

MESA MESKEN SANAYİİ A.Ş
INFORMATION APPLICATION FORM

As Mesa Mesken Sanayii A.Ş (“**Mesa Mesken**”), our priority principles include protection of the privacy, protection of information, ensuring the protection of information security, and respecting ethical values, especially the protection of fundamental rights and freedoms. Article 11 of Law No. 6698 “Rights of the Data Owner” of the Personal Data Protection Law (“**KVKK**”) entitled the data owners to make certain requests for processing their personal data. As Data Supervisor, our company prepared this information application form to ensure that the data owners exercise their rights and perform the clarification obligation stated in article 10 of the KVKK.

Pursuant to Article 11 of the KVKK, you may exercise your rights by applying to Mesa Mesken and completing the attached form:

- a) You can find out whether your personal data is processed or not,
- b) If your personal data has been processed, you can request information about them,
- c) You can learn the purpose of processing your personal data and whether they are used appropriately,
- d) You may find out which third parties your personal data are transferred to at home and abroad,
- e) You may request that your personal data to be corrected if they are incomplete or incorrectly processed,
- f) You may request the deletion or destruction of personal data in accordance with the conditions provided for in Article 7 of the KVKK,
- g) You may request that the third parties to whom the personal data are transferred are informed of the transactions carried out in accordance with paragraphs (e) and (f),
- h) You may object to a negative outcome by analyzing the processed data exclusively through automated systems, and
- i) In the event that you suffer loss due to the processing of your personal data in violation of the Personal Data Protection Law, you may request the loss to be compensated.

Pursuant to article 13 of the KVKK, the data owners must deliver their requests in written or by other methods to be determined by the Personal Data Protection Committee (“**Committee**”) in the applications to be made by the data subjects to our Company. Within this scope, the applications to be made to our Company can be printed out after this form is filled out and one of the following four methods can be chosen and communicated to us free of charge:

No.	Application method	Application address	Actions
1	The data owner applies personally to our Company (the data owner must have any document that prove his/her identity with him/her).	Ihlamur Cad., No:2 Çayyolu, Çankaya/Ankara	The phrase "An Information Request for Personal Data Protection" must be written on the envelope.
2	A notice via a notary public	Ihlamur Cad., No:2 Çayyolu, Çankaya/Ankara	The phrase "An Information Request for Personal Data Protection" must be written on the envelope.
3	By a registered electronic mail and by signing with a "safe electronic signature" (KEP) defined in the Electronic Signature Law No.5070	mesameskensenayias@hs01.kep.tr	Subject of the email message must be "Information Request for Personal Data Protection".
4	By email	It is communicated in written by using your email address informed previously to our company and registered in the system of our company.	Subject of the email message must be "Information Request for Personal Data Protection".

Any third persons cannot exercise the right to obtain information as set forth in article 11 of the KVKK. To allow the data owner to request any personal data related to a person other than himself, the notarized original copy with a wet signature of the power of attorney issued by the data owner on behalf of the person, to whom the application is made must be submitted.

In the event that the transaction requested by the Related Persons requires an additional cost, the fee in the tariff determined by the Personal Data Protection Committee will be charged by our Company.

Your application delivered to us will be responded within thirty days from delivery of your request to our Company according to nature of the request pursuant to article 13/2 of the KVKK. Our responses will be delivered to you in written or in electronic media pursuant to article 13 of the KVKK.

Data supervisor

Mesa Mesken Sanayii A.Ş
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Fax: +90 312 291 09 99
Ankara Trade Registry Office / Trade Registration No.: 382274
www.mesa.com.tr

INFORMATION APPLICATION FORM

Please, complete the following form.

First name:	
Last name:	
Turkish ID Number:	
Phone Number:	
E-mail:	
Address:	
Your business relationship with our company <i>(Customer, business partner, candidate employee, former employee, third party company employee, shareholder, etc.):</i>	
Department that you are in contact with our company:	
Attach the details on your application and the documents related to your request to this form <i>(Please, state your request in details under the KVKK):</i>	
Please your choice for any response to your application:	<input type="checkbox"/> I require you sending it to my address. <input type="checkbox"/> I require you sending it to my email address <input type="checkbox"/> I want to take it over by hand.

This application form is prepared to respond to your application properly and in a grace period by determining your relationship with our company, and if any, by determining our personal data processed by our company completely. Our Company reserves the right to require any additional documents (identity card etc.) to determinate identity and power to eliminate any legal risks arisen from any illegal and unjust data sharing and especially to ensure security of your personal data. If the information about your requests delivered by you in the form is not correct and up-to-date or an unauthorized application is made, our Company never assume any responsible for any requests arisen from such incorrect information or unauthorized application.

Moreover, except any circumstances that nature of the business requires, please, do not share any document/information containing any personal data. If the delivered documents contain any personal data, please delete this personal data from such document or make it anonym and share it. We never assume any responsibility for the personal that you share although nature of the business never requires.

Applicant (personal data owner) :

Name Surname :

Application date :

Signature :