

**ÇATI KATALOĐU CAN POLAT**  
**DATA OWNER INFORMATION REQUEST AND APPLICATION FORM ACCORDING TO**  
**THE PERSONAL DATA PROTECTION LAW No. 6698**

Please fill out the application form below clearly and completely and send it to us so that your request in accordance with the Personal Data Protection Law ("KVK Law") can be fulfilled.

We will respond to your application as soon as possible and within thirty days at the latest, depending on the nature of the request. If the information and documents you submit to us are incomplete or incomprehensible, we will contact you to clarify your application.

Our company reserves the right to request additional documents and information to determine identity and authority, in order to eliminate legal risks that may arise from illegal and unfair data sharing and especially to ensure the security of your personal data. If the information regarding your requests submitted within the scope of the form is not accurate and up-to-date or an unauthorized application is made, our Company does not accept liability for requests arising from such incorrect information or unauthorized application. All liability arising from applications that are contrary to law or regulation, misleading or inaccurate belongs to you. Within the scope of the Communiqué on the Procedures and Principles of Application to the Data Controller, if our response to your application exceeds 10 pages, a processing fee of 1 Turkish Lira will be applied for each page after the 10th page.

In this context, applications to be made to our Company in "written" form, may be forwarded by;

- Personal application,
- Through a notary,
- signing with the "secure electronic signature" defined in the Electronic Signature Law No. 5070 by the applicant and sending it to our Company's registered e-mail address [info@roofturkiye.com].

Below, information is given to clarify how written applications can be submitted to us.

| <b>Application Method</b>                                                                                                                             | <b>Address to Application</b>                                                      | <b>Information to be Specified in Application Submission</b>                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <b>Personel Application</b><br>(The applicant must come to our Company headquarters in person and apply with a document confirming his/her identity.) | Çatı Katalođu<br>Çırkan Mahallesi Ayfer Sokak No:2/4 48400<br>Konacık/Bodrum/Muđla | "Information Request Within the Scope of the Personal Data Protection Law" should be written on the envelope.              |
| <b>Notification via notary</b>                                                                                                                        | Çatı Katalođu<br>Çırkan Mahallesi Ayfer Sokak No:2/4 48400<br>Konacık/Bodrum/Muđla | "Information Request Within the Scope of the Personal Data Protection Law" should be written in the notification envelope. |
| <b>Application via E-mail Address found in our system</b>                                                                                             | info@roofturkiye.com                                                               | "Personal Data Protection Law Information Request" will be written in the subject line of the e-mail.                      |

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

### Identity and Contact Information of the Personal Data Owner

|                         |  |
|-------------------------|--|
| <b>Name – Surname :</b> |  |
| <b>Identity Number:</b> |  |
| <b>Adress:</b>          |  |
| <b>Phone Number</b>     |  |
| <b>E-mail Adress:</b>   |  |

### 1. Your Relationship with Our Company

|                                                              |  |
|--------------------------------------------------------------|--|
| <b>Your Relationship with Our Company :</b>                  |  |
| <b>Unit with whom you are in contact within our company:</b> |  |

### 2. Explanation about the Request

Please specify in detail your request within the scope of the KVK Law and the personal data subject to your request.

|  |
|--|
|  |
|--|

### 3. Additional Documents Relating to the Subject

Please indicate any documents you want to support your application and submit the relevant documents along with your application.

|  |
|--|
|  |
|--|

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

- I want it to be sent to my address
- I want it to be sent to my e-mail address. (We will be able to respond to you faster if you choose the e-mail method.)
- I want to receive it by hand. (In case of receipt by proxy, a notarized power of attorney or authorization document is required.)

**Applicant's Personal Data \***

**Name Surname** :  
**Application Date** :  
**Signature** :

\* If you are applying on behalf of someone else, please send documents showing that you are authorized to apply (such as a document showing that you are the parent/guardian of the personal data owner, power of attorney, etc.) as an attachment to the application. In order for these documents to be considered valid, they must be issued or approved by the competent authorities.