

DAIKIN ISITMA VE SOĞUTMA SİSTEMLERİ SANAYİ TİCARET ANONİM ŞİRKETİ DATA SUBJECT APPLICATION FORM

A. Application Method

You can submit your requests within the scope of your rights listed in article 11 of the Law no. 6698 on Protection of Personal Data (“**Law**”) to Daikin Isıtma ve Soğutma Sistemleri Sanayi Ticaret Anonim Şirketi (“**Company**”), acting in the capacity of the data controller, using one of the methods explained below with this form, pursuant to article 5 of the Communiqué on Principles and Procedures for Application to the Data Controller (“**Communiqué on Applications**”). This application form was prepared only for the purpose of replying more easily and quickly to your request. Other applications, provided that they comply with the principles and procedures regulated in the Communiqué on Applications, shall be assessed and answered by

1. Written Application

Application Method:	By means of personal application with original signature or Notary Public
Application Address:	Daikin Isıtma ve Soğutma Sistemleri Sanayi Ticaret Anonim Şirketi İstanbul - Gülsuyu Mahallesi Burçak Sokak NO: 20A Maltepe
Application Title Detail:	“Information Request Pursuant to the Law no. 6698 on Protection of Personal Data” shall be written on the envelope/notification.

2. Application by Registered E-Mail (KEP)

Application Method:	Through the Registered E-Mail (KEP) address
Application Address:	daikin.turkiye@hs03.kep.tr
Application Title Detail:	“Information Request Pursuant to the Law no. 6698 on Protection of Personal Data” shall be written in the subject field of the e-mail.

3. Application with E-Mail Address Registered in the Company System

Application Method:	Using your e-mail address registered in the Company’s system
Application Address:	kvkk@daikin.com.tr
Application Title Detail:	“Information Request Pursuant to the Law no. 6698 on Protection of Personal Data” shall be written in the subject field of the e-mail.

4. Application with E-Mail Address Not Available in the Company System

Application Method:	Using your e-mail address that is not available in the Company’s system, including mobile signature/secure electronic signature
Application Address:	daikin.turkiye@hs03.kep.tr
Application Title Detail:	“Information Request Pursuant to the Law no. 6698 on Protection of Personal Data” shall be written in the subject field of the e-mail.

B. Identity Verification and Contact Details

Your requests shall be answered by written or electronic delivery to the communication address that you shall indicate below in accordance with article 6 of the Communiqué on Applications. Therefore, please ensure that the following personal data are accurate and you are authorized to disclose such personal data.

Data Subject's Name and Surname	:	
Data Subject TR ID No. / Passport No.	:	
Data Subject's E-Mail Address / KEP Address	:	
Residence or Workplace Address for Notification	:	
Data Subject Telephone No. / Mobile Phone No. / Fax No. (Optional)	:	
Your Relationship with the Company	:	<input type="checkbox"/> Customer <input type="checkbox"/> Employee <input type="checkbox"/> Prospective Employee <input type="checkbox"/> Other (Please specify below)

The Company is obliged to whether the data subject making the application is the real beneficiary. In this scope, the Company is entitled to request any validating information and document to verify identity. If your identity card photocopy is submitted to the Company to verify your identity, please ensure that private personal data (e.g. blood type and religion) on the relevant document are **not** provided.

C. Subject Matter of Application

Please clearly indicate your request concerning your personal data within the scope of article 11 of the Law. Relevant information and documents should be attached to the application.

Please ensure that the information and documents submitted to the Company within the scope of your application do **not** include any private personal data (e.g. health, religion, political view information) listed restrictively in article 6 of the Law.

D. Conclusion of and Notification Method for the Application

We shall conclude your application as soon as possible and, in any event, at the latest within 30 (*thirty*) days beginning from the date of receipt by the Company based on the nature of application, at no charge. If conclusion of your requests involves an additional cost, the fees in the tariff determined by the Personal Data Protection Board can be charged to you.

- I want the reply to be sent to my mail address provided in section B.
- I want the reply to be sent to my e-mail address provided in section B.
- I want the reply to be sent to my fax number provided in section B.
- I want the reply to be sent to my KEP number provided in section B.

In line with the information, documents, and requests I indicated in this application form, I request consideration of my application to your Company and to be informed pursuant to the provisions of the Law and the Communiqué on Applications. In this scope, I hereby declare and represent that my information and documents, provided to you with this application, are accurate and up-to-date; your Company may process my personal data, require additional information and/or documents to conclude my application; and I was informed that I might be required to pay the fee determined by the Personal Data Protection Board if a separate cost is involved.

Name and Surname of Applicant :
Application Date :
Signature :