**DATA SUBJECT APPLICATION FORM**

Papel Elektronik Para ve Ödeme Hizmetleri Anonim Şirketi ("**Papel**") has created this Application Form in order to evaluate the applications to be made by the data owners within the framework of Article 11 of the Personal Data Protection Law No. 6698 ("**KVK Law**") faster and healthier.

You can contact us by calling +90 850 241 241 24 24 during working days and hours for your questions regarding the completion of the form, and you can be informed about your rights specified in Article 11 of the KVK Law and Papel's data processing activities.

1. **Rights of the Data Subject**

Before filling out this Application Form, you can read *Papel'*s *Clarification Text on the Processing of Personal Data, which is* available on our Company's website <https://papel.com.tr/kvkk> and you can be informed about your rights specified in Article 11 of the KVK Law and Papel's data processing activities.

1. **Application Method**

Pursuant to the first paragraph of Article 13 of the KVK Law; applications to be made to our Company, which is the data controller, regarding these rights must be submitted in writing and by the following methods determined by the Personal Data Protection Board.

In case you wish to exercise any of your rights specified in Article 11 of the KVK Law, you must fill out this Application Form and submit it together with the attachments specified under Title IV,

1. Submit a wet signed copy of the form to Maslak Mah. Eski Büyükdere Cad. Link Plaza Site Link Plaza Block No: 3-5 Interior Door No: 33 Sarıyer/Istanbul address with a personal application ("Information Request within the scope of the Law on the Protection of Personal Data" will be written on the envelope) or
2. Submit a wet signed copy of the form to Maslak Mah. Eski Büyükdere Cad. Link Plaza Site Link Plaza Block No: 3-5 Interior Door No: 33 Sarıyer/Istanbul address via notary public ("Information Request within the scope of the Law on the Protection of Personal Data" will be written on the notification envelope) or
3. The form should be sent by registered e-mail (KEP) to the registered e-mail address papelelektronik@hs01.kep.tr (the subject of the e-mail shall be "Information Request within the scope of the Law on the Protection of Personal Data") or
4. Send it to the e-mail address destek@papel.com.tr using secure electronic signature, mobile signature or your e-mail address previously notified to us and registered in our system. (The subject of the e-mail will be "Information Request within the scope of the Law on the Protection of Personal Data")

**III. Information on the Data Subject**

Please provide the information and documents requested below completely and accurately. This information must be included in your application in accordance with the Communiqué on the Procedures and Principles of Application to the Data Controller.

**Name and Surname :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**T.C. Identity Number**  **:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Passport/ID Number : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(For Foreigners)**

**Nationality (For Foreigners) :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address**  **:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone Number (if available):**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-mail Address (if available) :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please select the appropriate option from the following about your relationship with Papel and write in the space below whether the relationship is still continuing, if it has ended, in which periods it has continued, and if any, the information of the authority you are in contact with within the scope of your relationship with Papel.

|  |  |  |  |
| --- | --- | --- | --- |
| Customer |  | Potential Customer  |  |
| Employee |  | Job Applicant  |  |
| Supplier/Business Partner/Subcontractor |  | Visitor  |  |
| Partner |  | Other (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)  |  |

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**IV. Data Subject's Requests**

Please indicate your request or requests regarding personal data by ticking the relevant box (X) below. If you make a request by selecting the relevant box, you will be required to submit the information and documents required to be provided regarding the subject of the relevant request to Papel together with this Form.

|  |  |  |
| --- | --- | --- |
| **Demand** | **Choice** | **Required Information/Documentation** |
| I would like to learn whether my personal data is processed by Papel. |  | If there is any specific data that you believe is processed, please indicate in the space provided at the end of this table. |
| In case my personal data is processed by Papel, I would like to learn for what purpose my personal data is processed. |  | If there is any specific data you would like to know for what purpose it is processed, please indicate in the space left at the end of this table. |
| In case my personal data are processed by Papel, I would like to learn the purpose of processing my personal data and whether they are used by Papel in accordance with their purpose. |  | If there is a specific data subject to your request, please indicate it in the space left at the end of this table. |
| In case my personal data is transferred to third parties by Papel, I would like to learn the third parties to whom my personal data is transferred by Papel. |  | If there is a specific data subject to your request, please indicate it in the space left at the end of this table. |
| I want my personal data processed incompletely or incorrectly by Papel to be corrected. |  | Please indicate your personal data that you think is incomplete or incorrectly processed and how you would like it to be corrected in the space left at the end of this table or in the attachment of the Form, and submit documents such as a photocopy of your identity card, invoice, residence certificate confirming your request for correction in the attachment of this Form. |
| I want my personal data, which I believe to be incomplete/incorrectly processed, to be corrected by third parties to whom they are transferred.  |  | Please indicate your personal data that you think is incomplete or incorrectly processed and how you would like it to be corrected in the space left at the end of this table or in the attachment of the Form, and submit documents such as a photocopy of your identity card, invoice, residence certificate confirming your request for correction in the attachment of this Form. |
| I want my personal data to be deleted/destroyed due to the disappearance of the reasons requiring their processing. |  | Please indicate in the space left at the end of this table or in the attachment of the Form why you think the reason for processing has disappeared, the data you want to be deleted/destroyed, and if any, please submit other information/documents that substantiate your request in the attachment of the Form. |
| I want my personal data to be deleted/destroyed by third parties to whom they are transferred due to the disappearance of the reasons requiring their processing.  |  | Please indicate in the space left at the end of this table or in the attachment of the Form why you think the reason for processing has disappeared, the data you want to be deleted/destroyed, and if any, please submit other information/documents that substantiate your request in the attachment of the Form. |
| I believe that my personal data processed by Papel has been analysed exclusively by means of automated systems and that a result has arisen against me as a result of this analysis and I object to this result. |  | Please indicate your data that you think are analysed by means of automated systems and the result that you think is against you in the space left at the end of this table or in the attachment of the Form and, if any, submit the information/documents confirming your request in the attachment of the Form. |
| I demand compensation for the damage I have suffered due to unlawful processing of my personal data. |  | Please indicate why you believe that your personal data has been processed unlawfully, together with the unlawful processing activity and the damage you have suffered, in the space left at the end of this table or in the attachment of the form. In the attachment of the form, you can also submit the Personal Data Protection Board or court decisions supporting / proving your request. |

Please specify below the requested information regarding your above-mentioned requests and the documents you have submitted in the attachment of the Form.

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**V. Finalisation of the Application and Notification of the Result of the Application**

Papel will evaluate and finalise your request within thirty days at the latest, depending on the nature of the request. Positive or negative responses to your request may be notified to you in writing or electronically. If you have a preference to receive the result of the application by mail or electronic mail, you must indicate this preference below with the address/electronic mail address to which the mail/electronic mail will be sent:

|  |  |
| --- | --- |
| I would like to receive a reply to my application by e-mail. |  |
| I would like the reply to my application to be sent by post. |  |

Although your requests will be finalised free of charge as a rule, if the reply to your request requires an additional cost, a fee may be charged in the amounts determined within the framework of the relevant legislation.

If Papel needs additional information to finalise the request or if it cannot be confirmed that the application is made by the data subject, you may be contacted through your contact information specified in this Form or available at Papel.

Your applications submitted to us will be answered within **thirty days from the** date of receipt of your request, depending on the nature of the request, in accordance with paragraph 2 of Article 13 of the KVK Law. Our responses will be delivered to you in writing or electronically in accordance with the provision of Article 13 of the relevant KVK Law.

**VI. Declaration**

I kindly request that the application I have made in accordance with the KVK Law be evaluated and finalised in line with the requests I have stated in this Application Form.

**Data Owner**

**Name Surname:**

**Application Date:**

**Signature:**