

**INDEX GRUP COMPANIES**  
**DATA OWNER APPLICATION FORM**

**GENERAL EXPLANATIONS**

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

In accordance with the first paragraph of Article 13 of the PDP Law; applications to be made to our Company, the data controller, regarding these rights must be communicated with us in writing or via other methods determined by the Board on the Protection of Personal Data ("Board").

Within this framework, the applications to be made to our Company "in writing" must be submitted with a printout of this form;

- in person by the Applicant,
- through a Notary Public,
- via registered mail with return receipt,
- by signing with secure electronic signature or by sending an e-mail to the e-mail address of our Company using the e-mail address previously notified to our Company by the relevant person and registered in our Company's system.

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

<b>Application Method</b>	<b>Application Address</b>	<b>Information to be Specified in the Application Submission</b>
Personal Application [Applicant's application with a document proving his/her identity]	Ayazağa Mah. Mimar Sinan Sok. No:21 Seba Office Boulevard, D Blok Kat:1 No:11 Sarıyer İstanbul	"Information Request Pursuant to the Personal Data Protection Law" shall be written on the envelope.
Application Via Notary Public or Registered Mail with Return Receipt	Ayazağa Mah. Mimar Sinan Sok. No:21 Seba Office Boulevard, D Blok Kat:1 No:11 Sarıyer İstanbul	"Information Request Pursuant to the Personal Data Protection Law" shall be written on the notification envelope.
Application by using electronic signature or e-mail address previously notified to our Company and registered in our Company's system.	kvkbasvuru@index.com.tr	"Information Request Pursuant to the Personal Data Protection Law" shall be written in the subject section of the e-mail.

In addition, after the announcement of other methods to be determined by the Board, our Company will announce how the applications will be received through these methods.

Your applications submitted to us will be responded within thirty days from the date of receipt of your request, in accordance with the 2<sup>nd</sup> paragraph of Article 13 of the PDP Law, depending on the nature of the request. Our response will be delivered to you in writing or electronically in accordance with the provisions of Article 13 of the relevant PDP Law.

**A. Applicant Contact information:**

<b>Name and Surname</b>	:	
<b>Turkish Identity Number</b>	:	
<b>Phone Number</b>	:	
<b>E-mail</b>	:	
<b>Address</b>	:	

**B. Please specify your relationship with our Company. (such as customer, business partner, employee candidate, ex-employee, third-party company employee, shareholder)**

<input type="checkbox"/> Customer <input type="checkbox"/> Visitor	<input type="checkbox"/> Business Partner/ Solution Partner/Consultant <input type="checkbox"/> Other (Please specify...)
The unit you are in contact with in our company:	
Subject:	

<input type="checkbox"/> I am a Former Employee Years I worked: <input type="checkbox"/> Other:	<input type="checkbox"/> I Shared a Job Application/Resume Date: <input type="checkbox"/> I am a Third Party Company Employee <i>Please specify the company and position you work for:</i>
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**C. Please specify your request within the scope of the KVK Law in detail:**

**D. Please choose the method of notifying you of our response to your application:**

I would like it to be sent to my address.

- I would like it to be sent to my e-mail address.  
(We will be able to respond to you faster if you choose the e-mail method.)
  
- I would like to receive it in person.  
(In case of receipt by proxy, the recipient must have a notarized power of attorney or a certificate of authorization.)

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

Applicant (Personal Data Owner)

Name, Surname :

Application Date :

Signature :