly Tax Return (proof of payment , receipt and tax return).

- *Income Tax Withholdings from salaries (proof of payment, receipt, and tax return).*
- *Payment of Social Security Institute (IMSS) and Housing Fund Institute contributions.*
- *Mexican paystubs (CFDI-acronymy in Spanish) from REPSE workers, as well as the list of workers that will be available (must be delivered at any time PHH request it).*
- *Local Payroll Tax payments.*
- *Monthly Tax Return of Withholdings from Salaries (proof of payment, receipt, and tax return ).*
- *Proof of payment for Social Security (IMSS)*
- *Proof of payment for Housing Fund Institute (INFONAVIT)*
- *Payslips duly stamp of REPSE workers, as well as the list of workers that will be available (must be delivered at any time PHH requests them).*
- *Proof of payment from monthly Payroll Tax*

### Foreing

#### *General Procedures*

- *Enrollment form*
- *First page of bank account statemet*
- *Proof of Tax Residence*
- *Email confirmation and electronic signature*

*For that we use their personal information?*

To comply with the purposes of this privacy notice, we inform you that the following will be treated as sensitive data:

PHH collect and uses their data personal for:

- ✓ Confirm and validate his identity.
- ✓ Understand and attend their needs of commercial purposes.
- ✓ Provide security and legal certainty to the events and acts that it celebrates, such as operations translational of domain relative to buying and selling, contracts of promise, contract lease, service presentation contract and/or any other necessary documents corresponding to the purpose of why you approached PHH.
- ✓ Storage of records and files of the business relationship for follow-up of future services.
- ✓ Preparation of legal documentation of his interest.
- ✓ Fulfilled with the legal requirements applicable.
- ✓ Verify the information that it is provide to us.
- ✓ Fulfilled compliance in relation to the legislation applicable.

Also we will consider personal data with the purposes as follows listed. In case you are not in agreement with some of them, it will be necessary to mark with a "X", in said purpose:

- ☐ Know their consumption habits and preferences in order to offer them those products that suit them;
- ☐ Send to your promotions and advertising, therefore, to the companies that we have a corporate relationship;
- ☐ Elaborate studies of marketing, segmentation, of market, and statistics; and,
- ☐ Invite him to participate in our contests and activities in networks social.

We inform that you'll be able to manifest your refusal for the treatment of your personal data within 5 business days after reading this privacy notice. You may express your right of revocation through the following email: ( [Privacy@phh.com.mx](mailto:Privacy@phh.com.mx) ).

We will abstain of sell, lease either rent their data personal. We inform you that we may transfer your personal data with national and international companies, both from the same group and subsidiaries, affiliates, controlled or controlling companies of PHH, as well as with companies that support us to carry out marketing studies, market segmentation, statistics, send recommendations, promotions and offers of our products.

By virtue of the foregoing, these people may not use the information provided by PHH in a manner other than that established in this privacy notice. These transfers of personal data they will be made with all measures of security appropriate, of accordance with the principles contained in the Federal Law on Protection of Personal Data Held by Private Parties, his Regulation and the Guidelines of the Warning of Privacy (in forward and jointly the "[Legislation](#)").

Their data personal they will be treaties with base in the beginning of legality, consent, information, quality, purpose, loyalty, a p p o r t i o n m e n t and responsibility in terms of the Legislation. PHH will keep the confidentiality of their data personal establishing and effectively maintaining administrative, technical and physical security measures to prevent damage, loss, alteration, destruction, use, access or improper disclosure. In the event of a breach of security in any phase of the treatment of their data personal, PHH it will do of general knowledge, through the following internet page: ([phh.com.mx](http://phh.com.mx)) so that you can take the corresponding measures in order to protect your rights.

PHH may transfer the personal data contained in its databases to any of its subsidiary companies and even to thirds persons, nationals or foreigners, except that the respective owners expressly express their opposition, in terms of the provisions of the Law.

We may obtain information about you from other sources permitted by law, such as telephone directories or labor. We inform you that, for comply with the intended purposes in this notice of privacy, sensitive personal data will be collected and processed, such as those that refer to the status of health present or future, genetic information, religious, philosophical beliefs and moral, membership union, preferences sexual, etc., us we commit to that the themselves They will be treated under the strictest security measures that guarantee their confidentiality. In accordance with the provisions of article 9 of the Law, we require your express consent for the processing of your sensitive personal data, so we ask you to indicate whether or not you accept the processing:

- ☐ I consent that my data personal sensitive be treaties according to the terms and conditions of the present warning of privacy.

*As can limit he use either divulgation of his information staff?*

You can limit the use and divulgation of his information staff through the following means that we have implemented:

- Submitting your request in person at our address addressed to Privacy PHH in this office.
- Sending mail electronic to the following address electronics ( [privacy@phh.com.mx](mailto:privacy@phh.com.mx) ).

*As to access, verification, void or stand against to the treatment of their data personal?*

The exercise of the rights of access, verification, void, opposition and/or revocation of consent (the "Rights BOW"), the which are rights that all person can exercise, In relation to the processing of your personal data, a request may be made by submitting a written request to our address addressed to the person or privacy department PHH, or via email to ( [privacy@phh.com.mx](mailto:privacy@phh.com.mx) ), with the understanding that that once reflected in an agreement, contract, purchase order, etc., you will not be able to exercise any of the aforementioned rights over them, being able to do so only with respect to those that are kept in the company's database.

*For your information the changes to the present warning of privacy?*

We reserve the right to make changes or updates to this notice at any time. of privacy, for attention to legislative developments, internal policies or new requirements for the provision or offering of our services, for which we undertake to keep you informed of such situation through one of the following means:

- Our page of Internet ([phh.com.mx](http://phh.com.mx)).
- Notification by email.

*You will like to contact us?*

If you has some doubt about the present warning of privacy, please forward to:

- To the mail email: ( [privacy@phh.com.mx](mailto:privacy@phh.com.mx) ).
- Address: Insurgents South 553 Mezzanine , Neighborhood Escandon, Town Hall Miguel Hidalgo, Zip Code 11800, in Mexico City.
- To the Phone: +52 55 9382 6000.

In addition, to this whole provision do you copy of the present warning of privacy in our website: ( [privacy@phh.com.mx](mailto:privacy@phh.com.mx) ).

*To whom can you submit your complaints and complaints regarding the improper processing of your personal data?*

If after having exercised your ARCO rights, before PHH through the established mechanisms in this notice of privacy, and you consider that the answer has been unsatisfactory or incomplete; or presume that your right to personal data protection has been violated by any conduct or action on our part; or you have evidence that in the processing of your personal data there is a violation of the provisions provided for in the Law, you may file the corresponding complaint or complaint with the National Institute of Transparency, Access to Information and Protection of Personal Data (INAI). . For more information visit : [home.inai.org.mx](http://home.inai.org.mx)

*Basis legal for carry out treatment.*

PHH processes the personal data indicated above based on articles 6, base A and 16 second. paragraph of the Constitution Policy of the state Joined Mexicans; 3, fraction YO, 6, 7, 8, 16 and concordant of the Law; as well as for due compliance with the Ministry of Labor and Social Security, IMSS, INFONAVIT, SAT and any government agency that requires it.

By this means, we give our authorization for the treatment of my (our) personal data:

Name(s) and signature(s):

Signature: \_\_\_\_\_