

AKINSOFT APPLICATION FORM TO DATA CONTROLLER

1. General Remarks

Personal data owners ("Applicant") defined as the person concerned in the Law on Personal Data Protection No. 6698 ("KVKK") are granted the right to make certain requests regarding the processing of their personal data in accordance with Article 11 of the KVKK.

Application form is prepared for determining your relation with Akın Yazılım Bilgisayar İthalat İhracat Sanayi ve Ticaret Ltd. Şti. (Akinsoft) and to respond to your relevant application accurately and within the legal period by fully determining your personal data processed by Akinsoft, if any. In order to ensure the security of your personal data and to prevent illegal data transfer, additional information may be requested by Akinsoft for identification and authorization determination. In the event that the information specified by the Applicant is not accurate and / or up-to-date or the requests are unauthorized, the applicant is responsible for this issue.

In accordance with Article 7 of the Communiqué on the Rules and Principles for Applying to the Data Controller, if the applicant's application is to be answered in writing, no fee is charged up to ten pages. 1 Turkish Lira process fee for each page over ten pages may be taken. If the answer to the application is given in a recording medium such as CD or flash memory, a fee may be charged as much as the cost of the recording medium.

2. The Scope of the Application Right Under Article 11 of KVKK

The applicant can apply to Akinsoft and make a request on the following issues:

- 1) Learning whether the personal data have been processed or not,
- 2) Request information if her/his personal data has been processed,
- 3) Learn the purpose of processing of the personal data and whether data are used in accordance with their purpose;
- 4) Learning the third parties inside and outside the country to whom the personal data are transferred,
- 5) To request rectification in case your personal data has been processed incompletely or inaccurately and to request notification of the transaction made within this context to third parties to whom your personal data has been transferred,
- 6) To request deletion, destruction or anonymization of personal data in case the reasons that require processing have been eliminated despite the fact that it has been processed in accordance with the KVKK and other relevant legal provisions and to request notification to the third parties to whom personal data has been transferred,
- 7) To object to any application response against himself/herself, resulting from the analysis of processed data exclusively by the automatic systems,
- 8) To claim compensation in case of suffering loss due to illegal processing of the personal data.

3. Application Method

Pursuant to Article 13 paragraph 1 of the KVKK, data subject shall lodge an application about these rights in writing and with signature, or via other methods specified by Personal Data Protection Authority (the "Authority").

In this regard, the applications may be sent to us with printing out this form;

- By the application of the Applicant in person,
- Through a notary public,
- Registered electronic mail (REM) address, secure electronic signature, mobile signature, or
- With e-mail to be sent to us through the electronic mail that the Applicant notified us in advance and that is recorded in our system.

The below sections provide information on the ways to send us written applications.

Application Method	In Application Submission, the following should be written; Information to be specified	The Application Address
Personal Application (Application by coming in person and with a document for identification)	The following shall be written on the envelope: "Information Request As Per Law on Protection of Personal Data."	Yazır Mah. Ulusal Sok. AKINSOFT Plaza No: 103 Selçuklu / Konya
Notification through Notary Public	The following shall be written on the notification envelope "Information Request As Per Law on Protection of Personal Data."	Yazır Mah. Ulusal Sok. AKINSOFT Plaza No: 103 Selçuklu / Konya
Registered electronic mail (REM) by signing with "secure electronic signature."	"Personal Data Protection Law Information Request" should be written in the subject part of the e-mail.	akinyazilim@hs01.kep.tr
Application by Mobile Signature or E-mail (By using the electronic mail address previously reported to the data controller by the person concerned and registered in the data controller's system)	"Personal Data Protection Law Information Request" should be written in the subject part of the e-mail.	kvk@akinsoft.com.tr

Akinsoft will be able to request additional information and take necessary measures in order to verify the identity of the Applicant for applications made by the Applicant via e-mail.

In accordance with the second paragraph of Article 13 of the KVKK, your applications submitted to us will be answered in writing or electronically within thirty days from the date of notification or receipt of your request, depending on the nature of the request.

4. Your Identity and Contact Information

A. Applicant Contact Information

Name	
Surname	
TR Identity Number / Passport Number (if foreign)	
Telephone	
E-Mail	
Residence or Workplace Address	

B. Please indicate your relationship with Akinsoft. (Visitor, Customer, business partner employee, employee candidate, former employee, third party company employee, shareholder, etc.)

<input type="checkbox"/> Visitor <input type="checkbox"/> Customer <input type="checkbox"/> Business Partner	<input type="checkbox"/> Employee <input type="checkbox"/> Employee Candidate <input type="checkbox"/> Former Employee <input type="checkbox"/> Other :.....
The department you communicate with in our Company:	
Topic:	

5. Request Subject

Please specify in detail your request under KVKK:

Applicant

Name Surname:

Signature (if written application):