

APPLICATION FORM
PURSUANT TO THE LAW ON PROTECTION OF PERSONAL DATA

The owners of the personal data, who are defined as “data subject” (hereinafter shall be referred to as “Applicant”) in the Law No 6698 on Protection of Personal Data (“Law”) are entitled to make certain requests.

In accordance with Article 13/1 of the Law on Protection of Personal Data, the applications must be made to our Company, which is the data controller, in due writing or through other methods to be determined by the Board of Protection of Personal Data (“Board”).

Accordingly, for the applications which to be made in “writing”, a printout of this Application Form will be delivered to our Company by

- Personal application of the Applicant,
- Notary public,
- E-mailing a copy of the Application Form signed by the Applicant with the “secure electronic signature” defined in the Electronic Signature Law No 5070 to the registered electronic mail address of our Company.

Detailed information about the foregoing application methods are provided below:

Application Method	Application Address	Notes on the Mail
Personal Application (the Applicant makes the application in person with documents which prove his/her identity)	Sanayi Mah. Şehit Cevdet Çelenk Cad. No:2 34912 Kurtköy-Pendik / İstanbul	Write the following on the envelope: “Information Request Pursuant to the Law on Protection of Personal Data”.
Through Notary Public	Sanayi Mah. Şehit Cevdet Çelenk Cad. No:2 34912 Kurtköy-Pendik / İstanbul	Write the following on the notification envelope: “Information Request Pursuant to the Law on Protection of Personal Data”
By Registered Electronic Mail (REM) on condition that the documents bear the secure electronic signature or mobile signature	evas@hs01.kep.tr	Write the following in the subject field of the registered electronic mail: “Information Request Pursuant to the Law on Protection of Personal Data”

This form will be updated in case the application method changes in any way.

In accordance with Article 13/2 of the Law on Protection of Personal Data, we will reply your applications **within thirty days following delivery of the application to our party** depending on nature of the request. We will deliver our replies to you in writing or on electronic environment pursuant to Article 13 of the Law on Protection of Personal Data.

A. Contact details of the Applicant:

Name and Surname	
TR Identification Number	
Telephone Number	
E-mail Address	
Address	

B. Information on the relationship of the Applicant with our Company

Please check the box showing your relationship with our Company and provide a brief explanation:

CUSTOMER	BUSINESS PARTNER	VISITOR	EMPLOYEE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FORMER EMPLOYEE	PROSPECTIVE EMPLOYEE	THIRD PARTY EMPLOYEE	OTHER
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> (Please specify)

Please write the Company department you are associated with, if you know:

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C. Please explain your request in detail within the scope of the Law on Protection of Personal Data:

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D. Please select the method of delivery of our response to your application:

- Mail to my address (by registered letter)

- Send to my e-mail address

- Deliver by hand

(For deliveries in proxy, the original copy of the notary certified power of attorney or certificate of authorization has to be submitted)

This Application Form is prepared to reply to your relevant application accurately and within the legal period after your association with our Company is established and your entire personal data processed by our Company, if any, is determined. To ensure prevention of the risks which may arise due to illegal and unjustified share of data and specially to ensure protection of your personal data, our Company is entitled to request additional documents and information (a copy of the birth certificate or driver’s license etc.) to determine the identity and authority. In case the information you provide as part of this Application Form is not correct or up to date or you have no authority to make the application, our Company is entitled not to reply such applications made with incorrect information or without authority and is not responsible for not answering such requests or for applications which fail to comply with the law.

The information you provide to our Company for this application will be processed only for the purposes of your requests pursuant to the Law on Protection of Personal Data and may be shared with relevant business units and data processors.

Applicant (Data Subject)

Name and Surname :

Application Date :

SIGNATURE

SIGNATURE

SIGNATURE