

# **APPLICATION FORM TO THE DATA CONTROLLER**

## **1. General Information**

Personal data subjects ("Applicants"), defined as data subjects in Law No. 6698 on the Protection of Personal Data ("KVKK"), are granted the right to make certain requests regarding the processing of their personal data, in accordance with Article 11 of the KVKK.

The application form is available at ALTINTOP KURUYEMİŞ GIDA SAN. VE TİC. A.Ş. This information has been prepared to identify your relationship with ("Altıntop Kuruyemiş"), to fully identify your personal data processed by Altıntop Kuruyemiş, if any, and to respond to your request accurately and within the legally required timeframe. To ensure the security of your personal data and prevent unlawful data transfer, Altıntop Kuruyemiş may request additional information to verify your identity and authorization. If the information provided by the Applicant is not accurate and/or up-to-date, or if the requests are unauthorized, the Applicant is solely responsible for this.

In accordance with Article 7 of the Communiqué on Application Procedures and Principles to the Data Controller, if the Applicant's application is to be responded to in writing, no fee will be charged for up to ten pages. A processing fee of 1 Turkish Lira may be charged for each page exceeding ten pages. If the response to the application is provided on a recording medium such as a CD or flash drive, a fee equal to the cost of the recording medium may be charged.

## **2. Scope of the Right to Apply within the Framework of Article 11 of the Personal Data Protection Law**

Applicants may apply to Altıntop Kuruyemiş for the following requests:

- 1) To learn whether their personal data has been processed,
- 2) To request information if their personal data has been processed,
- 3) To learn the purpose of processing their personal data and whether it has been used in accordance with its intended purpose,
- 4) To learn the third parties to whom their personal data has been transferred, both domestically and internationally,
- 5) To request correction of their personal data if it has been processed incompletely or inaccurately, and to request notification of the action taken to the third parties to whom their personal data has been transferred,
- 6) Despite processing in accordance with the provisions of the Personal Data Protection Law and other relevant laws, to request the deletion, destruction, or anonymization of their personal data if the reasons requiring processing no longer exist, and to request notification of the action taken to the third parties to whom their personal data has been transferred,
- 7) To object to the analysis of their processed data, exclusively through automated systems, resulting in a detrimental outcome.

1) To request compensation in case of damages due to the unlawful processing of personal data.

## 1. Application Method

Pursuant to the first paragraph of Article 13 of the Personal Data Protection Law (KVKK), applications regarding these rights must be submitted to us in writing and signed, or by other methods determined by the Personal Data Protection Board ("Board").

Applications submitted in writing within this framework may be submitted to us by:

- Personal application by hand, by printing this form;
- Notary;
- Email sent by the Applicant from the email address previously provided to us and registered in our system.

Information regarding the specific written application channels regarding how written applications can be submitted to us is provided below.

<b>Application Method</b>	<b>Information to be Specified in the Application Submission</b>	<b>Application Address</b>
Application in Person (The applicant applies in person with a document proving their identity)	"Request for Information Under the Personal Data Protection Law" will be written on the envelope.	Bayramyeri 468 Sokak No:13 / DENİZLİ
Notification via notary	Tebliğat zarfına "Kişisel Verilerin Korunması Kanunu Kapsamında Bilgi Talebi" yazılacaktır.	Bayramyeri 468 Street No:13 / DENİZLİ
Application via Mobile Signature or Email [Using the email address previously notified to the data controller by the relevant person and registered in the data controller's system]	In the subject line of the email, write "Personal Data Protection Law Information Request."	<b>info@altintop.com.tr</b>

Altintop Kuruyemiş may request additional information and take the necessary measures to verify the identity of the Applicant in applications made by e-mail.

In accordance with the second paragraph of Article 13 of the KVKK, your applications sent to us will be answered in writing or electronically within thirty days from the date of notification or receipt of your request, depending on the nature of the request.

**1. Your Identity and Contact Information**

**A. Applicant Contact Information**

<b>Name</b>	
<b>Surname</b>	
<b>Turkish ID Number / Passport Number (if foreign)</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Residence or Work Address</b>	

A. Please indicate your relationship with Altıntop Kuruyemiş (Visitor, Customer, Business Partner, Employee Candidate, Former Employee, Third-Party Company Employee, Shareholder, etc.)

<input type="checkbox"/> Visitor <input type="checkbox"/> Customer <input type="checkbox"/> Business partner	<input type="checkbox"/> Employee <input type="checkbox"/> Prospective Employee <input type="checkbox"/> Former Employee <input type="checkbox"/> Other:.....
<p>You are in contact with our company</p> <p>Unit:.....</p> <p>Subject:.....</p> <p>...</p> <p>.....</p>	

**1. Subject of Request**

**Please specify your request within the scope of KVKK in detail:**

**Applicant  
Name and Surname:  
Signature (if a written application):**