PROCEDURE AND FORM FOR PERSONAL DATA SUBJECT APPLICATION

Pursuant to Article 11 of Law No. 6698 on the Protection of Personal Data ("KVK"), data subjects defined as relevant persons (hereinafter referred to as "Applicant") are granted the right to make specific requests regarding the processing of their personal data.

According to Article 13/I of the KVK, applications concerning these rights must be submitted to our Company as the Data Controller in writing or through other methods determined by the Personal Data Protection Board ("Board").

It is important that the personal data you believe belongs to you is accurate and up-to-date. Therefore, please notify us of any changes to your personal data. In accordance with the KVK and relevant legislation, you may;

- Learn whether your personal data is being processed,

- Request details about the information we collect,

- Learn the purpose of collection and usage of this information, and third parties to whom personal data is transferred domestically or abroad, or

- Request correction, updating, or deletion of data if processed incompletely or inaccurately, including notification to third parties to whom data has been transferred, should the reasons requiring processing cease to exist.

Pursuant to the rights you hold as a Data Subject under Law No. 6698 on the Protection of Personal Data ("KVK"), an Application Form accessible via the relevant link has been prepared for the fulfillment of your request regarding your personal data at Everhub Information Technologies Ltd. Co. (Data Controller). To apply "in writing" to our Company:

Fill out the application form provided below, completing the designated sections clearly and comprehensively. After printing, mark the envelope with "Information Request Under the Law on Protection of Personal Data" and submit via;

- Personal application by the applicant,

- Notary public or registered mail with return receipt,

- Wet-signed application form with copy of ID/passport to;

Everhub Bilişim Teknolojileri Ltd. Şti.

Kozyatağı Mah. Gülbahar Sok. Ar Plaza C Blok No:13/3 K:4 Kadıköy/İstanbul

Contact adresss, or;

 Via e-mail to info@everhub.com.tr.

We will respond to your application within 30 days at the latest in accordance with KVK provisions. Please note that even if the information and documents you submit are incomplete or unclear, we will contact you as the Data Controller to finalize your application.

PERSONAL DATA SUBJECT APPLICATION FORM

1. IDENTITY AND CONTACT INFORMATION OF THE DATA SUBJECT

Name- Surname:	
TR Identıty No:	
Phone Number:	
Address:	
E-mail Address:	
Organization Applied to:	
Relationship with Our Organization	(Customer, bussiness partner, job applicant, former employee, third-party company employee, shareholder, etc)

2. INFORMATION REGARDING THE DATA SUBJECT'S CHOICE OF RIGHT

(Please check the box(es) next to the statement(s) applicable to your request)

	I wish to learn whether your Organization processes my personal data.
	If your Organization processes my personal data, I request information about the processing activities..
	If your Organization processes my personal data, I wish to learn the processing purpose and whether it is used accordingly.
	If my personal data is transferred to third parties domestically or abroad, I wish to know these third parties.
	I believe my personal data is processed incompletely/inaccurately and request correction.
	I request deletion of my personal data, even if processed in compliance with KVK and other relevant legislation.
	I request correction of my personal data (which I believe is incomplete/inaccurate) at third parties to whom it was transferred.
	I request deletion of my personal data at third parties to whom it was transferred.
	I believe my personal data processed by your Organization is analyzed exclusively through automated systems, resulting in an outcome against me. I object to this result..

3. **EXPLANATION**
    (Please specify your request under KVK and related personal data in detail.)

4. ATTACHMENTS
(Please specify any documents you wish to submit in support of your application.)

5. PLEASE SELECT YOUR PREFERRED METHOD OF RESPONSE DELIVERY:

☐ I request delivery to my address

☐ I request delivery to my e-mail address.

☐ I wish to receive in person.

6. APPLICANT'S DECLARATION

This application form has been prepared to determine your relationship with our Organization, identify your personal data processed by our Organization (if any) and its nature in full, and to respond to your application accurately and within the legal timeframe. To eliminate legal risks arising from any disclosure contrary to the principles, procedures, and fundamentals stipulated by law, and particularly to ensure the security of your personal data, our Company reserves the right to request additional information and documents (e.g., copy of ID card or driver's license) for identity/authority verification. Our Organization does not accept liability for requests arising from incorrect information or unauthorized applications due to inaccurate/outdated information shared in this form or unauthorized applications. All responsibility arising from unlawful, misleading, or incorrect applications shall belong to you.

Personal Data Subject Owner / Authorized person applying on Behalf[1] **

Name Surname   :
Application Date   :
Signature   :

---

[1] If applying on behalf of another person, submit documents proving your authority (e.g., documents showing guardianship/trusteeship/power of attorney). These documents must be issued or approved by competent authorities to be considered valid.

** Applications must be personal. Applications cannot be made on behalf of spouse, relative, child, etc. If the applicant's identity is in doubt, verification information may be requested. Our Company does not accept liability for requests arising from incorrect information or unauthorized applications.