

APPLICATION FORM IN ACCORDANCE WITH ARTICLES 11 AND 13 OF THE LAW OF PROTECTION OF PERSONAL DATA

Your requests within the scope of your rights listed in Article 11 of the Law of Protection of Personal Data numbered 6698 (hereinafter shall be referred to as the “Law”) for the personal data owners defined in the Law as the concerned person (hereinafter shall be referred to as the “Applicant”) and the applications to be made with respect to such rights to our company which is the data controller in accordance with article 13 of the Law and article 5 of the Communiqué of the Principles and Procedures for Application to the Data Controller should be delivered to us in writing or using the other methods determined by the Board of Protection of Personal Data.

DATA CONTROLLER

Tursoy Otelcilik ve Turizm Yatırımları
A.Ş. Istanbul Chamber of Commerce
251169 Istanbul
Telephone: +90 264 582 21 00
Fax: +90 264 582 21 01
Mail: richmondnua@richmondnua.com

Your application and the request contained in the application are concluded by TURSOY, the data controller as soon as possible and within no later than thirty days, depending on the nature of the request. However fee could be requested according to the tariff determined by the Board in the case the transaction requires further cost¹. Your request shall be accepted or rejected with justification within this period and the answer shall be delivered to you in writing or electronically. Please deliver your request completing the following form and using one of the methods defined.

Application Method	Address to which the Application shall be Made	Information to be Indicated While Sending the Application
Personal Application with Wet-Ink Signature (Application made when the applicant comes personally and submits documents authenticating his/her identity and information and documents on the application)	Rüstempaşa Mah. Kumbaz Cad. No.8 54600 Sapanca / Sakarya Turkey	The expression of “Request for Information within the Scope of the Law of Protection of Personal Data” shall be written on the envelope.
Application through Notary Public	Rüstempaşa Mah. Kumbaz Cad. No.8 54600 Sapanca / Sakarya Turkey	The expression of “Request for Information within the Scope of the Law of Protection of Personal Data” shall be written on the envelope.
Application by means of Registered Electronic Mail Address, Secure Electronic Signature, Mobile Signature	You can make application to the following e-mail address: tursoyotelcilik.kvk01@hs02.kep.tr	The expression of “Request for Information within the Scope of the Law of Protection of Personal Data” shall be written in the subject field of the e-mail.
Delivery of the application form	You can make application to the	The expression of “Request for Information

¹ According to article 7 of the Communiqué of the Principles and Procedures for Application to the Data Controller titled “Fee”; “(1) In the case that the application of the concerned person shall be replied in writing, no fee is received up to ten pages. Transaction fee of 1 Turk Lira may be received for each page. (2) In the case that the application is replied in saving media including CD, flash memory, the fee that could be requested by the data controller cannot be higher than the cost of the saving medium.”

by using the electronic mail address notified to the Company in advance and registered in the system of the Company	following e-mail address: kvkk@richmondnua.com	within the Scope of the Law of Protection of Personal Data” shall be written in the subject field of the e-mail.
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Please complete the following fields in order to allow us contacting with you and confirm your identity.

TO TURSOY OTELCİLİK VE TURİZM YATIRIMLARI A.Ş.	
<p>I hereby request for assessment of my following request in the capacity of data controller in accordance with Articles 11 and 13 of the Law of Protection of Personal Data numbered 6698 and for delivery of the result to me.</p> <p>I declare and undertake that my documents and information provided in this application to you belong to me.</p> <p>I permit for processing of the information and documents which I provide in the application form in the manner limited to assessment, replying the application I made delivery of my application to me and detection of my identity and address by TURSOY OTELCİLİK VE TURİZM YATIRIMLARI A.Ş.</p>	
Name and surname of the applicant	
T.R. identity number/ citizenship for non-citizens, passport or identity number	
Contact details	Address: Telephone: Mobile: E-mail:
The reason for the relationship between the data owner and the data controller	<input type="checkbox"/> Customer/ Candidate Customer <input type="checkbox"/> Employee/ Candidate Employee / Former Employee (The years when I worked:) <input type="checkbox"/> Visitor <input type="checkbox"/> Other (<i>please explain</i>)
Subject	
<p>Your request: (<i>Please explain your request in detail.</i>)</p>	

Please select the method of delivery our reply to your application:

- I want it to be sent to my address.
- I want it to be sent to my e-mail address.
(We can answer you faster if you select the method of e-mail.)
- I want to take delivery by hand.
(In the case its delivery is taken by proxy, a notarized power of attorney or certificate of authorization is required.)

This application form has been issued for the purpose of detecting your relationship with our Company and determining fully your personal data processed by our Company and for replying the concerned application correctly and within the legal period. Our Company reserves its right to request for additional documents and information (copy of identity card or driving license etc.) for detection of identity and authorization, for the purpose of eliminating the legal risks that could arise from unlawful and unjust data sharing and particularly for the purpose of providing security of your personal data. In the case that the information on your requests delivered within the scope of the form are not correct and actual or in the case any unauthorized application is made, our Company does not undertake any responsibility for requests arising from the false or unauthorized application in question.

Applicant (Personal Data Owner)

Name and Surname :

Date of Application :

Signature :