

According to the **Turkish Personal Data Protection Law no. 6698** (hereinafter “the Law”), Article 11, personal data owners have the following rights:

- a) To know if your personal data is processed or not,
- b) If your personal data has been processed, to request information in this regard,
- c) To know the purpose of processing of your personal data and whether or not such has been used for its intended purpose,
- d) To know the identities of the domestic or foreign third parties to which your personal data has been transferred,
- e) To request the correction of your personal data in case of incomplete or inaccurate data, to request this correction to be communicated to third persons to which such personal data has been transferred in the first place,
- f) Although it has been processed in accordance with the provisions of the Law and other relevant laws, to request the deletion or destruction of the personal data in accordance with the Article 7 of the Law and to request that this action to be communicated to third persons to which such personal data has been transferred
- g) To object to the occurrence of a result which is detrimental to the person concerned as a result of analyzing the processed data exclusively through automatic systems
- h) To request compensation for any loss suffered by you in case your personal data is processed in violation of the relevant legislation.

According to the Article 13 Clause 1 of the Law you may submit the related requests by using this form and one of the 3 methods described below:

Application Method	Application Address	Information to be Included in the Application
Making an individual application with a wet signed copy of this application form and an identification document	Nova Elektrik Sanayi ve Ticaret AŞ., Karayolları Mah. Cebeci Cad. No.146 Gaziosmanpaşa/İSTANBUL	"Information Request Under the Law on Protection of Personal Data" will be written on the envelope/notification.
Application via notary public	Nova Elektrik Sanayi ve Ticaret AŞ., Karayolları Mah. Cebeci Cad. No.146 Gaziosmanpaşa/İSTANBUL	"Information Request Under the Law on Protection of Personal Data" will be written on the envelope/notification.
Application via e-mail address in our system	info@novaelektrik.com.tr	"Information Request Under the Law on Protection of Personal Data" will be written on the subject section of the e-mail

Your application submitted to our company will be responded within 30 days from its receipt, as specified under Article 13, Clause 2 of the Law, depending on its legibility. Your responses will be communicated in written or electronic form as specified by provisions in Article 13 of the Law. If this operation requires any cost, you may be charged a fee according to the tariff of the Personal Data Protection Board.

Your Identity and Contact Information

Name :

Surname :

TR Identity/Passport Number :

Telephone Number :

E-Mail :

Address :

A. Please indicate your relationship with our company.

<input type="checkbox"/> Job Applicant <input type="checkbox"/> Employee <input type="checkbox"/> Former Employee	<input type="checkbox"/> Supplier <input type="checkbox"/> Customer <input type="checkbox"/> Other:
In our company department you communicate with: :	

<input type="checkbox"/> Former Employee <i>Working Period:</i>	<input type="checkbox"/> Job Applicant <i>Please indicate the date of application:</i>
<input type="checkbox"/> Customer <i>Please indicate the company name and position you work:</i>	<input type="checkbox"/> Supplier <i>Please indicate the company name and position you work:</i>

B. We kindly request you to indicate your request regarding your personal data clearly.

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C. Please select the method of the response:

- ☐ I request it to be sent to my address.
- ☐ I request to pick it up in person.
- ☐ I request it to be sent to my e-mail address.

(If picked up by proxy, an authorization document or notary-certified power of attorney must be presented.)

This Application Form has been issued to respond to your requests in a correct manner and legal time, by defining your relationship with the Company and determining precisely your personal data processed by the Company, if any. Regarding the requests you have submitted to the Company in this Application Form, our company reserves its right to request additional documents and information (identity card, copy of passport etc.), for identification and authorization in order to eliminate the legal risks that may arise from sharing data illegally and unfairly, and especially to ensure the security of your personal data. In case that the information about your requests you submit within the scope of the Application Form is not correct or up-to-date, or an unauthorized application is made, our Company does not accept any liability for such incorrect information or requests arising from any unauthorized application.

Applicant (Personal Data Owner)

Name / Surname :.....

Application Date :.....

Signature :.....