

NOTICE TO SERVICE PROVIDER / VENDOR / SUPPLIER FOR EXPRESS CONSENT TO PROCESS PERSONAL DATA

Dear Service Provider / Supplier / Vendor,

In accordance with the *Digital Personal Data Protection Act, 2023* and the ***Digital Personal Data Protection Rules, 2025*** (“DPDP Act”), **Sundram Fasteners Limited (“SFL”)** is required to obtain your free, specific, informed, and unambiguous consent prior to collecting and processing your “Personal Data”.

You, as an existing Service Provider, Supplier, or Vendor, or as part of our onboarding process for new Service Provider, Supplier, and Vendor engaged for various services and supplies at SFL, requested to provide your express consent for the processing of Personal Data already furnished by you or to be furnished for the purposes outlined below.

SFL, acting as the “Data Fiduciary”, is committed to safeguarding your privacy and handling your Personal Data responsibly. Our registered office is located at No:98-A, VII Floor Dr.Radhakrishnan Salai, Mylapore, Chennai - 600004, Tamil Nadu, India and has factories situated at various locations across India (Refer <https://www.sundram.com/contact-us.php>) and also marketing offices and warehouses premises situated across India.

1. Personal Data Collected

We may collect and process Personal Data including, but not limited to:

- Name, contact number, and email address
- Residential or business address
- Government-issued identification numbers (PAN, Aadhaar, GSTIN, etc.)
- Bank account details
- Professional qualifications and certifications
- Documents submitted as part of KYC, Vendor/Supplier Evaluation, onboarding, and contracting processes

2. Purpose of Processing

Your Personal Data may be processed for:

- Assessing your eligibility and suitability as a Service Provider / Supplier / Vendor
- Entering into and administering contracts
- Facilitating payments and financial transactions
- Compliance with applicable laws, regulatory requirements, and audit obligations
- Internal record-keeping
- Communicating regarding assignments, service delivery, performance, and related matters

3. Data Sharing

Your Personal Data may be shared with:

- Internal SFL departments and teams
- Auditors, payment processors, regulatory authorities, and professional advisors
- Third-party service providers supporting our operations

All such entities are contractually bound to maintain confidentiality and comply with applicable data protection requirements. Any transfer of Personal Data outside India will be undertaken in accordance with the DPDP Act and applicable legal safeguards.

4. Your Rights

Under the DPDP Act, you have the right to:

- Request access to your Personal Data
- Seek correction of inaccurate or incomplete data
- Withdraw consent (subject to contractual or legal requirements)
- File a grievance with SFL

Personal Data will be retained only for as long as necessary to fulfil the purposes stated above or as required by law. Thereafter, it will be securely deleted or anonymized in accordance with SFL's internal policies.

5. Consent

By proceeding with the onboarding process and as existing Supplier, Vendor or Service provider you confirm that:

- You have read and understood this notice; and
- You voluntarily provide your express consent for the collection and processing of your Personal Data in accordance with this notice and the DPDP Act.

6. For Grievance Redressal

For any grievances redressal or queries related to the processing of your Personal Data, please contact:

Grievance Redressal Officer:

Name: R Ganesh

Designation: VP Finance and Projects

Address: Sundram Fasteners Limited

No.98-A, VII Floor,

Dr.Radhakrishnan Salai,

Mylapore, Chennai - 600004

Email: ganesh.r@sfl.co.in

Phone: 044 28478500

Sundram Fasteners Limited

Last updated – 10.03.2026