



APPLICATION FORM FOR THE USE OF RIGHTS GRANTED TO PERSONAL DATA OWNERS PURSUANT TO THE PERSONAL DATA PROTECTION LAW NO. 6698

Article 11 of the Personal Data Protection Law no. 6698 which came in force upon its publication on 06 April 2016 ("PDPL") grants certain rights to personal data subjects. Your requests in connection with your personal data processed by Sarmaşık Makina Sanayi ve Ticaret A.Ş. (with its principal place of business at Huzur Mahallesi, Menderes cad. no: 7 4. Levent, Sarıyer, Istanbul), which acts as the Data Controller may be sent to us by completing this form in full and delivering it to us personally at, or sending it via registered mail with return receipt to, our address above. Your application will be replied at the latest within 30 (thirty) days.

In the event that the information and documents sent to our company are missing or your request causes a cost beyond the foreseen sums, you will be contacted to seek your approval to proceed with your request.

The right to submit an application to our company by using this form, designed in line with Article 11 of the PDPL, directly belongs to the data subject. For applications to be made on behalf of third parties, you should have a power of attorney to represent the relevant person.

1- DETAILS OF THE DATA SUBJECT

Name- Surname	
Turkish Republic ID Number	
Phone Number	
Address	
Electronic mail address	
Your relation with our company, and the commencement and termination dates of such relation	

2- REQUESTS OF A DATA SUBJECT

Rights that you may request from our Company in its capacity as a data controller under Article 11 of the PDPL are listed below and it will suffice for you to place a ✓ opposite to the question that best reflects your request.

Is there any personal data of mine that is processed by your company? If yes, what are they?	
What are your activities and methods applied for processing my personal data?	
For which purposes does your Company process my personal data?	
Are my personal data processed in line with this purpose?	
Are my personal data transferred to third parties in Turkey or abroad, and if yes, to whom?	
I kindly request you to complete and/ or to update my incomplete personal data processed and/ or transferred by your Company to third parties.	
I kindly request that my personal data processed and/ or transferred by your Company to third parties should be deleted, destroyed or anonymized.	
I am in the opinion that my personal data processed by your Company are analysed by way of solely automated systems and that consequences of this analysis are to my detriment. I object to those consequences.	

3- EXPLANATIONS BY THE DATA SUBJECT ABOUT THE REQUESTED MATTER

Please state below your brief explanations about your request checked in Paragraph 1 above.

4- DOCUMENTS ATTACHED TO THE APPLICATION FORM

State below the documents attached to your application by referring to their number of order and their names. Please do not submit any original copy attached to this application form. Original copies shall be requested by our Company if required. Our Company may not be held liable in case original copies attached by you to the application form are lost or damaged.

No	Document Name

5- NOTICE METHOD

Please mark the method by which you wish to receive replies to your present application by putting a ✓ next to the preferred method.

In writing by sending a mail to my mail address set out in Article 1 of the Application Form.	
In writing by sending an e-mail to my electronic mail address set out in Article 1 of the Application Form.	
Verbally by calling my phone number set out in Article 1 of the Application Form.	

6- APPLICANT’S STATEMENT

I request that all my requests set out in this application form sent to you should be evaluated in light of Article 13 of the PDPL and that an answer should be given to me. For this purpose, I hereby agree and represent that the document and data provided to you in this application form are true, current and belong to me; that I hereby give my consent to the process by your Company in a manner limited to the purposes of evaluating of this application and sending a reply to me in relation thereto.

Data Subject /His Attorney

Name / Surname:

Date:

Signature: