



AEP ANADOLU ETAP PENKON GIDA VE TARIM ÜRÜNLERİ SANAYİ VE TİCARET A.Ş. PERSONAL DATA SUBJECT APPLICATION FORM

1. General Principles of Application

According to article 11 of the Law No. 6698 on the Protection of Personal Data (the “**Law**”), you can apply to AEP Anadolu Etap Penkon Gıda ve Tarım Ürünleri Sanayi ve Ticaret Anonim Şirketi (the “**Company**”) and make the following requests as a personal data subject (the “**Data Subject**”):

- (1) To learn whether your personal data are processed or not,
- (2) To request information if your personal data are processed,
- (3) To learn the purpose of processing of your personal data and whether these are used for the intended purpose thereof,
- (4) To get information about any third parties to whom your personal data are transferred in Turkey or abroad,
- (5) To ask for the correction of your personal data in the event that they are processed incompletely or incorrectly and request the notification of the transaction performed within this scope to any third parties to whom your personal data are transferred,
- (6) To request the deletion, destruction or anonymization of your personal data in case that the reasons for processing disappear although they are processed in compliance with the Law and other provisions of applicable laws and request the notification of the transaction performed within this scope to any third parties to whom your personal data are transferred,
- (7) To object against an outcome to your disadvantage as a result of the analysis of your processed data exclusively through automatic systems,
- (8) To ask for an indemnification if you incur a loss as a result of unlawful processing of your personal data.

Our Company will finalize your application within the shortest period of time possible or within thirty (30) days at the latest depending on the nature of the request and our response will be sent to you either in writing or through electronic means.

This Application Form has been designed in order to identify your relationship with our Company upon your application, determine your personal data processed by our Company in full, if any, and provide an accurate, complete and timely response to your application. Our Company reserves the right to ask for additional information and documents for the sake of identification and confirmation of authorization in order to prevent any unauthorized and unlawful applications made on your behalf, avoid disclosing of data to third parties in an unlawful and unfair manner and, in particular, protection of your personal data. In the event that the information concerning your requests submitted within the scope of the Application Form is not accurate and updated or that an unauthorized application is made, our Company shall not be held responsible for any requests based on such inaccurate information or unauthorized application.

2. Method of Application

Pursuant to article 13 of the Law and article 5 of the Notification on the Principles and Procedures of Application for Data Subjects, you can submit your requests within the scope of your application either in writing or by using the registered electronic mail (KEP) address, secure electronic signature, mobile

signature or your electronic mail address which has been previously notified to our Company and registered in our system.

Any applications to be made in writing can be made personally by the Applicant, send via notary public or send to the KEP address of our Company signed with the “secure electronic signature” defined in the Electronic Signature Law No. 5070.

The following points must be considered at the time of application for written applications to be made by the Data Subject.

Method of Application		Application Address	The Information to Be Provided in the Application
1	Personal application The Data Subject must personally visit and bring along the documents proving his/her identity (T.R. ID card, driving licence, passport etc.).	Fatih Sultan Mehmet Mah. Balkan Cad. Buyaka E Blok Kat: 4 No: 58 Tepeüstü, Ümraniye, İstanbul	The following expression must be written on the envelope/letter: <i>“Information Request within the scope of the Law on the Protection of Personal Data”.</i>
2	Notice by a notary public	Fatih Sultan Mehmet Mah. Balkan Cad. Buyaka E Blok Kat: 4 No: 58 Tepeüstü, Ümraniye, İstanbul	The following expression must be written on the notice/envelope/letter: <i>“Information Request within the scope of the Law on the Protection of Personal Data”.</i>
3	Application through KEP with “Secure Electronic Signature”	anadoluetap.ik@hs03.kep.tr	The following expression must be written in the subject line of the e-mail: <i>“Information Request within the scope of the Law on the Protection of Personal Data”.</i>
4	Application from your Electronic Mail Address registered in our system	aetapkvkk@anadoluetap.com	The following expression must be written in the subject line of the e-mail: <i>“Information Request within the scope of the Law on the Protection of Personal Data”.</i>



3. Your Identity and Contact Information

Please complete the sections below in order for us to make contact with you and verify your identity.

Full Name:	
Turkish ID No: (Passport Number for the citizens of other countries)	
Mobile Phone Number:	
E-mail Address:	
Residential/Business Address for Notices:	
Your Relationship with Our Company: (Customer, employee, employee candidate, former employee, business partner, visitor, shareholder, other [please specify])	
Please specify the communication channel you prefer for us to use to send the response to your application.	<input type="checkbox"/> I prefer the response to be sent to my e-mail address <input type="checkbox"/> I prefer the response to be sent to my residential/business address.

4. Detailed Information on Your Application

Please check the right(s) provided below as set forth in article 11 of the Law for which you are making an application to our Company in the "Preference" column:

	Subject	Preference
1	Are my personal data processed by your Company?	
2	I request information about the processing activity if my personal data are processed by your Company.	
3	I request information about the purpose of the personal data processing activity and whether my personal data are used in compliance with the purpose of processing if my personal data are processed by your Company.	
4	Are my personal data transferred to any third parties in Turkey and abroad? If yes, I request information about these third parties.	
5	I consider that my personal data are processed incompletely or incorrectly by your Company and I request the correction thereof. Upon request, the following information and documents must be submitted to our Company: <ul style="list-style-type: none">• Content of your personal data which are considered to be incomplete or incorrect and which are requested to be corrected,• The documents showing accurate and complementary details of your personal data.	

AEP ANADOLU ETAP PENKON GIDA VE TARIM ÜRÜNLERİ SANAYİ VE TİCARET ANONİM ŞİRKETİ

Fatih Sultan Mehmet Mah. Balkan Cad. No:58 Buyaka E Blok Kat:4 34771 Tepeüstü / Ümraniye İSTANBUL T.(0216) 578 87 00
F.(0216) 577 00 07 | www.anadoluetap.com | V.D.: Alemdağ VD | V.N.: 6920008045 | TİCARET SİCİL NO: 758944

6	<p>I consider that the reasons for the processing of my personal data disappeared and thus, I request you to:</p> <p>[] Delete my personal data, or [] Anonymize my personal data.</p> <p>Upon request, explanatory information/documents regarding why you consider that the reasons for processing your personal data disappeared must be submitted to our Company.</p>	
7	<p>If my personal data are processed incompletely or incorrectly by your Company, I request the notification of this situation to any third parties to whom my personal data are transferred.</p> <p>Upon request, the following information and documents must be submitted to our Company:</p> <ul style="list-style-type: none">• Content of your personal data which are considered to be incomplete or incorrect and which are requested to be corrected,• The documents showing correct and complementary details of your personal data.	
8	<p>If the reasons for the processing of my personal data disappeared, I request the notification of this situation to any third parties to whom my personal data are transferred.</p> <p>Upon request, explanatory information/documents about why you consider that the reasons of processing your personal data disappeared must be submitted to our Company.</p>	
9	<p>I request to be indemnified for the loss I have incurred due to unlawful processing of my personal data.</p> <p>Upon request, explanatory information/documents showing your loss must be submitted to our Company.</p>	



In order for us to respond to your application quickly, we kindly ask you to write your request regarding your personal data below clearly and in detail. You can attach to your application any information and documents regarding your request, if applicable. You can further specify any units within the structure of our Company with whom you have already contacted.

In accordance with the requests specified above, I kindly request you to evaluate my application to your Company according to article 13 of the Law and provide a response to me thereafter.

I hereby declare and guarantee that the information and documents provided to your Company by me in this application are correct and updated and that I have been informed about the fact that your Company may request additional information in order to finalize my application.

Applicant

Full Name:

Date of Application:

Signature: