

# Hİ-PAŞ PLASTİK EŞYA TİCARET VE SANAYİ LİMİTED ŞİRKETİ

## Data Subject Application Form

### 1. Application Method

Pursuant to Article 13, paragraph 1 of the Law on the Protection of Personal Data (“KVK Law”), applications to our Company, as the Data Controller, concerning your rights regarding the processing of your personal data as set out in Article 11 of the KVK Law, must be submitted to us in writing or through other methods determined by the Personal Data Protection Board (“Board”).

Within the scope of your rights listed under Article 11 of the Law No. 6698 on the Protection of Personal Data (“KVKK”), you may submit your requests to our Company by taking a printed copy of this form and using one of the methods explained below, in accordance with Article 13 of the Law and Article 5 of the Communiqué on the Procedures and Principles of Application to the Data Controller.

	Application Method	Address for Application	Information to be Provided in the Application
<b>1. Application Using the E-mail Address Registered in Our System</b>	By using the e-mail address registered in our Company’s system	<a href="mailto:info@hipas.com.tr">info@hipas.com.tr</a>	The subject line of the e-mail shall state “Request for Information under the Law on the Protection of Personal Data.”
<b>2. Written Application</b>	In-person application with a wet-ink signature or via a Notary Public	Kabakoz Osb. Mah. No:9 Karasu Osb Karasu/ Sakarya / TÜRKİYE	The document shall bear the statement “Request for Information under the Law on the Protection of Personal Data.”
<b>3. Via Registered Electronic Mail (KEP)</b>	By means of a Registered Electronic Mail (KEP) address	hipas@hs01.kep.tr	The subject line of the e-mail shall state “Request for Information under the Law on the Protection of Personal Data.”

Furthermore, once other methods to be determined by the Personal Data Protection Board are announced, our Company will also announce how applications will be received through such methods, and updates may be made to the application process accordingly. Requests included in your application shall be concluded free of charge as soon as possible,

and in any case within thirty days at the latest, depending on the nature of the request. With respect to fees, the provisions set forth in Article 7 of the Communiqué on the Principles and Procedures for Application to the Data Controller are reserved. Our responses regarding the process shall be communicated to you in writing or electronically in accordance with Article 13 of the Law.

**Your Identity and Contact Information**

Name-Surname	:	
Turkish Republic Identification Number / Passport Number or Tax Identification Number for Foreign Nationals	:	
Residential Address for Service of Notices / Workplace Address	:	
Mobile Phone	:	
Landline Telephone Number	:	
E-mail Address	:	

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

<input type="checkbox"/> Customer	<input type="checkbox"/> Business Partner
<input type="checkbox"/> Visitor	<input type="checkbox"/> Other:.....
The Department within our Company with which you are in contact:..... Topic:.....	

<input type="checkbox"/> Former Employee Years of Employment: .....	<input type="checkbox"/> I Submitted a Job Application / Shared My Resume Date: .....
<input type="checkbox"/> Other: .....	<input type="checkbox"/> I am an Employee of a Third-Party Company <i>Please indicate the company you work for and your position.....</i>

**3. Please specify your request under the scope of the KVKK in detail:**

