## **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.

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This form has been prepared to determine your relationship with **Arbitria Solutions and to fully determine your personal data processed by Arbitria Solutions, if any,** in order to respond to your application correctly and within the legal period. In order to eliminate legal risks that may arise from illegal and unfair data sharing and especially to ensure the security of your personal data, **Arbitria Solutions** reserves the right to request additional documents and information (identity card, passport or driver's license copy, etc.) for identification and authorization determination. If the information regarding your requests submitted within the scope of the form is not accurate and up-to-date or an unauthorized application is made, **Arbitria Solutions** does not accept liability for requests arising from such incorrect information or unauthorized application.

Applicant (Personal Data Owner)

Name and surname :

Application date :

Signature :