

Arcon Kozmetik Sanayi ve Ticaret Ltd. Şti.

Data Owner Application Form

GENERAL EXPLANATIONS

In the Law No.6698 on the Protection of Personal Data (“**PDP Law**”), personal data owners (hereinafter referred to as the “**Applicant**”), who are defined as the person concerned, are granted the right to make certain requests regarding the processing of their personal data in Article 11 of the PDP Law.

Pursuant to the first paragraph of Article 13 of the PDP Law; applications to be made to Arcon Kozmetik Sanayi ve Ticaret Ltd. Şti. (hereinafter referred to as “**Company**”), which is the data controller, regarding these rights must be submitted to us in writing or by other methods determined by the Personal Data Protection Board (“**Board**”).

In this context, applications to be made to our Company “in writing” shall be made by printing out this form;

- Via the personal application of the Applicant,
- Through a notary,
- It can be forwarded to us by the Applicant by sending it to the e-mail address of the Company.

Below, specific information is provided on the written application channels regarding how the written applications will be delivered to us.

Application Procedure	The Address of Application	Information to Be Specified in the Application Submission
Personal Application (The applicant must come in person and apply with a document certifying his/her identity)	Ahi Evran Caddesi 42 Maslak No.6 A Kule K.10 D.3 Sarıyer/İSTANBUL	“Information Request within the Scope of the Law on the Protection of Personal Data” will be written on the envelope
Notification through a notary	Ahi Evran Caddesi 42 Maslak No.6 A Kule K.10 D.3 Sarıyer/İSTANBUL	“Information Request within the Scope of the Law on the Protection of Personal Data” will be written on the notice envelope.
Through E-mail	hr@arconkozmetik.com.tr	“Personal Data Protection Law Information Request” will be written in the subject section of the e-mail.

In addition, after other methods to be determined by the Board are announced, our Company will announce how the applications will be received through these methods.

Pursuant to paragraph 2 of Article 13 of the PDP Law, your applications submitted to us will be responded within thirty days from the date of receipt of your request, depending on the feature of the request. Our responses will be delivered to you in writing or electronically in accordance with the provision of Article 13 of the relevant PDP Law.

Please indicate your connection with our Company:

- EMPLOYEE
- JOB APPLICANT
- CUSTOMER
- SHAREHOLDER
- EXECUTIVE

OTHER (Please specify):

Please specify your request in detail within the scope of the PDP Law:

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Please select the method by which you will be notified of our response to your application:

- I would like it sent to my address.
- I would like it sent to my e-mail address.

(We will be able to respond to you more quickly if you choose the e-mail method.)

- I would like to receive it by hand.

(In case of delivery by proxy, a notarized power of attorney or authorisation certificate is required.)

Hereby this application form has been issued in order to determine your connection with our Company, to determine your personal data processed by our Company, if any, and to respond to your relevant application accurately and within the legal period. In order to eliminate the legal risks that may arise from unlawful and unfair data sharing and especially to ensure the security of your personal data, our Company reserves the right to request additional documents and information (copy of identity card or driving licence etc.) for identification and authorisation. In the event that the information regarding your requests submitted within the scope of the form is not correct and up-to-date or an unauthorised application is made, our Company does not accept any liability for the requests arising from such incorrect information or unauthorised application.

The Applicant (Personal Data Owner):

Name Surname :
Application Date :
Signature :