

GENERAL INFORMATION

Under Law No. 6698 on the Protection of Personal Data ("Personal Data Protection Law" or "PDPL"), individuals defined as data subjects ("hereinafter referred to as "Applicant") have the right to make certain requests regarding the processing of their personal data, as stated in Article 11 of the PDPL.

In accordance with the first paragraph of Article 13 of the PDPL, applications regarding these rights must be submitted in writing to our company, the data controller, or through other methods specified by the Personal Data Protection Board ("Board").

In this context, written applications to our company can be submitted in the following ways:

1. In person by the Applicant,
2. Through a notary,
3. By the Applicant, using the "secure electronic signature" defined in Law No. 5070 on Electronic Signature, by signing this form and sending it to our company's registered email address.

Below, information is provided on how written applications can be delivered to us through specific written application channels.

<i>In-person Application:</i>	<i>The Address for Making the Application</i>	<i>Information to be Specified in the Application Submission</i>
The Applicant should personally visit the following address with an identification document to verify their identity	Ahi Evran Osb Mah. 1. Osb Oğuz Cad. No: 15 Sincan ANKARA	On the envelope, please write "Kişisel Verilerin Korunması Kanunu Kapsamında Bilgi Talebi" (Information Request under the Personal Data Protection Law).
The Applicant or their authorized representative can send the request via notary or registered mail to the following address. Application via Notary or Registered Mail (Personal and/or Proxy Representation)	Ahi Evran Osb Mah. 1. Osb Oğuz Cad. No: 15 Sincan ANKARA	On the envelope, please write "Kişisel Verilerin Korunması Kanunu Kapsamında Bilgi Talebi" (Information Request under the Personal Data Protection Law)
Application via Registered Electronic Mail (KEP) with "Secure Electronic Signature" Send the request with a "secure electronic signature" to the following email address	insankaynaklari@alfer.com.tr	In the subject line of the email, please write "Kişisel Verilerin Korunması Kanunu Bilgi Talebi" (Information Request under the Personal Data Protection Law)

Additionally, after the announcement of other methods determined by the Board, our company will also announce how applications will be received through these methods.

As per the second paragraph of Article 13 of the Personal Data Protection Law (KVK Kanunu), the applications submitted to us will be responded to within thirty days from the date of receipt, depending on the nature of the request.

Our responses will be provided to you in written or electronic form, as required by the provisions of Article 13 of the relevant Personal Data Protection Law.

A.Contact Information

Name	
Surname	
ID Number	
Phone Number	
e-Mail Addresses	
Addresses	

B. Please specify your relationship with our company. (Customer, business partner, job candidate, former employee, employee of a third-party company, shareholder, etc.)

<input type="checkbox"/> Customer	<input type="checkbox"/> Bussines Partner
<input type="checkbox"/> Visitor	Others:

The Department/Unit you are in contact with within our company :

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Subject:

<input type="checkbox"/> Former Employee Working Years :..... Others:	<input type="checkbox"/> I Shared a Job Application / Resume Date: <input type="checkbox"/> 3rd Party Employee Please provide the company and position information you work for. Specify.
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C. Please specify your request under the KVK Law in detail

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D. Please select the method for informing you about the response to your application

- I want it to be sent to my address.
- I want it to be sent to my email address.

(If you choose the email method, we will be able to respond to you more quickly.)

- I want to receive it in person.

(If you intend to receive it on behalf of someone else, a notarized power of attorney or authorization document is required.)

This application form has been prepared to identify your relationship with our company, determine your personal data processed by our company accurately and completely, and provide a correct and timely response to your relevant application. To mitigate the legal risks that may arise from unlawful and unjust data sharing and, particularly, to ensure the security of your personal data, our company reserves the right to request additional documents and information (such as a copy of the identity

card or driver's license) for identity and authorization verification. In case the information provided in the form regarding your requests is not accurate and up-to-date or an unauthorized application is made, our company does not accept liability for any consequences arising from such false information or unauthorized applications.

Applicant (Personal Data Owner)

Name Surname:

Application Date:

Signature: