

APPLICATION FORM OF THE DATA SUBJECT

ACCORDING TO PERSONAL DATA PROTECTION LAW NUMBERED 6698

Please fill out the application form below clearly and fully in order to fulfill your request in accordance with the Personal Data Protection Law (“**PDPL**”).

We will respond to your application as soon as possible and within thirty days at the latest, depending on the nature of the request. If the information and documents you provide are missing or incomprehensible, we will contact you to clarify your application.

Our company reserves the right to request additional documents and information for identification and authorization in order to eliminate the legal risks that may arise from sharing data illegally and unfairly, and especially to ensure the security of your personal data. In case the information regarding your requests submitted under the form is not correct and up-to-date, or an unauthorized application is made, our Company does not accept any liability for such incorrect information or requests arising from unauthorized application. You are responsible for any illegal, misleading or inaccurate applications. Within the scope of the “*Communique On the Principles And Procedures For The Request To Data Controller*”, if our response to your application exceeds 10 pages, 1 Turkish Lira transaction fee will be applied for each page after the 10th page.

Within this framework, the applications to be made to our company as “written” are printed out of this form can be transmitted

- By application in person or,
- Notification through notary,
- By signing with the “secure electronic signature” defined in the Electronic Signature Law No. 5070 by the applicant, and sending it to the registered electronic mail (“**REM**”) address of our Company info@novateks.com

Below, information is given about the written application channels regarding how the written applications will be delivered to us.

Application Method	Address Of Application	Information To Be Specified In Application Submission
Application by Person (The applicant's personal visit to our Company headquarters and apply with a document proving his identity.)	<i>Basın Ekspres Yolu Merkez Mah. Çınar Cad. No:10 K:1 34197 Yenibosna – İstanbul / Turkey</i>	"Information Request Under the Law on Protection of Personal Data" should be written on the envelope.
Notification Through Notary	<i>Basın Ekspres Yolu Merkez Mah. Çınar Cad. No:10 K:1 34197 Yenibosna – İstanbul / Turkey</i>	"Information Request Under the Law on Protection of Personal Data" should be written on the envelope.
Application by registered electronic mail (REM) signed with secure electronic signature	<i>info@novateks.com</i>	"Information Request Under the Law on Protection of Personal Data" should be written on the subject of e-mail.

1. Identity and Contact Information of the Data Subject

Name-Surname:	
ID Number:	
Adress:	
Phone:	
E-mail Adress:	

2. Your Relationship with Our Company

Your Relationship with Our Company:	
The Unit You Communicate Within Our Company:	

3. Statement On Your Request

Please provide detailed information on your request and the personal data that is subject to your request.

4. Additional Documents Related to The Request

5. Please choose the method by which you will be notified of our response to your application:

- I want it to be sent to my address.
- I want it to be sent to my email address. *(If you choose the email method, we will be able to respond to you faster.)*
- I want to get hand delivered. *(In case of delivery by proxy, there must be a notarized power of attorney or a certificate of authority.)*

Applicant (Data Subject): *

Name – Surname:

Application Date:

Signature:

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