



## APPLICATION FORM TO DATA CONTROLLER

DATE: 04.08.2020

The right for making certain requests regarding personal data processing in Article 11 of the Law on Protection of Personal Data has been granted to the personal data owners that are defined as relevant persons as per the Law on Protection of Personal Data No. 6698.

Pursuant to the first paragraph of Article 13 of the Law on Protection of Personal Data, any applications to be made to our Company as the data controller with regard to these rights have to be sent to us in written form or by way of other methods determined by Personal Data Protection Board.

In the light of above information, any applications to be made to our Company “**in written**” can be sent to us **with print-out of this form** by way of:

- **An application of the Applicant in person,**
- **Notary,**
- **Sending the said form to the electronic e-mail address indicated below signing by “secure electronic signature” as defined in Electronic Signature Law numbered 5070.**

Information is provided herein on how written applications need to be sent to us specifically under written application channels. However, these methods are optional in any case and any relevant person may use any other application methods determined as per the Law on Protection of Personal Data and related regulations if wished so.

Your applications will be replied within 30 days of the date on which your request is received by us according to nature of the request pursuant to the second paragraph of Article 13 of the Law on Protection of Personal Data. Our replies will be sent to you in written or electronically as per relevant provision of Article 13 of the Law on Protection of Personal Data.

Application Method	Application Address	Information to be indicated while sending application
Application in person (Applicant to be present in person and make an application with a document verifying his/her identity).	Ursa Gemicilik Bakım Onarım Tersanecilik San. Ve Tic A.Ş. Güzelyalı Mah., Sahil Bulvarı No:100, 34903 Pendik/Istanbul - Turkey	“Information Request under the Law on Protection of Personal Data” to be indicated on the envelope.
Written notice by way of a notary.		“Information Request under the Law on Protection of Personal Data” to be indicated on the written notice envelope.
By way of Registered Electronic Mail (KEP) signing by “secure electronic signature” or an e-mail to be sent to the corporate e-mail address.	ursagemicilik@hs01.kep.tr kvkk@ursashipyard.com	“Information Request under the Law on Protection of Personal Data” to be indicated in subject of the e-mail.

### A. Applicant's Contact Details:

<b>Name:</b>	<b>Surname:</b>
<b>Turkish Identity Number:</b>	
<b>Phone Number:</b> (If you fill in, we will be able to revert to you quicker)	<b>E-mail:</b>



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**Address:**

**B. Please indicate your relation with our company.**

(Such as Customer, business partner, job candidate, former employee, third-party company employee, shareholder)

<input type="checkbox"/> <b>Customer</b>	<input type="checkbox"/> <b>Business Partner</b>
<input type="checkbox"/> <b>Visitor</b>	<input type="checkbox"/> <b>Other:</b> .....
<input type="checkbox"/> <b>Website Visitor</b>	

**Department** that you are in contact at our company:

<b><u>I am a former employee</u></b>  <i>I worked between</i> ..... <input type="checkbox"/> Other Explanations: .....	<input type="checkbox"/> <b><u>Job Application</u></b> / CV shared on: ..... <input type="checkbox"/> <b><u>I am a third-party company employee</u></b> <i>Please indicate your company and job position</i> .....
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**C. Please indicate your request under the Law on Protection of Personal Data in detail:**

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**D. Please choose notification method of our reply to your application:**

- I would like it to be sent to my address.
- I would like it to be sent to my e-mail address. *(If you choose e-mail method, we will be able to revert to you quicker).*
- I would like to receive it in person. *(In case of receipt by proxy, there has to be a notarised power of attorney or letter of authority).*

This application form has been issued to be able to reply to your relevant application properly and within the legal period by identifying your relation with our Company and thoroughly determining your personal data processed by our Company, if any. This form is only prepared to ease application of relevant persons and not required to be filled out for application.



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Our Company reserves its right to request additional documents and information (ID card, driver license, etc.) for ID and authorization identification in order to prevent any legal risks that might arise from illegal or wrongful data sharing and specifically protect your personal data.

Our Company does not accept any responsibility due to any requests arising from misinformation or unauthorized application in case that any information related to your requests made in the form are not correct or up-to-date or that an unauthorized application is made.

Applicant (Personal Data Owner)

Name Surname:

Application Date:

Signature: