

**KYASS TEKSTİL SANAYİ VE DIŞ TİCARET ANONİM ŞİRKETİ
DATA SUBJECT APPLICATION FORM**

GENERAL INFORMATION

Pursuant to the Personal Data Protection Law No. 6698 (“KVK Law”), individuals defined as data subjects (“hereinafter referred to as the “Applicant”) are granted certain rights under Article 11 of the KVK Law regarding the processing of their personal data.

In accordance with the first paragraph of Article 13 of the KVK Law, applications to be made to our Company, as the data controller, regarding these rights must be submitted to us in writing or through other methods determined by the Personal Data Protection Board (“Board”).

Within this framework, applications to be submitted to our Company “in writing” may be delivered by printing out this form and:

- Submitting it in person by the Applicant,
- Sending it through a notary public,
- Signing it by the Applicant with a “secure electronic signature” as defined under the Electronic Signature Law No. 5070 and sending it to our registered electronic mail (KEP) address.

Below, information is provided regarding the written application channels through which written applications may be delivered to our Company.

Application Method	Address for Application	Information to Be Stated During Submission
In Person (Application submitted by the applicant in person with a document verifying identity)	İSMETPAŞA OSB MAH. 2 ST. NO: 4A KAPAKLI / TEKİRDAĞ	The phrase “Information Request Within the Scope of the Personal Data Protection Law” must be written on the envelope.
Through Notary Public	İSMETPAŞA OSB MAH. 2 ST. NO: 4A KAPAKLI / TEKİRDAĞ	The phrase “Information Request Within the Scope of the Personal Data Protection Law” must be written on the notification envelope.
Via Registered Electronic Mail (KEP) by Signing with a “Secure Electronic Signature”	kyass@hs06.kep.tr	The phrase “Information Request Within the Scope of the Personal Data Protection Law” must be written in the subject line of the e-mail.

Your applications submitted to our Company will be responded to within thirty (30) days from the date your request is received by us, depending on the nature of the request, in accordance with Article 13, paragraph 2 of the Personal Data Protection Law. Our responses will be delivered to you in writing or electronically, pursuant to Article 13 of the Personal Data Protection Law.

A. Applicant Contact Information:

Name:	
Surname:	
TC Kimlik Numarası:	
Phone Number:	
E-mail: (Providing your e-mail address will enable us to respond to you more quickly.)	
Address:	

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

<input type="checkbox"/> Customer	<input type="checkbox"/> Business Partner
<input type="checkbox"/> Visitor	<input type="checkbox"/> Other:
Department you have been in contact with within our Company:.....	
Subject:	

D. Please select the method by which you wish to receive our response to your application:

- I would like it to be sent to my address.
- I would like it to be sent to my e-mail address.

(If you choose the e-mail method, we will be able to respond to you more quickly.)

- I would like to receive it in person.

(If collected by proxy, a notarized power of attorney or authorization document is required.)

This application form has been prepared in order to determine your relationship with our Company and, if applicable, to fully identify your personal data processed by our Company, so that your relevant application can be responded to accurately and within the legal time limits. In order to eliminate legal risks that may arise from unlawful and unfair data sharing and particularly to ensure the security of your personal data, our Company reserves the right to request additional documents and information (such as a copy of your identity card or driver's license) for identity and authorization verification. If the information regarding your requests submitted within the scope of this form is not accurate and up to date or if an unauthorized application is made, our Company does not accept any liability for requests arising from such incorrect information or unauthorized applications.

Applicant (Data Subject)

Name Surname :

Application Date :

Signature :