

INFORMATION REQUEST FORM FOR THE LAW ON THE PROTECTION OF PERSONAL DATA NO. 6698

GENERAL STATEMENTS

The personal data owners who are defined as data subjects in the Law on the Protection of Personal Data No. 6698 ("LOPPD") (hereinafter "Applicants") are entitled by Article 11 to file certain requests regarding the processing of their personal data.

Pursuant to Article 13/I of the LOPPD, any application to be made to our Company, which is the data controller, regarding these rights, must be made in writing or through other methods determined by the Protection of Personal Data Board ("Board").

It is vital that your personal data are correct and up-to-date. Therefore, please notify us any changes in your personal data. Under LOPPD and relevant legislation, you can

- Learn whether your personal data are processed,
- Request details about the information we collected,
- Learn the purpose for which these data were collected and how they are used, the parties within the country or abroad to whom your personal data were transferred to, or
- Request rectification of the processed personal data which is incomplete or inaccurate, their updating, or erasure in the event that the data are no longer necessary in relation to the purpose for which the personal data was processed, and request such process to be notified to third persons to whom personal data are transferred .

Any application to be made to our company within this framework must be made by printing out this form, writing "Law on Protection of Personal Data Information Request" on the envelop or in the subject area;

- **Through the applicant's personal application,**
- **Or via notary public or registered mail,**
- **And sending it our companies registered electronic mail (KEP).**

CONTACT:

Mehmet Özen Mak. San. Ve Tic. A.Ş.
Adress: Konya Organize Sanayii Bölgesi Büyük Kayacık Mh. 20. Sk. No:4 42300 Selcuklu/Konya
Phone: +90 332 345 42 45 / Fax: +90 332 345 42 48
E-mail: info@ozenkompresor.com.tr

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Application Method	Address for Application	Information to be Given when Submitting Application
Application in Person (Personal application by the applicant with the documents certifying his/her identity)	Konya Organize Sanayii Bölgesi Büyük Kayacık Mh. 20. Sk. No:4 42300 Selçuklu/Konya	"Information Request under the Law on the Protection of Personal Data" should be written on the Application Envelope.
Notification Through a Notary Public	Konya Organize Sanayii Bölgesi Büyük Kayacık Mh. 20. Sk. No:4 42300 Selçuklu/Konya	"Information Request under the Law on the Protection of Personal Data" should be written on the Notification Envelope.
Notification via Registered Mail.	Konya Organize Sanayii Bölgesi Büyük Kayacık Mh. 20. Sk. No:4 42300 Selçuklu/Konya	"Information Request under the Law on the Protection of Personal Data" should be written on the Notification Envelope
By companies registered electronic mail (KEP),	info@ozenkompresor.com.tr	"Information Request under the Law on the Protection of Personal Data" should be written in the subject area of the e-mail.

I. INFORMATION ABOUT THE APPLICANT

Please provide all the information requested below.

Name and surname : _____
ID Number : _____
Address : _____
Mobile : _____
E-Mail Address : _____
Your Relationship With Our Company : Visitor Customer Employee Other
Has your Relationship with our Company Ended? : _____

II. REQUESTS OF THE APPLICANT

The rights you may request from our Company, the Data Controller, are listed in Article 11 of the LOPPD. Your application will be evaluated within our company in accordance with your rights, and it will be replied within 30 (thirty) days from its receipt at the latest based on the nature of your request under Article 13/2 of the LOPDD. Our reply will be sent to you in writing or in electronic environment under Article 13/3 of the Law.

Please state your request in detail according to the Law on the Protection of Personal Data :

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III. APPLICANT'S STATEMENT

In line with the requests I made above, I kindly request that you investigate my application to your Company and subsequently inform me about the issue.

I represent and undertake that the documents and information I provided in the application are correct and up-to-date. I authorize Mehmet Özen Mak. San. Ve Tic. A.Ş. to process the information and the documents I provided in the application form only for the evaluation, reply, notification of the reply, and confirmation of my identity and address.

- I request that the reply be sent to my address I stated in my Application Form.
- I request that the reply be sent to my e-mail I stated in my Application Form. (If you choose e-mail, we will be able to respond quicker).
- I want to receive the reply in person. (If the reply will be received by a proxy, a notarized power of attorney or authorization certificate must be presented. No information is given to the spouse, father, etc. of the applicant).

Name and Last Name of the Applicant : _____
Application Date : _____
Signature : _____

IMPORTANT NOTE: Applications must be made for the applicant. You cannot apply on behalf of your spouse, relative, child, etc. If Mehmet Özen Mak. San. Ve Tic. A.Ş. has suspicions about the identity of the applicant, it may request confirmation information from the applicant. If the information you communicate in the application form regarding your request is not correct or up-to-date, or an unauthorized application has been made, our Company does not assume any responsibility due to such incorrect information or unauthorized application.