

## ALARKO CARRIER SANAYİ VE TİCARET A.Ş.

### APPLICATION FORM PURSUANT TO THE LAW ON PROTECTION OF PERSONAL DATA

The information given in the fields marked with \* are the mandatory fields pursuant to the “Communiqué on Procedures and Principles of Application to Data Controller”. Your application may not be processed if any of such information will be incomplete.

#### 1. GENERAL APPLICATIONS

##### 1.1. Application Method

You may submit this form to our Company via any of the following methods to use your rights related to your personal data.

Method	Address
(submission of the application by the applicant personally proving his/ her identity with his/her identification proof, or submission of the application via notary)	GOSB-Gebze Organize Sanayi Bölgesi, Şahabettin Bilgisu Caddesi, 41480, Gebze, Kocaeli
Sending the application to our registered electronic e-mail address (KEP)	alarkocarrier.alarko@hs01.kep.tr
Sending the application to our company from your e-mail address registered in the system that you notified before	kvkk@alarko-carrier.com.tr
Sending the application to our Company via electronic signature or mobile signature	kvkk@alarko-carrier.com.tr

We kindly ask you to write “Application within the scope of Law on Protection of Personal Data” on the application envelope or the subject of e-mail section.

In order for your application to be finalized, we may need to request certain information from you to verify your identity at certain cases. This is an additional security measure that we apply to prevent the disclosure of your personal data to unauthorized persons.

##### 1.2. Our response to your application

Our response to your application will be communicated to you in writing or electronically as soon as possible and within 30 (thirty) days at the latest.

##### 1.3. Costs related to your application

If the transactions related to your application require additional cost, the fees in the tariff set by the Personal Data Protection Board may be charged. Accordingly, if you request a written response, no fee shall be charged for the responses not exceeding 10 (ten) pages, a fee of 1 Turkish Liras will be charged for each page above 10 (ten) pages. In addition, if the response to the application is requested in a recording medium such as CD, portable memory, the cost of the relevant recording medium may also be requested. However, if it is found

that your application is made due a fault of our Company, all fees and charges which may be collected from you shall be refunded to you.

## 2. Your Identification and Contact Information

<b>Name Surname*</b>	
<b>T.R. Identification Number*</b> For foreign nationals, nationality, passport number or identification number, if any, should be written.	
<b>E-mail Address, Phone or Fax Number, if any</b> If an e-mail address is provided for response(s), your application shall be responded faster	
<b>Notice Address*</b>	

## 3. Your Preferred Communication Method

Please indicate your preferred type of response to your application.

Send it to my notice address in written.

Send it to my e-mail address electronically.

## 4. Your Relation with our Company

Select your relation with our company below, and indicate the starting time for such relation (date and period of relation e.g. "May 2015- June 2018" or "since 2016").

<input type="checkbox"/> Employee	Time Period:
<input type="checkbox"/> Candidate Employee	Time Period:
<input type="checkbox"/> Customer (or Employee or Authorized Agent of the Customer)	Time Period:
<input type="checkbox"/> Business Partner (or Employee or Authorized Agent of the Business Partner)	Time Period:
<input type="checkbox"/> Supplier (or Employee or Authorized Agent of the Supplier)	Time Period:

<input type="checkbox"/> Visitor	Time Period:
<input type="checkbox"/> Other (Please explain):	Time Period:

## 5. Your Request

Please indicate your request for your personal data. Please also include the information and documents related to your request to your application.

<b>Request*</b>	
<b>Attachments</b>	

### Applicant (Data Owner)

Name Surname :

Application Date :

Signature :