

DATA SUBJECT APPLICATION FORM

1. Application Method

Pursuant to Article 13 of the Personal Data Protection Law No. 6698 (“**Law**”) and Article 5 of the Communiqué on the Principles and Procedures for the Request to Data Controller, you may submit your requests regarding your rights set out under Article 11 of the Law to our Company by using this form through one of the methods described below.

	APPLICATION METHOD	APPLICATION ADDRESS	INFORMATION TO BE INDICATED IN THE APPLICATION
1. Written Application	In person with a signature or by post	Rüzgarlıbahçe, Özalp Sokağı No:10, 34805 Kavacık - Beykoz/Beykoz/İstanbul	Please write “Information Request under the Personal Data Protection Law” on the envelope/notification.
2. Via Registered Electronic Mail (KEP)	Using your Registered Electronic Mail (KEP) address	aksaenerji@hs02.kep.tr	Please write “Information Request under the Personal Data Protection Law” in the subject line of the e-mail.
3. Application via the E-mail Address Registered in Our System	By using the e-mail address registered in our system with a mobile signature/e-signature	kvkk@aksa.com.tr	Please write “Information Request under the Personal Data Protection Law” in the subject line of the e-mail.
4. Application via an E-mail Address Not Registered in Our System	By using an e-mail address not registered in our system with a mobile signature/e-signature	kvkk@aksa.com.tr	Please write “Information Request under the Personal Data Protection Law” in the subject line of the e-mail.

2. Your Identity and Contact Information

You must attach documents verifying your identity, together with any information and documents relevant to your request, to your application.

Please note that the subject matter of the request must relate to the data subject. The application must include an identity document that enables verification of the applicant's identity. Where an application is submitted on behalf of another person, the applicant must have a duly documented and specific authorization to act in relation to the requested action (e.g., power of attorney). Accordingly, documents demonstrating your authority to submit the application (such as a power of attorney or a document evidencing that you are the legal guardian or custodian of the data subject) must be attached to the application. Applications submitted without proper authorization will not be processed.

This Application Form has been prepared to identify the nature of your relationship with our Company and, where applicable, to accurately determine the personal data processed by our Company concerning you, so that your request may be responded to accurately and within the statutory time limits. In order to eliminate legal risks arising from the unlawful or unauthorized disclosure of personal data and, in particular, to ensure the security of your personal data, the Company reserves the right to request additional documents and information where deemed necessary.

The Company shall not be held liable for any claims arising from inaccurate or outdated information provided in connection with the requests submitted through this Form or from applications submitted by unauthorized people.

Please complete the information below to enable us to contact you and verify your identity.

Name-Surname	:	
Turkish National ID Number / Passport Number or National Identification Number (for Foreign Nationals)	:	
Residential Address or Business Address	:	
Mobile Phone Number	:	
Telephone Number	:	
E-mail Address	:	

3. Your Relationship with Our Company

Please indicate your relationship with our Company.

Customer	☐	Former Employee	☐	Period of Employment
Business Partner	☐	Job Applicant	☐	Date of Resume Submission
Visitor	☐	Employee of a Third-Party Company	☐	Company of Employment and Position
Other	☐			

4. Subject Matter of Your Request

Please clearly state your request regarding your personal data below. Relevant information and supporting documents should be attached to your application.

5. Please Select Your Preferred Method of Receiving Our Response

I would like the response to be sent to the postal address provided in Section 2.

☐

I would like the response to be sent to the e-mail address provided in Section 2.

☐

I would like to receive the response in person (if collected by proxy, a notarized power of attorney or authorization document is required).

☐

I kindly request that my application be evaluated pursuant to Article 13 of the Law and that I be informed accordingly.

I declare and undertake that the information and documents I have provided are accurate and up to date, that the Company may request additional information to finalize my application, and that I may be required to pay the fee determined by the Personal Data Protection Board if processing my application entails an additional cost.

Applicant (Data Subject)

Name Surname :
Application Date :
Signature :