

BEMAS METAL SAN. VE TİC. A.Ş.

APPLICATION FORM TO THE DATA CONTROLLER

1. Explanations

Pursuant to the article 11 of the Law no 6698 on Protection of Personal Data ("KVKK") personal data subjects ("Applicant") have the right to make certain requests regarding the processing of their personal data.

The application form is developed to determine your relationship with Bemas Metal San. Ve Tic. A.Ş. ("Bemas Metal") and identify your personal data which is processed and to respond to your application correctly and within the defined period stipulated by law. In order to ensure personal data security and prevent any illegal sharing of data, additional information may be requested by Bemas Metal to verify identity and authorization. The applicant will be held responsible if the information provided by the applicant is not correct and valid/updated or an unauthorized request has been made.

Pursuant to the article 7 of the Communiqué on the procedures and principles for Application of Data Controller, no fee is charge for a written answer to the Applicant if the answer is less than 10 pages. A fee of 1 Turkish Lira for each page over 10 pages may be applied. If the answer to the application is given using a recording medium such as CD, flash memory, a fee which is equal to the cost of the recording medium may be asked.

2. 11. The Scope of the Application Right Pursuant to the Article 11 of the KVKK

The Applicant can apply to Bemas Metal to request the below listed information:

- 1) Learn whether his/her personal data has been processed,
- 2) If yes, request information about how his/her personal data is processed,
- 3) Learn the purpose of processing his/her personal data and whether it is used for the intended purpose,
- 4) Have information about third parties in the country and abroad with his/her personal data has been shared,
- 5) Request correction/amendment if his/her personal data is processed incorrectly or incompletely and that such correction/amendment is informed to the third parties to whom his/her personal data has been transferred,
- 6) Request that his/her personal data is deleted or removed or made anonymous despite being processed in accordance with the KVKK and other applicable regulations if the reasons for his/her data to be processed no longer exist and that these actions are informed to the third parties with whom his/her personal data has been shared,
- 7) Object to any unfavourable outcome for the applicant due to the reason that his/her processed data is analysed solely by automated systems,
- 8) Claim damages in the event that the applicant incur losses due to the reason that his/her personal data is processed illegally.

3. Application Method

Pursuant to the first paragraph of the article 13 of the KVKK, any application to exercise these rights should be in writing and signed or through other methods described by the Personal Data Protection Board ("Board").

A printout of this form is used for applications in writing;

- Application in person (applicant),
- Through notary public
- Via registered electronic mail address, secure electronic signature, mobile signature or
- Via e-mail address which was informed before by the applicant/data subject and registered in our system.

Application Method	Information to be Included in the Application	Application Address
Application in person (the applicant comes in person with a document certifying his/her identity)	"Information Request Pursuant to the Personal Data Protection Law" will be written on the envelope.	Demirciler Köyü M.O.S.B. 8. Sk. No:1 Dilovası/Kocaeli
Through notary public	"Information Request Pursuant to the Personal Data Protection Law" will be written on the envelope.	Demirciler Köyü M.O.S.B. 8. Sk. No:1 Dilovası/Kocaeli
Via registered e-mail with "secure electronic signature"	"Information Request Pursuant to the Personal Data Protection Law" will be written on subject field of the e-mail.	bemasmetal@hs01.kep.tr
Application with mobile signature or via e-mail (the e-mail that was sent by the data subject and registered in the system of the data controller should be used).	"Information Request Pursuant to the Personal Data Protection Law" will be written on the subject field of the e-mail.	kvkk@bemasmetal.com

Bemas Metal may ask for additional information and take necessary actions in order to verify identity of the Applicant when the application is made via e-mail.

We will reply in writing or via e-mail to your application sent to us within thirty days after your request is notified to or received by us depending on the nature of your request.

4. Identity and Contact Information

A. Contact Details Of The Applicant

Name	
Family Name	
TR Identity Number /Passport Number (for foreign citizens)	
Telephone	
E-mail:	
Place of Residence and Work Address	

B. Please provide information about the type of relationship you have with Bemas Metal. (Visitor, Customer, Business Partner Employee, Candidate Employee, Former Employee, Third Party Company's Employee, shareholder)

Visitor Customer Business partner	Employee Candidate Employee Former Employee Others :.....
The Department you are in contact with in our company: Subject:	

5. Request

Please provide detail about your request pursuant to the KVKK:

**Name of the
Applicant:
Signature (for written applications):**