



COMPREHENSIVE PRIVACY NOTICE

Sobrado, Juárez & Stamatiades, Sociedad Civil • SJ&S Abogados, Sociedad Civil

In our profession, trust is safeguarded as our most valuable file. Accordingly, pursuant to Articles 6 and 16 of the Political Constitution of the United Mexican States, the Federal Law on the Protection of Personal Data Held by Private Parties, published in the Official Gazette of the Federation on March 20, 2025 (the “**Law**”), its Regulations to the extent they do not conflict with the Law (the “**Regulations**”), and all other applicable provisions and guidelines, we hereby inform you, in clear terms, how we process and protect your personal data.

1. WHO WE ARE

The data controllers responsible for the processing of your personal data are **Sobrado, Juárez & Stamatiades, Sociedad Civil** and **SJ&S Abogados, Sociedad Civil**, which, as they share personnel, premises, systems and clients, act jointly and issue this single Privacy Notice (hereinafter, interchangeably, “**SJ&S**” or “**the Firms**”).

Both have their registered address at Retorno Algol No. 5115, Oficina 1403, Torre Platea JV, Angelópolis, Puebla, Puebla, C.P. 72190, Mexico. Telephone: (222) 240 0626. Website: www.sjs.mx. Email: alexandro.sin@sjs.mx.

2. PERSONAL DATA OFFICER

Pursuant to Article 29 of the Law, the Firms hereby designate **Alexandro Sin Stamatiades, Esq.**, as the Personal Data Officer of SJ&S, who oversees the proper processing of personal data, promotes its protection and handles requests from data subjects. He may be contacted at Retorno Algol No. 5115, Oficina 1403, Torre Platea JV, Angelópolis, Puebla, Puebla, C.P. 72190, Mexico; by telephone at (222) 240 0626; or by email at alexandro.sin@sjs.mx, Monday through Friday, from 9:30 a.m. to 1:30 p.m. and from 4:00 p.m. to 7:00 p.m.

3. PERSONAL DATA WE COLLECT

In order to properly handle your matters, SJ&S may collect and process the following categories of personal data, as each case may require:

- a) **Identification data:** name, handwritten and electronic signature, photograph, nationality, place and date of birth, age, sex, marital status, matrimonial property regime, Federal Taxpayer Registry number (RFC), Unique Population Registry Code (CURP), social security number, official identification, passport and immigration documents.
- b) **Contact data:** address, landline and mobile telephone numbers, email address, social media and messaging applications.
- c) **Family and third-party data:** information on spouses, children, financial dependents, beneficiaries, partners, employees, witnesses, counterparties and personal references.
- d) **Academic and employment data:** education, degrees, professional license, experience, position, income and benefits.
- e) **Asset and financial data:** personal and real property, bank accounts and CLABE interbank account numbers, account and financial statements, loans, collateral, investments, insurance, equity interests and economic standing.

- f) **Tax data:** tax status certificates, tax returns, digital tax receipts (CFDI) and tax obligations.
- g) **Legal data:** powers of attorney, official records, contracts, judicial, administrative or arbitral files and proceedings, and any information regarding your legal standing.
- h) **Image, voice and electronic data:** photographs, video surveillance recordings, audio and video of calls and videoconferences, IP address and browsing data.
- i) **Sensitive personal data:** present or future health status (diagnoses, medical records, expert reports and disabilities), genetic information, biometric data, racial or ethnic origin, religious, philosophical and moral beliefs, political opinions, union membership, sexual orientation, and criminal or family law records.

Data are obtained directly from you, in person or through written, electronic, optical, audio or visual means; from third parties related to your matter; from authorities and case files; and from publicly available sources, such as public registries and court bulletins. SJ&S may retain copies of the documentation supporting such information.

If you provide us with personal data of third parties, you represent that you have their authorization or the legal authority to do so, and that you have made this Notice known to them. Personal data of minors or legally incapacitated persons shall be processed solely with the consent of the person exercising parental authority, guardianship or legal representation over them.

4. PURPOSES OF PROCESSING

Primary purposes (necessary for our relationship with you)

- To identify you, verify your identity and legal capacity, and open your client file.
- To run conflict-of-interest checks before accepting a matter.
- To provide advisory, consulting, representation, litigation, arbitration, mediation, negotiation and agency services and, in general, legal assistance in any area of law.
- To draft contracts, pleadings, complaints, opinions, expert reports and other legal documents.
- To communicate with you, schedule appointments and provide timely follow-up on your matters.
- To issue quotes and invoices, collect fees and expenses, and keep our accounting records.
- To comply with legal obligations, including tax obligations and those relating to the prevention of transactions involving proceeds of illicit origin.
- **Artificial intelligence: the data subject authorizes SJ&S, for purposes of cross-checking and review, to share his or her data with artificial intelligence platforms and mobile applications used by our firms.**
- To maintain the security of our premises through visitor logs and video surveillance.
- To defend the rights of SJ&S and retain professional records for the periods required by law.

Use of artificial intelligence

For the avoidance of doubt, the data subject authorizes SJ&S, for purposes of cross-checking and review, to share his or her data with artificial intelligence platforms and mobile applications used by our firms. These tools assist us in document review, cross-checking of information, legal research, translation, drafting and error detection, and may store information on servers located within or outside Mexico. We endeavor to use platforms that offer enterprise-grade confidentiality and security terms and, to the extent available, settings that prevent the use of your information to train their models. In all cases, legal judgment, decisions and professional responsibility rest exclusively with the attorneys of SJ&S: no decision producing legal effects for you will be made solely on the basis of automated processing.

Secondary purposes (not necessary for our relationship with you)

- To send you newsletters, legal alerts, publications and greetings.
- To invite you to events, courses and conferences.
- To conduct quality surveys and compile internal statistics.
- To inform you of new SJ&S services.

If you do not wish your data to be used for these secondary purposes, you may check the corresponding box at the end of this Notice or, at any time, send an email to alexandro.sin@sjs.mx. Your refusal shall not be grounds for denying you our services, nor shall it affect your professional relationship with SJ&S.

5. TRANSFERS AND DISCLOSURES TO PROCESSORS

SJ&S may transfer your personal data, within or outside Mexico, to the following recipients and for the following purposes:

RECIPIENT	PURPOSE	CONSENT
Federal, state or municipal judicial, administrative, tax, labor, prosecutorial and registry authorities.	To file, pursue and defend your matters; to comply with legal obligations or respond to requests from competent authorities.	Not required (Art. 36 of the Law).
Notaries public and public brokers.	To formalize acts, powers of attorney, contracts, minutes and other instruments related to your matter.	Not required (Art. 36 of the Law).
Counterparties, their counsel, arbitrators, mediators, conciliators and expert witnesses.	To negotiate, conciliate, litigate or resolve the matter entrusted to us.	Not required (Art. 36 of the Law).
Correspondent law firms, consultants, accountants, experts and translators, in Mexico or abroad.	To provide the engaged services in a comprehensive and specialized manner.	Granted by signing this Notice.
Financial institutions, surety companies and insurers.	To manage payments, collateral, bonds, insurance and transactions related to your matter.	Granted by signing this Notice.
Between Sobrado, Juárez & Stamatiades, S. C. and SJ&S Abogados, S. C.	Joint handling and continuity of your matters within SJ&S.	Granted by signing this Notice.
Artificial intelligence platforms and mobile applications used by our firms.	Cross-checking and review of information and documents related to your matters.	Express consent, granted by signing this Notice.
Third parties designated by you in writing.	As determined by you.	Granted upon giving such instruction.

Expressly, **the data subject authorizes SJ&S, for purposes of cross-checking and review, to share his or her data with artificial intelligence platforms and mobile applications used by our firms**, on the terms described in Section 4 of this Notice.

In addition, SJ&S may disclose your data to service providers that process it on our behalf —*cloud services, email, storage, electronic invoicing, messaging and security*—, which are bound by confidentiality obligations and may process the data only in accordance with our instructions. Any recipient of your data shall assume the same obligations as SJ&S under the Law. **SJ&S will never sell, lease or otherwise commercialize your personal data.**

6. PROFESSIONAL SECRECY AND SECURITY

All information you entrust to us is protected by the professional secrecy that governs the practice of law. SJ&S maintains administrative, technical and physical security measures to protect your data against damage, loss, alteration, destruction, and unauthorized use, access or processing, and requires its partners, attorneys, staff and service providers to observe the same duty of confidentiality. In the event of a security breach that significantly affects your rights, we will notify you without delay.

7. DATA RETENTION

We will retain your data for the duration of our professional relationship and, thereafter, for the periods required by applicable law or until the statute of limitations for any actions arising therefrom has expired. Upon expiration of such periods, your data will be blocked and subsequently securely deleted.

8. YOUR ARCO RIGHTS AND WITHDRAWAL OF CONSENT

You have the right to **Access** your data, **Rectify** it if inaccurate or incomplete, **Cancel** it, and **Object** to its processing on legitimate grounds (“**ARCO**” rights). You may also withdraw any consent you have granted us; however, withdrawal shall not have retroactive effect, shall not apply where we are legally required to retain the data, and may prevent us from continuing to provide our services.

To exercise these rights, send your request to alexandro.sin@sjs.mx or submit it in writing at our offices during the business hours indicated above. Your request must include:

- i. Your name and a means of communicating our response to you.
- ii. Documents evidencing your identity or, where applicable, your legal representation.
- iii. A clear description of the data concerned and the right you wish to exercise.
- iv. Any information that may help locate your data and, if you request rectification, supporting documentation.

We will respond within a maximum of twenty days from receipt of your request and, if it is granted, will give effect to it within the following fifteen days. These periods may be extended once for an equal term when justified by the circumstances. The procedure is free of charge; only justified shipping or reproduction costs may be charged.

If you disagree with our response, or do not receive it within the legal timeframe, you may file a complaint with the **Ministry of Anti-Corruption and Good Governance (Secretaría Anticorrupción y Buen Gobierno)**, the competent authority in this matter, within the following fifteen days, as provided by the Law.

9. HOW TO LIMIT THE USE OR DISCLOSURE OF YOUR DATA

In addition to your ARCO rights, you may at any time, through the same channels, ask us to stop sending you communications, and we will add you to our internal opt-out list. You may also register with the Public Registry to Avoid Advertising (REPEP) of the Federal Consumer Protection Agency (PROFECO).

10. ELECTRONIC MEANS

Our website www.sjs.mx may use cookies and similar technologies for its operation and to obtain browsing statistics. You may disable them through your browser settings. Communications by email, messaging applications and videoconference will be treated with the same confidentiality as any other information related to your matter.

11. CHANGES TO THIS NOTICE

This Notice may be amended as a result of changes in the law, in the guidelines of the authorities, or in our services. Any changes will be published at www.sjs.mx, at our reception area or by email. We invite you to review it periodically.

This Notice supersedes the privacy notices previously issued by each of the Firms. This English version is provided for convenience only; in the event of any discrepancy, the Spanish version shall prevail.

Last updated: October 12, 2026.

DATA SUBJECT'S CONSENT

Sobrado, Juárez & Stamatiades, S. C. • SJ&S Abogados, S. C.

I hereby declare that I have read and understood this Comprehensive Privacy Notice, and that my personal data are obtained in a free, informed, specific and unequivocal manner. By signing below, I grant Sobrado, Juárez & Stamatiades, Sociedad Civil, and SJ&S Abogados, Sociedad Civil, my **express written consent** for:

- i. The processing of my personal data, including **asset, financial and sensitive data**, for the purposes described in this Notice.
- ii. The transfers of my personal data on the terms set forth in Section 5 of this Notice.
- iii. SJ&S, for purposes of cross-checking and review, to share my data with **artificial intelligence platforms and mobile applications used by its firms**, within or outside Mexico.

I further declare that, whenever I provide personal data of third parties or of persons under my representation, I have the authorization or legal authority to do so.

☐ **I do not wish** my personal data to be processed for the secondary purposes described in Section 4 of this Notice.

Data subject's name: _____

Legal representative*: _____

Signature: _____

Place and date: _____

* Complete the "Legal representative" field only if the data subject is a legal entity, a minor, or is otherwise represented.