APPLICATION FORM

Data Controller: SERBAN TURİZM YATIRIMLARI ANONİM ŞİRKETİ

GENERAL EXPLANATIONS

Data subjects defined as "relevant persons" in the Law No. 6698 on the Protection of Personal Data ("KVKK") (hereinafter the "Applicant") are granted the right to make certain requests regarding the processing of their personal data under Article 11 of the KVKK.

Pursuant to the first paragraph of Article 13 of the KVKK, applications to our Company, as the data controller, regarding these rights must be submitted in writing or by other methods determined by the Personal Data Protection Board (the "Board").

Accordingly, applications to our Company may be submitted by printing out this form and sending it

- in person by the Applicant,
- through a notary public,
- signed by the Applicant with a "secure electronic signature" as defined in the Electronic Signature Law No. 5070 and sent to our Company's registered electronic mail (KEP) address,
- by mobile signature,
- if any, from the e-mail address you have previously notified to our Company and that is registered in our Company's systems.

Information on how written applications are to be delivered to us through each application channel is provided below.

Application Method	Application Address	Information to Be Indicated
Application in person (The Applicant applies in person with a document verifying their identity)	Huzur Mah. Maslak Ayazağa Cad. No:4, 34475 Sarıyer/İstanbul	**"Request for Information under the Law on the Protection of Personal Data"** is to be written on the envelope.
Notification through a notary public	Huzur Mah. Maslak Ayazağa Cad. No:4, 34475 Sarıyer/İstanbul	**"Request for Information under the Law on the Protection of Personal Data"** is to be written on the notification envelope.
By e-mail sent from the e-mail address you have previously notified to our Company and that is registered in our Company's systems	info.binbirdirek@thekomana.com	**"Information Request under the Law on the Protection of Personal Data"** is to be written in the subject line of the e-mail.

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Applications submitted to us will be concluded free of charge as soon as possible and within thirty (30) days at the latest **from the date your request reaches us**, depending on the nature of the request, in accordance with the second paragraph of Article 13 of the KVKK. Where the transaction entails an additional cost, the fee set out in the tariff determined by the Board may be charged. Our response will be delivered to you in writing or electronically in accordance with Article 13 of the KVKK.

APPLICANT'S CONTACT INFORMATION

Name and surname:			
Turkish ID No:			
Nationality / Passport No (foreign nationals):			
Phone:		**E-mail:**	
Address for notification:			

Please indicate your relationship with our Company.

(e.g. customer, business partner, job candidate, former employee, employee of a third-party company, shareholder)

Customer ☐ **Visitor** ☐ **Business partner** ☐ **Other:** ☐

The unit you are in contact with in our Company: ☐

Subject: ☐

☐ **I am a former employee**

Years of employment:
..... / .....

☐ **I submitted a job application / CV**
Date: ..... / ..... / .....

☐ **I am an employee of a third-party company**
Please specify the company you work for and your position.
.....

+90 212 699 8888 | info.binbirdirek@thekomana.com | Huzur Mah. Maslak Ayazağa Cad. No:4, 34475 Sarıyer/İstanbul

APPLICATION FORM

Please describe your request under the KVKK in detail:

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Please choose how you would like to receive our response to your application:

☐ I would like it to be sent to my address.

☐ I would like it to be sent to my e-mail address.
(If you choose e-mail, we will be able to respond more quickly.)

☐ I would like to collect it in person. (If collected by proxy, a notarised power of attorney or letter of authorisation is required.)

This Application Form has been prepared in order to determine your relationship with our Company, to identify completely any of your personal data processed by our Company, and to respond to your application accurately and within the legal time limit. In order to eliminate legal risks arising from unlawful and unjustified data sharing and, in particular, to ensure the security of your personal data, our Company reserves the right to request additional documents and information (e.g. a copy of your identity card or driving licence) to verify identity and authority. If the information relating to your requests submitted with this form is not accurate and up to date, or if an unauthorised application is made, our Company accepts no liability for requests arising from such incorrect information or unauthorised application.

Applicant (Data Subject)

Name and surname:

Date of application:

Signature: