

MİLAPASA DANIŞMANLIK ANONİM ŞİRKETİ
APPLICATION FORM FOR THE DATA SUBJECT

A. Method of Application

Your requests within the scope of your rights listed in Article 11 of the Law No. 6698 on the Protection Personal Data (“**Law**”) can be filed to Milapasa Danışmanlık Anonim Şirketi (“**Company**”) acting as a data controller through this form via one of the following methods as per Article 13 of the Law and Article 5 of the Communiqué on the Procedures and Principles of Application to the Data Controller (“**Application Communiqué**”). This application form hereby has been prepared only in order to respond to your request more easily and quickly. Provided that they comply with the procedures and principles regulated in the Application Communiqué, other applications will also be evaluated and responded by the Company as per the relevant legislation.

1. Written Application

Method of Application	of	: Personal application with original signature or via a notary public
The Address for Application	for	: Milapasa Danışmanlık Anonim Şirketi – MEBUSEVLERİ MAH. ÖNDER CAD. HAKAN APT. NO:12/2 ÇANKAYA-ANKARA
Heading Information Concerning the Application		: "Request for Information Under the Law on Protection of Personal Data" will be written on the envelope/notice.

2. Application Via Registered Electronic Mail (REM)

Method of Application	of	: Via registered e-mail (REM) address
The Address for Application	for	: kvkk@milapasa.com
Heading Information Concerning the Application		: "Request for Information Under the Law on Protection of Personal Data" will be written on the subject part of the e-mail.

3. Application with the Electronic Mail Address Registered in the Company's System

Method of Application	of	: For the application to be filed through your electronic mail address registered in the Company's system
The Address for Application	for	: kvkk@milapasa.com
Heading Information Concerning the Application		: "Request for Information Under the Law on Protection of Personal Data" will be written on the subject part of the e-mail.

4. Application with an Electronic Mail Address Not Registered in the Company's System

Method of Application	of	: Application through your electronic mail address not registered in the Company's system by using mobile signature/secure electronic signature
The Address for Application	for	: kvkk@milapasa.com

Heading Information : "Request for Information Under the Law on Protection of Personal Concerning the Data" will be written on the subject part of the e-mail.
Application

B. Information on Identity Authentication and Communication

Your requests will be answered in writing or by sending them electronically to the contact address you have specified below as per Article 6 of the Application Communiqué. Therefore, make sure that the personal data given below is correct and that you are authorized to share this personal data.

***Name-Surname of the Data Subject** :

***TR ID Number/Passport Number of the Data Subject** :

***E-mail Address/REM Address of the Data Subject** :

***Residential or Workplace Address for Notification** :

Phone/Mobile Phone/Facsimile Number of the Data Subject (*Not Compulsory*) :

Your Relation With the Company : Customer
 Employee
 Candidate Employee
 Other (Please specify below)

The Company is obliged to determine whether the applicant is the actual rights-holder. In this context, the Company is entitled to request any and all confirming information and documents for identification purposes. In the event that the photocopy of your ID is conveyed to the Company for the purpose of confirming your identity, make sure that special categories of personal data (blood type and religion information) are not present on the relevant document.

C. Subject Matter of Application

We kindly ask you to write clearly below your request regarding your personal data within the scope of Article 11 of the Law. Information and documents related to the subject should be attached to the application.

Make sure that the information and documents conveyed to the Company within the scope of your application do not contain any special categories of personal data (e.g. health information, religion information, political opinion information) listed in Article 6 of the Law in a non-exhaustive manner.

D. Method of Finalization and Notification for the Application

Your application will be finalized free of charge as soon as possible and within 30 (thirty) days following the delivery thereof by the Company at the latest, depending on the nature of the request. If any separate cost is incurred for the conclusion of your request, the fees in the tariff as set by the Board may be claimed from you.

- I want the response to be sent to my postal address that I have provided in Section B.
 - I want the response to be sent to my electronic-mail address that I have provided in Section B.
 - I want the response to be sent to my facsimile number that I have provided in Section B.
 - I want the response to be sent to my REM address that I have provided in Section B.

I kindly ask you to evaluate the application I have filed before your Company along with the information, documents and requests indicated in this application form hereby and inform me about the result thereof. In this context, I declare and undertake that the information and documents I have presented to you within the scope of this application hereby are correct and up-to-date and that I have been informed that your Company can process my personal data to finalize my application, request additional information and/or documents and I may need to pay the fee set by the Personal Data Protection Board if any additional cost is incurred.

Name and Surname of :
the Applicant
Date of Application :
Signature :