

MAKYOL İNŞAAT SANAYİ TURİZM VE TİCARET A.Ş.
APPLICATION FORM FOR INFORMATION

At Makyol İnşaat Sanayi Turizm ve Ticaret A.Ş. (“**Makyol**”), we give a special priority to protecting fundamental rights and freedoms, protecting privacy, ensuring and protecting information security, and respecting ethical values. Article 11 titled "Rights of the Related Person" of the Law on the Protection of Personal Data numbered 6698 ("KVKK") gives data subjects the right to make certain requests regarding the processing of their personal data. As the data controller, our company has prepared this application form for information in order to enable the Related Persons to exercise these rights and to fulfil the disclosure obligation set out in Article 10 of the KVKK.

In accordance with Article 11 of the KVKK, you may use your following rights by applying to Makyol and filling out the attached form:

- a) You may find out whether your personal data has been processed,
- b) You may ask for details if your personal data has been processed,
- c) You may find out the purpose of processing your personal data and whether they have been used for their intended purpose,
- d) You may find out the third parties to whom your personal data has been transferred in the country or abroad,
- e) You may ask for correction if your personal data are incomplete or has been incorrectly processed,
- f) You may ask for the deletion or destruction of your personal data within the framework of the conditions stipulated in Article 7 of the KVKK,
- g) You can request that the third parties to whom your personal data have been transferred be notified of the actions taken in accordance with subparagraphs (e) and (f) above,
- h) You may object to the emergence of any results against you obtained through analysis of the processed data exclusively by means of automated systems, and
- i) In case you suffer any damages due to the processing of your personal data in violation of KVKK, you may ask for the compensation of such damages.

Pursuant to Article 13 of the KVKK, data subjects must submit their requests to our Company in writing or by other methods as designated by the Personal Data Protection Board ("**Board**"). In this context, applications to be filed to our Company can be sent to us free of charge by choosing either of the following two methods after filling out this form.

No.	Application Method	Application Address	Requirements
1	Data subject appears at our Company and files an application personally (it is obligatory for the data subject to have the documents proving his/her identity with him/her)	Etiler Mahallesi, Tepecik Caddesi, Melodi Sokak İ.T.Ü. Blokları E Blok, 34337 Beşiktaş/İstanbul	The envelope should contain the following statement: " Request for Information about Protection of Personal Data"
2	An email bearing "secure electronic signature" as defined in the Electronic Signature Law No. 5070 is sent via Registered Electronic Mail (KEP)	makyol@hs03.kep.tr	The subject line of the electronic mail should contain the following statement: " Request for Information about Protection of Personal Data"

It is not possible for third parties to use, on behalf of data subjects, the right to obtain information which is regulated in article 11 of the KVKK. In order for a data owner to make a request for personal data relating to any person other than the data subject, a wet signed and notarized original copy of a special power of attorney issued by the data subject on behalf of the applicant must be submitted.

Your applications submitted to us will be answered within thirty days from the date your request is received by our Company in accordance with the Article 13/2 of the KVKK. Our responses will be delivered to you in written or electronic form in accordance with Article 13 of the KVKK.

Data Controller:

Makyol İnşaat Sanayi Turizm ve Ticaret A.Ş.

Etiler Mahallesi, Tepecik Caddesi, Melodi Sokak İ.T.Ü. Blokları E Blok, 34337 Beşiktaş/İstanbul

Tel: 0212 3514151

Fax: 0212 3514165

İstanbul Ticaret Sicil Müdürlüğü/ sicil no: 141792

www.makyol.com.tr

APPLICATION FORM FOR INFORMATION

Please fill in the table below.

Name :	
Surname :	
Turkish Identity Number :	
Phone number :	
Email :	
Address :	
Your business relationship with our company (e.g. a customer, a business partner, an employee candidate, a former employee, a third party company employee, a shareholder, etc.)	
The business unit of our Company you communicate with:	
Please attach to this form an explanation of your application and the documentation related to your request (Please indicate your request covered by the KVKK in detail):	
Please indicate your preference regarding the response to your application:	<input type="checkbox"/> I wish it to be sent to my address. <input type="checkbox"/> I wish to receive an e-mail. <input type="checkbox"/> I wish to receive it in person.

This application form has been drafted for the purpose of determining your relationship with our Company, identifying your personal data processed by our Company, if any, and responding to your application in a correct manner and within legally applicable time. Our Company hereby reserves the right to request any additional documentation (e.g. an identity card, etc.) for determination of identity and authorization in order to eliminate any legal risks that may arise from unlawful and unfair data sharing, and especially to ensure the security of your personal data. In the event that any information regarding your requests submitted hereby is not accurate and up-to-date, or an unauthorized application is filed, our Company shall not accept any liability for claims made in connection with such false information or unauthorized application.

In addition, please do not share personal data documents / information, except when required by the nature of the work. If any personal data is included in documents sent, please delete the relevant personal data from the document in question or share it by anonymizing it. We shall not have liabilities for any personal data you might have shared although it was not required by the nature of the work.

Applicant (Personal Data Subject) :
Name and surname :
Application date :
Signature :