# İÇTUR SERVİS LİMİTED ŞİRKETİ

# APPLICATION FORM PURSUANT TO THE LAW ON THE PROTECTION OF PERSONAL DATA

1. GENERAL REMARKS

Article 11 of the Law No. 6698 on the Protection of Personal Data ***("Law")*** grants certain rights to the persons whose personal data are processed ***("Applicant")*** regarding the processing of their personal data. Pursuant to Article 13/1 of the Law, applications to be made to İçtur Servis Limited Şirketi ***("Company")***, the data controller, regarding these rights must be submitted in writing or by other methods determined by the Personal Data Protection Board ***("Board")***. In this context, applications to be made to our Company "in writing" and in Turkish may be submitted to us in the following procedures by printing out this form.

1. APPLICATION PROCEDURE

The applications to be made to our Company shall be made in accordance with the provisions of the Law and the Communiqué on the Procedures and Principles of Application to the Data Controller published on 10.03.2018 and the relevant current legislation, using this application form available at www.icturservis.com;

* 1. By applying in person with a wet signed petition toBüyükeceli Mah. Mareşal Fevzi Çakmak No:20/3 Gülnar, Mersinaddress or by sending it to this address via notary public,
  2. It can be realized by sending an e-mail to [icturservis@hs01.kep.tr](mailto:icturservis@hs01.kep.tr) e-mail address via Registered Electronic Mail.

We provide information on how your applications will be delivered to us below, specific to the application channels.

|  |  |  |
| --- | --- | --- |
| Application Method | Address where the application will be made (in case of address change, the *last address published in the trade registry gazette should be taken into consideration)* | Application Information to be specified in the submission |
| In Person Application (Applicant comes in person and applies with a document certifying his/her identity) | Büyükeceli Mah. Mareşal Fevzi Çakmak No:20/3 Gülnar, Mersin | "Information Request within the scope of the Law on the Protection of Personal Data" should be written on the  envelope. |
| Notification through Notary Public | Büyükeceli Mah. Mareşal Fevzi Çakmak No:20/3 Gülnar, Mersin | "Information Request within the scope of the Law on the Protection of Personal Data" should be written on the notification envelope. |
| Via Registered Electronic Mail (REM) | [icturservis@hs01.kep.tr](mailto:icturservis@hs01.kep.tr) | The subject line of the e-mail should read "Information Request within the scope of the Law on the Protection of Personal Data". |

In order for a person other than the person concerned to make a request, there must be a notarized special power of attorney issued by the person concerned on behalf of the person who will make the application.

1. REQUESTS OF THE APPLICANT

According to Article 11 of the Law, the rights you may request from our Company, which is the data controller, are specified. Pursuant to Article 13/2 of the Law, your applications submitted to us will be responded to within thirty days at the latest from the date of receipt of your request, depending on the nature of the request. However, if the transaction in question requires an additional cost, the fee in the tariff determined by the Board may be charged. Our responses shall be delivered to you in writing or electronically in accordance with Article 13 of the Law.

# Contact Information of the Applicant

|  |  |
| --- | --- |
| Name/Surname |  |
| TR Identification Number / Nationality, passport number or ID number, if any, for those who are not citizens of the  Republic of Türkiye |  |
| Phone Number |  |
| E-mail *(If you provide this information, we will be able to respond to your request* more quickly) |  |
| Address *(residential or workplace address for notification)* |  |

* 1. **Applicant's relationship with our Company** *(such as customer, business partner, employee candidate, former employee, third party company employee, shareholder)*

|  |  |
| --- | --- |
| * Client * Visitor | * Business Partner * Other |
| The Unit you are in contact with within our company: Subject: | |

|  |  |
| --- | --- |
| * Former employee Years worked: * Other | * The person sharing a Job Application/Resume   Date:   * Third party company employee Information on company and position: |
| The Unit you are in contact with within our company: Subject: | |

# Applicant's request under the Law

# Please select the method of notification of our response to your application.

* I want it to be sent to my address.
* I want it to be sent to my e-mail address. ***(If you choose this method, we will be able to get back to you faster).***
* I want to receive it in person. ***(In case of delivery by proxy, there must be a notarized power of attorney or authorization certificate).***

With this application form, it is intended to determine your relationship with our Company and to determine your personal data processed by our Company, if any, and to respond to your relevant application accurately and within the legal period. In the event that the information regarding your requests submitted within the scope of the form is not correct and up-to-date or an unauthorized application is made, our Company does not accept any responsibility for the requests arising from such incorrect information or unauthorized application.

# Applicant:

# Name and Surname:

# Date of Application:

# Signature:

**WARNING:** Applications must be submitted by the individual. Applications cannot be made on behalf of spouses, relatives, children, etc. Our Company reserves the right to request additional documents and information ***(copy of identity card or driver's license, etc.)*** for identification and authorization in order to eliminate legal risks that may arise from illegal and unfair data sharing and especially to ensure the security of your personal data.