

AKKİM KİMYA SANAYİ VE TİCARET A.Ş.
APPLICATION FORM

Personal Data Protection Law No. 6698 (“**KVKK**” or “**Law**”), personal data owners, who are defined as data subjects, may make certain requests by applying in writing to the data controllers regarding the processing of their personal data. **Akkim Kimya Sanayi Ve Ticaret A.Ş. ("Company")** is the data controller pursuant to the first paragraph of Article 13 of the KVKK.

Please fill in the application form below clearly and completely and send it to us in order to fulfil your request in accordance with the Personal Data Protection Law No. 6698.

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 submit to us are incomplete or unclear, we will contact you to clarify your application.

Our Company reserves the right to request additional documents and information for identification and authorisation in order to eliminate 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 the information regarding your requests submitted within the scope of the form is not correct and up-to-date or an unauthorised application is made, our Company does not accept any liability for the requests arising from such incorrect information or unauthorised application. All responsibility arising from unlawful or illegal, misleading or erroneous applications belongs to you. Within the scope of the Communiqué on the Procedures and Principles of Application to the Data Controller, if our response to your application exceeds 10 pages, a transaction fee of 1 Turkish Lira will be applied for each page after the 10th page.

In this context, applications to be made to our Company "in writing" shall be made by printing out this form;

- By personal application,
- Through a notary public,
- By signing with the "secure electronic signature" defined in the Electronic Signature Law No. 5070 by the applicant and sending it to our Company's registered e-mail address [akkim@hs02.kep.tr]

will be forwarded to us.

Below, information on how to submit written applications to us is given specific to the written application channels.

Application Method	Application Address	Information to be specified in the application submission
Application in person <i>(The applicant must personally come to our Company headquarters and apply with a document certifying his/her identity)</i>	Gümüşsuyu Mahallesi Miralay Şefikbey Sk. Ak Han No: 15 Beyoğlu/İstanbul	"Information Request within the scope of the Law on the Protection of Personal Data" should be written on the envelope.

Notification via notary public	Gümüşsuyu Mahallesi Miralay Şefikbey Sk. Ak Han No: 15 Beyoğlu/İstanbul	"Information Request within the scope of the Law on the Protection of Personal Data" should be written on the notification envelope.
Application via registered electronic mail (KEP) by signing with secure electronic signature	akkim@hs02.kep.tr	"Personal Data Protection Law Information Request" should be written in the subject section of the e-mail.

1. Identity and Contact Details of the Personal Data Subject

Name and Surname	
T.C. Identity No:	
Address:	
Telephone Number:	
Email Address:	

2. Your Relationship with our Company

Your Relationship with Our Company:	
The unit you are in contact with within our company:	

3. Explanation about the Request

Please specify your request within the scope of KVKK and the personal data subject to your request in detail.

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4. Additional Documents Related to the Subject

Please indicate if there are any documents that you would like to justify your application and submit the relevant documents with your application.

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

- I want it sent to my address.
- I want it to be sent to my e-mail address. *(We will be able to respond to you faster if you choose the e-mail method).*
- I would like to receive it by hand. *(If it is received by proxy, it must have a notarised power of attorney or authorisation certificate).*

Applicant (personal data subject) *

Name Surname :
Application Date :
Signature :

*If you are applying on behalf of someone else, please send the documents showing that you are authorised to make an application (such as a document showing that you are the parent/guardian of the personal data subject, power of attorney) as an attachment to the application. In order for these documents to be accepted as valid, they must be issued or approved by the competent authorities.