

## DATA SUBJECT REQUEST FORM

### GENERAL EXPLANATIONS

Pursuant to Personal Data Protection Law no. 6698 (“**PDPL**” or the “**Law**”), rights of the personal data owners defined as data subjects, or legal representatives of these persons (“**Applicant**” or “**Data Subject**”), to file requests relating to the processing of personal data have been regulated by Article 11 of PDPL.

Pursuant to the first paragraph of Article 13 of the PDPL; the requests concerning such rights shall be made in writing or via other methods specified by the Turkish Personal Data Protection Board (the “**Board**”) will be made to **Ekol Lojistik A.Ş. (“Ekol Lojistik”)**, which is the data controller. Depending on the nature of your request, it shall be replied to **within the shortest time possible or within thirty days at the latest as of the receipt date of your request to Ekol Lojistik**. However, if the process requires an additional cost, a fee may be charged in accordance with Article 7 of the Communiqué on the Procedures and Principles of Application to the Data Controller.

### REQUEST METHOD

- **Request by Post or in Person:** The request can be made in person or via post by the Applicant **with the completed and signed request form and authentication documents** to the address of *Eyüp Sultan Mah. Mehmet Akif Cad. No:3/A Sancaktepe/İstanbul*.
- **Request via Registered Electronic Mail (REM):** The request can be made by sending the request form to [ekol@hs03.kep.tr](mailto:ekol@hs03.kep.tr), signed by the Applicant with a "secure electronic signature" as defined in the Electronic Signature Law No. 5070.
- **Request via E-mail by Using Mobile Signature or Secure Electronic Signature:** The request can be made by sending an e-mail to [kvkk@ekol.com](mailto:kvkk@ekol.com) with a written request (petition) or, if preferred, the completed “Request Form”, signed by the Applicant with a mobile signature or secure electronic signature.
- **Request via E-mail Using the E-mail Address Registered in the Data Controller’s System:** The request can be made by sending an e-mail to [kvkk@ekol.com](mailto:kvkk@ekol.com) using the e-mail address previously notified to the data controller by the data subject and registered in the data controller's system.

To ensure the processing of your request, it is recommended to state “**Personal Data Protection Law Information/Modification Request**” on the request envelope or in the subject line of the email.

The request can also be made through a notary or legally valid methods that provide the opportunity to verify the identity. It is recommended to comply with the issues mentioned above in applications as much as the method allows since it will increase the likelihood of the request to be concluded affirmatively and in a short time.

### **REQUEST FORM**

<b>DATA SUBJECT INFORMATION</b>	
<b>Name Surname:</b>	
<b>Nationality:</b>	<input type="checkbox"/> Turkey <input type="checkbox"/> Other If 'Other', please specify: .....
<b>Turkish Citizenship Number:</b>	
<b>Passport No / Foreign ID No:</b>	
<b>Address:</b>	
<b>REM (Registered Electronic Mail) address:</b>	
<b>Email address:</b>	
<b>Telephone No / Fax No:</b>	

<b>YOUR RELATION WITH EKOL LOJİSTİK</b>	
<input type="checkbox"/> Ekol Lojistik Employee / Former Employee	<b>Years worked:</b>
<input type="checkbox"/> Employee Candidate /Intern Candidate (I have shared my CV)	<b>Request date: Where the request was submitted and any additional comments:</b>
<input type="checkbox"/> Ekol Logistics Intern/Former Intern	<b>Period of employment:</b>
<input type="checkbox"/> Potential Vendor /Representative/Employee	<b>Explanation:</b>

<input type="checkbox"/> Vendor Representative /Employee	Explanation:
<input type="checkbox"/> Visitor	Explanation:
<input type="checkbox"/> Shareholder/Partner	Explanation:
<input type="checkbox"/> Board Member	Explanation:
<input type="checkbox"/> Subcontractor Representative /Employee	Explanation:
<input type="checkbox"/> Potential Product or Service Purchaser	Explanation:
<input type="checkbox"/> Customer	Explanation:
<input type="checkbox"/> Customer Vendor	Explanation:
<input type="checkbox"/> Other	Explanation:

REQUEST CONTENT	
Request Made to Data Controller	<p><b>Ekol Lojistik A.Ş.</b></p> <p><i>Eyüp Sultan Mah. Mehmet Akif St. No:3/A</i>  <i>Sancaktepe/Istanbul</i></p>

**Subject of the Request to be Submitted Under the Request**

- I would like to learn as to whether my personal data is being processed.
- If my personal data has been processed, I request information regarding this.
- I would like to learn the purpose of processing my personal data and whether they are used for their intended purposes.
- I would like to learn about the third parties to whom my personal data is transferred in the country or abroad.
- I want my personal data to be deleted or destroyed or anonymized within the framework of the conditions stipulated by law.
- Due to the incomplete or incorrect processing of my personal data, I would like them to be corrected. (Please provide detailed information about your personal data that you want to be corrected in the explanation section.)
- If changes are made to my personal data upon my request, I would like to be notified of this to the third parties to whom my personal data has been transferred.
- I request compensation for the damage I have suffered due to the unlawful processing of my personal data. (Please provide detailed information in the explanation section about which data processing activity caused the damage, when, and how your damage occurred.)

**EXPLANATIONS:**

*For your request to be adequately replied, the request scope shall be specific, explicit, and understandable.*

<b>ANNEXES:</b> <i>Please indicate if you share information and documents in the attachment.</i>	

<b>Reply Method to Your Request</b> <i>(In case any reply method <b>has not been preferred</b>, the request shall be replied in the method as it was submitted.)</i>
<p><input type="checkbox"/> I would like it sent to my address.  <i>(By sending to the address specified in the request)</i></p> <p><input type="checkbox"/> I would like it to be sent to the e-mail address I specified in the request form.  <i>(We will be able to respond to you faster if you choose the e-mail method.)</i></p> <p><input type="checkbox"/> I want to receive it by hand.  <i>(In case of receipt by proxy, a notarized power of attorney or certificate of authorization is required.)</i></p>

This request form has been prepared so that your requests can be replied accurately, thoroughly, and within the time specified in the law. Ekol Lojistik reserves the right to request additional documents and information (copy of identity card or driver's license, etc.) for the determination of the identity and authority, for the elimination of the legal risks that may occur due to illegal and unfair data sharing, and especially ensuring the protection of your personal data. does not accept any liability for requests if the information regarding your requests submitted within the scope of the form is not accurate and up-to-date, is incorrect/ contains

misleading information, or the request is made without authorization. In such cases, Ekol Lojistik reserves the right to reject the request.

<b>Date:</b>	
<b>Applicant's Name Surname:</b>	
<b>Signature:</b>  <i>E-signature can be used for requests made through REM.</i>	
<i>Please kindly attach information about your relationship with the Applicant and/or a power of attorney reflecting your authorization, identity register copy, or the relevant document.</i>	