

## **Application Form**

(Concerning the Applications to the Data Controller by the Relevant Person under the Law No. 6698)

The Law No. 6698 on the Protection of Personal Data (the “Law”) contains a provision that natural persons whose personal data are processed (the “Data Subject” or the “Relevant Person”), defined as the relevant person, may exercise certain rights by applying to the data controller. This application form (the “Application Form”) specifies the procedure for using the legal rights of the Relevant Persons before our company E oz m Bilgi Teknolojileri A.Ő. (the “Data Controller”), as defined in the Law.

In accordance with paragraph 1 of Article 13 of the Law, the Relevant Persons may apply to the data controller in writing or by other methods to be determined by the Personal Data Protection Board (the “Board”). This Application Form explains the procedures of the method specified in the Law as “in writing”, and if other methods are introduced by the Board in the future, new regulations will be made in accordance with such methods.

The following procedures will be accepted and evaluated as a written application by the Data Controller. Applications or information requests made by any method other than those specified herein will not be evaluated due to personal data security.

### Written Application Methods

1. Application by notary public
2. Application via registered letter with return receipt via PTT
3. Application made with electronic signature to the registered e-mail address of the Data Controller [ecozum@hs01.kep.tr](mailto:ecozum@hs01.kep.tr) under the Law No. 5070
4. By e-mail to [bilgi@finrota.com](mailto:bilgi@finrota.com) via your e-mail address registered in our systems

The contact information to be used in these application methods is as follows.

Notary or registered letter with return receipt	It should be sent to the legal address of the Data Controller (“Yıldız Teknik Üniversitesi Teknoloji Geliştirme Bölgesi DavutpaŐa Kampüsü B2 Blok No:104-105 Esenler/Istanbul”) with “Request for Information on Personal Data Processing” or a similar explanation.
E-signed application	It should be sent to the Data Controller’s e-mail address ( <a href="mailto:ecozum@hs02.kep.tr">ecozum@hs02.kep.tr</a> ) with “Request for Information on Personal Data Processing” or a similar explanation.
It should be sent by e-mail via your e-mail address registered in our systems	to the Data Controller’s e-mail address ( <a href="mailto:bilgi@finrota.com">bilgi@finrota.com</a> ) with “Request for Information on Personal Data Processing” or

a similar explanation.

Applications submitted to the Data Controller will be answered within 30 (thirty) days in accordance with the second paragraph of Article 13 of the Law and according to the procedure you used in the application. In order for your application to be properly evaluated by the Data Controller, for the necessary investigation to be carried out and for a proper return to the Relevant Person, the information or documents requested below or any additional information or documents that may be requested after the application must be submitted to the Data Controller in full. The Relevant Person accepts that all responsibility belongs to him/her if the Data Controller may not make the necessary investigation due to an incomplete or incorrect information or document. If the correct information or additional information is requested by the Data Controller due to any incomplete or incorrect information or document in the Application Form, the 30(thirty)-day period specified in Article 13 of the Law will be suspended, and it will only resume after such additional information or document is sent to the Data Controller.

Applications will be made free of charge unless a fee tariff is published by the decision to be taken by the Board. However, if the responses to be given by the Data Controller to the applications exceed 10 pages, a processing fee of TL 1.00 (one) will be charged to the Relevant Person for each page. If the Relevant Person requests the response to be given in a recording medium such as a CD or flash memory, a fee will be charged according to the cost of the requested recording medium.

The Relevant Person accepts and undertakes that all information and documents submitted by him/her to the Data Controller with the Application Form or afterwards are correct and do not contain any misinformation. The Relevant Person acknowledges that he/she expressly consents to the processing, and transfer to third parties when necessary, of his/her personal data by the Data Controller for the purposes of evaluating the Application Form and carrying out the next process.

Details requested from the Relevant Person

#### **I. Contact Information of the Applicant**

Name-Surname	
Turkish ID No.	
The first 4 and the last 4 digits of the credit card used on the Data Controller's site (please do not write the card information in a visible manner)	
Phone	
E-Mail	
Mailing address	

**II. The Nature of the Commercial/Individual Relationship with the Data Controller**

a. Please check the appropriate box that fits with your position in the below table and briefly summarize the nature of your relationship with the Data Controller in the field below the relevant section.

Customer	Employee	Other <input type="checkbox"/>

b. If you chose Other in the above relationship descriptions, please explain here.

**III. The Request Under the Law**

Please write your explanations in detail and your request clearly under the Law in the section below.

I declare that the information I have given above is correct and complete and I request that my application be processed.

**Applicant**

Name – Surname :

Date:

Signature: