

TEKFEN HOLDING CO., INC.
DATA OWNER APPLICATION FORM

1. GENERAL

In order to quickly, effectively and comprehensively evaluate and solve the applications made by you, data owners, under articles 11 and 13 of the Personal Data Protection Law (“KVKK”) No. 6698¹, this Application Form² is prepared by Tekfen Holding Co., Inc. (“Tekfen Holding” or “The Company”) with the capacity of a data manager.

2. APPLICATION METHOD

You, data owners, can communicate your requests for enforcement of KVKK in writing to our Company with the capacity of a data manager under articles 11 and 13 of the KVKK by either completing this form or other methods to be determined by the Board:

- By personally applying to the address Kltr Mah Tekfen Sitesi Budak Sokak A Blok No:7 Ulus / BeŖiktaŖ 34340 Istanbul with a wet signed copy of this data owner application form,
- By sending a wet signed copy of this data owner application form to the address Kltr Mah Tekfen Sitesi Budak Sokak A Blok No:7 Ulus / BeŖiktaŖ 34340 Istanbul with registered mail,
- By sending an electronically signed copy of this data owner application form to the e-mail address teksen@teksen.com.tr

3. INFORMATION ON DATA OWNER

With regard to the application you will file under the relevant article of the KVKK, we kindly request you to completely fill the following details for us to know about you and for Tekfen Holding to perform the necessary investigation, evaluation and resolutions:

Full Name*	
TR Identity Number*	
Address*	
Telephone Number*	
E-mail Address*	
Fax Number (<i>optional</i>)	

*Required fields.

¹ To become aware of your rights set forth in articles 11 and 13 of KVKK and for detailed information on Tekfen Holding’s data processing policy, you can review the Tekfen Holding Personal Data Protection and Privacy Policy at the address www.teksen.com.tr

² If you have any questions about how to complete the Application Form, you can contact us via the phone number 0212-359-33-00 or the e-mail address teksen@teksen.com.tr

Your personal data provided to us above is obtained in order to evaluate, finalize this form and contact with you and shall not be subject to data processing for any other purposes.

Please indicate in the space below whether or not the existing relation currently continues by marking the appropriate option about your relation with Tekfen Holding.

Customer
 Business Partner
 Visitor

Prospective Employee
 Employee
 Other (_____)

4. DATA OWNER'S REQUESTS

As a data owner, please mark the relevant box in the list given below for any situation/situations you want to be informed under articles 11 and 13 of the KVKK.

YOUR REQUEST	REQUIRED INFORMATION/DOCUMENT	YOUR OPTION
1. I want to be informed whether or not my personal data is processed by Tekfen Holding.	Please specify if you want to be informed about a special kind of data.	<input type="checkbox"/>
2. I want to be informed for what purpose my personal data is processed by Tekfen Holding.	Please specify if you want to be informed about a special kind of data.	<input type="checkbox"/>
3. I want to be informed whether or not my personal data is processed by Tekfen Holding for due purpose.	Please specify if you want to be informed about a special kind of data.	<input type="checkbox"/>
4. If my personal data is being conveyed to third parties at home or abroad, I want to be informed of such recipient third parties.	Please specify if you want to be informed about a special kind of data.	<input type="checkbox"/>
5. I believe my personal data is processed incompletely or wrongly and I want correction of them.	Please specify the data you believe to be processes incompletely and wrongly and how the true form of this data should be.	<input type="checkbox"/>

<p>6. I want my personal data I believe to be processed incompletely/wrongly to be also corrected with the third parties they are conveyed to.</p>	<p>Please specify the data you believe to be processes incompletely and wrongly and how the true form of this data should be. </p>	<input type="checkbox"/>
<p>7. I want my personal data to be deleted/destroyed due to disappearance of the reasons requiring their processing.³</p>	<p>Please specify what data is subject to your request and what result you believe is against you and attach any information and documentation certifying this to the Form. </p>	<input type="checkbox"/>
<p>8. I want my personal data to be deleted/destroyed also with the third parties they are conveyed to due to disappearance of the reasons requiring their processing.⁴</p>	<p>If your request is for only part of your personal data, please specify which data it is and the grounds for this request with certifying information and documentation; please attach any information and documentation certifying this to the Form. </p>	<input type="checkbox"/>
<p>9. I believe that my personal data processed by Tekfen Holding is analyzed exclusively by automated systems and a result arises against me as the result of such analysis. I object to this result.</p>	<p>Please specify the grounds for your request and the result of the situation for your request for getting informed; please attach any information and documentation certifying this to the Form. </p>	<input type="checkbox"/>
<p>10. I claim compensation of the damages I incurred due to unlawful processing of my personal data.</p>	<p>Please specify the grounds for your request and the damaged you believe you incurred in the space below; please attach any information and documentation certifying this to the Form (the Personal Data Protection Board or court decisions). </p>	<input type="checkbox"/>

In case of applications to be filed by 3rd parties on behalf of a data owner, a notary certified power of attorney accompanied with this form and in case of applications to be filed on behalf of children under custody/guardianship, a copy of the documentation certifying such custody/guardianship accompanied with this form is required to be delivered to us.

³ Any procedures and rules to be provided by a regulation to be enacted under article 7/3 of the KVKK are reserved.

⁴ Any procedures and rules to be provided by a regulation to be enacted under article 7/3 of the KVKK are reserved.

Within seven (7) days from receipt of your application for being informed by Tekfen Holding in order to ensure the security of your personal data, Tekfen Holding may contact with you to confirm that you are a data owner and request some information and documentation from you for this. Any information and documentation you provide us with for this will be destroyed immediately once you are confirmed to be a data owner.⁵

In case of incomplete information and documentation requested, such information and documentation must be completed and delivered to us upon our request. The term of *thirty (30) days* provided under article 13/2 of the KVKK for the finalization of such request shall be suspended until such information and documentation are completely delivered to us.

5. FINALIZATION OF A DATA OWNER'S REQUEST

Depending on its nature, your request shall be answered *as soon as possible and within thirty (30) days at latest* from our receipt thereof under the KVKK. Our answers and considerations shall be communicated to you in writing or via electronic environment under article 13 of the KVKK according to your choice in this application form. If you have any choice for communication of an application result by one of the methods of mail, electronic mail or facsimile, please specify below:

I want the result of my application to be sent to my e-mail address.	<input type="checkbox"/>
I want the result of my application to be sent by mail.	<input type="checkbox"/>
I want the result of my application to be sent by facsimile.	<input type="checkbox"/>

Your requests shall be finalized by Tekfen Holding free of charge and if an answering process rises a further cost, a charge may be claimed in the amounts determined under the relevant regulations.

6. DATA OWNER'S STATEMENT

I hereby request the application for being informed I filed under the KVKK to be evaluated and finalized according to the request/requests I stated above and agree, acknowledge and undertake

⁵ Any procedures and rules to be provided by a regulation to be enacted under article 7/3 of the KVKK are reserved.

that the information and documentation I provided you with in this application are true, current and belong to me.

Data Owner	
Name & Surname	
Application Date	
Signature	