

**APPLICATION FORM FOR DATA SUBJECTS WHOSE DATA IS PROCESSED**  
(REGARDING ANY APPLICATION TO BE MADE BY A DATA SUBJECT TO A DATA CONTROLLER  
PURSUANT TO  
PERSONAL DATA PROTECTION LAW NO. 6698)

**1. Overview**

Owners of personal data (hereinafter referred to as “Data Subject”), who are defined as data subjects in Personal Data Protection Law No. 6698 (“KVKK”), are granted certain rights regarding the processing of their personal data pursuant to Article 11 of KVKK.

**Astaş - Yapı ve Yapı Adi Ortaklığı (“Ordinary Partnership”)** prepared this Application Form to evaluate applications to be made by data owners pursuant to the Article 11 of Personal Data Protection Law No. 6698 (“KVKK”) and the Communiqué on the Procedures and Principles of Application to the Data Controller better and faster.

Your following data, which you are required to provide in the application form under the Communiqué on the Procedures and Principles of Application to the Data Controller, Article 5(2) in order to obtain information about your Personal Data processed by our Company with this Application Form are processed by the **Ordinary Partnership** in the capacity of the Data Controller by means of communication of the data subject application form in the electronic environment or by physical means personally by the data subject who is the owner of the personal data to enable data subjects to exercise their rights specified in the Article 11 of KVKK. The personal data is processed through non-automated means, provided this is part of the data recording system, based on the legal basis that this is expressly provided for in applicable legislation, and may be shared with the Business/Solution partners, Group Companies, Company Officers, Personal Data Protection Authority, public agencies and organizations, private persons and organizations whenever necessary to enable data subjects to exercise their rights set out in Article 11 of KVKK.

**2. Data Subject’s Rights**

The legislation recommends that you are informed about your rights specified in Article 11 of KVKK prior to completing this Application Form.

**3. Method of Application**

Pursuant to Article 13 of KVKK, and Article 5 of Communiqué on the Procedures and Principles of Application to the Data Controller, applications to be made to our Company, who is the data controller, with regard to the aforementioned rights, are required to be communicated to us in writing or through the other methods determined by the Personal Data Protection Board (the “Board”).

If you wish to exercise any of your rights set out in Article 11 of KVKK, you need to complete this Application Form and file your application to our Company using one of the methods specified below.

	<b>METHOD OF APPLICATION</b>	<b>APPLICATION ADDRESS</b>	<b>INFORMATION TO BE PROVIDED IN THE APPLICATION</b>
<b>Application in Writing</b>	Personal application with a personally affixed signature or through a notary public	Yamanevler Mah. Ahmet Tevfik İleri Cad. NO:6/3 Ümraniye/Istanbul	The notice shall be marked with a phrase “Request for Information under Personal Data Protection Law”
<b>Through Registered Electronic Mail</b>	Through registered e-mail		The phrase “Request for Information under Personal Data Protection Law” shall be specified in the subject field of the e-mail
<b>Through the Electronic Mail Address in the Company’s system</b>	Using your electronic mail address previously saved in our Company’s system	<a href="mailto:info@mo-residencesetiler.com">info@mo-residencesetiler.com</a>	The phrase “Request for Information under Personal Data Protection Law” shall be specified in the subject field of the e-mail
<b>Through an Electronic Mail Address outside the Company’s system</b>	Through your e-mail address not previously registered in our Company’s system, with a mobile signature/e-signature	<a href="mailto:info@mo-residencesetiler.com">info@mo-residencesetiler.com</a>	The phrase “Request for Information under Personal Data Protection Law” shall be specified in the subject field of the e-mail

Your requests will be responded to “as soon as possible and within maximum 30 days” of our receipt of your request, depending on the nature of the request, in accordance with Article 13(2) of KVKK. Our responses will be communicated to you in writing or electronically in accordance with the provisions of Article 13 of KVKK.

You need to provide us with full and accurate information and documents requested from you according to the nature of this form and of your request. If the requested information and documents are not duly provided, disruptions may occur in complete and well-qualified execution of investigations to be made by our Company pursuant to your request. In this case our Company reserves its legal rights. Therefore, the form needs to be sent in full according to the nature of your request, containing the requested information and documents.

#### **4. Finalization of the Application and Notifying the Result**

The **Ordinary Partnership** will evaluate and finalize your request within thirty days at the latest depending on the nature of your request. Positive or negative replies to your request may be communicated to you in writing

or in the electronic environment. If you prefer that the result of your application is communicated to you by mail or electronic mail, you need to state your preference together with the address or electronic mail address to which the mail or the electronic mail will be sent.

As a rule, your requests will be finalized free of charge. But, if answering your request entails an extra cost, a fee might be requested in the amounts determined per the relevant legislation. If the **Ordinary Partnership** needs additional information for finalizing the request or if it cannot be proved whether the application was made by the data subject, you may be contacted using your contact details stated in this Form or kept by the **Ordinary Partnership**.

## 5. Form for Application to Data Controller Regarding Personal Data

### I. Application Owner's Information

The following information has to be provided in order for us to identify the "Data Subject" in relation to your application and to make the necessary investigations at our Company depending on the nature of your request.

<b>Full Name*</b>	
<b>Turkish Id No. / Passport No. for Citizens of Other Countries*</b>	
<b>Residential or Work Address for Notifications*</b>	
<b>Phone Number / Fax Number*</b>	
<b>Electronic Mail Address*</b>	
<b>Has your relationship with the Company ended?</b>	

Fields marked with an asterisk are required to be completed in accordance with the Communiqué on the Procedures and Principles of Applying to the Data Controller. The remaining fields are asked in order to facilitate your transaction.

Please choose the appropriate option from among those provided below regarding your relationship with the **Ordinary Partnership**, and write in the space below whether the relation is still ongoing, and if it ended, the periods when it continued, and the details of the officer you are in contact with under your relation with the **Ordinary Partnership**, if any.

<b>Customer</b>	<input type="checkbox"/>	<b>Business Partner</b>	<input type="checkbox"/>
<b>Employee</b>	<input type="checkbox"/>	<b>Visitor</b>	<input type="checkbox"/>
<b>Former Employee</b>	<input type="checkbox"/>	<b>Business Partner's Employee</b>	<input type="checkbox"/>
<b>Applied for a Job</b>	<input type="checkbox"/>	<b>Other</b>	<input type="checkbox"/>

Remarks:

**II. Data Subject's Requests, and the Information and Documents Required to be Attached to the Application Form (Personal Data Protection Law, Article 11(1))**

With this application form, you have the following rights in relation to yourself. **All information and documents relating to the application must be added to the application file.**

Request No.	Subject-Matter of Request	Legal Reason	Detailed Information about the Request	Documents Required to be Attached to the Application Form	Your Selection (Mark the relevant section with X)
1	I want to find out whether the <b>Ordinary Partnership</b> processed personal information about me	KVKK, Article 11/1 (a)	Not Available	Not Available	<input type="checkbox"/>
2	If the <b>Ordinary Partnership</b> is processing personal data about me, I request information about those data processing activities	KVKK, Article 11/1 (b)	Not Available	Not Available	<input type="checkbox"/>
3	If the <b>Ordinary Partnership</b> is processing personal data about me, I want to find out the purpose of processing and whether they are used in line with the purpose of processing.	KVKK, Article 11/1 (c)	Not Available	Not Available	<input type="checkbox"/>
4	I want to find out the Third Persons to whom my Personal Data were transferred within the country or abroad.	KVKK, Article 11/1 (ç)	Not Available	Not Available	<input type="checkbox"/>
5	I think the Personal Data were processed incompletely or incorrectly and if so, I'd like it to be corrected	KVKK, Article 11/1 (d)	Your personal data you think to be incomplete or incorrect and that you'd like to be corrected:	Documents providing correct and complementary details of your personal data which you think were processed incompletely or incorrectly	<input type="checkbox"/>

				(Photocopy of national identity card, residential certificate, etc.)	
6	Even though my personal data was processed in line with the provisions of KVKK and other relevant laws, I believe the reasons requiring them to be processed are no longer applicable, and therefore, with regard to my personal data;	KVKK, Article 11/1 (e)	Please specify the relevant reason and why you think it is no longer applicable:	The documents demonstrating the matter that you selected.	<input type="checkbox"/>
	I require erasure of my Personal Data <input type="checkbox"/>				
	I require destruction of my Personal Data <input type="checkbox"/>				
7	I want to know whether the actions performed pursuant to Request No. 5 and Request No. 6 were communicated to the third persons to whom my personal data were transferred, and if they were not communicated, I require them to be communicated to the third persons as well.	KVKK, Article 11/1 (f)	Your personal data that you believe were processed incompletely or incorrectly	Documents providing correct and complementary details of your personal data which you think were processed incompletely or incorrectly (Photocopy of national identity card, residential certificate, etc.)	<input type="checkbox"/>
8	I believe my personal data processed by your Company were analyzed exclusively through automated systems and that an outcome that is unfavorable to me arose as a result of that analysis. I object to that outcome.	KVKK, Article 11/1 (g)	Please specify which request or transaction you are referring to with regard to your concern.	Documents showing the requests you made with regard to the matter forming the subject of the processing exclusively through automated systems as you ticked in the next column.	<input type="checkbox"/>

9	I incurred losses due to unlawful processing of my personal data. I require compensation for this loss.	KVKK, Article 11/1 (h)	Please specify the matter constituting the unlawfulness	Certified copy of the finalized court decision stating that the loss was incurred and that it has to be compensated	<input type="checkbox"/>
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**Personal Data Processing and Protection Policy**, which can be found on our website [www.mo-residencesetiler.com](http://www.mo-residencesetiler.com) provides details of your rights.

Below, provide your detailed explanations, if any, regarding your requests under the scope of the aforementioned rights.

**Explanations:**

**III. Declaration**

I kindly ask that the application I made pursuant to KVKK is evaluated and finalized pursuant to the requests I specified in this Form.

**IV. Data Owner**

I hereby declare and acknowledge that the information and documents furnished within this Application Form are accurate and current, that your Company reserves the right to request for additional information for the purpose of handling my application, and that I am aware of that fact that a specific fee, as stipulated by the Personal Data Protection Board, may be charged if an additional cost arises.

**Full Name :**

**Application Date :**

**Signature :**

*In the event that the information regarding your requests submitted through the Application Form is not accurate and up-to-date, or an unauthorized request is made, our Company will not be liable for such incorrect information or requests originating from unauthorized applications.*