**BURSALI TURİZM VE OTOMOTİV TİC. LTD. ŞTİ.**

**APPLICATION FORM**

**GENERAL EXPLANATIONS**

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

Pursuant to the first paragraph of Article 13 of the PDP Law; applications to be made to our Company, which is the data controller, regarding these rights must be submitted to us in writing or by other methods determined by the Personal Data Protection Board ("Board").

In this context, applications to be made to our Company in "written" form, by printing out this form;

* With the personal application of the Applicant,
* Through a Notary,
* It can be sent to us by signing with the "secure electronic signature" defined in the Electronic Signature Law No. 5070 by the Applicant and sending it to the Company's registered e-mail address.

Below, specific information is given regarding the written application channels regarding how written applications will be delivered to us.

|  |  |  |
| --- | --- | --- |
| **Application Method** | **Application Address** | **Information to be specified in the Application Submission** |
| In Person Application (The applicant comes in person and applies with a document certifying his/her identity) | Yenidoğan Mah. Şehit Naci Çakar Sok. No:11 Bayrampaşa/İstanbul | "Information Request within the scope of the Law on the Protection of Personal Data" will be written on the envelope. |
| Notification through a Notary | Yenidoğan Mah. Şehit Naci Çakar Sok. No:11 Bayrampaşa/İstanbul | "Information Request within the scope of the Law on the Protection of Personal Data" will be written on the notification envelope. |
| By Registered Electronic Mail (KEP) signed with "secure electronic signature" | [bursaliturizm@hs01.kep.tr](mailto:bursaliturizm@hs01.kep.tr) | "Personal Data Protection Law Information Request" should be written in the subject line of the e-mail |

In addition, after other methods to be determined by the Board are announced, our Company will announce how the applications will be received through these methods. Pursuant to paragraph 2 of Article 13 of the PDP Law, your applications submitted to us will be responded within thirty days from the date of receipt of your request, depending on the nature of the request. Our responses will be delivered to you in writing or electronically in accordance with the provision of Article 13 of the relevant PDP Law.

1. **Applicant contact details:**

|  |  |
| --- | --- |
| **Name** |  |
| **Last Name** |  |
| **TR Identity Number** |  |
| **Telephone Number** |  |
| **Email** *(If you specify, we will be able to respond to you faster)* |  |
| **Address** |  |
|  |
|  |

1. **Please indicate your relationship with our Company (customer, business partner, prospective employee, former employee, third party company employee, shareholder, etc.)**

|  |  |
| --- | --- |
| ☐ Guest  ☐ Visitor | ☐ Business Partner  ☐ Other: …………………………. |
| You are in contact within our company  Unit: ................................................  Subject: ................................................ | |
| ☐ Former Employee  Years I worked ……………..-……………  ☐ Other  ……………………………………. | ☐ Date of Job Application / Resume Posting:  Date :  ……………-…………….  ☐ Third Party Company Employee  Please specify the company and position you work for  .……………………………………… |

1. **Please specify your request in detail within the scope of the PDP Law:**

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….**

1. **Please select the method by which you will be notified of our response to your application:**

I want it sent to my address.

I want it sent to my e-mail address.

*(If you choose the e-mail method, we will be able to respond to you faster).*

I want to receive it by hand.

*(In case of delivery by proxy, a notarized power of attorney or authorization document is required).*

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

**Applicant (Personal Data Owner)**

Name Surname :

Application Date :

Signature :