



Elmak Enerji Yatırım İnşaat Sanayi Ticaret Anonim Şirketi

Contact Person Application Form

GENERAL EXPLANATIONS

Article 11 of the Law No. 6698 on the Protection of Personal Data ("KVKK" or "Law") regulates the rights of personal data owners or their legal representatives ("**Applicant**" or "**Relevant Person**"), who are defined as the relevant person within the scope of the Personal Data Protection Law No. 6698 ("KVKK" or "Law"), to make requests regarding the processing of personal data.

Pursuant to the first paragraph of Article 13 of the KVKK; applications to be made to Elmak Enerji Yatırım İnşaat Sanayi Ticaret Anonim Şirketi ("**Elmak**") , the data controller, regarding these rights must be submitted in writing or by other methods determined by the Personal Data Protection Board ("**Board**"). Depending on **its nature, your request will be answered as soon as possible or within thirty days at the latest from the date of receipt by Elmak Enerji Yatırım İnşaat Sanayi Ticaret Anonim Şirketi as soon as possible or within thirty days at the latest.** However, if the transaction requires an additional cost, a fee may be charged in accordance with Article 7 of the Communiqué.

APPLICATION METHOD

- **Application by Mail or in Person:** The application form filled out and signed by the Applicant and documents certifying his/her identity can be applied in person or by mail to Kazım Özalp Mahallesi Hafta Sokak Nu: 9 Çankaya/Ankara address in person or by mail.
- **Application via Registered Electronic Mail (KEP):** The application can be signed by the Applicant with the "secure electronic signature" defined in the Electronic Signature Law No. 5070 and sent to elmakenerji@hs02.kep.tr .
- **Application via Electronic Mail using Mobile Signature or Secure Electronic Signature:** An application can be made by sending an e-mail to kvkk_elmak@limak.com.tr by filling out a petition signed by the Applicant with a mobile signature or secure electronic signature, or by filling out the "Application Form".

In order for your application to be concluded quickly, it is recommended to indicate on the application envelope or in the subject section of the e-mail that it is "**Personal Data Protection Law Information / Amendment Request**".

Applications can also be made through a Notary Public or other legally valid means of verifying identity.

It is recommended to comply with the above-mentioned points in the applications to the extent possible, as this will increase the likelihood of the application being concluded positively and in a short time.

APPLICATION FORM

RELATED PERSON INFORMATION	
Name Surname:	
Nationality:	<input type="checkbox"/> Turkey <input type="checkbox"/> Other If other, please specify:
TCKN:	
Passport No / Foreign ID No:	
Address:	
KEP (Registered Electronic Mail) address:	
Electronic mail address:	
Telephone No / Fax No:	

YOUR RELATION WITH ELMAK	
<input type="checkbox"/> Elmak Employee / Former Employee	Years of work:
<input type="checkbox"/> Employee Candidate / Intern Candidate (I shared my CV)	Date of application: Where the application was made and additional explanation, if any:
<input type="checkbox"/> Elmak Intern / Former Intern	Period of work:
<input type="checkbox"/> Supplier Official / Employee	Description:
<input type="checkbox"/> Visitor	Description:
<input type="checkbox"/> Shareholder/Partner	Description:
<input type="checkbox"/> Members of the Board of Directors.	Description:
<input type="checkbox"/> Subcontractor Official / Employee	Description:
<input type="checkbox"/> Customer	Description:
<input type="checkbox"/> Other	Description:

APPLICATION CONTENT**Applicant Data Controller****Elmak Enerji Yatırım İnşaat Sanayi Ticaret Anonim
Şirketi***Kazım Özalp Mahallesi Hafta Sokak Nu: 9
Çankaya/Ankara***Subject of Request to be
Submitted within the Scope of
Application**

- I would like to learn whether my personal data is being processed.
- If my personal data has been processed, I request information regarding this.
- I would like to learn the purpose of processing my personal data and whether they are used for their intended purpose.
- I would like to learn about the third parties to whom my personal data is transferred domestically or abroad.
- I want my personal data to be deleted or destroyed or anonymized within the framework of the conditions stipulated by law.
- I want my personal data to be corrected due to incomplete or incorrect processing.
(Please provide detailed information about the personal data you want to be corrected in the description section)
- If changes are made to my personal data upon my request, I want third parties to whom my personal data is transferred to be notified of this.
- I demand compensation for the damage I have suffered due to the unlawful processing of my personal data.
(Please provide detailed information in the explanation section about which data processing activity, when and how your damage occurred)

REMARKS :*The scope of your application must be specific, clear and understandable in order to ensure a healthy response to your application.*

ANNEXES:

Please indicate if you are attaching information and documents.

How to respond to your application

*(Any response method **not preferred** in which case the application will be answered in the same manner in which it was submitted)*

I want it sent to be my address.

(By sending to the address specified in the application)

I want it to be sent to my e-mail address specified in the application form.

(We will be able to respond to you faster if you choose the e-mail method)

I want to receive it by hand.

(In case of delivery by proxy, there must be a notarized power of attorney or authorization certificate)

This application form has been prepared in order to respond to your requests accurately, completely and within the time specified in the law. Elmak reserves the right to request additional documents and information (copy of identity card or driver's license, etc.) for identification and authorization in order to eliminate legal risks that may arise from unlawful or unfair data sharing and especially to ensure the security of your personal data. In the event that the information regarding your requests you submit within the scope of the form is not accurate and up-to-date, with false / misleading information or unauthorized application, Elmak does not accept any liability for such requests. In these cases, Elmak reserves the right to reject the application.

Date:	
Applicant Name Surname:	
Signature: <i>E-signature can be used for applications made via KEP.</i>	
<i>Please send the information about your relationship with the applicant and/or a power of attorney, birth certificate or other relevant document showing your authorization by attaching it to your application.</i>	