# OTOSAR OTOMOTİV TURİZM SAN. TİC. A.Ş.

# (“OTOSAR”) APPLICATION FORM

**GENERAL EXPLANATIONS**

Personal data owners (hereinafter referred to as the "Applicant") defined as the data subject in the Law on the Protection of Personal Data No. 6698 (the "Applicant") have been granted to make certain requests regarding the processing of their personal data in accordance with Article 11 of the Law on the Protection of Personal Data.

Pursuant to the first paragraph of Article 13 of the PDP Law, applications regarding these rights must be submitted to us in writing or by other methods determined by the Personal Data Protection Board (“Board”).

In this context, applications to be made in writing, may be forwarded to us, by taking the print out of this form, by;

* application of the applicant in person,
* via notary public
* by being signed by the Applicant with the secure electronic signature defined in the Electronic Signature Law No. 5070 and sent to the e-mail address otosar@hs03.kep.tr KEP address,
* by e-mail sent by the Applicant from the e-mail address previously notified to us and registered in the system.

Information on how written applications, in terms of written applications, will be delivered to us is given below.

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| **Application Method** | **Information to be included in Application Form** | **Application Address** |
| Personal Application (Applicant appears personally and applies with a document proving his identity) | The statement “Request for Information Under the Law on Protection of Personal Data" will be written on the envelope. | Gündoğdu Mh. Cumhuriyet Bulvarı No:199/A Odunpazarı Eskişehir |
| Notification via notary public | The statement “Request for Information Under the Law on Protection of Personal Data" shall be written on the notification envelope. | Gündoğdu Mh. Cumhuriyet Bulvarı No:199/A Odunpazarı Eskişehir |
| Via Registered Electronic Mail (KEP) by signing with a "secure electronic signature" | The statement “Request for Information Under the Law on Protection of Personal Data" shall be written on the subject line of email. | [otosar@hs03.kep.tr](mailto:otosar@hs03.kep.tr) |

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| Application by Mobile Signature or E-mail [Using the e-mail address previously notified to the data controller by the data subject and registered in the data controller's system] | The statement “Request for Information Under the Law on Protection of Personal Data" shall be written on the subject line of email kvkk@sarar.com | kvvk.sarar.com |

In applications to be made by the Applicant via e-mail, the data controller may request additional information and take the necessary measures to verify the identity of the Applicant.

Your applications submitted to us will be answered in writing or electronically within thirty days from the date of notification or receipt of your request, depending on the nature of the request, in accordance with paragraph 2 of Article 13 of the PDP Law.

# Contact Information of the Applicant:

# A1. For Citizens of the Republic of Turkey:

|  |  |
| --- | --- |
| **Name** |  |
| **Surname** |  |
| **TR Identity Number** |  |
| **Telephone** |  |
| **Email** |  |
| **Residence or Work Address** |  |

**A2. For Foreigners:**

|  |  |
| --- | --- |
| **Name** |  |
| **Surname** |  |
| **nationality** |  |
| **Passport Number or Identity Number** |  |
| **Telephone** |  |
| **Email** |  |
| **Residence or Work Address** |  |

1. **Please indicate your relationship with SARAR. (Such as Visitor, Customer, Business partner, employee, employee candidate, ex-employee, third-party company employee, shareholder)**

|  |  |
| --- | --- |
| * Visitor * Customer * Business Partner | * Employee * Employee Candidate * Ex-Employee * Other   :…………………………………… |
| The Unit you are in contact with in our company:  Unit:………………….…………………………………………………………  Subject:……………………………………..…………………………………….……………...  ……………………………………………… | |

# Please specify your request under the PDP Law in detail:

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