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**DATA SUBJECT APPLICATION FORM**

**GENERAL INSTRUCTIONS**

Personal data owners or their legal representatives, defined as data subjects (the ‘**Applicant**’ or the ‘**Data Subject**’) under the Turkish Personal Data Protection Law No. 6698 (’**KVKK**’ or the ‘**Law**’), are granted the right to request information about whether their personal data has been processed, to request access to this data if it has been processed, to request corrections in case of incomplete or inaccurate data, to request the deletion or destruction of the data if it has been processed unlawfully, to request that actions taken in accordance with these requests be communicated to third parties to whom the data was disclosed, and to request compensation for damages caused by the unlawful processing of their data, pursuant to Article 11 of the Law.

Pursuant to Article 13 of the Law, you are required to submit your requests regarding the processing of personal data to Limak Doğu Anadolu Çimento San. ve Tic. A.Ş. (’**Limak Doğu Anadolu Çimento**’), acting as the data controller. Your requests will be finalized free of charge **as soon as possible, depending on the nature of the request, and in any case, no later than 30 days from the date of receipt by us**, pursuant to Article 6 of the Communiqué on the Procedures and Principles of Application to the Data Controller **(the ‘Communiqué’)**. However, if the process incurs additional costs, a fee may be charged in accordance with Article 7 of the Communiqué.

**APPLICATION METHOD**

* **Application by mail or in person:** Applications can be submitted using the application form, which must be completed and duly signed by the Applicant, along with documents proving identity. Submissions can be made by mail or in person to the following address: Kurtalan Çimento Fabrikası (Cement Factory), Kurtalan/Siirt.
* **Application via Registered Email (KEP) Address:** Applications can be submitted by sending the application form, which must be signed by the Applicant with a ‘secure electronic signature’ as defined under Law No. 5070 on Electronic Signatures, to the following email address: limakdoguanadolucimento@hs03.kep.tr
* **Application via Email Using Mobile Signature or Secure Electronic Signature:** Applications can be submitted by sending a written request or completing and sending the ‘Application Form,’ which must be signed by the Applicant with a mobile signature or secure electronic signature, to the following email address: info@limakdoguanadolucimento.com
* **Application via Email Previously Notified to and Registered in the System with Limak Doğu Anadolu Çimento**: Applications can be submitted by the Applicant via the email address previously notified to and registered in the system with Limak Doğu Anadolu Çimento at the following email: info@limakdoguanadolucimento.com

*Please remember that you will receive a response more quickly if you write ‘****Request for Information/Change Under the Personal Data Protection Law****’ on the application envelope or in the subject field of your email.*

Applications can also be submitted via a Notary or through legally valid methods that provide identity verification. It is recommended to follow the aforementioned instructions in submitting applications to the extent that the relevant method allows, as this will increase the likelihood of a positive and prompt outcome.

**APPLICATION FORM**

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| **INFORMATION ON THE DATA SUBJECT** |
| **First and Last Name:** |  |
| **Nationality:**  | ☐ **Türkiye** ☐ **Other**: (please specify) …… |
| **TR ID No.:****OR****Passport No. / Foreign ID No.:** |  |
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| **Residential or Work Address for Service:** |  |
| **Registered email (KEP) address:** |  |
| **Email address:** |  |
| **Phone No. / Fax No.:** |  |

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| **YOUR RELATIONSHIP with Limak Doğu Anadolu Çimento** |
| **☐ Employee / Former employee of Limak Doğu Anadolu Çimento** | **Years employed:** |
| **☐ Employee candidate (I submitted my Resume)** | **Application date:****Application submitted to and****additional comments, if any:** |
| **☐ Intern / Intern Candidate** | **Comments:** |
| **☐ Supplier Representative / Employee** | **Comments:** |
| **☐ Visitor** | **Comments:** |
| **☐ Shareholder / Partner** | **Comments:** |
| **☐ Customer** | **Comments:** |
| **☐ Other** | **Comments:** |

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| **APPLICATION CONTENT** |
| **Data Controller to Receive Application**  | **Limak Doğu Anadolu Çimento San. ve Tic. A.Ş.**Kurtalan Çimento Fabrikası (Cement Factory) Kurtalan/Siirt |
| **Subject Matter of the Request to be Submitted in the Application** |
| 1. ☐ I would like to know whether my personal data is being processed.
2. ☐ I would like to request information regarding the processing of my personal data, if it has indeed been processed.
3. ☐ I would like to learn the intended purpose of processing my personal data and whether it is being used in accordance with that purpose.
4. ☐ I would like to know the third parties, either domestically or abroad, to whom my personal data has been transferred, if such transfers have indeed occurred.
5. ☐ I would like to request the deletion, destruction, or anonymization of my personal data in accordance with the conditions stipulated under the Law.
6. ☐ I believe my personal data has been processed incompletely or incorrectly, and I would like it to be corrected.

(Please provide detailed information about the personal data you would like to have corrected in the comments section.)1. ☐ I would like to request that, if changes are made to my personal data upon my request, the third parties to whom my personal data has been transferred be notified of this.
2. ☐ I would like to raise an objection to the outcome resulting against me through the analysis of my personal data exclusively via automated systems.
3. ☐ I would like to request compensation for damages incurred due to the unlawful processing of my personal data.

(Please provide detailed information in the comments section regarding which data processing activity resulted in your damages, when they occurred, and how such damages were incurred.) |
| **COMMENTS:** *If requests number 6 or 8 are selected, the scope of the application must be specific, explicit, and clear to ensure a complete response to your application.*  |
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| **APPENDIX:***If you are sharing information and documents as an attachment, please specify.* |  |

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| **Method of Response to Your Application** *(If no response method is* ***preferred****, the response will be provided using the method by which the application was submitted.)* |
| * + I would like the response to my application to be sent to my residential or workplace address by mail.
	+ I would like the response to be sent to my email address provided in the application form.
	+ I would like to receive it either in person or through my representative\*.

*\*In the case of receipt by proxy, a notarized power of attorney (PoA) or authorization certificate is required.* |

This application form has been issued to ensure that your requests are answered accurately, completely, and within the time frame specified by applicable law. We, as a data controller, reserve the right to request additional documents and information (e.g., a copy of your ID card or driver's license) to verify your identity and authorization. This is to prevent unauthorized persons from accessing personal data through applications and to ensure the security of your personal data. Providing inaccurate or outdated information regarding your requests submitted through this form, or submitting false or misleading information or unauthorized applications, will result in the rejection of your application, and legal action will be taken against the individual involved in such unlawful practices.

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| **Date:** |  |  |  |
| **Applicant’s First and Last Name:** |  |
| **Signature** (*e-signature can be used for applications submitted through KEP address):* |  |
| *Please attach and submit with your application the power of attorney, civil registry extract, or any other relevant documentation demonstrating your relationship with the Applicant and/or your authorization.* |