

Application form for the person concerned

General clarifications

Under the Personal Data Protection Law (No. 6698), and specifically Article 11 thereof, the right of the data subject or his/her legal representative (“**applicant**” or “**concerned person**”) to submit his/her requests regarding the processing of personal data has been legislated.

Pursuant to the first paragraph of Article 13 of the Personal Data Protection Law, you must submit your personal data requests to **Loftry E-Commerce and Information Services JSC (“Loftry”)** as a data controller, in writing, or by one of the methods specified by the Personal Data Protection Board (“the **Board**”).

Your requests submitted to Tebadul will be responded to according to the type of request within a period not exceeding thirty days from the date of receipt of the request, and in this regard, a certain fee may be requested to process the request if additional costs are required, in accordance with Article VII of the notification regarding personal requests.

Methods of submitting applications

- **Applying in person or by mail:** The application filled out by the person concerned, appended with his signature, and attached to a document proving his personal identity can be submitted by sending it by mail to the following address:

Mall of Istanbul, The Office Blok, Kat: 25, No: 171 Başakşehir / İstanbul

- **Submit the request through the e-mail address previously notified and registered in the electronic system of the Data Controller:** The data subject can submit their request by sending it in the form of a signed request or a completed form, from their e-mail address previously registered in the electronic system of the Data Controller, to kvkk@tebadul.com
- **Submitting the application to e-mail using a secure electronic signature or mobile phone signature:** The concerned person can send the application through his e-mail in the form of an application or signed form with his secure electronic signature, or mobile phone signature to the e-mail address kvkk@tebadul.com
- **Submit the request to the registered email using a secure electronic signature or a mobile phone signature:** The concerned person can send the request by his/her registered email address, using a secure electronic signature or mobile phone signature to the following registered email address imtilak@hs01.kep.tr

In order to get a quick response to your requests, it is recommended to write “**Information request/change related to the Personal Data Protection Law**” on the mailed envelope, or write this phrase as the email address if the request is made electronically.

In addition, requests for personal data can be made through a notary public, or any other legally authorized means of notarization.

It is advisable to adhere to the above-mentioned points in requests - as indicated for each submission method - as this will increase the likelihood of a positive response to your request, and in a short time.

Application form

Person of interest information	
Full name	
Nationality	<input type="checkbox"/> Turkish nationality <input type="checkbox"/> Other nationality, If there is another nationality, please specify the nationality...
turkish ID number	
<i>Passport number/foreigner ID number</i>	
<i>Address</i>	
<i>E-mail:</i>	
Phone/fax number	

The relationship you have with Loftry	
<input type="checkbox"/> Employee/former employee of Loftry	Years of work:
<input type="checkbox"/> Applicant for employment/Applicant for student training (I sent my CV to the company)	Date of application: Organization to which the request was submitted with additional explanations, if any:
<input type="checkbox"/> Student trainee/former exchange trainee	Duration of work:
<input type="checkbox"/> An official/employee of a supplier	Explanation:
<input type="checkbox"/> Visitor	Explanation:
<input type="checkbox"/> Partner/shareholder	Explanation:
<input type="checkbox"/> Members of the Board of Directors	Explanation:

<input type="checkbox"/> Responsible to a sub-manager/employee of a sub-manager	Explanation:
<input type="checkbox"/> Client	Explanation:
<input type="checkbox"/> Other	Explanation:

Request content	
<i>The data officer receiving the request</i>	<p>Loftry:</p> <p>Loftry E-Commerce and Information Services JSC ("Loftry")</p> <p><i>Mall of Istanbul, The Office Blok, Kat: 25, No: 171 Başakşehir / Istanbul</i></p>
Subject of the request	<p><input type="checkbox"/> I want to know whether my personal data has been processed or not.</p> <p><input type="checkbox"/> If my personal data is being processed I would like to receive information about the processing.</p> <p><input type="checkbox"/> I want to know the purpose of processing my personal data, and to ensure that the processing is consistent with this purpose.</p> <p><input type="checkbox"/> I want to know whether my personal data has been transferred to third parties outside or inside Türkiye.</p> <p><input type="checkbox"/> I want to know the conditions under the law regarding deletion, anonymization or destruction of my personal data.</p> <p><input type="checkbox"/> I want to correct an error resulting from incomplete or incorrect processing of my personal data.</p> <p>(Please add detailed information about your personal data that you want to amend, in the explanations box.)</p> <p><input type="checkbox"/> I want to inform third parties to whom my data has been transferred of a change - to my personal data - made at my request.</p> <p><input type="checkbox"/> I demand the removal of the damage caused to me as a result of processing my personal data in violation of the law.</p> <p>(Please, add detailed information about the treatment process that resulted in the damage, when it happened and how it became apparent to you, in the explanations box).</p>

Explanations

To get a proper response to your request, the request must be specific, clear and understandable.

Attachments

Please list the documents and information, if any, that you have attached to your application

How to respond to your request

(If you do not specify a particular method of receiving a response, the response will be based on the way you sent the request.)

- I would like the response to be sent to my mailing address
(Send the application to the mailing address specified in the application.)
- I would like the response to be sent to my email address mentioned in the application
(By choosing to receive an email response, we are able to respond to your request more quickly.)
- I would like to receive a response by hand
(If a person is authorized to receive the response, he/she must have a legal power of attorney certified by a notary, or an official authorization document).

This application form is organized in order to answer your requests correctly and without any deficiencies within the period stipulated by law.

In order to avoid legal risks that may arise from unlawful or unfair exchange of personal data and to ensure the security of your personal data, Loftry reserves the right to request additional documents and information (copy of ID card, driver's license, etc.) in order to prove identity.

Loftry Company also reserves the right to reject the request, and assumes no responsibility if the information related to the request is inaccurate, not up-to-date, or if false/misleading information is provided, or if an unauthorized request is submitted.

Date	
Applicant's full name	
Signature	

Please attach the application with documents proving your relationship with the applicant and/or a power of attorney proving your authorization, along with a copy of your ID card or equivalent.