

Application Form

(Regarding Applications to be Made to the Data Controller by the Personal Data Subject within the scope of the Law no. 6698)

Under the Personal Data Protection Law No. 6698 (“Law”), there is a provision that real persons whose personal data are processed (“Data Owner” / “Data Subject”), defined as the data subject, may exercise certain rights by applying to the data controller. Through this application form (“Application Form”), in terms of cases where the Data Subjects owns the data controller title before our Association of Payment and Electronic Money Institutions of Turkey (“Data Controller”) as defined in the Law, the procedure for exercising the legal rights of the Data Subjects has been determined.

In accordance with the paragraph 1 of Article 13 of the Law, Data Subjects may apply to the data controller in writing or by other methods to be determined by the Personal Data Protection Board (“Board”). In the Application Form, the procedures of the method specified in the Law with the expression "in writing" are explained; and in the case where other methods are introduced by the Board in the future, arrangements shall be made in accordance with the above-mentioned methods.

The following procedures will be accepted and evaluated as written application by the Data Controller. Applications or information requests made without using these methods will not be evaluated due to personal data security.

Written Application Methods

1. Application through a notary public
2. Application via registered letter with return receipt through PTT
3. Application via KEP (*registered e-mail*)
4. Application by e-mail to kvkk@todeb.org.tr via your e-mail address registered in our systems

The contact details to be used in terms of these application methods is as follows.

Applications to be made through notary public or registered letter with return receipt	It should be sent with the explanation “Request for Information on Personal Data Processing” or with a similar explanation to the Data Controller’s following registered address: “Fatih Sultan Mehmet Mahallesi Balkan Caddesi No:62 Justwork Office Campus 34770 Ümraniye, Istanbul”.
Applications to be made through KEP	It should be sent to the Data Controller's address todeb@hs03.kep.tr with the explanation "Information Request on Personal Data Processing" or with a similar explanation.
Applications to be made through e-mail to be sent via your e-mail address registered in our systems	It should be sent to the Data Controller's address kvkk@todeb.org.tr with the explanation "Information Request on Personal Data Processing" or a similar explanation.

Applications submitted to the Data Controller shall be responded within 30 (thirty) days in accordance with the paragraph 2 of Article 13 of the Law and according to the procedure you used while making the application. To ensure your application to be properly evaluated by the

Data Controller, for the necessary research to be carried out and for proper feedback to the Data Subject, the information or documents requested below or any additional information or documents that may be requested following the application must be precisely submitted to the Data Controller. The Data Subject hereby accepts that he/she will be totally responsible, in the case where the Data Controller cannot make the necessary examination due to an incompletely or incorrectly provided information or document. In the case that the correct or additional information is requested by the Data Controller, which is determined to be incompletely or incorrectly provided in the Application Form, the 30 (thirty) day period specified in Article 13 of the Law shall be suspended and following the submission of the additional information or document to the Data Controller, such period shall start to process again and from the moment it was suspended.

The Data Subject accepts and undertakes that all information and documents submitted to the Data Controller with along the Application Form or later are correct and do not contain any incorrect data. The Data Subject accepts that he/she expressly consents to the processing of his/her personal data by the Data Controller and transferring it to third parties, when necessary, for the purposes of evaluating the Application Form and carrying out the next process.

Information Requested from the Data Subject

I. Contact Details of the Applicant/Data Subject

Name-Surname

Turkish Identity Number, Phone Number, E-mail

Physical address

II. Nature of the Commercial/Individual Relationship with the Data Controller

a) For which of the types given in the table below you think that you are suitable, please tick the box in the relevant section and briefly summarize the nature of your relationship with the Data Controller in the field under the relevant section.

Personnel	Authorized Person of the Legal Entity Member	Visitor
-----------	----------------------------------------------	---------

b) If you think that you fall in a scope that does not comply with the relationship definitions above, please make the necessary explanation in this section.

III. Request Under the Law

Please indicate your detailed explanations regarding your request under the Law and you explicit request in the section below.

I hereby declare that the information I have given above is correct and complete and I hereby kindly request my application to be examined.

Applicant/Data Subject

Name-Surname:

Date:

Signature: