

**DATA SUBJECT APPLICATION FORM UNDER THE TURKISH PERSONAL DATA
PROTECTION LAW**

Persons defined as a data subject under the Turkish Personal Data Protection Law no 6698 (“**Law**”) have been granted certain rights regarding the processing of their personal data in Article 11 of the Law.

Pursuant to paragraph 1 of Article 13 of the Law; applications regarding these rights to SARBAK METAL TİCARET VE SANAYİ A.Ş. (“**Company**”), which is the Data Controller, must be submitted in writing. In this context, the applications to be submitted to the Company must be sent to us by printing out this form, by the data subject’s application in person or by notary public or by sending a scanned form to the registered e-mail address of the Company. Information is given specifically for written application channels regarding how the requests of the relevant person will be delivered to us below.

Application Method	Address	Information to be specified in the Application Submission
In-person application method	Eğitim Mah. Adım Sok. Orjin İş MerkeziNo: 10- 18 Kat: 3 Daire No:39- 49 Hasanpaşa / Kadıköy / İstanbul	“Information Request Under the Scope of the Turkish Personal Data Protection Law” should be written on the envelope and this form should be signed by you and put in the envelope.
Notary public notification method	Eğitim Mah. Adım Sok. Orjin İş MerkeziNo: 10- 18 Kat: 3 Daire No:39- 49 Hasanpaşa / Kadıköy / İstanbul	“Information Request Under the Scope of the Turkish Personal Data Protection Law” should be written on the notification envelope and this form should be signed by you and put in the envelope.
Signed scanned form method	sarbakmetalas@hs02.kep.tr	“Information Request Under the Scope of the Turkish Personal Data Protection Law” should be written in the subject part of the e-mail and the scanned version of this form signed by you should be attached to the e-mail.

Applications submitted to us will be answered within thirty (30) days from the date of receipt of the request by one of the methods specified above, according to the nature of the request, in accordance with the paragraph 2 of Article 13 of the Law. Our responses will be delivered to the applicant in written or electronic form in accordance with the provision of Article 13 of the Law. In case the request requires additional costs, according to the Communiqué on the Procedures and Principles of Application to the Data Controller published by the Board; 1 Turkish Lira transaction fee for each page over ten pages; If the response to the application is given in a recording medium such as a CD or flash memory, the fee that may be requested by the data controller will be requested in a way that does not exceed the cost of the recording medium.

I. Information on the recognition of the applicant:

Name and surname :

Foreigner Identification Number :

Address :

Phone number :

E-mail address :

II. Information regarding your relationship with our company (such as candidate, employee, supplier, customer, visitor):

III. Please specify in detail your request under the Turkish Personal Data Protection Law, the type of personal data you want to receive information about, the method of transfer, the application, and the business process:

VI. Please choose the method of notifying you of our response to the application.

- I want it sent to my address.**
- I want it sent to my e-mail address.**
- I want to receive it by hand.**

(In case of receipt by attorney, a notarized power of attorney or authorization document is required.)

IV. Descriptions

This application form has been prepared in order to determine your relationship with the Company and to fully determine your personal data, and to respond to your relevant application in a correct and legal time. The Company reserves the right to request additional documents and information (copy of identity card or driver's license, etc.) for identification and authorization determination, in order to eliminate legal risks that may arise from unlawful and unfair data sharing and especially to ensure the security of your personal data. In the event that the information regarding your requests you submit within the scope of the form is not accurate and up-to-date, or an unauthorized application is made, the Company does not accept any liability for such wrong information or requests arising from unauthorized applications. Your personal data shared in this form will be processed in a limited way for the purposes of evaluating and concluding your request under the Law, managing the entire process, and communicating with you for these purposes. Your request may be transferred to our lawyers, our business partners and service providers providing services in the field of complaint management, quality control, auditing and risk analysis, legally authorized public institutions and private individuals, depending on the nature of the request.

VI. Declaration

I request that the application I have made pursuant to the Law be finalized within the framework specified above, I accept, declare and undertake that the information and documents I have specified in this form are accurate, up-to-date and belong to me.

Name and surname :

Foreigner Identification Number:

Signature :

Date :