

## **APPLICATION FORM FOR DATA CONTROLLER**

### **1. General Remarks**

Personal data owners ("Applicant") defined as the person concerned in the Personal Data Protection Law No. 6698 ("KVKK") have been granted the right to make certain requests regarding the processing of their personal data in accordance with Article 11 of the KVKK.

The application form has been prepared in order to determine your relationship with BTMCo and to determine your personal data, if any, processed by BTMCo in full, and to respond to your application in a correct and legal time. In order to ensure the security of your personal data and to prevent illegal data transfer, BTMCo may request additional information for identification and authorization determination. In the event that the information specified by the Applicant is not correct and / or up-to-date or the requests are unauthorized, the applicant is responsible for this issue.

In accordance with Article 7 of the Communiqué on Application Procedures and Principles to Data Supervisor, if the applicant's application is to be answered in writing, no fee is charged up to ten pages. A transaction fee of 1 Turkish Lira may be charged for each page above ten pages. If the answer to the application is given in a recording medium such as CD or flash memory, a fee may be charged as the cost of the recording medium.

### **2. The Scope of the Right to Apply within the Framework of Article 11 of the KVKK**

The applicant can apply to BTMCo on the following issues:

- (1)** To learn whether your personal data is being processed,
- (2)** Requesting information if personal data has been processed,
- (3)** Learning the purpose of processing personal data and whether they are used appropriately for their purpose,
- (4)** Learning the third parties to whom their personal data has been transferred domestically or abroad,
- (5)** To request correction of personal data in case of incomplete or incorrect processing and to request notification of the transaction made within this scope to third parties to whom personal data are transferred,
- (6)** Although it has been processed in accordance with the provisions of KVKK and other relevant laws, in case the reasons requiring its processing disappear, to request the deletion, destruction or anonymization of your personal data and to notify the third parties to whom the personal data is transferred,
- (7)** To object to the emergence of an unfavorable result by analyzing the processed data exclusively through automated systems,
- (8)** To request the compensation of the damage in case of damage due to the processing of your personal data illegally.

### 3. Application Method

Pursuant to the first paragraph of article 13 of the KVKK; Applications regarding these rights must be submitted to us in writing and signed or by other methods determined by the Personal Data Protection Board ("Board").

Applications to be made in writing within this framework, by printing this form;

- With the personal application of the applicant,
- Through a notary public,
- Registered electronic mail (KEP) address, with secure electronic signature
- The applicant previously notified to us and registered in our system can be transmitted to us by e-mail sent from the electronic mail address.

The written application below on how to deliver the written applications to us information is given specific to the channels.

Application Method	In Application Submission Information to be specified	The Application Is To Be Sending Address
Personal Application (Application by coming in person of the owner document certifying identity application with)	On the envelope "Personal Data Protection Law Information Request within the Scope" will be written.	Güzelyalı Mah. Güvendik Sok. No:2, Pendik, 34903, Istanbul,Turkey
Notification through a notary	In the notification envelope "Personal Data Protection Law Information Request within the Scope " will be written.	Güzelyalı Mah. Güvendik Sok. No:2, Pendik, 34903, Istanbul,Turkey
Signed with "secure electronic signature" and Registered Electronic Mail (KEP)	In the subject section of the email "Personal Data Protection Law Information Request" it will be written.	Betumar@hs01.kep.tr

By Mobile Signature or E-mail  Application [Previously reported to the data controller by the data subject and the data in the responsible system registered electronic using mailing address by]	To the subject part of the e-mail  "Protection of Personal Data  Law Information Request "	<a href="mailto:info@btmco.com.tr">info@btmco.com.tr</a>
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BTMCo will be able to request additional information and take necessary measures to verify the identity of the Applicant for applications made by the Applicant via e-mail.

In accordance with the second paragraph of Article 13 of the KVKK, your applications submitted to us will be answered in writing or electronically within thirty days from the date of notification or receipt of your request, depending on the nature of the request.

#### 4. Your Identity and Contact Information

##### A - Applicant Contact Information

<b>Name</b>	
<b>Surname</b>	
<b>Tc Identity Number / Passport Number (if foreign)</b>	
<b>Telephone</b>	
<b>E - mail</b>	
<b>Residence or Workplace Address</b>	

**B. State the relationship with BTMCo.** (Such as visitor, customer, business partner employee, employee candidate, former employee, third party company employee, shareholder)

<input type="checkbox"/> Visitor <input type="checkbox"/> Customer <input type="checkbox"/> Business partner	<input type="checkbox"/> Employee <input type="checkbox"/> Employee Candidate <input type="checkbox"/> Former Employee <input type="checkbox"/> Other :.....
<p>You are in contact with our company</p> <p>To: .....</p> <p><b>Subject</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	

## 5. Subject of Request

Please indicate your request under KVKK in detail:

**Applicant**

**Name Surname :**

**Signature (if written application):**