

PRIVACY NOTICE

Martens Abogados, S.C. (hereinafter "**Martens**") with address located in Carlos Graef Fernández No. 222, Tower 1, 6th Floor, Colonia: Santa Fe, Alcaldía Cuajimalpa, C.P. 05348, Mexico City, subscribes this privacy notice (the "**Privacy Notice**") in compliance with the provisions of the Federal Data Protection Act in Possession of Individuals (hereinafter the "**Act**"). The personal data that you (the "**Titleholder**") has provided or will provide to Martens, have, and will be collected and treated under the legal, consent, information, quality, purpose, loyalty, proportionality, and responsibility principles to assure privacy, confidentiality, and integrity in accordance with the Act. The information collected is of our clients, suppliers, service providers, employees, and people interested in forming part of our team and of any other person holding personal data.

PURPOSES OF THE PERSONAL DATA TREATMENT. The personal data that we will obtain from you will be for the following purposes: (i) to identify you as a client or potential client and provide the required services; (ii) to prepare services' proposals; (iii) to provide attention through our communications media such as email, telephone, chat, among others; (iv) for the issuance of invoices and receipts, among others, related to the services rendered; and (v) for making payments to the service providers, suppliers and employees.

PERSONAL DATA THAT CAN BE REQUESTED AND TREATED: With the purpose to carry out the purposes described in this notice, we will use the following personal data: (i) complete name; (ii) address; (iii) telephone number; (iv) email; (v) ID (INE or Passport); (vi) Taxpayers' registry; (vii) in the case of an entity, incorporation public deed and legal representative data; (viii) payment information and bank account, for carrying out payments; and (ix) for the employees, certain sensible data may be collected, including health data, personal characteristics and academic information, among others, for which express consent will be required.

The Titleholder commits to provide complete, exact, and true information. Any false, incomplete, or inexact information will be their exclusive responsibility.

MEANS TO COLLECT PERSONAL DATA: We collect the personal data, directly from you, through our web page, or by email or telephonic communications.

TITLEHOLDER'S CONSENT. For purposes of the Act and other applicable regulations, the Titleholder acknowledges that:

- a. This Privacy Notice has been provided by Martens;
- b. Has read, understood, and agreed the terms provided herein;
- c. Has granted their consent in connection with the treatment of personal data; and
- d. Grants their express consent to Martens to transfer the personal data in accordance with this Privacy Notice.

TRANSFER OF DATA. We hereby inform you that the personal data that may be transferred by Martens to the following:

- a. People with whom we have a professional, business relationship and/or are suppliers of goods or services in order for said persons to carry out various activities or provide services on behalf of Martens;
- b. Local and federal authorities who request the information as part of a legal process or due to a judicial request; and
- c. In connection with the employees, to the insurance companies with which medical insurance is hired, or any other authority that requires the information due to the labor relationship.

ARCO RIGHTS. You have the right to access, rectify, cancel your personal data, or oppose to the treatment of the same or revoke the consent for such purpose, by sending an email to: marriola@martens.com.mx.

LIMITATION OF PERSONAL DATA. With the purpose that you can limit the use and disclosure of the personal data, we offer the following means: To register in the public registry handled by the Federal Consumer Agency, if you do not wish that your personal data is used for marketing or advertising purposes by good and services companies. For additional information about this registry, you can review the web page of PROFECO, or contact them directly.

CHANGES IN THE PRIVACY NOTICE. This privacy notice may suffer changes, modifications or updates derived from new legal requirements, or our internal needs derived from the services rendered, of our privacy practices, changes in our business model or any other causes. Any modification will be available through our web page: www.martens.com.mx and/or any other authorized means.

NATIONAL INSTITUTE OF TRANSPARENCY, ACCES AND PERSONAL DATA PROTECTION. If you consider that your right to protect personal data has been injured for any action or omission from us, or you consider there is any breach to the Act, the regulations and other applicable law, you can submit a claim before the National Institute of Transparency, Access, and Personal Data Protection. For further information, we suggest visiting the official web page: www.inai.org.mx.