

**Application Method**

In accordance with Article 13 of the Personal Data Protection Law No. 6698 and Article 5 of the Communiqué Regarding the Procedures and Principles of Application to the Data Controller, you can send your applications regarding your rights listed at the Article 11 of the Personal Data Protection Law by using one of the methods listed below.

	<b>APPLICATON METHOD</b>	<b>APPLICATION ADDRESS</b>	<b>APPLICATION SUBJECT</b>
<b>1. Written application</b>	A personal application with a document with a wet signature or through a notary public.	Rüzgarlıbahçe Mah. Özalp Çıkmazı Sokak No:2 Kat:5 Beykoz – İstanbul / TURKEY	The letter's or notifications subject should be "Request for Information in pursuit of Protection of Personal Data Law".
<b>2. Through your Registered Electronic Mail (KEP)</b>	Through a registered electronic mail (KEP)	metalyapi@hs03.kep.tr	The e-mail's subject should be "Request for Information in pursuit of Protection of Personal Data Law".
<b>3. Through your e-mail address registered by us</b>	By using your e-mail address registered with our company.	kvkk1010@metalyapi.com	The e-mail's subject should be "Request for Information in pursuit of Protection of Personal Data Law".
<b>4. Through your e-mail address not registered by us.</b>	By using an e-mail address not registered as yours by our company, e-mails must include your Qualified electronic signature.	kvkk1010@metalyapi.com	The e-mail's subject should be "Request for Information in pursuit of Protection of Personal Data Law".

Your applications shall be answered within thirty days (depending on the nature of the request) after we receive them, in accordance with the second paragraph of Article 13 of the Law. Our responses shall be sent to you in writing or electronically, in accordance with the provisions of Article 13 of the Law.

**1. Your Identity and Contact Information;**

Please fill in the blanks below so that we can contact you and verify your identity.

**Name \ Surname** : .....

**TC Identification No. or  
Passport Number or Identification Number** : .....

**Usual Place of Residence / Work Address** : .....

**Cellphone Number** : .....

**Phone number** : .....

**Fax Number** : .....

**e-mail** : .....

**2. Please indicate your relationship with our company.**

(For instance: customer, associate, candidate employee, former employee, third party company employee)

**Customer**  **Visitor**  **Associate**  **Former  
Employee**  **Shareholder**  **Candidate  
Employee**  **Other**

**You are in communication within our company;**

**Unit:** .....

**Subject:** .....

**Please specify your request in detail under the Law.**

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**Please select the method of notification of our response to your application.**

I want it send to my address.  I want to deliver it by hand.  I want it sent to my e-mail address.

*This application form determines your relationship with our company, and, if any, determines your personal data which has been processed by our company in order to respond your application correctly and legally. In order to eliminate the legal risks that may arise from sharing data illegally and unfairly and especially to ensure the security of your personal data our company reserves the right to request additional documents and information (identity card or copy of driver's license etc.). If the information regarding your requests is not correct and up-to-date or an unauthorized application is made, our company does not accept any liability for requests arising from that information or unauthorized application.*

**Applicant (Name / Surname):**

**Date of Application**

**Signature**

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