**ESAN ECZACIBAŞI ENDÜSTRİYEL HAMMADDELER SANAYİ TİCARET A.Ş.**

**DATA OWNER APPLICATION FORM**

1. **Application Method**

You can forward your demands listed in Article 11 of Law on Protection of Personal Data numbered 6698 ("**KVK Law**") with one of the four methods mentioned below in this form pursuant to Article 5 of Communiqué on the Procedures and Principles of Application to the Data Officer.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **APPLICATION METHOD** | **ADDRESS TO BE APPLIED TO** | **INFORMATION TO BE SHOWN IN THE APPLICATION** |
| 1. **Written Application** | Personal signed application or via Notary Public | Esan  Girne Mah. Nehir Sok.  No:1-3/33 Maltepe, 34852, İstanbul | "Information Request within Law on Protection of Personal Data" shall be written on the envelop/notice. |
| 1. **By Registered Electronic Mail (REM)** | By Registered Electronic Mail (REM) | esaneczacibasi@hs01.kep.tr | "Information Request within Law on Protection of Personal Data" shall be written on the subject section of e-mail. |
| 1. **Application via Electronic Mail Address in our System** | By using your e-mail address registered in our system | esan@esan.com.tr | "Information Request within Law on Protection of Personal Data" shall be written on the subject section of e-mail. |
| 1. **Application via Electronic Mail Address not included in our System** | By using your e-mail address which is not in the system of our Company including mobile signature/e-signature | esan@esan.com.tr | "Information Request within Law on Protection of Personal Data" shall be written on the subject section of e-mail. |

1. **Identity and Contact Information**

Please fill in the following fields so that we can contact you and verify your identity.

|  |  |  |
| --- | --- | --- |
| Name-Surname | : |  |
| TR Identification Number / Passport Number or Identity Number for Foreigners | : |  |
| Residence Address/Business Address for Notice | : |  |
| Mobile Phone No. | : |  |
| Phone Number | : |  |
| Fax Number | : |  |
| E-mail Address | : |  |

1. **Your Relationship with our Company**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Your Relationship with our Company | : | Customer |  | Partner |  |
| Visitor |  | Other  *(Specify)* |  |

|  |  |
| --- | --- |
| The unit you communicate with within our company: |  |

|  |  |
| --- | --- |
| ☐ Former Employee  *Years I worked for : ………………………………………….*  ☐ Other: …………………………………………………….. | ☐ Job Application / Resume Sharing  *Date : …………………………………………………………………..*    ☐ Third Party Employee  *Please indicate your company and position information*  *………………………………………………………………………………* |

1. **Request Subject**

|  |
| --- |
| We kindly request that you clearly state your request for your personal data below. Information and documents should be attached to the application. |
|  |

Depending on the nature of your request, the applications that you file shall be replied within thirty days from the date of receipt of your request pursuant to the paragraph 2 of Article 13 of the KVK Law. Our reply shall be sent to you either in writing or electronically pursuant to the provisions set forth in Article 13 of the KVK Law.

1. **Choose Response Notification Method**

I want the response sent to my mailing address in the second part of the reply.

I want the response sent to my electronic mail address in the second part of the reply.

I want the response sent to my fax number in the second part of the reply.

In accordance with the above-mentioned requests, I kindly request that my application to our Company be evaluated in accordance with Article 13 of the KVK Law and I shall be informed.

I hereby declare and undertake that the information and documents I have provided to you in this Application Form are correct and up-to-date, that additional information may be requested to finalize my application by the Company and that I may be required to pay the fee determined by the Personal Data Protection Board if it requires a cost.

**Contact Applicant (Personal Data Owner)**

**Name Surname :**

**Application Date :**

**Signature :**

*This application form was drafted to respond to your application in a correct manner and within legal period by identifying your relationship with our company and, if any, detecting your personal data processed by our Company. In accordance with your request you have forwarded to our Company with this Application Form, our Company reserves the right to request additional documents and information (copy of the identity card or passport) for identification and authorization purposes to eliminate legal risks that may arise from data sharing in an illegal and unlawful manner, and particularly, to ensure the security of your personal data. In cases where the information on the request you submit under the Application Form is not correct and up-to-date or an unauthorized application is made, our Company declines responsibility for the claims that may arise due to such incorrect information or unauthorized application.*