

OVERVIEW

For the purpose of Personal Data Protection Law No. 6698 (“**PDPL**”), a personal data owner defined as a data subject (hereinafter referred to as “**Applicant**”) is granted the right to submit certain requests to a data controller regarding the processing of his/her personal data as stated in Article 11 of PDPL.

Pursuant to Article 13(1) of PDPL, applications regarding these rights must be submitted to the Company, acting as the data controller, in writing or through other methods determined by Personal Data Protection Board (“Board”).

For this purpose, a “written” application will be made by the Applicant by submitting the printout of this form:

- in person;
- by the agency of a notary;
- by sending it to the Company’s registered email address with a “secure electronic signature” as defined in Electronic Signature Law No. 5070;
- by sending it to the email address previously notified by the Applicant and recorded by the Data Controller; or
- By sending it from an e-mail address that has not been previously notified by the Applicant but has been prepared to contain a mobile signature or e-signature

Information on how to submit written applications is provided below in terms of written application channels.

Application Method	Residence or Workplace for Notification Address	Caption in the Application Envelope
By personal application (The Applicant submits his/her application in person with original signature by presenting an identification document)	Neighborhood, Street, No/Floor/Apartment, District, Province	The envelope will be marked with a caption “Request for Information Under Personal Data Protection Law”.
By a notification by the agency of a notary	Neighborhood, Street, No/Floor/Apartment, District, Province	The notification envelope will be marked with a caption “Request for Information Under Personal Data Protection Law”.
From the Registered Electronic Mail bearing a “secure electronic signature”	Neighborhood, Street, No/Floor/Apartment, District, Province	The subject line of the email will be filled in with “Request for Information Under Personal Data Protection Law”.

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From the e-mail address registered in our system	Neighborhood, Street, No/Floor/Apartment, District, Province	The subject line of the email will be filled in with "Request for Information Under Personal Data Protection Law".
From an email address not registered in our system	Neighborhood, Street, No/Floor/Apartment, District, Province	The subject line of the email will be filled in with "Request for Information Under Personal Data Protection Law".
(bearing mobile signature/e-signature)		

If another application method is determined by the Board, announcements regarding such matter will be made through the Company's website.

Your applications submitted to us will be responded no later than 30 (thirty) days from the date of receipt thereof, in accordance with Article 13(2) of PDPL, depending on the nature of the request. Our responses will be delivered to you in hardcopy or electronically in accordance with the provisions of Article 13 of PDPL.

A. CONTACT DETAILS OF THE APPLICANT

Full Name :			
Turkish Identification Number :			
For Non-Turkish Citizens Passport Number or Foreign Identification Number :			
Email Address (If you specify an email address, we will be able to respond faster.)			
Address <input type="checkbox"/> Home <input type="checkbox"/> Work :		GSM No	
		Phone	
		Postal Code	

B. RELATIONSHIP OF THE APPLICANT WITH THE COMPANY

Please specify your relationship with the Company. (Customer, business partner, job candidate, former employee, third-party company employee, visitor, shareholder, etc.)

<input type="checkbox"/> Customer	
<input type="checkbox"/> Job Candidate	Job Application Date:/...../..... Method of Job Application:
<input type="checkbox"/> Former Employee	Years Worked: Unit Worked:
<input type="checkbox"/> Visitor	Visit Date: Visited Person:
<input type="checkbox"/> Business Partner	

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<input type="checkbox"/> Third Party Company Employee	Please specify the firm and position:
Other..... <input type="checkbox"/>	
<i>Although it is not mandatory to specify the information below, if you do so, your application may be processed more quickly.</i>	
Your Personal Data is Collected by and You Contact in the Company	
Unit / Personnel :	
Subject :	

C. PLEASE DETAIL YOUR REQUEST UNDER PDPL*(This section is mandatory)***D. ADDITIONAL DOCUMENTS RELATED TO THE REQUEST****E. METHOD FOR NOTIFYING YOU OF THE RESPONSE TO YOUR APPLICATION**

<input type="checkbox"/> I would like it to be delivered to my residence address.
<input type="checkbox"/> I would like it to be sent to my email address. If the email method is chosen, you will receive a faster response.
<input type="checkbox"/> I would like to receive the response in person. (In case of receipt by proxy, it is mandatory for you to present a notarized power of attorney or certificate of authorization.)

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This application form is intended to determine your relationship with the Company and to fully identify your personal data processed by the Company, if any, so as to provide an accurate response to your relevant application with the legal period of time. In order to eliminate legal risks that may arise from unlawful and unjust data sharing, and especially to ensure the security of your personal data, the Company reserves the right to request additional documents and information (such as a copy of your identity card, passport, or driver's license, etc.) for authentication of identity and authority. For the purpose of this form, the Company does not accept any responsibility for any claims arising out of, or in connection with, incorrect or outdated information regarding your requests or unauthorized applications. In accordance with Article 7 of the "Communiqué on the Principles and Procedures for Application to the Data Controller", if our response to your application exceeds 10 pages, a processing fee of 1 Turkish Lira will be charged for each page after page 10.

APPLICANT (DATA SUBJECT)	
Full Name	:
Application Date	:
Signature	: