



## APPLICATION FORM FOR REQUESTS OF DATA SUBJECT UNDER THE LAW ON PROTECTION OF PERSONAL DATA NO. 6698

Under the Law on Protection of Personal Data No. 6698 ("the Law"), individuals defined as data subjects ("hereinafter referred to as the "Applicant") are granted the right to make certain requests regarding the processing of their personal data, as stipulated in Article 11 of the Law.

In accordance with the first paragraph of Article 13 of the Law, applications regarding these rights to the data controller, our company (Benova Consulting Danışmanlık Hizmetleri Limited Şirketi), must be submitted to us in writing or through other methods determined by the Personal Data Protection Board ("the Board").

In this regard, written applications to our company should be submitted by:

(a) The Applicant's personal application,

(b) Notary public,

(c) Signing this form with a "secure electronic signature" as defined in the Law on Electronic Signature No. 5070 and sending it to our company's registered email address,

(d) Completing the application form and sending it to [info@benovaconsulting.com](mailto:info@benovaconsulting.com) via email using a mobile signature or the email address previously notified to the data controller and registered in the system.

Below, information is provided regarding how written applications can be submitted to us through the specific channels for written applications.

Application Method	Address for Submission of the Application	Information to be Specified in the Application Submission
Personal Application (The applicant personally visits and submits the application with an identity document)	Mustafa Kemal Neighborhood, Dumlupınar Boulevard, Tepe Prime Business Center, No: 266/B Block D:76, Çankaya/Ankara.	The envelope shall be labeled as "Information Request under the Personal Data Protection Law."
Notification via Notary Public	Mustafa Kemal Neighborhood, Dumlupınar Boulevard, Tepe Prime Business Center, No: 266/B Block D:76, Çankaya/Ankara.	The notification envelope shall be labeled as "Information Request under the Personal Data Protection Law."
Using Secure Electronic Signature	<a href="mailto:info@benovaconsulting.com">info@benovaconsulting.com</a>	The subject line of the email shall be "Information Request under the Personal Data Protection Law."

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Additionally, after the announcement of other methods determined by the Board, the procedures for receiving applications through these methods will be announced by our company. The applications submitted to us will be responded to within thirty (30) days from the date the request reaches us through one of the methods described above, depending on the nature of the request, in accordance with the second paragraph of Article 13 of the Personal Data Protection Law. Our responses will be delivered to the applicant in written or electronic form, in accordance with the provisions of Article 13 of the Law.

### A. Applicant Contact Information:

<b>Name</b>	
<b>Surname</b>	
<b>Identification Number</b>	
<b>Phone Number</b>	
<b>Email (Faster response can be provided)</b>	
<b>Address:</b>	

**B. Please specify your relationship with our company.** (Customer, employee, business partner, job applicant, former employee, third-party employee, shareholder, etc.)

<input type="checkbox"/> Employee	<input type="checkbox"/> Visitor
<input type="checkbox"/> Customer	<input type="checkbox"/> Other
Subject:	

**C. Please specify your request(s) within the scope of the Personal Data Protection Law (KVKK):**

- I want to know if my personal data is being processed.
- If my personal data is being processed, I request information regarding this.
- I want to know the purpose of processing my personal data and whether they are being used for their intended purpose.

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- I want to know the third parties, both domestically and internationally, to whom my personal data has been transferred.
- I request the correction of my personal data if they are incomplete or incorrect.
- In accordance with the conditions prescribed by law, I request the deletion or destruction of my personal data.
- If changes are made to my personal data upon my request, I request that such changes be notified to the third parties to whom my personal data has been transferred.
- I object to the production of a result against me by solely automated analysis of my processed personal data.
- I request the remedy of the damages I have suffered due to the unlawful processing of my personal data.

**D. If you have any additional matters you would like to include, please clearly and comprehensively specify your request within the scope of Article 11 of the Personal Data Protection Law (KVKK) in accordance with the law:**

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**E. Please select the method of notifying you of our response to your application:**

- I would like it to be sent to my address.
- I would like it to be sent to my email address.
- I would like to receive it in person. (In the case of receiving it on behalf of someone else, a notarized power of attorney or authorization document is required.)

**If no notification method is preferred, our company may choose any of the response methods.**

This application form has been prepared to ensure that your requests are responded to accurately, completely, and within the specified legal timeframe. In order to eliminate legal risks that may arise from unlawful or unjust data sharing and to ensure the security of your personal data, our company reserves the right to request additional documents and information (such as a copy of ID card or driver's license) for identity and authorization verification. Our company does not accept any responsibility for incorrect or outdated information provided or unauthorized applications submitted within the scope of this form. In such cases, our company reserves the right to reject the application.

**Personal Data Owner (Applicant)**

**Name and Surname :**

**Date :**

**Signature :**