

1. GENERAL PRINCIPLES OF APPLICATION

As a personal data owner ("Data Owner") in accordance with Article 11 of the Personal Data Protection Law No. 6698 ("KVK Law"); You can make the following requests by applying to **AKAL TİC. VE TEKSTİL SAN. LTD. ŞTİ.** the ("Company"):

- (1) To learn whether your personal data has been processed,
- (2) If your personal data has been processed, to request information regarding this,
- (3) To learn the purpose of processing your personal data and whether they are used in accordance with their purpose,
- (4) To learn the third parties to whom your personal data has been transferred domestically or abroad,
- (5) To request correction of your 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 have been transferred,
- (6) Although it has been processed in accordance with the provisions of the KVK Law and other relevant laws, to request deletion, destruction or anonymization of your personal data in the event that the reasons for its processing disappear, and to request that the transaction made within this scope be notified to third parties to whom personal data is transferred,
- (7) Object to the emergence of a result against you by analyzing your processed data exclusively through automated systems,
- (8) To request the compensation of the damage in case you suffer damage due to unlawful processing of your personal data.

Based on Article 13 of the KVK Law, your application will be finalized as soon as possible and within thirty (30) days at the latest, depending on the nature of the request, and our reply will be delivered to you in writing or via electronic media.

This Application Form has been prepared in order to determine your relationship with our Company upon your application, to determine your personal data processed by our Company, if any, and to respond to your application accurately, completely and in time. In order to prevent unauthorized applications made on your behalf, to prevent unlawful and unfair data sharing with third parties, and especially to ensure the security of your personal data, our Company reserves the right to request additional information and documents for determination of identification and authorization. In the event that the information regarding your request, which you submit in the form is not correct and up-to-date or an unauthorized application is made, our Company shall not be responsible for such misinformation or unauthorized applications.

2. APPLICATION METHOD

In accordance with Article 13 of the Law on KVK and Article 5 of the Communiqué on Application Procedures and Principles for the Data Supervisor, You can send it to our Company in writing or by using a registered electronic mail (KEP) address, secure electronic signature, mobile signature or your e-mail address that you have previously notified to our Company and is registered in our system.

Written applications; It can be done through the application of the Applicant personally, through a notary public or by signing with the "secure electronic signature" defined in the Electronic Signature Law No. 5070 and sending it to our company's REM (KEP) address.

In the written applications to be made by the Data Owner, the following points should be taken into consideration.

PERSONAL DATA OWNER APPLICATION FORM

APPLICATION METHOD		INFORMATION TO BE SUBMITTED IN THE APPLICATION	INFORMATION TO BE SUBMITTED IN THE APPLICATION
1. Application in Writing	Application in person with wet signature	Merve Mah. Akabe Cad. No.16, Sancaktepe - Istanbul / TURKEY	"Request for Information within the Scope of the Protection of Personal Data Law" shall be written on the envelope.
	Through the notary,		
2. Registered Electronic Mail Via (KEP)	With a registered electronic mail (KEP) address	akaltekstil@hs03.kep.tr	"Personal Data Protection Law Information Request" will be written in the subject part of the e-mail.
3. Application with the Electronic Mail Address Available in Our System	By using your e-mail address registered in our company's system	kvkk@alk.com.tr	
4. Application with an e-mail address not available in our system	By using your e-mail address that is not available in our Company's system, including mobile signature / e-signature	kvkk@alk.com.tr	

Information on matters to be considered in the application are as follows:

- The application form must be filled in completely and the request must be clearly stated.
- The application form must be signed by the Personal Data Owner.
- The information and documents requested according to the nature of the request must be submitted completely and accurately.

The Application Form should be submitted to our Company in accordance with the abovementioned issues. In case of failure to comply with these matters and / or if the requested information and documents are not provided properly, our Company reserves all kinds of legal rights in such a case, since the investigations to be carried out within the framework of your request may not be carried out properly and completely by our Company.

The requests made will be concluded free of charge, and if the transaction requires an additional cost, the fee specified by the Personal Data Protection Board will be requested from the applicant by our company.

3. IDENTITY AND CONTACT INFORMATION

Please fill in the fields below so that we can contact you and verify your identity.

Name & Surname :

PERSONAL DATA OWNER APPLICATION FORM

TR Identity Number / Passport Number or Identification Number for Citizens of Other Countries :

The residence/ workplace address for notification :

Phone Number :

E-mail: :@.....

4. REASON FOR CONNECTING WITH OUR COMPANY:

- Visitor** Unit / Person you have contacted with:
- Supplier/Service Provider** Your Company and Position:
- Customer** Your Company and Position
- Employee Candidate** Date of Application:...../...../.....
- Employee** Start Date of Employment:...../...../.....
- Former employee** Working Period:/...../..... -/...../.....
- Other**

5. INFORMATION ABOUT SELECTION OF THE RIGHT TO BE USED BY THE PERSONAL DATA OWNER

(Please check the box (s) next to the expression appropriate to your request)

- I want to know if your company is processing personal data about me
- If your company is processing personal data about me, I request information about these data processing activities.
- If your company is processing personal data about me, I would like to find out the purpose of their processing and if they are used in line with the for the purpose of processing.
- If my personal data is transferred to third parties in the country or abroad, I want to know these third parties.
- I think my personal data is incomplete or incorrectly processed and I want them to be corrected.
- Although my personal data has been processed in accordance with the provisions of the law and other relevant laws, I request my personal data to be deleted.
- I want my incomplete and incorrectly processed personal data to be corrected by third parties to whom it has been transferred.
- I want my personal data, which I have requested you to delete, to be deleted by third parties transferred as well.
- I think that my personal data processed by your company are analyzed exclusively through automated systems and a consequence has arisen against me as a result of this analysis. I object to

this consequence.

6. SPECIFY YOUR REQUEST UNDER THE LAW IN DETAIL

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7. ANNEXES

Please indicate if there is any document you want to base your application on.

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8. CHOOSE THE METHOD OF RESPONDING TO YOUR APPLICATION:

- I want it to be sent to my address.
- I want to receive in person.
- I want it to be sent to my email address.
- I want it to be sent to my REM (KEP) address.

Applicant (Personal Data Owner) / Person Applying on Behalf of Someone else (Personal Data Owner)¹

Name Surname :

Application date :

Signature:

¹If you are applying on behalf of someone else, please send the documents indicating that you are authorized to apply (such as the document indicating that you are the parent / guardian of the personal data owner, power of attorney) in the attachment of the application. In order for these documents to be deemed valid, they are required to be issued or approved by the competent authorities.