**TOFAŞ TÜRK OTOMOBİL FABRİKASI ANONİM ŞİRKETİ**

**DATA SUBJECT APPLICATION FORM**

1. **Application Method**

You can convey your requests within the scope of your rights listed in Article 11 of the Law on the Protection of Personal Data Numbered 6698 (**“the Law”**) to our Company via this form with one of the methods listed below as per Article 13 of the Law and Article 5 of the Communique Regarding the Procedure and Fundamentals of Application to Data Controller.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **APPLICATION METHOD** | **ADRESS TO APPLY** | **INFORMATION TO BE INCLUDED IN THE APPLICATION** |
| 1. **Written Application** | Applying in person with wet-ink signature or via Notary | Büyükdere Caddesi, Tofaş Han No: 145 Zincirlikuyu 34394, İstanbul | The envelope/notification should have the following statement on it: “Information Request in Accordance with the Law on the Protection of Personal Data” |
| 1. **Via Registered Electronic Mail (KEP)** | Via Registered Electronic Mail (KEP) | [tofas@tofas.hs02.kep.tr](mailto:tofas@tofas.hs02.kep.tr) | The subject section of the e-mail should be filled as “Information Request in Accordance with the Law on the Protection of Personal Data” |
| 1. **Application via Electronic Mail Existent in Our System** | Using the Electronic Mail Existent in Our Company’s Systems | [tofas.kvkk@tofas.com.tr](mailto:tofas.kvkk@tofas.com.tr) | The subject section of the e-mail should be filled as “Information Request in Accordance with the Law on the Protection of Personal Data” |
| 1. **Application via Electronic Mail Non-Existent in Our System** | Using the Electronic Mail Non-Existent in Our Company’s Systems Containing Mobile Signature/E-signature | [tofas.kvkk@tofas.com.tr](mailto:tofas.kvkk@tofas.com.tr) | The subject section of the e-mail should be filled as “Information Request in Accordance with the Law on the Protection of Personal Data” |

1. **Identity and Contact Information**

Please fill in the areas below in order for us to be able to contact you and verify your identity.

|  |  |  |
| --- | --- | --- |
| Name-Surname | : |  |
| T.C. Identification Number / Passport Number or ID Number for Citizens of Other Countries | : |  |
| Address of Residence / Workplace for Notification | : |  |
| Mobile Phone | : |  |
| Telephone | : |  |
| Fax | : |  |
| E-mail Address | : |  |

1. **Relationship with Our Company**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Your Relationship With Our Company | : | Customer: |  | Other |  |
| Employee: |  | Former Employee: |  |
|  | Dealer Employee: |  |  |  |

1. **Subject Matter of the Request**

|  |
| --- |
| We kindly ask that you explicitly put your request regarding your personal data down below. Relevant documentation is to be attached to the application. |
|  |

1. **Choose a Communication Method**

I demand the response to be delivered to the mail address I have provided in section 2

I demand the response to be delivered to the e-mail address I have provided in section 2

I demand the response to be delivered to the fax number I have provided in section 2

In line with the requests I have specified hereinabove, pursuant to Article 13 of the Law, I ask the application I hereby make to your Company to be evaluated and I ask to be informed accordingly.

I hereby declare and undertake that; information and documents I have provided in this application are correct and up-to date, I have been informed that your Company may demand additional information to conclude my application and if additional costs occur, I may need to pay the fee determined by the Board of Personal Data Protection.

**Applicant (Data Subject)**

**Name and Surname :**

**Date of Application :**

**Signature :**