

## APPLICATION FORM

### I. Information Regarding the Applicant

Name-Surname :

Republic of Turkey :  
Identity Number

Nationality and :  
Passport Number (if not  
Republic of Turkey  
citizen)

Address :

Mobile Phone :

E-Mail Address :

Your Relationship With :  Visitor  Client  Employee  Other  
Our Company

Has Your Relationship :  
With Our Company  
Ended?

### II. Applicant's Rights

Within the scope of the Law on Protection of Personal Data No: 6698 (the “LPPD”), our Company is considered to be ‘data controller’, and in accordance with Article 11 of the LPPD, the rights you possess and may use against the Company are as below. Please be reminded that; the applicant may only apply on her/his behalf, and our Company will refuse the application if it is determined that the application is made on behalf of someone else. Therefore; our Company has the right to ask various questions to the applicant in order to confirm the applicant’s identity.

Please mark which requests you wish to make in accordance with the relevant article and provide explanation in detail.

To learn whether or not any personal data concerning the data subject is being processed

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If personal data has been processed to access to the personal data

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To obtain information regarding the purposes of the processing and whether the personal data is used in line with such purposes,

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To obtain information regarding the recipients to whom the personal data has been or will be disclosed both domestically and in abroad,

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To request from the controller rectification of personal data, if the personal data has been processed in an incomplete or wrong manner

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To request the deletion or destruction of personal data if the grounds permitting the processing of personal data cease to exist within the scope of Article 7 of the LPPD,

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To request the notification of the rectification in personal data, if the personal data has been processed in an incomplete or wrong manner; or the deletion or destruction of personal data in accordance with Article 7 of the LPPD from third parties to whom the personal data is transferred,

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To object to any adverse result that occurs exclusively from analysing the processed personal data via automatic systems,

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To claim compensation if any damage is incurred due to unlawful processing of personal data

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Subject to change according to the scope and features of the application you have submitted, our Company will in accordance with Article 13/2 of the LPPD, provide you with an answer in writing

or through electronic means as soon as possible and within 30 (thirty) days at latest, upon the receipt of your application.

### **III. Application Methods**

Please hand in the application form which you have filled by;

- i. Visiting the Company at the address Oğulbey Mahallesi, Kumludere Caddesi, No:11 06830 Gölbaşı, Ankara in person (applicant should fill the application form personally and present his/her identity card),
- ii. Sending to the Company's address Oğulbey Mahallesi, Kumludere Caddesi, No:11 06830 Gölbaşı, Ankara via public notary or certified mail, or
- iii. Sending an e-mail to the Company's registered e-mail address fnss.savunma@hs03.kep.tr with secure electronic signature, mobile signature or by using the registered e-mail address, which has already been notified by the data subject and recorded in the Company system.

### **IV. Application Review Period**

Your applications submitted to our Company by using the above-mentioned methods will be replied to within 30 (thirty) days from the date of receipt by our Company, in accordance with the Article 13 Paragraph 2 of the LPPD. The application date is deemed as the date on which the document is notified to the data controller or representative for the applications submitted through registered mail and the date on which the document reaches to the data controller for the applications submitted through other means.

### **V. Submission Method of the Response Form**

Our response to your application will be sent to you through the method which you have indicated in the statement titled "Declaration of the Applicant" attached to this application form.

We would like to state that; in the event that the response letter of our Company to exceed ten pages, 1 (one) Turkish Lira of transaction fee may be charged for each page exceeding the tenth page in accordance with the LPPD.

## VI. Declaration of the Applicant

I request to receive information regarding my application to your Company in accordance with the requests I have marked and detailed above.

I accept, declare and undertake that the information and documentation I have submitted with this application form are correct, up to date and belong to me. I allow the Company to process the information and documentation I have submitted with the application form only for the limited purposes of evaluating my application, replying to my application, delivering my application to me, and determining my identity and address.

- I request that the reply to be sent to the address stated in the Application Form.
- I request that the reply to be sent to the electronic mail address stated in the Application Form. *(We will be able to reply quicker to you if you choose delivery via E-Mail.)*
- I request to receive by hand. *(In the event of receipt via proxy, notarized power of attorney or notarized certificate of authorization is required. This requirement is also applicable for family members.)*

Applicant's (Data Subject) Name Surname:

Application Date:

Signature: