

KVKK APPLICATION FORM

GENERAL DESCRIPTIONS

Under Article 11 of the Law on the Protection of Personal Data No. 6698 (the “Law”), individuals (referred to as “Applicants”) have the right to submit certain requests to data controllers regarding how their personal data is processed.

Arbitria Solutions Danışmanlık Tic. Ltd. Şti. (“Arbitria Solutions”) is the data controller (veri sorumlusu) in accordance with the first paragraph of Article 13 of the Law. Applications relating to these rights must be made **in writing**.

You may submit your application to Arbitria Solutions **in writing** using this form. After completing the form, you may deliver a signed hard copy **in person** or via **notary** to the address: **Birlik Sok. No:3/15, Etiler, Istanbul 34440**

If, in the future, the Board determines other application methods (for example, via registered electronic mail, secure electronic signature, or another channel), these methods will be announced on our website: **www.arbitriasolutions.com**

Your submitted applications will be sent to Arbitria Solutions, depending on the nature of the request, in accordance with the 2nd paragraph of Article 13 of the **Law**. It will be answered within 30 (thirty) days from the date of receipt. The answers given by **Arbitria Solutions** will be delivered to you in writing or electronically in accordance with Article 13 of the Law.

If your application requires an additional cost, you will be required to pay the fee determined by the Communiqué on Application Procedures and Principles to the Data Controller issued by the Personal Data Protection Board. If a written response is given to your application, no fee will be charged for the first 10 (ten) pages, and a processing fee of 1 TL will be charged for each page over 10 (ten) pages. If the answer to your application is given on a recording medium such as a CD or flash memory, you will be charged a fee equal to the cost of the recording medium.

Arbitria Solutions reserves the right to make changes regarding the Board’s decision regarding the application procedures or the legal regulations to be issued in the future.

A. Contact Information of the Applicant

Name:	
Last name:	
TR Identification number:	
Phone number:	
Email:	
Address:	

B. Applicant's relationship with Arbitria Solutions Relationship with

Please indicate your relationship with **Arbitria Solutions**. (customer, business partner, employee candidate, former employee, third party company employee, etc.)

☐ Customer ☐ Employee Candidate ☐ Former Employee ☐ Former Intern	☐ Business partner ☐ Third Party Company Employee ☐ Other :.....	
<i>***If you are a former employee, please fill in the sections below.</i> Years you worked:..... Unit you work in:..... 	<i>***If you are an employee candidate, please fill in the following sections.</i> Date you applied for the job:..... How to apply for a job:..... 	<i>***If you are a third party company employee, please fill in the following sections.</i> Title of the company you work for:..... Position you work in:.....

C. Details Regarding Your Request Within the Scope of the Law

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