

# Standard Contract for Cross-border Transfer of Personal Information

Formulated by the Cyberspace Administration of China

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In order to ensure that Personal Information Processing by the Overseas Recipient meets the standards of Personal Information protection under Relevant Laws and Regulations of the People's Republic of China, and to specify the rights and obligations of the Personal Information Processor and the Overseas Recipient, the Parties hereby enter into this Contract upon negotiation.

**Personal Information Processor:** \_\_\_\_\_

Address: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

**Overseas Recipient:** \_\_\_\_\_

Address: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

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The Personal Information Processor and the Overseas Recipient shall carry out Personal Information Cross-Border Transfer and relevant commercial activities in accordance with this Contract. The Parties [have entered into] / [agreed to enter into] a business contract (if any) on [DD/MM/YY].

The main body of this Contract is drafted in accordance with the requirements of the Measures on the Standard Contract for Cross-border Transfer of Personal Information. On condition of not conflicting with the main body of this Contract, any other agreement between the Parties, if any, can be specified in Appendix II, which forms an integral part of this Contract.

## *Article 1*

### *Definitions*

In this Contract, unless otherwise required in the context:

1. "Personal Information Processor" refers to any organization or individual that independently decides the purpose and method of the Personal Information processing and transfers Personal Information outside the territory of the People's Republic of China.
2. "Overseas Recipient" refers to an organization or individual outside the territory of the People's Republic of China that receives Personal Information from the Personal Information Processor.
3. Personal Information Processor or Overseas Recipient shall be referred individually as "a Party", and collectively as "Parties".
4. "Personal Information Subject" refers to a natural person identified by or associated with the Personal Information.
5. "Personal Information" refers to all kinds of information recorded by electronic or other means, related to identified or identifiable natural persons, excluding anonymized information.
6. "Sensitive Personal Information" refers to Personal Information that, once leaked or illegally used, may easily cause harm to the dignity of natural persons and to personal or property security, including biometric, religious, medical health, financial and Personal Information of minors under the age of 14.
7. "Regulatory Authority" refers to the Cyberspace Administration of the People's Republic of China at the provincial level or above.
8. "Relevant Laws and Regulations" refer to the laws and regulations of the People's Republic of China, such as the Cybersecurity Law of the People's Republic of China, the Data Security Law of the People's Republic of China, the Personal Information Protection Law of the People's Republic of China, the Civil Code of the People's Republic of China, Civil Procedure Law of the People's Republic of China, and Measures on the Standard Contract for Cross-border Transfer of Personal Information.
9. The meanings of other terms not defined herein shall be consistent with those stipulated in the Relevant Laws and Regulations.

## Article 2

### ***Obligations of the Personal Information Processor***

The Personal Information Processor shall fulfill following obligations:

1. Process Personal Information in accordance with the Relevant Laws and Regulations. The Personal Information transferred abroad shall be limited to the minimum scope for realizing the processing purpose.
2. Inform the Personal Information Subject of the name and contact information of the Overseas Recipient, the purpose of processing, method of processing, type of Personal Information, retention periods, and the methods and procedures for the Personal Information Subject to exercise his/her rights specified in Appendix I “*Description of the Cross-border Transfer of Personal Information*”. Where Sensitive Personal Information is transferred abroad, the Personal Information Subject shall be informed of the necessity of the cross-border transfer of Sensitive Personal Information and the impact on the rights and interests of the Personal Information Subject, unless such notifications are not required under the laws and administrative regulations.
3. If Personal Information is transferred abroad based on the individual consent, the separate consent of the Personal Information Subject shall be obtained. Where the Personal Information of a minor under the age of 14 is involved, the separate consent of the minor's parent or any other guardian, shall be obtained. Written consent shall be obtained where it is required by laws and administrative regulations.
4. Inform the Personal Information Subject that the Personal Information Processor and the Overseas Recipient have agreed that the Personal Information Subject is a third-party beneficiary under this Contract, and if the Personal Information Subject fails to raise an express rejection within 30 days, the Personal Information Subject shall be entitled to exercise the rights of a third-party beneficiary under this Contract.
5. Make reasonable efforts to ensure that the Overseas Recipient has taken the following technical and organizational measures to fulfill its obligations under this Contract (taking into account potential Personal Information security risks that may be caused by the purpose of Personal Information processing, the type, scale, scope and sensitivity of the Personal Information, the scale and frequency of the transfer, the retention period of the cross-border transfer of Personal Information, the retention period by the Overseas Recipient, and other matters that may lead to a Personal Information security risk):  
  
(such as encryption, anonymization, de-identification, access control or other technical and organizational measures)
6. Provide copies of Relevant Laws and Regulations and technical standards to the Overseas Recipient upon request.
7. Reply to inquiries from the Regulatory Authority concerning the Personal Information Processing activities of the Overseas Recipient.
8. Carry out a Personal Information Protection Impact Assessment in accordance with the Relevant Laws and Regulations regarding the proposed transfer of Personal Information to the Overseas Recipient. The assessment shall focus on the following matters:

- (1) the legality, legitimacy and necessity of the purpose, scope and method of processing Personal Information by the Personal Information Processor and Overseas Recipient.
- (2) the scale, scope, type, and sensitivity of Personal Information to be transferred abroad, and the risks to Personal Information that may be caused by the cross-border transfer of Personal Information.
- (3) the obligations that the Overseas Recipient promises to undertake, and whether the organizational and technical measures and capabilities to perform the obligations can guarantee the security of the Personal Information transferred abroad.
- (4) the risk of Personal Information being tampered with, destroyed, leaked, lost, illegally used after the cross-border transfer, and whether the channels for protecting the rights and interests of personal information are smooth.
- (5) evaluate the impact of the local Personal Information protection policies on the performance of this Contact in accordance with Article 4 hereof.
- (6) other matters that may affect the security of cross-border transfer of Personal Information.

The Personal Information Protection Impact Assessment Report shall be preserved for at least 3 years.

9. Provide a copy of this Contract to the Personal Information Subject upon the Personal Information Subject's request. If trade secrets or confidential business information are involved, the relevant contents of the copy of this Contract may be appropriately redacted without affecting the understanding of the Personal Information Subject.
10. Assume the burden of proof for the performance of obligations under this Contract.
11. Provide the information described in Article 3.11 of this Contract, including all compliance audit results, to the Regulatory Authorities as required by Relevant Laws and Regulations.

### Article 3

#### ***Obligations of the Overseas Recipient***

The Overseas Recipient shall fulfill the following obligations:

1. Process the Personal Information in accordance with Appendix I “*Description of the Cross-border Transfer of Personal Information*”. Where the Overseas Recipient processes the Personal Information in a way beyond the purpose and method of the Personal Information processing, and types of the Personal Information as agreed, it shall obtain the separate consent of the Personal Information Subject in advance if the processing of Personal Information is based on the consent of the Personal Information Subject; where the Personal Information of a minor under the age of 14 is involved, the separate consent of the minor’s parent, or any other guardian, shall be obtained.
2. Where the Overseas Recipient is entrusted by the Personal Information Processor to process Personal Information, the Overseas Recipient shall process the Personal Information in accordance with the agreement with the Personal Information Processor and shall not process the Personal Information in a way beyond the purpose or method of the Personal Information processing.
3. Provide a copy of this Contract to the Personal Information Subject upon the Personal Information Subject’s request. If trade secrets or other confidential business information are involved, relevant parts of this Contract may be appropriately redacted without affecting the understanding of the Personal Information Subject.
4. Process the Personal Information in a manner that has the minimum impact on the rights and interests of the Personal Information Subject.
5. The retention period of Personal Information shall be the minimum period necessary for the purpose of processing. When the retention period expires, the Personal Information (including all back-ups) shall be deleted. Where an entrustment contract is not effective, invalid, revoked or terminated by the Personal Information Processor, the Personal Information shall be returned to the Personal Information Processor or deleted by the Overseas Recipient and a written statement to confirm the same shall be provided to the Personal Information Processor. If it is technically difficult to delete the Personal Information, the processing of the Personal Information, other than the storage and any necessary measures taken for security protection, shall be ceased.
6. Ensure the security of Personal Information processing in the following ways:
  - (1) take technical and organizational measures including but not limited to those listed in Article 2.5 of this Contract and carry out regular inspections to ensure the security of Personal Information; and.
  - (2) ensure that the personnel authorized to process Personal Information fulfill their confidentiality obligations and establish access control permissions of minimum authorization.
7. In the event that Personal information is or may be tampered with, destroyed, leaked, lost, illegally used, provided or accessed without authorization, the Overseas Recipient shall:
  - (1) promptly take appropriate measures to mitigate the adverse impact on the Personal Information Subject;
  - (2) immediately notify the Personal Information Processor and report to the Regulatory Authority in accordance with the Relevant Laws and Regulations. The notice shall contain the following contents:

- i. the type of Personal Information to which the tampering with, destruction, leakage, loss, illegal use, unauthorized provision or access occurred or may occur, the cause of such event or potential event, and the potential harm;
    - ii. remedial measures that have been taken.
    - iii. measures that can be taken by the Personal Information Subject to mitigate harm.
    - iv. contact information of the person, or team responsible for handling the situation.
  - (3) where the Relevant Laws and Regulations require the notification of the Personal Information Subject, the content of the notice shall include the foregoing contents in Article 3.7. (2) above; where the processing of Personal Information is contracted by the Personal Information Processor, the Personal Information Processor shall notify the Personal Information Subject;
  - (4) record and retain all the situations thereof relating to the occurrence or potential occurrence of tampering, destruction, leakage, loss, illegal use, unauthorized provision or access, including all remedial measures taken.
8. The Overseas Recipient may provide Personal Information to the third party located outside the territory of the People's Republic of China only, if all of the following requirements are met:
  - (1) there is a necessity from the business perspective;
  - (2) the Personal Information Subject has been informed of such third party's name, contact information, the purpose of processing, method of processing, type of Personal Information, retention periods, and the methods and procedures for the Personal Information Subject to exercise his/her rights. Where Sensitive Personal Information is provided to such third party, the Personal Information Subject should also be informed of the necessity of the cross-border transfer of Sensitive Personal Information and the impact on the rights and interests of the Personal Information Subject. However, unless otherwise provided by laws and administrative regulations that such notification is not required;
  - (3) Where the processing of Personal Information is based on the consent of the Personal Information Subject, the separate consent of the Personal Information Subject shall be obtained; where the Personal Information of a minor under the age of 14 is involved, the separate consent of the minor's parent, or any other guardian, shall be obtained. Where written consent is required by laws and administrative regulations, such written consent shall be obtained;
  - (4) enter into a written agreement with the third party to ensure that the processing of Personal Information by the third party meets the standards for protection of Personal Information required by the Relevant Laws and Regulations of the People's Republic of China, and the Overseas Recipient will assume the liability for the infringement of Personal Information Subject's rights due to the provision of Personal Information to the third party located outside the territory of the People's Republic of China;
  - (5) provide a copy of the above agreement to the Personal Information Subject upon the Personal Information Subject's request. If trade secrets or other confidential business information are involved, relevant parts of the agreement may be appropriately redacted provided that such redaction will not affect the understanding of the Personal Information Subject.

9. Where the Overseas Recipient is entrusted by the Personal Information Processor to process Personal Information, and the Overseas Recipient intends to sub-contract the processing to a third party, the Overseas Recipient shall obtain the consent of the Personal Information Processor in advance and shall ensure that the third party will not process Personal Information beyond the purpose and method of the processing as specified in Appendix I “*Cross-border Transfer of Personal Information Description*”, and the Overseas Recipient shall monitor the Personal Information processing activities of the third party.
10. When making use of Personal Information for automated decision-making, the Overseas Recipient shall ensure the transparency of decision-making and fair and impartial results, and shall not carry out unreasonable or differential treatment of the Personal Information Subject in terms of transaction conditions, such as transaction price. Where automated decision-making is used for pushing information and commercial marketing to the Personal Information Subject, the Overseas Recipient shall also provide the Personal Information Subject with options that are not specific to the individuals’ characteristics, or a convenient way for the Personal Information Subject to reject the automated decision-making.
11. Undertake to provide the Personal Information Processor with all necessary information required to comply with the obligations under this Contract, provide the Personal Information Processor access to review the necessary data documents, and files, or conduct a compliance audit of the processing activities under this Contract, and the Overseas Recipient shall facilitate the compliance audit conducted by the Personal Information Processor.
12. Maintain an accurate record of the Personal Information processing activities carried out for at least 3 years and provide the relevant records and documents to the Regulatory Authority directly or through the Personal Information Processor, as required by the Relevant Laws and Regulations.
13. Agree to be subject to supervision by the Regulatory Authority during an enforcement procedure related to supervising the implementation of this Contract, including but not limited to responding to inquiries and inspections by the Regulatory Authority, following the actions taken or decisions made by the Regulatory Authority, and providing written confirmation that necessary measures have been taken etc.



#### *Article 4*

##### *The Impact of Personal Information Protection Policies and Regulations in the Overseas Recipient's Country or Region on the Performance of This Contract*

1. The Parties warrant that they have exercised reasonable care when entering into this Contract and are not aware of Personal Information protection polices and regulations in the country or region where the Overseas Recipient is located (including any requirements on providing Personal Information or authorizing public authorities to access Personal Information) that would have an impact on the Overseas Recipient's performance of its obligations under this Contract.
2. The Parties declare that, when making the warranties in Article 4.1, they have conducted the assessment in conjunction with the following circumstances:
  - (1) the specific circumstances of cross-border transfer, including the purpose of processing the Personal Information, the type, scale, scope and sensitivity of the Personal Information transferred, the scale and frequency of the transfer, the period of the cross-border transfer of Personal Information and the retention period by the Overseas Recipient, the previous experience of the Overseas Recipient with respect to cross-border transfer and processing of Personal Information, whether any security incident relating to Personal Information occurred to the Overseas Recipient and whether such incident was dealt with promptly and effectively, whether the Overseas Recipient has received any request to provide Personal Information to the public authority of the country or region where it is located and how the Overseas Recipient has responded to such request.
  - (2) the Personal Information protection policies and regulations of the country or region where the Overseas Recipient is located, including the following elements:
    - i. the existing Personal Information protection laws, regulations and universally applicable standards of the country or region.
    - ii. the regional or global organizations in relation to Personal Information protection that the country or region accedes to, and legally binding international commitments made by the country or region.
    - iii. the mechanisms for Personal Information protection implemented in the country or region, such as whether there are supervisory and law enforcement authorities and relevant judicial authorities responsible for protecting Personal Information.
  - (3) the Overseas Recipient's security management system and technical capabilities.
3. The Overseas Recipient warrants that it has used its best efforts to provide the Personal Information Processor with the necessary relevant information for the assessment under Article 4.2.
4. The Parties shall keep a record of any such assessment carried out under Article 4.2 as well as the assessment results.
5. Where the Overseas Recipient is unable to perform this Contract due to any change in the policies and regulations on Personal Information protection of the country or region where the Overseas Recipient is located (including any change in the laws or compulsory measures taken in the country or region where the Overseas Recipient is located), the Overseas Recipient shall notify the Personal Information Processor immediately upon awareness of the aforementioned changes.

6. If the Overseas Recipient receives a request for provision of Personal Information under this Contract from a governmental authority or judicial authority in the country or region where the Overseas Recipient is located, it shall promptly notify the Personal Information Processor.

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## *Article 5*

### ***Rights of the Personal Information Subject***

The Parties agree that the Personal Information Subject shall be entitled to the following rights as a third-party beneficiary under this Contract.

1. The Personal Information Subject, in accordance with Relevant Laws and Regulations, has the right to know and to make decisions on the processing of the Personal Information, the right to restrict or refuse processing of Personal Information of the Personal Information Subject by others, the right to access, copy, correct, supplement or delete the Personal Information, and the right to request others to explain the rules for the processing of Personal Information of the Personal Information Subject.
2. When the Personal Information Subject requests to exercise the abovementioned rights regarding their Personal Information that has been transferred abroad, the Personal Information Subject may request the Personal Information Processor to take appropriate measures for the realization of those rights, or directly make the request to the Overseas Recipient. If the Personal Information Processor is unable to realize those rights, it shall notify the Overseas Recipient and request the Overseas Recipient to assist in the realization.
3. The Overseas Recipient shall, as notified by the Personal Information Processor or requested by the Personal Information Subject, realize the rights that the Personal Information Subject is entitled to within a reasonable period and in accordance with the Relevant Laws and Regulations.

The Overseas Recipient shall inform the Personal Information Subject of the relevant information which shall be true, accurate and complete, in a conspicuous way and using clear and understandable language.

4. If the Overseas Recipient intends to refuse the request of the Personal Information Subject, it shall inform the Personal Information Subject of the reasons for the refusal, as well as the channels for the Personal Information Subject to file complaints with the relevant Regulatory Authority and seek judicial remedies.
5. The Personal Information Subject, as a third-party beneficiary to this Contract, has the right to claim against one or both of the Personal Information Processor and the Overseas Recipient in accordance with this Contract and require them to perform the following clauses under this Contract relating to the rights of the Personal Information Subject:
  - (1) Article 2, except for Articles 2.5, 2.6, 2.7 and 2.11;
  - (2) Article 3, except for Articles 3.7(2) and 3.7(4), 3.9, 3.11, 3.12 and 3.13;
  - (3) Article 4, except for Articles 4.5 and 4.6;
  - (4) Article 5;
  - (5) Article 6;
  - (6) Article 8.2 and 8.3; and
  - (7) Article 9.5.

The above agreement shall not affect the rights and interests of the Personal Information Subject in accordance with the Personal Information Protection Law of the People's Republic of China.

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## *Article 6*

### *Remedies*

1. The Overseas Recipient shall identify a contact person who is authorized to respond to enquiries or complaints concerning the processing of Personal Information, and it shall promptly deal with any enquiries or complaints from the Personal Information Subject. The Overseas Recipient shall notify the Personal Information Processor of the contact details and shall inform the Personal Information Subject of the contact details in a manner which is easy to understand, by means of separate notice or announcement on its website. Such details include: contact person and contact methods (office phone number or email address).
2. If a dispute arises between either Party and the Personal Information Subject with respect to the performance of this Contract, such Party shall notify the other Party and the Parties shall cooperate to resolve the dispute.
3. If the dispute cannot be resolved amicably and the Personal Information Subject exercises the rights as a third-party beneficiary in accordance with Article 5, the Overseas Recipient shall accept that the Personal Information Subject may safeguard his/her rights through either of the following means:
  - (1) filing a complaint with the Regulatory Authority; or
  - (2) filing a lawsuit with the court specified in Article 6.5.
4. The Parties agree that when the Personal Information Subject exercises the rights as a third-party beneficiary with respect to a dispute under this Contract, if the Personal Information Subject chooses to apply the Relevant Laws and Regulations of the People's Republic of China, such choice shall prevail.
5. The Parties agree that if the Personal Information Subject exercises the rights as a third-party beneficiary with respect to a dispute under this Contract, the Personal Information Subject may file a lawsuit with a competent court in accordance with the Civil Procedure Law of the People's Republic of China.
6. The Parties agrees that the choices made by the Personal Information Subject to safeguard his/her rights will not impair the rights of the Personal Information Subject to seek remedies in accordance with other laws and regulations.

## *Article 7*

### *Termination of this Contract*

1. If the Overseas Recipient breaches the obligations specified in this Contract or the Overseas Recipient is unable to perform this Contract due to a change in the policies and regulations on Personal Information protection in the country or region where the Overseas Recipient is located (including amendment to the laws or adoption of compulsory measures in the country or region where the Overseas Recipient is located), the Personal Information Processor may suspend the provision of Personal Information to the Overseas Recipient until the breach is corrected or this Contract is terminated.
2. In case of any of the following circumstances, the Personal Information Processor shall be entitled to terminate this Contract and notify the Regulatory Authority where necessary:
  - (1) where the Personal Information Processor has suspended the provision of Personal Information to the Overseas Recipient for more than one month in accordance with Article 7.1.
  - (2) the Overseas Recipient's compliance with this Contract will violate the laws and regulations of the country or region where it is located.
  - (3) the Overseas Recipient seriously or persistently breaches the obligations under this Contract.
  - (4) the Overseas Recipient or the Personal Information Processor have breached this Contract pursuant to a final decision of a competent court or the regulatory body supervising the Overseas Recipient.

The Overseas Recipient may terminate this Contract in case of sub-paragraphs (1), (2) and/or (4) of above.

3. This Contract may be terminated upon mutual agreement by the Parties, provided that such termination shall not exempt the Parties from the obligations of protecting Personal Information during the processing of the Personal Information.
4. If this Contract is terminated, the Overseas Recipient shall promptly return or delete the Personal Information (including all back-ups) received hereunder and provide the Personal Information Processor with a written statement. If it is technically difficult to delete the Personal Information, any processing of the Personal Information, other than the storage and taking necessary security protection measures, shall be ceased.

*Article 8*

*Liabilities for Breach of This Contract*

1. Each Party shall be liable to the other Party for any damage as a result of its breach of this Contract.
2. Each Party shall bear civil liabilities to the Personal Information Subject if its breach of this Contract infringes the rights of the Personal Information Subject, without prejudice to the administrative, criminal or other legal liabilities that shall be assumed by the Personal Information Processor under the Relevant Laws and Regulations.
3. The Parties shall assume joint and several liability in accordance with the law. The Personal Information Subject shall have the right to request each Party or the Parties to assume liability. When the liability assumed by one Party exceeds the share of liability such Party shall assume, it shall have the right to claim against the other Party accordingly.

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## Article 9

### Miscellaneous Provisions

1. If this Contract conflicts with any other existing legal documents between the Parties, the provisions of this Contract shall prevail.
2. The formation, validity, performance and interpretation of this Contract and any dispute between the Parties arising from this Contract shall be governed by the Relevant Laws and Regulations of the People's Republic of China.
3. All notices shall be promptly transmitted or posted by email, telegram, telex, facsimile (confirmation copy sent by airmail), or registered airmail to \_\_\_\_\_ (specify address) \_\_\_\_\_ or such other address as may substitute such address by written notice. Receipt of any notice under this Contract shall be deemed to have been confirmed \_\_\_\_\_ days after its postmark-date in the case of registered airmail and \_\_\_\_\_ working days after dispatch in the case of email, telegram, telex or facsimile transmission.
4. Any dispute arising from this Contract between the Parties, the Personal Information Processor and the Overseas Recipient, or any claim by either Party against the other for recovery of compensation already paid to the Personal Information Subject, shall be resolved by the Parties through negotiation; if such negotiation fails, either Party may adopt \_\_\_\_\_ of the following methods to resolve the dispute (if arbitration is chosen, check the box to choose the arbitration institution):
  - (1) Arbitration. The dispute shall be submitted to:
    - China International Economic and Trade Arbitration Commission
    - China Maritime Arbitration Commission
    - Beijing Arbitration Commission (Beijing International Arbitration Center)
    - Shanghai International Arbitration Center
    - Other arbitration institutions that are members of the Convention on the Recognition and Enforcement of Foreign Arbitral Awards

The arbitration shall be conducted in \_\_\_\_\_ (place of arbitration) \_\_\_\_\_ in accordance with its arbitration rules then in force.
  - (2) Litigation. File the dispute with a competent court in the PRC in accordance with the applicable laws.
5. This Contract shall be interpreted in accordance with Relevant Laws and Regulations and shall not be interpreted in a manner that conflicts with the rights and obligations set forth in Relevant Laws and Regulations.
6. This Contract shall be executed in \_\_\_\_\_ originals, with each Party holding \_\_\_\_\_ original(s), with equal legal effect. This Contract is signed at \_\_\_\_\_ (place) \_\_\_\_\_.



**Personal Information Processor:** \_\_\_\_\_

Date: \_\_\_\_\_

**Overseas Recipient:** \_\_\_\_\_

Date: \_\_\_\_\_

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## *Appendix I*

### *Description of the Cross-border Transfer of Personal Information*

The details of the cross-border transfer of Personal Information under this Contract are as follows:

1. Purpose of processing:
2. Method of processing:
3. Scale of Personal Information to be transferred abroad:
4. Type of Personal Information to be transferred abroad ( please refer to the Information Security Technology - Personal Information Security Specifications (GB/T 35273) and relevant standards):
5. Type of Sensitive Personal Information to be transferred abroad (where applicable, please refer to the Information Security Technology - Personal Information Security Specifications (GB/T 35273) and relevant standards):
6. The Overseas Recipient transfers Personal Information only to the following third parties outside the territory of the People's Republic of China (if applicable):
7. Method of transfer:
8. Retention period after the cross-border transfer:  
From [DD/MM/YY] to [DD/MM/YY]
9. Storage location after the cross-border transfer:
10. Other matters (to be filled in as appropriate):

*Appendix II*

*Other Terms as Agreed by the Parties (If Necessary)*

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