

## APPLICATION FORM

### WITHIN THE SCOPE OF THE LAW ON THE PROTECTION OF PERSONAL DATA

Pursuant to the Law No. 6698 on the Protection of Personal Data (the “LPPD”), the personal data owners who are defined as “data subjects” (hereinafter to be referred to as the “Applicant”) are granted - under Article 11 of the LPPD - with the right to make certain requests regarding the processing of their personal data.

As per Article 13(1) of the LPPD, the data subjects should submit their requests concerning the exercise of such rights, to our Company, acting in the capacity of a data controller, in writing or through other methods as determined by the Personal Data Protection Board (the “Board”).

Within this scope, the applications to be made to our Company will be submitted “in writing” by filling in and printing out this form and selecting one of the following methods:

- Application in person by the Applicant;
- Notice through notary public;
- Delivery to the Company’s registered electronic mail (KEP) upon signature by the Applicant with “secure electronic signature” as defined in Electronic Signature Law No. 5070.

The following chart contains information about the form of delivery of written applications to our Company for each application method.

<b>Application Method</b>	<b>Address for Application</b>	<b>Details to be Included in the Application</b>
<b>By Registered Electronic Mail (KEP)</b>	<i>yanmarturkey@hs01.kep.tr</i>	The subject of the e-mail should be written as the “Request for Information under the Law on the Protection of Personal Data”.
<b>By Personal Application</b> (The Applicant will pay a visit to our Company in person and submit documentation proving his/her identity)	<i>Çınarlı Mah. Fatih Cad. No: 16/18Ater Tower K: 10 D:21 Konak İZMİR</i>	The phrase of “Request for Information regarding the Protection of Personal Data” should be written on the envelope.
<b>By Notice through Notary Public</b>	<i>Çınarlı Mah. Fatih Cad. No: 16/18Ater Tower K:10 D:21 Konak İZMİR</i>	The phrase of “Request for Information regarding the Protection of Personal Data” should be written on the notification envelope.

Additionally, upon the announcement by the Board of further methods to be determined thereby, our Company will announce the form of delivery of applications through such methods.

The following should be included in the application:

Name, surname and if the application is in writing, signature; Turkish ID Number for Turkish citizens; for foreigners, nationality, passport number or if any, ID number, residence or business address for notification (*address for service*); if any, electronic mail address for notification, phone or facsimile number, subject of request. Relevant information and documents will also be attached to the application.

Third parties cannot make requests on behalf of personal data owners. In order for a person other than the personal data owner to be able to make a request, there should be a special power of attorney which is issued on the relevant matter in the name of the person who will file the application.

According to Article 11 of the LPPD, you may exercise your rights which are listed below by applying to our Company and filling in the form attached hereto:

1. to learn whether your personal data are being processed by our Company or not;
2. if they are processed, to request information with regard to processing;
3. to learn the purposes for the processing of personal data and whether they are used for such purpose or not;
4. to know the third persons in Turkey or abroad to whom/which the personal data are transferred;
5. to request the rectification of the personal data if your personal data have been processed incompletely or inaccurately;
6. to request deletion or destruction of the personal data once the reasons necessitating the processing cease to exist, to be evaluated in accordance with the purpose, duration and legitimacy principles;
7. to request the notification of third persons to whom/which the personal data are transferred, about the processes carried out the rectification, deletion or destruction of your personal data;
8. to object to any outcomes to your detriment by means of the analysis of the processed data exclusively through automated means;
9. to claim compensation if you suffered damage due to unlawful processing of your personal data.

The application will contain your explanations about the right which you possess as a personal data owner and which you request to exercise your rights mentioned above, and your request should be clear and comprehensible, and should either concern you personally or if you are acting on behalf of another person, you should be specially authorized in this regard, and should document your power accordingly. The application should further contain identification and address details, and the documents substantiating your identity must be attached thereto.

Applications to be filed by your party in this regard will be concluded within the shortest time possible and within 30 days at the latest. These applications are free of charge. However, in case the operation requires an additional cost, the fee in the tariff designated by the Board may be charged.

**APPLICANT'S CONTACT DETAILS**

Name-Surname:

Turkish ID Number:

Address:

Mobile Phone:

E- mail address (for a faster reply):

**APPLICANT'S RELATIONSHIP WITH OUR COMPANY**

Please indicate your relationship with our Company (i.e. customer, business partner, prospective employee/candidate, former employee, third-party company fee, shareholder etc.):

<input type="checkbox"/> Customer	<input type="checkbox"/> Business partner
<input type="checkbox"/> Visitor	<input type="checkbox"/> Other .....
Department with which you are in contact:.....	
Subject:	
<input type="checkbox"/> Former Employee	<input type="checkbox"/> I have made a Job Application / shared my CV
Years of Service: From ..... to .....	Date:
<input type="checkbox"/> Other:	<input type="checkbox"/> Third Party Company Employee
	Please specify your company and indicate your position.

## DETAILS OF APPLICANT'S REQUEST

Please detail your request under your aforelisted rights under the Law on the Protection of Personal Data:

## METHOD OF REPLY TO THE APPLICATION

Please select the method with which you wish to be notified of our reply to your application:

- I want the reply to be delivered to my address.
- I want the reply to be delivered via e-mail.  
(If you prefer to receive a reply via e-mail, we will be able to respond to you faster).
- I want the reply to be delivered by hand.  
(In case of receipt by proxy, it is required to have a notarized power of attorney or a certificate of authority issued in the name of the recipient.)

This present application form was drawn up in order to determine your relationship with our Company; to fully ascertain your personal data which are processed by our Company, if any; and to respond to your relevant application accurately and within the statutory period. Our Company reserves its right to demand additional documentation and information (such as identification card or driving license etc.) to verify identification or authorization, for the purposes of the elimination of the legal risks arising from illegal and unfair data sharing and in particular, the safeguarding of your personal data. If the information regarding the requests which you communicate in the form are not correct or up-to-date or in case of any unauthorized applications; our Company does not accept any responsibility regarding such incorrect information or unauthorized application.

## STATEMENT

I request that my application filed with your Company, in your capacity as the Data Controller, is evaluated as per Article 13 of the Law on the Protection of Personal Data, and a reply is delivered via e-mail address which is provided hereinabove.

Date:
Name-Surname:
Signature