

EGİS TÜNEL İŞLETMECİLİĞİ ANONİM ŞİRKETİ

DATA SUBJECT REQUEST FORM FOR PROTECTION OF PERSONAL DATA

1. REQUEST METHODS

You may make your requests under your rights, which are stipulated in the Article 11 of the Personal Data Protection Law numbered 6698 (the “**Law**”), to Egis Tünel İşletmeciliği A.Ş. (the “**Company**”) with this form by way of one of the request methods, which are explained below, pursuant to the Article 13 of the Law and Article 5 of the Communiqué on the Principles and Procedures For the Request to Data Controller.

REQUEST METHOD	REQUEST METHOD EXPLANATION	ADDRESS TO WHICH THE REQUEST WILL BE MADE	INFORMATION TO BE SUBMITTED WITH THE REQUEST	
1	Written Request	In person request with original signature or request through notary public	Barbaros Mahallesi, Dr. Eyüp Aksoy Caddesi No:9 Üsküdar / Istanbul	It is mandatory to write “Information Request under the Personal Data Protection Law” on the envelope and/or notice
2	Request via Electronic Mail Address, Which Is Registered In Our Company System	Electronic request via electronic mail address, which is registered in our company system.	kvkk@egis-turkey.com	It is mandatory to write “Information Request under the Personal Data Protection Law” in the subject section of the electronic mail.
3	Request via Electronic Mail Address, Which Is Not Registered In Our Company System	Electronic request via electronic mail address, which is not registered in our company system, with an e-mail including mobile signature or e-signature	kvkk@egis-turkey.com	It is required to write “Information Request under the Personal Data Protection Law” in the subject section of the electronic mail and to attach documents, which prove identification, to the e-mail.

It is required that in the request, which you will make to exercise your rights that you are entitled to as the data subject and are indicated above, and, which will include the explanations with respect to the rights that your request to exercise, the issue, which you request, should be explicit and clear, the subject, which you request, should be related to you and/or if you are acting on behalf of another person you should hold a specific authorization for such subject and such authorization should be documented, and the request should indicate your identification and address information. Our reply to your request will be delivered to you in writing or electronically pursuant to article 13 of the Law.

Our company will conclude the requests in your request form as soon as possible and at the latest within 30 (thirty) days as of the date, on which your request is delivered to us, based on the nature of the request and free-of-charge if there is not any costs. However, in case the transaction additionally requires additional cost, the fee that is indicated in the tariff, which will be determined by the Personal Data Protection Board, may be charged. In case the reply to be given to your request exceeds 10 (ten) pages, a transaction fee of TL 1.00 (one) will be charged per page. In case the reply is requested in a recording medium such as a CD or flash disc, a fee will be requested as per the cost of the requested recording medium.

2. IDENTITY AND CONTACT INFORMATION

Please complete the below sections in order for us to contact you and verify your identity.

Name - Surname	
T.R. Identity Number or For Other Nationals, Passport Number and/or Identity Card Number	
Residence Address or Workplace Address To Be Used As Notification Address	
Mobile Phone Number	
Phone Number (if any)	
Fax Number (if any)	
E-mail Address	

3. YOUR RELATIONSHIP WITH OUR COMPANY *(Employee, Candidate, User, Visitor, Supplier, Business Partner etc.)*

<input type="checkbox"/> Employee Candidate	<input type="checkbox"/> Supplier
<input type="checkbox"/> Employee	<input type="checkbox"/> Visitor
<input type="checkbox"/> User	<input type="checkbox"/> Other:
<input type="checkbox"/> Business Partner
Department of our Company, with which you are in communication:	
Subject:	

4. PLEASE STATE YOUR DETAILED REQUEST UNDER THE LAW.

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5. PLEASE CHOOSE THE METHOD OF NOTIFICATION OF THE REPLY, WHICH WE WILL GIVE TO YOUR REQUEST.

- I request it to be delivered to my address to be used as delivery address, which I indicated above.
- I request it to be delivered to my e-mail address, which I indicated above.
(If you choose the e-mail method, we will be able to respond you faster.)
- I would like delivery in person.
(If the response of our Company is received by proxy, notarized copy of the power of attorney and/or authorization document should be presented.)

This request form is prepared in order to determine your relationship with our Company and to identify your personal data, which is processed by our Company, if any, and to respond to your request accurately and within the period of time under the law. Our Company reserves the right to request additional document and required information (copy of the identity card, driver's license etc.) with respect to your request in order to eliminate the legal risks, which may arise from unlawful and unjust transfer of data, and especially to maintain the security of your personal data. In the event that the information with respect to the request, which you are making under the form, is not accurate and up-to-date or if an unauthorized request is made, our Company will not be liable for the claims arising from the inaccurate information or unauthorized request.

Name-Surname of the Data Subject or its Representative:
Request Date:
Signature