

MAKREV MAKİNA MÜHENDİSLİK SAN. VE TİC. LTD. ŞTİ
PERSONAL DATA APPLICATION FORM
GENERAL EXPLANATIONS

Your rights

Article 11 of the Personal Data Protection Law no. 6698 (the “Law”) gives certain rights to a personal data owner (hereinafter referred to as “Applicant”) who is defined as the data subject therein. These rights include inquiring into whether your personal data are processed (**Article 11.1.a of the PDPL**), asking for information in case your personal data are processed (**Article 11.1.b of the PDPL**), inquiring into the purpose underlying the process of your personal data, and whether or not such data are used in line with that purpose (**Article 11.1.c of the PDPL**), knowing about third parties to in Turkey or abroad to whom your personal data are transferred (**Article 11.1.ç of the PDPL**), demanding that any incompletely or incorrectly processed personal data should be corrected (**Article 11.1.d of the PDPL**), demanding that your personal data should be erased or destroyed in line with conditions set out in Article 7 of the Personal Data Protection Law (**Article 11.1.e of the PDPL**), asking that actions taken in line with subparagraphs (d) and (e) are notified to third parties to whom your personal data have been transferred (**Article 11.1.f of the PDPL**), objecting to any result that may work against you and that arises upon an analysis of your processed personal data exclusively by automated means (**Article 11.1.g of the PDPL**) and claiming damages in case you sustain a loss due to the unlawful process of yours personal data (**Article 11.1.ğ of the PDPL**).

You can send your such requests to **MAKREV MAKİNA MÜHENDİSLİK SAN. ve TİC. LTD. ŞTİ** by means of such procedures and methods described below in detail. You can complete the ready Application Form that we have designed for you so that we can reply your requests faster and with correct information and can take more effective actions in line with your requests.

Pursuant to Article 13 of the Law and Article 5 of the Communique on Terms and Procedures for Application to Data Controller, any application for the use of such rights should be sent to us **in writing in Turkish** or by other means defined by the Personal Data Protection Committee (“Committee”).

Application Channels

Below is the information about the methods that you can send your written applications to us.

APPLICATION METHOD	ADDRESS FOR SENDING APPLICATIONS	INFORMATION TO BE PROVIDED IN APPLICATION
Written application (personal application by the applicant together with documents verifying his identity)	Selahaddin Eyyubi Mah. 1624. Sokak No:13 D:11 Esenyurt/Istanbul/Türkiye	“PDPL Information Request” should be written on the envelope.
Via notary public	Selahaddin Eyyubi Mah. 1624. Sokak No:13 D:11 Esenyurt/Istanbul/Türkiye	“PDPL Information Request” should be written on the envelope.
Via Registered Electronic Mail (REM)	makrev@hs01.kep.tr	“PDPL Information Request” should be written on the subject line of the e-mail.
Via secure electronic signature, mobile signature or e-mail address registered with our system	makrev@makrev.com	“PDPL Information Request” should be written on the subject line of the e-mail.

Application Procedure:

Pursuant to the Communiqué on Terms and Conditions for Application to Data Controller (Official Gazette issued on 10/03/2018 under no. 30356), your application should be accompanied with (a) **your name, surname and signature,** (b) **for Turkish Republic citizens, Turkish ID Number, and for foreign citizens, their nationality, passport number, or if any, ID number,** (c) **the address of your place of residence or business for the service of documents,** (ç) **your electronic mail address, phone number and fax number, if any, for notice purposes,** (d) **the subject matter of the request as well as your information and documents about the subject matter.**

If you are applying on behalf of another person, please attach to your application such documents that should be issued or **legalized by competent authorities, evidencing that you are authorized to make an application under the Law** (a certificate evidencing that you are the parent/ guardian of the data subject, a power of attorney expressly showing your authority to make a request under your personal data, etc.)

You can use the Application Form below for your personal data. Our Company reserves its right to demand additional documents and information for the verification of identity and authority (copy of the identity card or driving licence etc.) in order to avoid any legal risk that may arise from unlawful and unfair data disclosure, and in particular, to ensure your security. If information about your request submitted to us via Form is not correct and current or an unauthorized application is made, our Company hereby does not accept any responsibility on account of said incorrect information or unauthorized application.

Pursuant to Paragraph 2 of Article 13 of the Law, your applications sent to us shall be replied free of charge in writing at the latest within thirty days from our receipt of your request, depending on the nature of your request. However, where a written reply is required, no fee shall be charged for up to ten pages, and a transaction fee (1 TL) **defined by the Committee** shall be charged for each page beyond ten pages.

APPLICATION FORM

1. Details of Requesting Applicant:

Name and Surname:

Turkish ID Number:

Nationality and Passport Number for

Foreign Citizens :

Address of Place of

Residence or Business for

Serving documents :

E-mail address for

Notices :

If the application is done on behalf of another person:

Explanations:

2. Relationship between the Application and our Company

☐ **Company Employee:**

His Department:

.....

☐ **Former Company Employee:**

His Department and Employment Period:

.....

☐ **Supplier:**

Products and/ or Services supplied and Supply Time:

.....

☐ **Customer:**

Service provision period:

.....

☐ **Web site user:**

☐ **Visitor:**

Reason and time of the visit:

.....

☐ **Other**

☐ **I made a Job Application/ shared my CV.**

☐ **I contacted to get a quotation.**

☐ **I sent a message over the Web Site Contact Section.**

☐ **Third party employee**

☐ **Other**

.....

3. Please tell us about your request under the Law in detail.

.....

4. Any information about the subject matter, and documents that you wish to attach to the Application Form

.....

5. Please choose the method of contact by which you will receive our reply to your application:

☐ **I want it to be sent to my address below via cargo.**

☐ **I want it to be sent to my address below via e-mail.**

☐ **I want to pick it up personally.**

In line with my requests specified above, I kindly ask to evaluate my application made to your Company and to inform me about the outcome of this evaluation pursuant to Article 13 of the Law.

I hereby represent and undertake that such documents and information provided by me to you in this application are true, correct, current and my personal data.

Applicant:

Name and Surname:

Application Date:

Signature: