

PERSONAL DATA APPLICATION FORM

Under the Law No. 6698 on the Protection of Personal Data (“KVKK”), individuals whose personal data are processed (“Applicant”) — defined as *data subjects* — have the right to make certain requests to the data controller concerning the processing of their personal data, as regulated in Article 11 of the KVKK.

Pursuant to Article 13 of the KVKK, in order to exercise these rights, applications must be submitted in writing to the data controller, **Borlease Otomotiv A.Ş.** (hereinafter referred to as “the Company”).

Within this scope, applications to our Company may be submitted by printing out and sending this form to us. For the purpose of enabling a swift response, the application methods are listed in the table below. However, other application methods stipulated under Article 5 of the *Communiqué on the Procedures and Principles of Application to the Data Controller* will also be accepted.

Method of Application	Address for Submission	Information to be Indicated
In-person Application (Applicant visits in person or sends by post with an ID document verifying identity)	Saray Mah. Dr. Adnan Büyükdeniz Cad. 2 Blok No: 4 İç Kapı No: 28 Ümraniye / İstanbul	The envelope should be labeled “Request for Information within the Scope of the Law on the Protection of Personal Data.”
Notification via Notary	Saray Mah. Dr. Adnan Büyükdeniz Cad. 2 Blok No: 4 İç Kapı No: 28 Ümraniye / İstanbul	The envelope should be labeled “Application within the Scope of the Law on the Protection of Personal Data.”
By e-mail (using the e-mail address previously provided and registered in our Company’s system)	kvkk@borlease.com.tr	The subject line should read “Application within the Scope of the Law on the Protection of Personal Data.”
Via Registered Electronic Mail (KEP)	borlease@hs03.kep.tr	The subject line should read “Application within the Scope of the Law on the Protection of Personal Data.”

MATTERS OUTSIDE THE SCOPE OF APPLICATION

The following cases are not covered by the KVKK; therefore, no request may be made regarding these matters:

- a) Processing of personal data by natural persons, provided that they are not disclosed to third parties and the obligations related to data security are observed, within the scope of activities related exclusively to themselves or their family members living in the same household,
- b) Processing of personal data for purposes such as research, planning, and statistics through anonymization with official statistics,
- c) Processing of personal data for artistic, historical, literary, or scientific purposes, or within the scope of freedom of expression, provided that such processing does not violate national defense, national security, public security, public order, economic security, privacy of private life, or personal rights, and does not constitute a crime,
- d) Processing of personal data within the scope of preventive, protective, and intelligence activities carried out by public institutions and organizations authorized by law to ensure national defense, national security, public security, public order, or economic security,
- e) Processing of personal data by judicial authorities or enforcement authorities in relation to investigation, prosecution, trial, or execution proceedings.

In the following cases, only the right to claim compensation for damages shall arise:

- a) Where the processing of personal data is necessary for the prevention of crime or criminal investigation,
- b) Where the personal data have been made public by the data subject,
- c) Where the processing of personal data is necessary for the performance of supervisory or regulatory duties and disciplinary investigation or prosecution by authorized public institutions, organizations, or professional bodies having the status of public institutions,
- d) Where the processing of personal data is necessary to protect the State's economic and financial interests in relation to budgetary, tax, or financial matters.

APPLICANT INFORMATION

Name	:
Surname	:
Turkish ID Number	:
Phone Number	:
E-mail	:

Address (if response is to be sent by post):

YOUR RELATIONSHIP WITH OUR COMPANY

☐ Customer / Potential Customer	☐ Employee
☐ Visitor	☐ Job Applicant
☐ Business Partner	☐ Former Employee
☐ Right Holder / Third Party	☐ Other

RIGHTS REGARDING PERSONAL DATA

In accordance with Article 11 of the KVKK, you have the following rights concerning the processing of your personal data:

- ✓ To learn whether your personal data are processed,
- ✓ To request information regarding the processing of your personal data,
- ✓ To learn the purpose of processing and whether they are used in accordance with this purpose,
- ✓ To know the third parties to whom your personal data are transferred, domestically or abroad,
- ✓ To request correction if your personal data are incomplete or inaccurate,
- ✓ To request deletion or destruction of your personal data,
- ✓ To request notification of correction, deletion, or destruction to third parties to whom your personal data have been transferred,
- ✓ To object to any result arising against you by means of analysis of your personal data exclusively through automated systems,
- ✓ To request compensation for damages arising from unlawful processing of your personal data.

SUBJECT OF THE REQUEST

Please specify your request in detail within the scope of the rights listed above:

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RESPONSE PERIOD AND ADDITIONAL INFORMATION

Our Company will finalize the requests included in the application free of charge as soon as possible and within **no later than thirty (30) days**, depending on the nature of the request.

As per Article 7 of the *Communiqué on the Procedures and Principles of Application to the Data Controller*, no fee will be charged for written responses up to ten (10) pages. However, a processing fee may be charged for each page exceeding ten pages.

METHOD OF NOTIFICATION OF THE RESPONSE

☐ I request the response to be sent to the address indicated above.
☐ I request the response to be sent to the e-mail address indicated above
☐ I would like to receive the response in person. (In case of delivery by proxy, a notarized power of attorney or authorization document must be submitted.)

This application form has been prepared to determine your relationship with our Company, to identify the personal data, if any, processed by our Company, and to ensure that your application can be evaluated accurately and within the legal timeframe.

In order to eliminate legal risks that may arise from unlawful data sharing and to ensure the security of your personal data, our Company may request additional information or documentation for identity or authorization verification.

In cases where the information provided within this form is inaccurate, outdated, or if an unauthorized application is made, our Company shall not be held responsible for any claims resulting from such incorrect information or unauthorized applications.

Applicant's
Application
Signature:

Full

Name:
Date: