

EMA KİMYA SİSTEMLERİ SAN. VE TİC. A.Ş.

PERSONAL DATA APPLICATION FORM

GENERAL EXPLANATIONS

Personal data subjects defined in the Law on Protection of Personal Data numbered 6698 ("**Personal Data Protection Law**") ("hereinafter referred to as "**Applicant**") are given the right of making certain claims in connection with processing of personal data as per article 11 of the Personal Data Protection Law.

Pursuant to paragraph one of Article 13 of the Personal Data Protection Law, applications associated with such rights must be submitted to our Company as the data controller either in writing or by other means set by the Personal Data Protection Board ("Board").

In this frame, applications to be filed at our Company may be submitted to us "in writing" by printing out this form;

- By way of personal application of the applicant
- Through a notary public,
- By e-mailing this form by the applicant to the electronic mail address of the Company.

Below is the information regarding ways of submitting written applications to us, written application channels in particular.

Application Method	Address for Application	Information to be specified while submitting the application
Application in person (Applicant comes personally and applies by showing a document certifying his/her identity)	Organize Deri Sanayi, Finisaj Caddesi YA-1 34953 Aydınli, Tuzla-Istanbul	Please write "Request for Information Under the Personal Data Protection Law" on the envelope.
Service of a notice through a notary public,	Organize Deri Sanayi, Finisaj Caddesi YA-1 34953 Aydınli, Tuzla-Istanbul	Please write "Request for Information Under the Personal Data Protection Law" on the notice envelope.
By electronic mail	kvkk@ema.gen.tr	Please type "Request for Information Under the Personal Data Protection Law" in subject field of the e-mail.

Additionally, upon announcement of other methods to be established by the Board, our Company will announce how applications will be accepted through such methods.

Your applications submitted to us will be replied within thirty days from the date of receipt by us of your request depending on the nature of the request in accordance with paragraph 2 of Article 13 of the Personal Data Protection Law. Our replies will be sent to you in writing or electronically in accordance with provisions of Article 13 of the relevant Personal Data Protection Law.

Please indicate your relationship with our Company:

EMPLOYEE	
BUSINESS PARTNER	
APPLICANT FOR A JOB	
SHAREHOLDER	
OTHER:	

Please specify in detail your request within the scope of the Personal Data Protection Law:

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

- I want it to be sent to my address.
- I want it to be sent to my e-mail address.

(We'll be able to respond to you more quickly if you choose the e-mail method.)

- I want to receive it in person.

(In case of receipt by proxy, it is required to have a notarized power of attorney or letter of authorization.)

This application form has been issued in order to determine your relationship with our Company, to identify in full your personal data processed by our Company, if any, and to respond your relevant application correctly within the legal period. Our Company reserves the right to request additional documents and information (copy of identity card or driving license, etc.) for identification and determination of authorization, in order to eliminate the legal risks that may arise from the illegal and unjust data sharing and especially to ensure the security of your personal data. In the event that the information regarding your requests that you are communicating with the form is not accurate or up-to-date or that an unauthorized application is made, our Company does not accept liability for the requests due to such inaccurate information or unauthorized applications.

Applicant (Personal Data Subject)

Name Surname :

Date of Application :

Signature :