 Çelikel	KVKK Data Subject Application Form / KVKK Başvuru Formu	Doküman No	FRM.BGYS.043
		İlk Yayın Tarihi	24.10.2022
		Revizyon Tarihi	24.10.2022
		Revizyon No	0
		Sayfa	1/4

ÇELİKEL ALÜMİNYUM DÖKÜM İMALAT SANAYİ VE TİCARET ANONİM ŞİRKETİ

GENERAL EXPLANATION:

Personal data subjects, (hereinafter referred to as "application subject") defined as the data subject in the Personal Data Protection Law No. 6698 ("Law"), are granted the right to make certain requests regarding the processing of their personal data in Article 11 of the Law.

Pursuant to the Article 13/1 of the Law, the applications regarding these rights to be made to ÇELİKEL ALÜMİNYUM DÖKÜM İMALAT SANAYİ VE TİCARET ANONİM ŞİRKETİ, ("Company") who is the data controller, must be submitted in writing or by other methods determined by the Personal Data Protection Board ("Board").

Within this framework, the applications to be made to Company "in writing" can be submitted with a printout of this form and submitted to us by one of the application methods set out below:

- Application in person.
- Notification through a notary.
- Application via Registered Electronic Mail (KEP) address, by being signed by the Applicant with the "secure electronic signature" defined in the Electronic Signature Law No. 5070

Here below, detailed information regarding the methods to deliver the written applications is given:


Application Method	Application Address	Information to be Specified in the Application Submission
Application in person (Applicant comes in person and applies with a document proving his/her identity)	Samandıra Eyüp Sultan Mahallesi Bayram Sokak No:1 D:6-7 Sancaktepe, İSTANBUL	"Information Request Pursuant to the Personal Data Protection Law " must be written on the envelope.
Notification through a notary	Samandıra Eyüp Sultan Mahallesi Bayram Sokak No:1 D:6-7 Sancaktepe, İSTANBUL	"Information Request Pursuant to the Personal Data Protection Law " must be written on the envelope of the notification.
Application via Registered Electronic Mail (KEP) address	9678187434985368@hs02.kep.tr	"Information Request Pursuant to the Personal Data Protection Law" must be written in the subject line of the e-mail.

Distribution : Whole ÇELİKEL

Confidentiality Level : Green

Prepared By : Information Systems Executive

Approved By: Information Systems Executive

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		İlk Yayın Tarihi	24.10.2022
		Revizyon Tarihi	24.10.2022
		Revizyon No	0
		Sayfa	2/4

In addition, after the other methods to be determined by the Board are announced, our Company will announce how the applications will be received through these methods.

Apart from these, general information on the Personal Data Protection Law can be get through mailing infocelikel@celikel.com.

Pursuant to Article 13/2 of the Law, depending on the nature of the request, our Company will conclude the personal data requests as soon as possible and within 30 (thirty) days at the latest. Pursuant to mentioned Article 13, our response will be communicated through written or electronically.

A. Applicant Contact Details:

Name:	
Surname:	
TC Identity Number:	
Passport Number: <i>(For foreigners)</i>	
Phone Number:	
E-mail: <i>(If you specify, we can reply quicker.)</i>	
Address:	

B. Please explain your relationship with our Company:

(Such as customer, business partner, employee candidate, former employee, third party employee, shareholder)


<input type="checkbox"/> Customer	<input type="checkbox"/> Business Partner
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		Revizyon No	0
		Sayfa	4/4

D. Please choose the notification method of our response 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 prefer e-mailing method, we can reply quicker.)
- I would like to receive it in person.
(In case of receipt by proxy, the recipient must have a notarized power of attorney or a certificate of authorization.)

This application form has been prepared in order to determine your relationship with our Company, if any, to determine your personal data fully processed by our Company, and to respond to your application accurately within the legal time period. Our Company reserves the right to request additional documents and information (Copy of identity card or driver's license, etc.) for identification and authorization detection, to eliminate legal risks that may arise from unlawful and unfair data sharing and especially to ensure the security of your personal data. In the event that the information regarding your requests submitted within the scope of this form is not accurate and up-to-date or an unauthorized application is made, our Company does not accept any liability for claims arising from such false information or unauthorized application.

Applicant (Personal Data Owner)	
Name & Surname	:
Application Date	:
Signature	:

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