

## LAW ON THE PROTECTION OF PERSONAL DATA (KVKK) APPLICATION FORM

Under Article 11 of the Law on the Protection of Personal Data No. 6698 (KVKK), the rights that “Data Subjects” whose personal data are processed may request from the “Data Controller” regarding their processed data are listed. In this context, applications must be submitted to our company in accordance with the conditions specified in Article 13 of the Law, in the capacity of “Data Controller.”

Applications to our company should be made using this form:

1. The applicant may personally deliver the completed Application Form to Micromarin Yazılım A.Ş. at the company address in a sealed envelope, with the note “Information Request Pursuant to the Law on the Protection of Personal Data” written on the envelope and submit it to the reception office with a delivery record. (Including a photocopy of the Identity Card)
2. The applicant may send the completed Application Form to Micromarin Yazılım A.Ş. at the company address in a sealed envelope, with the note “Information Request Pursuant to the Law on the Protection of Personal Data” written on the envelope, via registered mail with return receipt. (Including a photocopy of the Identity Card)
3. The applicant may send a notification through a Notary to Micromarin Yazılım A.Ş., provided that the envelope bears the note “Information Request Pursuant to the Law on the Protection of Personal Data.”
4. The applicant may submit the application via the company’s Registered Electronic Mail (KEP) address [micromarin@hs01.kep.tr](mailto:micromarin@hs01.kep.tr), using a Secure Electronic Signature as defined under the Electronic Signature Law No. 5070, with the subject line “Information Request Pursuant to the Law on the Protection of Personal Data.”

\*Address: İçerenköy Mah. Çayır Cad. Bay Plaza No: 5 İç Kapı No: 7 Ataşehir/İstanbul

Our Company will conclude requests regarding the exercise of rights listed under Article 11 of the Law as soon as possible and, at the latest, within thirty (30) days from the date the request reaches us, free of charge. However, if the process requires an additional cost, our Company may request the fees determined by the Board from the data subject submitting the application. If our Company accepts the request or rejects it by providing justification, this response will be communicated to the relevant person in writing or electronically.

In cases where the information and documents submitted by the data subject to our Company are incomplete or unclear, our Company may request additional information/documents to clarify the application, to verify whether the applicant is the actual owner of the personal data subject to the application, or to ensure the security of the data. Furthermore, our Company may direct additional questions to the personal data subject regarding their application.

## 1. IDENTITY AND CONTACT INFORMATION OF THE APPLICANT

The fields marked with an asterisk (\*) below are mandatory pursuant to Article 5 of the “Communiqué on the Principles and Procedures for Application to the Data Controller” dated **10.03.2018**. Information and documents requested other than those marked will help complete the review of the application in a shorter time.

<b>*Name and Surname:</b>	
<b>* Turkish ID Number / For Foreign Nationals: Nationality and Passport Number, Identity Number:</b>	
<b>*Phone / Fax Number:</b>	
<b>* Residential or Business Address:</b>	
<b>*Email Address:</b>	
<b>Your Relationship with Our Company:</b> <i>(e.g., Customer, Business Partner, Job Applicant, Former Employee, Employee of a Third-Party Company, Shareholder, etc.)</i>	
<b>Contact Person / Department within Our Company:</b>	
<b>Whether Your Relationship with Our Company is Ongoing:</b>	<input type="checkbox"/> Ongoing <input type="checkbox"/> Not Ongoing

## 2. EXPLANATION REGARDING THE SUBJECT OF THE REQUEST (Please specify in detail your request under the scope of the Personal Data Protection Law and the personal data related to your request. This statement is mandatory pursuant to Article 5 of the “Communiqué on the Principles and Procedures for Application to the Data Controller” dated 10.03.2018.)

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### 3. ATTACHMENTS

Please specify any information or documents you wish to provide as supporting evidence for your application.

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### 4. PLEASE SELECT THE METHOD BY WHICH YOU WOULD LIKE TO RECEIVE OUR RESPONSE TO YOUR APPLICATION:

☐ I would like it to be sent to my address.

☐ I would like it to be sent to my e-mail address.

*(If you choose the e-mail method, we will be able to respond to you more quickly.)*

☐ By hand delivery (in person)

*(In case of collection by proxy, a notarized power of attorney or an authorization document is required.)*

### 5. DECLARATION

This application form has been prepared to identify your relationship with our Company and, if applicable, to fully determine the personal data processed by our Company, so that your related application can be responded to accurately and within the legal timeframe. In order to eliminate legal risks that may arise from unlawful or unjust data sharing and to ensure the security of your personal data, our Company reserves the right to request additional documents and information (such as a copy of an identity card or driver's license) for identity and authority verification. If the information provided regarding your requests within the scope of this form is incorrect or outdated, or if an unauthorized application is made, our Company does not accept any liability for claims arising from such incorrect information or unauthorized applications. All responsibility for unlawful, misleading, or incorrect applications lies with you.

Data Subject / Person Applying on Behalf of Someone

Else<sup>1</sup> Name Surname :

Application Date :

Signature :

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<sup>1</sup> If you are applying on behalf of someone else, please attach documents proving that you are authorized to make the application (such as a document showing that you are the parent/guardian of the data subject, or a power of attorney). For these documents to be considered valid, they must be issued or certified by the competent authorities.