

DATA SUBJECT APPLICATION FORM

Pursuant to Article 11 of Law No. 6698 on the Protection of Personal Data (“KVKK”), by applying to our Company (DCS DİJİTAL GÜMRÜK HİZMETLERİ A.Ş.), you have the right to:

1. Learn whether your personal data are processed,
2. Request information if your personal data have been processed,
3. Learn the purpose of the processing of your personal data and whether they are used in accordance with such purpose,
4. Know the third parties to whom your personal data are transferred, domestically or abroad,
5. Request the correction of your personal data if they are processed incompletely or inaccurately,
6. Request the deletion or destruction of your personal data, subject to evaluation within the principles of purpose, retention period, and lawfulness, in the event that the reasons requiring their processing no longer exist,
7. Request notification of the correction, deletion, or destruction of your personal data to third parties to whom the personal data have been transferred,
8. Object to a result against you arising from the analysis of your processed personal data exclusively through automated systems,
9. Request compensation for damages in the event that your personal data are processed unlawfully and you suffer damage as a result.

Pursuant to paragraph (1) of Article 13 of the KVKK, it is necessary and sufficient for data subjects to submit their requests regarding the exercise of their rights to our Company by the following methods;

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Application Method	Address for Application	Information to Be Stated When Submitting the Application
In-Person Application (Application submitted by the applicant in person by presenting an identity verification document)	Huzur Mahallesi Azerbaycan Caddesi D Blok No: 4D/3 İç Kapı No: 317 34485 Sarıyer/İstanbul	The phrase “Information Request Within the Scope of the Law on the Protection of Personal Data” shall be written on the envelope.
Notification via Notary Public	Huzur Mahallesi Azerbaycan Caddesi D Blok No: 4D/3 İç Kapı No: 317 34485 Sarıyer/İstanbul	The phrase “ Information Request Within the Scope of the Law on the Protection of Personal Data ” shall be written on the notification envelope.
Via Registered Electronic Mail (KEP) Signed with a “Secure Electronic Signature”	dcsdijital@hs03.kep.tr	The phrase “ Information Request Within the Scope of the Law on the Protection of Personal Data ” shall be written in the subject line of the e-mail.

In the application, the inclusion of the following information will enable a faster and more detailed response: name, surname, and signature (wet or electronic); for citizens of the Republic of Türkiye, the Turkish Identification Number; for foreigners, nationality, passport number, or, if any, identification number; the residential or workplace address for service of notice; if available, an electronic mail address for notification; telephone number; the subject of the request; and relevant information and documents related to the subject.

In the application, the following information must be provided: name, surname and signature (wet or electronic); for Turkish citizens, the Turkish Republic Identification Number; for foreign nationals, nationality, passport number or, if available, identification number; residential or business address for notification purposes; if available, an electronic mail address for correspondence; telephone number; the subject of the request; and any information and documents related to the request. Providing supporting information and documents will enable a faster and more detailed response.

In the application to be submitted as a Data Subject in order to exercise your rights specified above, your explanations regarding the right you wish to exercise must be clear and explicit. The request must relate to you personally; if you are acting on behalf of another person, you must be specifically authorized to do so and such authorization must be duly documented. The application must also include your identity and contact information.

Applications submitted within this scope will be finalized as soon as possible and no later than thirty (30) days from the date they are received.

Such applications are processed free of charge. However, if the processing requires an additional cost, a fee may be charged in accordance with Article 7 of the Communiqué, based on the tariff determined by the Personal Data Protection Board.

DATA SUBJECT APPLICATION FORM – DATA SUBJECT INFORMATION

Full Name:	
Citizenship: <input checked="" type="checkbox"/> Türkiye <input type="checkbox"/> Other (Please specify)	
Turkish Identification Number:	
Passport / Foreign Identification Number:	
Address:	
KEP Address (Registered Electronic Mail):	
E-mail: (If provided, we may respond to you more quickly)	
Mobile Phone Number:	

In order to ensure the security of your personal data, following the receipt of your information request application, our Company may contact you to verify that you are the data subject and may request certain documents and information from you for this purpose. Please complete this form based on the data you believe are held by our Company.

Your identity verification will be carried out by comparing the information provided with the data held by our Company, and you will be contacted using the information available in our records.

APPLICANT REQUEST DETAILS

Please specify your request below within the scope of your rights listed above pursuant to the Law on the Protection of Personal Data.

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RESPONSE METHOD FOR YOUR APPLICATION

My application submitted to your Company in your capacity as the Data Controller shall be evaluated pursuant to Article 13 of the Law on the Protection of Personal Data, and the response shall be provided to me as follows:

Please select the method by which you wish to receive the response by marking	X
I would like the response to be sent by postal mail.	
I would like the response to be sent to my e-mail / KEP address.	
I would like to receive the response in person.	

* If no response method is selected, the response will be provided using the method by which the application was submitted.

Date:
Applicant's Full Name:
Signature: