

 AKGİRİŞİM	DATA SUBJECT APPLICATION FORM	Document No:	KVKK.F.04
		Release Tarihi:	13.12.2019
		Revision Date:	26.08.2024
		Revision No:	02

GENERAL EXPLANATIONS

Under the **Law No. 6698 on the Protection of Personal Data ("Law")**, individuals defined as *data subjects* (hereinafter referred to as the "Applicant") are granted the right to make certain requests regarding the processing of their personal data, as stated in **Article 11** of the Law.

Pursuant to **Article 13(1)** of the Law, applications concerning these rights must be submitted to the **data controller, Akgirişim Construction, Consultancy and Environmental Technologies Industry and Trade Inc.** ("Company"), either **in writing** or by other methods determined by the **Personal Data Protection Authority ("Authority")**.

Accordingly, written applications to our Company may be submitted by printing and completing this form and delivering it to us through one of the following channels:

- In person by the Applicant, together with an identification document proving identity,
- Through a notary public,
- By sending it to the Company's **registered electronic mail (KEP)** address, signed with a *secure electronic signature* as defined under Law No. 5070 on Electronic Signatures,
- Or by using the email address previously provided to our Company and registered in our systems.

Below is an overview of submission methods and corresponding details for written applications:

Submission Method	Address	Information to Specify
In-Person Application (Applicant personally delivers the form with identification)	Vişnezade Mahallesi Süleyman Seba Caddesi No:82 BEŞİKTAŞ / İSTANBUL	The envelope must be labeled "Information Request under the Personal Data Protection Law."
Notary Public Notification	Vişnezade Mahallesi Süleyman Seba Caddesi No:82 BEŞİKTAŞ / İSTANBUL	The envelope must be labeled "Information Request under the Personal Data Protection Law."
Via Registered Electronic Mail (KEP) signed with a <i>secure electronic signature</i>	akgirisim@hs02.kep.tr	The email subject line must include "Information Request under the Personal Data Protection Law."
Via Email Address Registered in the Company's System	kvkk@akgirisim.com	The email subject line must include "Information Request under the Personal Data Protection Law."

Once the Authority announces additional submission methods, our Company will inform you accordingly about how applications may be submitted through those channels.

Applications submitted to us will be answered **within thirty (30) days** from the date of receipt, depending on the nature of the request, pursuant to **Article 13(2)** of the Law. Responses will be sent to you either in **writing** or **electronically**, as required by the same article.

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1. APPLICANT'S CONTACT INFORMATION

Name:

Surname:

Turkish ID Number:

Phone Number:

E-mail: *(Providing your email will allow us to respond faster.)*

Address:

2. PLEASE INDICATE YOUR RELATIONSHIP WITH OUR COMPANY

(Customer, business partner, job applicant, former employee, third-party company employee, shareholder, etc.)

☐ Customer

☐ Visitor

☐ Business Partner

☐ Other:

Department you have communicated with:

.....

Subject:

.....

☐ Former Employee Years Worked:

☐ Job Applicant / Shared Resume Date:

☐ Third-Party Company Employee Company and Position:

3. PLEASE SPECIFY YOUR REQUEST UNDER THE PERSONAL DATA PROTECTION LAW (KVKK)

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4. PLEASE SELECT THE METHOD BY WHICH YOU WISH TO RECEIVE OUR RESPONSE

☐ I would like it to be sent to my postal address.

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☐ I would like it to be sent to my email address. *(Selecting email will enable a faster response.)*

☐ I would like to collect it in person. *(If collected by proxy, a notarized power of attorney or authorization document is required.)*

This application form has been prepared to verify your relationship with our Company, to identify any personal data processed by our Company, and to ensure that your request is answered accurately and within the legally prescribed period.

To prevent any legal risks that may arise from unlawful or improper data disclosure and to ensure the security of your personal data, our Company reserves the right to request additional documents or information (such as a copy of your ID card or driver's license) for identity and authorization verification.

If the information provided in this form is incomplete or outdated, or if the request is submitted by an unauthorized party, our Company shall not be held liable for claims resulting from incorrect or unauthorized applications.

In cases where the investigation or response to the request requires excessive effort, our Company reserves the right to charge a **reasonable fee** as permitted by law.

Applicant (Data Subject) Name & Surname:

Application Date:

Signature: