1. **Application Method**

You may submit your requests within the scope of your rights enlisted under Article 11 of the Personal Data Protection Law numbered 6698 (the “**Law**”) and your relevant application as per Article 5 of the Communiqué on the Principles and Procedures for Requests to Data Controller to our Company through any of the methods enlisted below.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **APPLICATION METHOD** | **APPLICATION ADDRESS** | **INFORMATION TO BE PRESENTED WITHIN THE APPLICATION** |
| **Written Application** | Application in person, with signed document or through Notary Public | Altunizade Mah. Kısıklı Caddesi No:4 Sarkuysan Ak İş Merkezi A-Blok Kat:2 34662 Üsküdar / İSTANBUL  +90 216 554 54 00 | Please write “Information Request Under Personal Data Protection Law” on the envelope/notification |
| **Application Through Registered Electronic Mail (*KEP*)** | Through registered electronic mail (*KEP*) | finaenerji@hs02.kep.tr | Please type the e-mail subject as “Information Request Under Personal Data Protection Law” |
| **Application Through E-mail Address Recorded in our System** | Application through your e-mail address previously recorded in our system | kvkk@fibaenerji.com | Please type the e-mail subject as “Information Request Under Personal Data Protection Law” |
| **Application Through E-mail Address Not Recorded in our System** | Application through your e-mail address that is not previously recorded in our system, with secured electronic signature or mobile signature | kvkk@fibaenerji.com | Please type the e-mail subject as “Information Request Under Personal Data Protection Law” |

1. **Your Identity and Contact Information**

Please fill in the form below for us to get in touch with you and verify your identity.

|  |  |  |
| --- | --- | --- |
| Name-Surname | : |  |
| Turkish ID No./Passport or ID No. for Non-Turkish Applicant | : |  |
| Residence Address/Workplace Address Eligible for Notification | : |  |
| Mobile Phone | : |  |
| Phone | : |  |
| Facsimile | : |  |
| E-mail Address | : |  |

1. **Your Affiliation with our Company**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Your affiliation with our Company | : | Employee |  | Former Employee: |  |
| Job Applicant: |  | Other: |  |

1. **Scope of Request**

|  |
| --- |
| Please explicitly state your request regarding your personal data below. Please enclose all relevant information and documents to your application. |
|  |

1. **Please Choose the Method of Conveying Our Response to You**

I would like the response to be served to my notification address mentioned in Part 2 above.

I would like the response to be served to my e-mail address mentioned in Part 2 above.

I would like the response to be served to my facsimile mentioned in Part 2 above.

I hereby request my application to your Company to be assessed under Article 13 of the Law; and necessary information to be delivered to me.

I declare and undertake that the information and documents I have provided within the scope of the application are true and up-to-date; and I have been informed that your Company may request additional information and documents to finalize my application; and that, provided my application so entails, I may have to bear the charges determined by the Personal Data Protection Board.

**Applicant Data Subject’s**

**Name Surname :**

**Date of Application :**

**Signature :**