CONTA ELASTİK ÜRÜNLER SANAYİ VE TİCARET A.Ş.
INFORMATION APPLICATION FORM

At Conta Elastik Ürünler Sanayi ve Ticaret A.Ş. **("Conta")**, the protection of privacy of private life; ensuring and protection of information security and respect to ethical values and in particular, the protection of fundamental rights and freedoms are among our primary principles. The data subjects are granted with the right to make certain requests under Article 11 of the Law on the Protection of Personal Data No. 6698 (the "**LPPD**") LPPD regarding the processing of personal data. As the Controller, Our Company has prepared this information application form in order to ensure the exercise of such rights by Data Subjects, and to fulfill the obligation to inform, as stipulated under article 10 of the LPPD.

Pursuant to article 11 of the LPPD, you may exercise your rights which are listed below by applying to Conta and filling in the form attached hereto:

a) to learn whether the personal data relating to you are being processed or not;
b) if they are processed, to request information with regard to processing;
c) to learn the purposes for the processing of personal data and whether they are used for such purpose or not;
d) to know the third persons within or outside the country to whom the personal data are transferred;
e) to request the rectification of the personal data if your personal data are processed incompletely or inaccurately;
f) to request deletion or destruction of the personal data under the conditions laid down in Article 7 of the Data Protection Law;
g) to request the notification of third persons to whom the personal data are transferred, about the processes carried out within the scope of sub-clauses (d) and (e);
h) to object to the processing, exclusively by automatic means, of your personal data, which leads to an unfavorable consequence for you;
i) to claim compensation if you suffered damage due to unlawful processing of your personal data.

Pursuant to article 13 of the LPPD, data subjects should submit their requests to our Company in writing, or in other ways as will be determined by the Personal Data Protection Board (the "**Board**"). Within this scope, the applications to be made to our Company can be sent to us, free of charge, by printing out this form after filling it in and by selecting one of the four methods below.

No.	Application Method	Address for Application	Actions to be Taken
1	By a visit paid and application made in person by the data subject (the data subject should carry any document which will prove his/her identity with him/her)	GOSB Tembelova 3200 Cadde No: 3205/1 2B1 Gebze 41400 Kocaeli / Türkiye	The phrase of "Request for Information regarding the Protection of Personal Data" should be written on the envelope.
2	By notice through notary public	GOSB Tembelova 3200 Cadde No: 3205/1 2B1 Gebze 41400 Kocaeli / Türkiye	The phrase of "Request for Information regarding the Protection of Personal Data" should be written on the notification envelope.
3	By Registered Electronic Mail (KEP) upon signature with	conta@hs01.kep.tr	The subject of the e-mail should be written as the

	"Secure electronic signature" as defined in Electronic Signature Law No. 5070		"Request for Information under the Law on the Protection of Personal Data".
4	By e-mail	Delivery in writing to the e-mail address which was previously notified to our Company and which is registered in our Company's system	The subject of the e-mail should be written as the "Request for Information under the Law on the Protection of Personal Data".

Third parties cannot make exercise the right to information which is regulated in art. 11 of the LPPD on behalf of data subjects. In order for a person other than the data subject to be able to make a request, an originally signed and notarized copy of the special power of attorney which is issued on the relevant matter in the name of the person who will file the application should be submitted.

In case the operation requested by the Data Subject requires an additional cost, our Company will charge the fee in the tariff designated by the Board.

Pursuant to art. 13(2) of the LPPD, your applications which are communicated to our party will be concluded, depending on the nature of the request, within thirty days as of the receipt by our Company. Our responses will be delivered to you in writing or electronically, as per art. 13 of the LPPD.

Controller:
Conta Elastik Ürünler Sanayi ve Ticaret A.Ş.
GOSB Tembelova 3200 Cadde No: 3205/1 2B1 Gebze 41400 Kocaeli / Türkiye
Phone: +90 262 642 99 88
Fax: +90 262 643 00 25-28
Kocaeli Trade Registry Directorate / registration no: 5226
http://www.conta.com.tr

INFORMATION APPLICATION FORM

Please fill in the chart below:

Name:	
Surname:	
Turkish ID Number:	
Phone Number:	
E-mail:	
Address:	
Business relationship with our Company (*Customer, business partner, prospective member, former employee, third party company employee, shareholder etc.*)	
The department with which you are in contact, at our Company:	
Please attach explanations on your application and documents concerning your request (*Please indicate your request in detail, as per the LPPD in detail)*:	
Please specify your preference on the response for your application.	□ I want it to be delivered to my address. □ I want it to be delivered via e-mail. □ I want it to be delivered by hand.

This present application form was drawn up in order to determine your relationship with our Company; to fully ascertain your personal data which are processed by our Company, if any; and to respond to your relevant application accurately and within the statutory period. Our Company reserves its right to demand additional documentation and information (identification card etc.) to verify identification or authorization, for the purposes of the elimination of the legal risks arising from illegal and unfair data sharing and in particular, the safeguarding of your personal data. If the information regarding the requests which you communicate in the form are not correct or up-to-date or in case of any unauthorized applications; our Company does not accept any responsibility regarding such incorrect information or unauthorized application.

In addition, please do not share documents/information containing personal data, except when required due to the nature of the work undertaken. If personal data are included in the documents which are delivered, please delete the relevant personal data from the document concerned or share it by making it anonymous.

We cannot be held responsible for the personal data which you have shared although it was not required due to the nature of the work.

Applicant (Personal Data Subject)	:
Name-Surname	:
Date of Application	:
Signature	: