

**ARÇELİK-LG KLİMA SANAYİ VE TİCARET ANONİM ŞİRKETİ**  
**APPLICATION FORM**

**GENERAL DESCRIPTION**

According to Article 11 of the Personal Data Protection Law no 6698 ("PDP Law"), personal data owners who are defined as relevant persons (hereinafter referred to as the "data owner") are given certain rights in connection with the process of their personal data.

Pursuant to the first paragraph of Article 13 of the PDP Law, applications to be made to our Company in our capacity as the data controller in connection with these rights should be sent to us in writing or by other methods defined and set by the Personal Data Protection Committee ("Committee"). In line with the foregoing, for applications to be made to our Company in "writing", a printout of this form should be sent to us;

- By means of delivery in person with ID confirmation,
- Via notary public,
- and signed with "secure electronic signature" as defined in the Electronic Signature Law no 5070.

Paragraphs below give information about written application channels and how to deliver them to us.

Application Method	Address for Application	Information that should be included with the application
Delivery in person with ID confirmation, via Notary Public	Gebze Organize Sanayi Bölgesi, İhsan Dede Cad. No:139, 41480, Gebze-KOCAELİ	"Information Request under the Personal Data Protection Law" should be written on the envelope.
By means of Registered Electronic Mail (REM)	arceliklgklima@hs02.kep.tr	"Information Request under the Personal Data Protection Law" should be written in the Subject section of the e-mail.

Above-mentioned channels are "written" application channels pursuant to the first paragraph of Article 13 of the PDP Law. After other methods to be designated by the Committee are announced, our Company will announce and inform how we will accept the applications through these methods.

Your applications will be answered as soon as possible but in any event at the latest within thirty days from our receipt based on the nature of your application pursuant to the second paragraph of Article 13 of the PDP Law. Our answers will be delivered to you either in writing or in electronic environment pursuant to Article 13 of the PDP Law.

A. Contact details of the Applicant:

Name:	
Surname:	
Turkish Republic ID No:	
Telephone Number:	
E-mail: <i>(We can answer you faster if you give an e-mail address)</i>	
Address:	

B. Please describe the type of your relation with our Company. *(Customer, business partner, employee candidate, third party employee, shareholder etc)*

<input type="checkbox"/> Customer	<input type="checkbox"/> Business Partner
<input type="checkbox"/> Visitor	<input type="checkbox"/> Other:.....
In-house Department you are in communication with:.....	
Subject:.....	

<input type="checkbox"/> I am a former employee	<input type="checkbox"/> Please find attached my job application/ <i>Date :.....</i>
<i>Years I was employed by your Company:....</i>	<input type="checkbox"/> I am a third party employee
<input type="checkbox"/> Other:.....,.....	<i>Please state your employer and position there</i>
_____	
_____	

C, Please state your request under the PDP Law in detail:

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D. Please select the method you would like to receive our answer against your application:

- ☐ I kindly request it to be sent to my address.
- ☐ Please sent me an e-mail.  
*(In case you choose e-mail option, we may answer you more quickly.)*
- ☐ Please deliver it to me personally.  
*(In case an attorney receives it, a notarized power of attorney or letter of authorization should be presented)*

This application form is hereby executed to get a correct answer to your application on a timely basis to inform you about your personal data processed by our Company, if any, after your relation with our Company is identified and understood legally permitted time basis to inform you completely about your personal data. Our Company reserves its right to demand additional documentation and information (identity card, driver's license etc) to verify your ID and authority in order to avoid any legal risks that may arise from unlawful and unauthorized data disclosure and, in particular. to secure your personal data. Where the information about your requests sent to us in the application are not correct or current or the application is an unauthorized one, our Company shall not assume any responsibility on account of said misinformation or unauthorized application demands.

Relevant applicant (personal data owner)

Name and Surname :  
Application Date :  
Signature :