CENGIZ ENERJİ SANAYİİ VE TİCARET A.Ş.

DATA SUBJECT APPLICATION FORM (the "FORM")

Pursuant to the Privacy Notice of Cengiz Enerji Sanayii ve Ticaret A.Ş. (“Cengiz Enerji”) and in accordance with Article 11 of the Turkish Personal Data Protection Law No. 6698 (“Law No. 6698”), you may submit your requests within the scope of your rights as a Data Subject by completing this Form and delivering it to our Company through one of the methods specified below.

Your requests regarding your personal data will be responded to as soon as possible and in any event within thirty (30) days from the date on which your application is received by our Company.

In accordance with the Communiqué on the Procedures and Principles of Application to the Data Controller, the Data Subject must include the following information in the application:

- First and last name
- Signature (if the application is submitted in writing)
- Turkish Identification Number (or nationality and passport number / identification number for foreign nationals)
- Residential or workplace address for notification purposes
- If available, email address, telephone number and fax number
- Information regarding the subject matter of the request

The Data Subject must clearly and explicitly specify the right they wish to exercise under Article 11 of Law No. 6698. Relevant information and supporting documents must be attached to this Form.

The request must relate to the applicant personally. If the application is submitted on behalf of another person, the applicant must be duly authorised and such authorisation must be documented.

If the application concerns special categories of personal data, the applicant must be specifically authorised in accordance with Article 10 of the Regulation on Personal Health Data. The application must include identity and address details and be accompanied by documents verifying identity.

Requests submitted by unauthorised third parties on behalf of another person will not be evaluated.

Application Method	Application Address	Required Information / Documents
Written Application	Altunizade Kısıklı Cad. No: 37 34662 Üsküdar, İstanbul / TÜRKİYE	In-person submission with valid identification
Written Application	Altunizade Kısıklı Cad. No: 37 34662 Üsküdar, İstanbul / TÜRKİYE	Signed petition (wet signature) together with a copy of identification document or submission via notary
Secure Electronic Signature or Mobile Signature	Altunizade Kısıklı Cad. No: 37 34662 Üsküdar, İstanbul / TÜRKİYE	Submission via secure electronic or mobile signature stating in the subject line: "Information Request under the Personal Data Protection Law"
Application via Registered Electronic Mail (KEP) Address	cengizenerji.ik@hs03.kep.tr	Submission via KEP stating in the subject line: "Information Request under the Personal Data Protection Law"

Identity and Contact Information

Please complete the fields below to enable us to verify your identity and contact you.

Full Name	**:**	
Turkish Identification Number / (Passport Number for Foreign Nationals)	**:**	
Residential or Workplace Address for Notification	**:**	
Mobile Phone Number	**:**	
E-mail Address	**:**	
Signature	**:**	

Your Relationship with the Company

(Employee, Former Employee, Job Applicant, Intern, Business Partner, Third Party Employee, etc.)

☐ Employee ☐ Former Employee	☐ Job Applicant ☐ Intern	☐ Business Partner ☐ Third-Party Employee	☐ Other
The department with which you were in contact within the Company:			
Subject: *Please provide details regarding your relationship with the Company, (e.g. years of employment, date of application, relevant Project, etc...)*			

Your Request Within the Scope of the Application

☐	I would like to learn whether my personal data are being processed.
☐	I request information regarding my personal data if they have been processed.
☐	I would like to learn the purpose of processing of my personal data and whether they are used in accordance with their purpose.
☐	I would like to learn the third parties to whom my personal data have been transferred, domestically or abroad.
☐	I request the rectification of my personal data if they are incomplete or inaccurately processed.
☐	I request the erasure, destruction or anonymisation of my personal data within the framework of the applicable legislation
☐	I request that third parties to whom my personal data have been transferred be notified of any rectification, erasure or destruction made upon my request.
☐	I request compensation for damages arising from the unlawful processing of my personal data.

Please provide detailed information regarding your request:	
Attachments: *(If any)*	

Preferred Method of Response

If you do not indicate a preferred method of response, your request will be answered through the same method by which it was submitted.

☐	I would like the response to be sent to my address.
☐	I would like the response to be sent to my email address.
☐	I would like to collect the response in person.

This Form has been prepared in order to identify your relationship with the Company and to accurately determine the personal data processed by the Company, if any, so that your request may be evaluated and responded to within the statutory time period.

In order to prevent unlawful and unauthorised data sharing and to ensure the security of your personal data, the Company reserves the right to request additional documents and information (such as a copy of an identity card or driver's licence) for the purposes of identity and authorisation verification.

The Company shall not be held liable for any claims arising from inaccurate or incomplete information provided in this Form or from unauthorised applications.

Data Subject – Full Name:

Date of Application:

Signature: