



## TEKFEN GAYRİMENKUL

Tekfen İnşaat ve Tesisat A.Ş.  
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### TEKFEN CONSTRUCTION AND INSTALLATION CO., INC.

### DATA OWNER APPLICATION FORM

#### 1.OVERVIEW

This Application Form<sup>1</sup> has been prepared by Tekfen Construction and Installation Co., Inc. (“Tekfen Real Estate Development” or the “Company”) as data supervisor for data owners in order to examine and resolve applications pertaining to Articles 11 and 13<sup>2</sup> of the Law No. 6698 for Protection of Personal Data (“LPPD”) in a swift, effective and comprehensive fashion.

#### 2.METHOD OF APPLICATION

Data owners are entitled to send their requests concerning the execution of LPPD by our Company in line with Articles 11 and 13 of LPPD using this form in writing or through the following methods determined by the Board:

- The data owner can personally deliver a signed hard copy of this form to Tekfen Construction and Installation Co., Inc. Tekfen Tower, Büyükdere Cad. No:209 34394 4. Levent Şişli / İstanbul
- The data owner can send a signed hard copy of this form through registered mail to Tekfen Construction and Installation Co., Inc. Tekfen Tower, Büyükdere Cad. No:209 34394 4. Levent Şişli / İstanbul
- The data owner can send a signed copy of this form with e-signature through e-mail to [iletisim@tekfengayrimenku.com](mailto:iletisim@tekfengayrimenku.com).

#### 3.INFORMATION CONCERNING DATA OWNER

Regarding your application defined by the relevant Article of LPPD, Tekfen Real Estate Development kindly asks you to fill out the following form in order for us to get to know you and carry out the necessary investigations, evaluations, and analyses.

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<sup>1</sup> If you have any questions about how to fill out the form please call us at +90 (212) 359 3700 or send us an e-mail at [iletisim@tekfengayrimenkul.com](mailto:iletisim@tekfengayrimenkul.com).

<sup>2</sup> To learn about your rights described in Articles 11and 13 of LPPD and to get detailed information regarding Tekfen Real Estate Development’s data processing policy, please see Tekfen Real Estate Development Policy ON Storage of Personal Data and Confidentiality, which you can find on [hepistanbul.com.tr](http://hepistanbul.com.tr).

Name and Last Name*	
National Identity Number*	
Address*	
Phone*	
E-mail Address*	
Fax Number ( <i>optional</i> )	

\*Compulsory fields.

The information you have provided above will be used only to evaluate this form, resolve your application, and get back to you; it will not be used for data processing in any other way.

Please indicate whether your current relationship with Tekfen Real Estate Development is ongoing or not by ticking the appropriate box below:

Customer   
 Business Partner   
 Visitor

Employee applicant   
 Employee   
 Other ( \_\_\_\_\_ )

#### 4. REQUESTS OF DATA OWNER

Please tick the appropriate box below to indicate the topic(s) you would like to be informed about in line with Articles 11 and 13 of LPPD.

REQUEST	REQUIRED INFO/DOCUMENT	SELECTION
1. I would like to know whether Tekfen Real Estate Development has processed my personal data or not.	Please indicate if you would like to receive information on a specific type of data.  ..... .....	<input type="checkbox"/>
2. I would like to learn why Tekfen Real Estate Development has processed my personal data.	Please indicate if you would like to receive information on a specific type of data.  ..... .....	<input type="checkbox"/>
3. I would like to learn if Tekfen Real Estate Development uses my personal data for the appropriate purposes.	Please indicate if you would like to receive information on a specific type of data.	<input type="checkbox"/>

	<p>.....</p> <p>.....</p>	
<p><b>4.</b> I would like to learn the third parties if my personal data is transferred to third parties in Turkey or abroad.</p>	<p>Please indicate if you would like to receive information on a specific type of data.</p> <p>.....</p> <p>.....</p>	<p><input type="checkbox"/></p>
<p><b>5.</b> I believe my personal data is incomplete or inaccurate and I would like it to be corrected.</p>	<p>Please indicate which data is incomplete or inaccurate and add the correct version.</p> <p>.....</p> <p>.....</p>	<p><input type="checkbox"/></p>
<p><b>6.</b> I would like my incomplete/inaccurate personal data to be corrected vis-à-vis third parties to whom this data has been transferred.</p>	<p>Please indicate which data is incomplete or inaccurate and add the correct version.</p> <p>.....</p> <p>.....</p>	<p><input type="checkbox"/></p>

<p><b>7.</b> I would like my personal data to be erased/destroyed because the reasons for processing are no longer valid.<sup>3</sup></p>	<p>Please indicate the data relevant to this request and the result you think unfavorable. Please add all relevant documentation and information.</p> <p>.....</p> <p>.....</p>	<p><input type="checkbox"/></p>
<p><b>8.</b> I would like my personal data to be erased/destroyed by third parties as well because the reasons for processing are no longer valid.<sup>4</sup></p>	<p>If this request pertains only to one part of your personal data, please indicate which. Please add all relevant documentation and information.</p> <p>.....</p> <p>.....</p>	<p><input type="checkbox"/></p>
<p><b>9.</b> I believe my personal data processed by Tekfen Real Estate Development has been analyzed exclusively by automated systems and that this analysis has led to an unfavorable result for me. I object to this result.</p>	<p>Please indicate the reason for this request and the result of your request for information. Please add all relevant documentation and information.</p> <p>.....</p> <p>.....</p>	<p><input type="checkbox"/></p>
<p><b>10.</b> I demand compensation for the losses incurred because my personal data has been processed unlawfully.</p>	<p>Please indicate the reason for your request and the losses you believe have incurred. Please add all relevant documentation and information (decision of the Board for Protection of Personal Data or court ruling).</p> <p>.....</p> <p>.....</p>	<p><input type="checkbox"/></p>

In applications by third persons in the name of the data owner, this form needs to be accompanied by a POA issued by a notary; for applications regarding underage children or children in custody, a copy of the documents proving guardianship/custodianship need to be sent to us as supplement of this form.

<sup>3</sup> Procedures and principles to be set forth by the new regulation is reserved in accordance with LPPD Article 7/3.

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In order to secure your personal data, Tekfen Real Estate Development may contact you within seven (7) days of your application for information to verify you are the data owner and may request certain information and documentation. The information and documents you provide us will be duly destroyed after you are verified as the data owner.<sup>5</sup>

In the case where requested information and documentation is incomplete, you will need to provide completed information and documents upon our request. The application processing period of thirty (30) days as indicated in LPPD Article 13/2 will be put on hold until requested information and documentation is complete.

### 5.RESOLUTION OF REQUEST BY DATA OWNER

Depending on the nature of your request, your application will be processed as soon as possible and no later than thirty (30) days. Our response and evaluation will be sent to you in writing or electronically depending on your selection in this form as proscribed by LPPD Article 13. Please indicate below if you prefer the result of your application to be sent to you by mail, e-mail, or fax:

I would like to receive the result of my application by mail.	<input type="checkbox"/>
I would like to receive the result of my application by e-mail.	<input type="checkbox"/>
I would like to receive the result of my application by fax.	<input type="checkbox"/>

Your application will be processed by Tekfen Real Estate Development free of charge, and if any expenses accrue as a result of the processing procedure, a fee may be charged in accordance with the relevant regulation setting out fees.

### 6.DECLARATION OF DATA OWNER

I request that my application for information in accordance with LPPD be evaluated with respect to the demand/demands listed above. I hereby testify that that the information and documents I have provided are correct, up-to-date, and belong to me.

<b>Data Owner</b>	
Name, last Name	
Application Date	
Signature	

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<sup>5</sup> Procedures and principles to be set forth by the new regulation is reserved in accordance with LPPD Article 7/3.