1. GENERAL INFORMATION

JCR AVRASYA DERECELENDİRME A.Ş. (hereinafter referred to as the **"Data Controller"**) is the data controller under the Personal Data Protection Law No. 6698 (hereinafter referred to as the **"KVKK"**). Pursuant to Article 13(1) of the KVKK, applications to the Data Controller concerning the rights set out in Article 11 of the KVKK may be made using this Application Form through one of the methods listed below, and/or through the methods specified in the Communiqué on the Procedures and Principles of Application to the Data Controller, and/or through other methods to be determined by the Personal Data Protection Board. The use of this form is not mandatory; applications containing the information and elements set out in Article 5 of the Communiqué may also be made.

Third parties wishing to apply as attorneys on behalf of the relevant persons (data subjects) must submit a power of attorney evidencing their authority of representation.

Application Method	Application Address	Application Procedure
Application in person by the applicant	*"Finanskent Mahallesi Finanskent Caddesi No: 4 İç Kapı No:6 34760 Ümraniye-İstanbul-Türkiye"*	The applicant must submit an identity document and the information and documents relating to the subject of the application.
Sending the application form from the e-mail address previously notified to the Data Controller and registered in the Data Controller's system	kvkk@jcrer.com.tr	Please write "*Kişisel Verilerin Korunması Kanunu Kapsamında Başvuru*" (Application under the Personal Data Protection Law) in the subject line of the e-mail.
Application through a notary public or by post	*"Finanskent Mahallesi Finanskent Caddesi No: 4 İç Kapı No:6 34760 Ümraniye-İstanbul-Türkiye"*	Please write "*Kişisel Verilerin Korunması Kanunu Kapsamında Başvuru*" (Application under the Personal Data Protection Law) on the envelope.
Application via KEP (registered electronic mail), secure electronic signature or mobile signature	KEP: jcravrasyaderecelendirme@hs03.kep.tr E-mail: kvkk@jcrer.com.tr	KEP applications are sent from the applicant's KEP address; applications signed with a secure electronic signature or mobile signature are sent to the e-mail or KEP address.

2. DATA SUBJECT CONTACT INFORMATION

In order to identify the applicant, examine the request, identify the applicant's personal data, carry out the response process fully and properly and provide timely information on the outcome, the following information must be completed within the scope of Article 5(2) of the Communiqué on the Procedures and Principles of Application to the Data Controller.

APPLICANT INFORMATION

Name and Surname	
Turkish ID No (T.C. Kimlik No) / For foreign nationals: Nationality, Passport No or ID No (if any)	
Telephone and Fax Number (if any)	
E-mail Address (if any)	
Residential or Business Address	

APPLICANT'S RELATIONSHIP WITH THE DATA CONTROLLER (OPTIONAL)

Your Relationship with the Data Controller	☐ Client	☐ Business Partner/Supplier	☐ Visitor	☐ Staff	☐ Job Applicant
	☐ Other (Please specify):				
Details	(Please specify the department of the Data Controller you are in contact with and the subject of your contact) **Department and Contact Person:** **Subject:**				
Is Your Relationship with the Data Controller Ongoing?	☐ Yes	☐ No			
☐ I am a former employee of the Data Controller.Years of Employment:	☐ I submitted a job application / shared my CV Date: ☐ I am an employee of a third-party company Please specify the company you work for and your position.				

SUBJECT OF REQUEST: (Please clearly state your request under Article 11 of the KVKK. Please attach the relevant information and documents to your application.)

Applicant's Preference for Notification of the Response

☐ I would like the response to be sent to my address.

☐ I would like the response to be sent to my e-mail address.

☐ I would like to collect the response in person.

(If the response is collected by an attorney, a power of attorney evidencing the authority of representation must be submitted.)

In order to respond to your application accurately and to ensure the security of your personal data, the right to request additional documents and information for the purpose of verifying identity and authority is reserved. Responsibility arising from the provision of incorrect or inaccurate information lies with the data subjects submitting such information/data.

Applications are concluded free of charge as soon as possible and within thirty days at the latest, depending on the nature of the request. If the process requires an additional cost, a fee may be charged in accordance with the tariff determined by the Personal Data Protection Board. If the application results from an error of the Data Controller, the fee charged will be refunded.

3. PROCESSING OF YOUR PERSONAL DATA

Your identity, contact and request information submitted via this form is processed for the purposes of evaluating your application, verifying your identity and responding to your application, based on the legal ground of fulfilling our legal obligation arising from Article 13 of the KVKK and the Communiqué on the Procedures and Principles of Application to the Data Controller (KVKK Article 5(2)(ç)). This information is collected in writing or electronically, depending on the method by which you submit your application. It may be shared only with our information technology service providers providing e-mail, KEP and archiving infrastructure; with the Personal Data Protection Authority and authorised public institutions and organisations where required by law; with our legal advisors in the event of a legal dispute; and, if you request rectification or erasure, with the third parties to whom your data has been transferred, limited to the notification to be made pursuant to Article 11(1)(f) of the KVKK. Your application does not need to contain special categories of personal data (such as health, religion or criminal convictions); unless your request requires it, we kindly ask you not to share such information. For further information, please refer to the Privacy Notice (Aydınlatma Metni) on our website.

APPLICANT'S DECLARATION

"As the Applicant, I accept and declare that all information provided in this Application Form is true and complete, and I request that information be provided to me within the legal period in response to my request."

Applicant (Data Subject)

Name Surname :
Application Date :
Signature :