

İNFİNA YAZILIM A.Ş.

DATA SUBJECT APPLICATION FORM UNDER THE TURKISH PERSONAL DATA PROTECTION LAW

1. GENERAL INFORMATION

Pursuant to Article 11 of the Turkish Personal Data Protection Law No. 6698 (the “**KVKK**”), data subjects whose personal data are processed may submit their requests concerning the rights granted to them under the KVKK to the data controller.

In this context, you may use the form below to enable your application to İnfina Yazılım A.Ş. (the “**Company**”) to be assessed and concluded accurately and securely.

Use of this form is not mandatory. Applications containing the mandatory elements prescribed under the applicable legislation will also be considered by the Company.

Applications will be concluded free of charge as soon as possible depending on the nature of the request and, in any event, **within thirty days** from the date on which the application is received by the Company. However, where the processing of the application requires an additional cost, the fee specified in the tariff determined by the Personal Data Protection Board may be charged.

2. INFORMATION ABOUT THE APPLICANT

Please complete the information below so that your application can be assessed and we can contact you.

Full Name:

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Turkish ID Number / Passport Number or Identification Number for Foreign Nationals:

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Residential or Business Address for Service of Notices:

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Email Address for Notifications (if any):

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Telephone Number (if any):

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3. YOUR RELATIONSHIP WITH THE COMPANY

Please select the applicable option(s) to facilitate the review of your application.

- ☐ Employee
- ☐ Employee / Intern Candidate
- ☐ Former Employee
- ☐ Website Visitor
- ☐ Customer / Customer Representative or Employee
- ☐ Prospective Customer
- ☐ Supplier / Business Partner / Their Representative or Employee
- ☐ Other:

Please provide any additional information regarding your relationship with the Company that may facilitate the assessment of your application (for example, the relevant department, transaction, service, date or period):

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4. YOUR REQUEST UNDER THE KVKK

Under Article 11 of the KVKK, you may submit an application in relation to one or more of the following rights.

- ☐ I would like to learn whether my personal data are being processed.
- ☐ If my personal data have been processed, I request information regarding such processing.
- ☐ I would like to learn the purpose of processing my personal data and whether they are being used in accordance with such purpose.
- ☐ I would like to know the third parties to whom my personal data have been transferred in Türkiye or abroad.
- ☐ I request the rectification of my personal data if they have been processed incompletely or inaccurately.
- ☐ I request the deletion or destruction of my personal data within the framework of the conditions stipulated under the KVKK.
- ☐ I request that the operations carried out regarding the rectification, deletion or destruction of my personal data be notified to the third parties to whom my personal data have been transferred.
- ☐ I object to an outcome arising against me as a result of the analysis of my processed personal data exclusively by automated systems.
- ☐ I have suffered damage due to the unlawful processing of my personal data and request compensation for such damage.
- ☐ Other:

5. EXPLANATION REGARDING YOUR REQUEST

To enable your application to be assessed accurately, please describe your request and the personal data processing activity concerned as clearly as possible.

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Information and documents supporting your request (if any):

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6. METHOD OF NOTIFICATION OF THE RESPONSE TO THE APPLICATION

Please indicate the method by which you would like the response to your application to be delivered to you.

- ☐ I would like the response to be sent to my address for service of notices.
- ☐ I would like the response to be sent to my email address registered in the Company's systems.
- ☐ I would like the response to be sent to my Registered Electronic Mail (KEP) address.
- ☐ I would like to collect the response in person.

KEP Address (if any):

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Where necessary due to the nature of the application or for the purpose of ensuring the security of personal data, the Company may request verification of the applicant's identity before delivering the response.

7. APPLICATION METHODS

You may submit your application under the KVKK to the Company by one of the following methods:

- **Written Application:** By delivering your written application in person or sending it by post to **Altunizade, Ord. Prof. Dr. Fahrettin Kerim Gökay Cd. No:38, Üsküdar/İstanbul, Türkiye,**
- **Registered Electronic Mail (KEP):** By sending your application via KEP to infina.as@hs02.kep.tr
- **Email:** By sending your application to kvkk@infina.com.tr using a secure electronic signature or mobile signature, or using an email address that you have previously notified to the Company and that is registered in the Company's systems,

- or by any other methods determined by the Personal Data Protection Board.

If the application is submitted on behalf of the applicant by another person, a document evidencing that such person is legally authorized to represent the applicant must be attached to the application.

8. IDENTITY AND AUTHORITY VERIFICATION

The Company may request additional information and documents to verify the identity of the applicant or their authority to represent the data subject, depending on the nature of the application, in order to conclude applications securely and prevent personal data from being disclosed to unauthorized third parties.

The information and documents requested for identity verification will be limited to what is necessary in view of the nature of the application and for the purposes of verification.

Personal data submitted to the Company within the scope of the application will be processed for the purposes of receiving the application, verifying identity and authority, assessing and concluding the request, and retaining records relating to the application in accordance with the applicable legislation.

9. APPLICANT'S DECLARATION

I hereby declare that the information and documents I have submitted to the Company within the scope of this application are accurate and up to date, and that the application concerns me or that I am legally authorized to submit the application on behalf of the relevant data subject.

Full Name:

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Application Date:

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Signature (for written applications):

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