

KOLUMAN OTOMOTİV ENDÜSTRİ ANONİM ŞİRKETİ
APPLICATION FORM REGARDING THE PROCESSING OF PERSONAL DATA OF DATA OWNER

Your personal data is collected, processed, and transferred by Koluman Otomotiv Endüstri Anonim Şirketi ("KOE") as the data controller in accordance with the Law on the Protection of Personal Data No. 6698 ("LPPD" or "Law") under the terms outlined in the *Koluman Otomotiv Endüstri Anonim Şirketi Personal Data Protection and Processing Policy* ("Policy") published at <https://www.kolumanotomotiv.com/tr/kurumsal>.

1. Legal Basis of Your Right to Apply

It is regulated by the Article 11 of the Law, data owners ("data owner") have certain rights, including those listed in the same article, and may exercise these rights by applying to the data controller. These rights are detailed in Article 3.2 of the Policy and the relevant *Clarification Text*.

The procedures and principles regarding your (as data owners) applications to KOE (as the data controller) are regulated under Article 13 of the Law and the *Communiqué on the Principles and Procedures for Application to the Data Controller* ("Communiqué").

According to Article 13 of the Law and Article 5 of the Communiqué, data subjects may submit their requests via one of the following methods:

- (i) in writing,
- (ii) through a registered electronic mail (KEP) address, secure electronic signature, mobile signature, or via the email address previously notified to and registered in the system of the data controller,
- (iii) through software or applications developed for the purpose of application.

2. Application Channels and Methods

As the data owner, you may submit your requests under Article 11 of the Law by completing the attached **Application Form** *completely and accurately*, and sending it to KOE through one of the channels listed below.

The application channels and methods are as follows:

<u>Application Channel</u>	<u>Method</u>	<u>Address</u>	<u>Information to be Provided in the Application</u>
Notification via Registered Mail with Return Receipt	The applicant may submit the application form (attached hereto) by sending a notification via registered mail with return receipt.	Şahin Mh. Sait Polat Blv. No:386 / C (D 400 Karayolu üzeri, Yenice Otoyol Çıkışı) P.K.33800 Tarsus/Mersin/Türkiye	It is required to write "Information Request under the Personal Data Protection Law" on the envelope of the notification or in the subject line of the sent document.
Via E-mail	The applicant may sign the application form attached hereto with a "secure electronic signature" as defined in the Electronic Signature Law No. 5070 and submit it to our	koekvkk@koluman.com	The subject line of the e-mail must state "Information Request under the Personal Data Protection Law."

	company's registered electronic mail address.		
--	--	--	--

3. Response to Applications

Applications submitted through the channels explained above will be processed in accordance with Article 13 of the Law and Article 6 of the Communiqué; depending on the nature of your request, it will be responded as soon as possible, latest in thirty (30) days, in principle free of charge. However, if additional costs are required, the response will be provided in accordance with the fee specified in the tariff determined by the Personal Data Protection Board.

If your request is accepted, it will be fulfilled as soon as possible, and you will be informed accordingly. In case your request is rejected, you will be informed with an explanation of the reasons for rejection.

Best regards,

KOLUMAN OTOMOTİV ENDÜSTRİ ANONİM ŞİRKETİ

ATTACHMENT – Application Form

**KOLUMAN OTOMOTİV ENDÜSTRİ ANONİM ŞİRKETİ
APPLICATION FORM REGARDING THE PROCESSING OF PERSONAL DATA**

A. Information Regarding the Applicant

1	Full Name	
2	Turkish ID Number	
3	For Foreigners: Nationality, Passport Number, or Identity Number	
4	Address for Notification (Residential or Business Address)	
5	Phone Number	
6	E-mail Address	

B. Relationship of the Applicant with KOE

1	Relationship with KOE <i>(Please select one of the options on the side and provide relevant details. If you have a different type of relationship, please specify.)</i>	Employee <i>(please specify your department)</i>	
		Job Applicant <i>(please provide details regarding your application)</i>	
		Former Employee <i>(please indicate your date of departure)</i>	
		Third-Party Company Employee <i>(please specify your company)</i>	
		Business Partner	
		Shareholder	
		Visitor <i>(please indicate your visit date and location)</i>	
		Other <i>(please specify)</i>	
2	Status of the Relationship with KOE (Ongoing or Terminated)	<input type="checkbox"/> Ongoing <input type="checkbox"/> Terminated / Ended	
3	(If applicable) The		

	department and contact persons within KOE	
--	---	--

C. Subject of the Request *(Please tick the box(es) next to the option(s) applicable to your request)*

1	I would like to know whether my personal data is being processed.	
2	If my personal data is being processed, I request information about these data processing activities..	
3	If my personal data is being processed, I would like to know the purpose of processing and request information on whether it is used in accordance with this purpose.	
4	If my personal data is transferred to third parties domestically or abroad, I want to know these third parties.	
5	I believe my personal data is processed incompletely and/or incorrectly, and I request correction. <i>(Please provide explanatory information about the personal data you believe to be incomplete or incorrect in section D, and submit the necessary information and documents to ensure that your personal data is processed completely and correctly along with the form.)</i>	
6	I request that my correction request regarding the personal data I believe to be incomplete and/or incorrect be also notified to the third parties to whom my data has been transferred.	
7	Although my personal data has been processed in accordance with the Law and other relevant legislation, I believe the reasons requiring processing no longer exist, and accordingly, I request that my personal data be: a) deleted b) destroyed. <i>(Please indicate your choice as "a" or "b" in the box beside, provide explanatory information regarding this request in section D, and submit the relevant documents along with the form.)</i>	
8	I request that my request regarding my personal data, which I believe the reasons requiring processing no longer exist, be notified to the third parties to whom my data has been transferred.	
9	I believe that my personal data has been exclusively analyzed by automated systems and that this analysis has resulted in an outcome adverse to me. I object to this result. <i>(Please provide explanatory information regarding the analysis result you believe to be adverse to you in section D and submit relevant documents along with the form.)</i>	
10	I believe I have suffered damages due to unlawful processing of my personal data under the Law, and I request compensation for these damages. <i>(Please provide explanatory information regarding the unlawful processing you believe caused damage in section D and submit documents proving or supporting your damages along with the form.)</i>	

D. Explanatory Information and Attachments Regarding the Request

Please provide any explanatory information related to your request in this section, and list any documents you are submitting as attachments, if applicable.

E. Preferred Method of Receiving the Response

Please indicate your preferred method and address for receiving the response to your request:

- I would like the response to be sent to my postal address specified above.
- I would like the response to be sent to my e-mail address specified above.
- I would like to receive the response in person.

(In case of personal delivery, the applicant must collect the response in person or through a person authorized with a notarized power of attorney.)

F. Declaration of the Applicant

I hereby declare and undertake that the information and documents I have provided in this form belong to me, are accurate and up to date; that I will provide any additional information or documents requested to finalize my application; and that I am aware I may be required to pay the fee determined by the Personal Data Protection Board in case the evaluation of my application incurs additional costs.

I kindly request that my application be evaluated and responded to in accordance with Article 13 of the Law.

Full Name:

Date:

Signature: