

DATA SUBJECT APPLICATION FORM

GENERAL INFORMATION:

Under Law No. 6698 on the Protection of Personal Data ("Law"), individuals whose personal data is processed ("Data Subject") are granted rights under Article 11 of the Law, and to exercise these rights, they must submit an application to the Data Controller.

Pursuant to Article 13(1) of the Law, applications regarding these rights must be submitted in writing to **EMPA ELEKTRONIK SANAYI VE TICARET A.S.** ("Company") via the Internet, e-mail, or other methods determined by the Personal Data Protection Board ("Board").

APPLICATION METHODS:

You can submit your application to our Company as follows:

i. Submit a fully completed and signed hard copy of this Application Form along with a document verifying your identity in person to:

İstanbul Dünya Ticaret Merkezi İş Blokları A Blok 4. Kat, No:200 Yeşilköy Mah., Bakırköy, İstanbul

ii. Send a fully completed and signed hard copy of this Application Form along with a document verifying your identity via notary to the above address.

iii. Sign this Application Form using a "secure electronic signature" defined under the Electronic Signature Law No. 5070 and send it to **kvkk@empa.com**.

iv. Send via Registered Electronic Mail (KEP) from your KEP account to **empa.elk@hs02.kep.tr**.

v. Fill out and sign this form, scan the signed copy, and send it via e-mail to **kvkk@empa.com** (if this method is chosen, a document verifying your identity must also be attached).

The channels mentioned above are considered "written" application methods under Article 13(1) of the Law. Once other methods determined by the Board are announced, the Company will also inform how applications can be submitted through these methods.

Applications submitted to us will be answered, depending on the nature of the request, **as soon as possible and no later than thirty (30) days** from the date of receipt, in accordance with Article 13(2) of the Law. Requests are generally free of charge. However, if fulfilling the request incurs costs, fees may be applied as per the "Procedures and Principles for Applications to Data Controllers" Notification Article 7: "No fee is charged for responses up to 10 pages. For each page above 10 pages, 1 TL may be charged. If the response is provided on a recording medium such as a CD or flash drive, the fee may not exceed the cost of the medium."

Depending on the nature of your request, you are required to provide the requested information and documents completely and accurately. Failure to provide the required

information and documents may hinder proper investigation by the Company. In such cases, the Company reserves all legal rights. Therefore, the form must be submitted completely, including all requested information and documents relevant to your request.

IDENTIFICATION OF THE APPLICANT AND CONTACT INFORMATION

To identify the “applicant” and conduct necessary investigations within the Company depending on the nature of your request, the following information must be provided.

This information is also requested to:

- Obtain more details if needed
- Inform you about the investigation process
- Provide the results of your application
- Prevent third-party applications made by others under your name
- Differentiate applications from individuals with the same name
- Avoid confusion regarding personal data

Full Name:

Turkish ID Number:

E-mail: (if you want the response via e-mail)

Address: (if you want the response sent to your address)

Mobile Phone:

To ensure the security of your personal data, the Company may contact you to verify your identity during the application process.

If requested information and documents are incomplete, you will be asked to provide them. If the application cannot be processed due to incomplete information or documents, a response explaining this will be provided within thirty (30) days.

Please indicate your relationship with our Company (e.g., student, employee, job applicant, former employee, third-party company employee, shareholder, etc.):

- Supplier
- Visitor
- Employee
- Other:

Department/Person contacted in the Company:

Subject:

Former Employee

Years of Employment:

Other:

I submitted a job application / resume

Date:

I am an employee of a third-party company

Please indicate the company and your position:

Please select how you would like to receive the response to your application:

Send to my address

Send to my e-mail or KEP address

Receive in person

(In case of proxy, a notarized power of attorney or authorization document is required)

REQUEST

Request No	Topic	Selection
1	I want to know whether your Company processes my personal data.	Law No. 6698 Article 11/1 (a)
2	If your Company processes my personal data, I request information about these processing activities.	Article 11/1 (b)
3	If your Company processes my personal data, I want to know the purpose of processing and whether it is being used in accordance with this purpose.	Article 11/1 (c)
4	I want to know the third parties to whom my personal data is transferred, domestically or abroad.	Article 11/1 (ç)
5	I believe my personal data is incomplete or inaccurate, and I request correction. Please indicate the data to be corrected in the "Selection" field and provide supporting documents (e.g., ID, residence document).	Article 11/1 (d)
6	Although my personal data is processed in compliance with the Law, I believe the reasons for processing no longer exist, and I request: a) deletion, b) anonymization, c) destruction. Only one	Article 11/1 (e)

Request No	Topic	Selection
	option can be selected.	
7	I want the corrected personal data (Request No. 5) to also be corrected by the third parties to whom it has been transferred.	Article 11/1 (f)
8	I request that the deletion or correction actions be notified to the third parties to whom my data has been transferred.	Article 11/1 (f)
9	I believe that my personal data has been exclusively analyzed by automated systems and that this analysis resulted in an adverse outcome for me. I object to this outcome. Please indicate the analysis outcome and attach supporting documents.	Article 11/1 (g)
10	I suffered damage due to unlawful processing of my personal data and request compensation. Please specify the issue and attach supporting documents (e.g., court decision, Board decision, documents showing the amount of financial loss).	Article 11/1 (h)

Please explain your request in detail (if the table above is insufficient):

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I hereby request that my application, including the information and requests stated above, be evaluated and responded to via the method I selected.

Date:

Signature: