

 KOSMOS VISA SERVICES LTD. CO.
 KVK APPLICATION FORM

 Date : …/…./……..

Under the Personal Data Protection Law no. 6698 (“KVK Law), reffering personal data holders (hereinafter referred to as“ the Applicant), Article 11 of the KVK Law providesthe right to make certain requests for the processing of their personal data.

Pursuant to the first paragraph of Article 13 of the KVK Law; Applications regarding these rights are required to be delivered to our company (dataresponsible) either in writing or by other methods determined by the Personal Data Protection Board (“Board”).

Within this framework, the applications can be made to our Company by following methods along with this document which is filled and printed out ;

* application can be made in person,
* Through a notary,

It can be transmitted by the Applicant using the "secure electronic signature" defined in the Electronic Signature Law No. 5070, mobile signature or the e-mail address you have previously notified to our Company and registered in our systems.

The following information is provided on how applications can be submitted.

|  |  |  |
| --- | --- | --- |
| Application Method | Address of Application to be submitted | Information to be specified in application submission |
| Application in person (Applicant must come personally with a proof of identity) | Kosmos Visa Services Company Limited - Cumhuriyet Street No:139 Harbiye - Sisli - Istanbul - Turkey  | Envelope with title the ‘Information request within the Scope of the Personal Data Protection Law ” on it. |
| Notification through a notary  | Kosmos Visa Services Company Limited Astoria AVM, Esentepe Mah. Büyükdere Cad No 127 Astoria B1 kati M32 Esentepe/Şişli/İstanbul” | Notification envelope with title the ‘Information request within the Scope of the Personal Data Protection Law ” on it. |
| By using secure electronic signature, mobile signature or the e-mail address you have previously provided to our Company and registered in our systems. | info@kosmosvize.comkosmos@hs03.kep.tr | "Personal Data Protection Law Information Request" will be written in the subject line of the e-mail. |

Your applications submitted to us will be replied within thirty days from the date of receipt of your request according to the nature of the request, pursuant to Article 13, paragraph 2 of the KVK Law. Our responses will be sent to you in writing or electronically in accordance with Article 13 of the KVK Law.

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A. Applicant contact information:

|  |  |
| --- | --- |
|  Name: |  |
|  Surname: |  |
| TC identification number: |  |
| Telephone Number: |  |
|  E-MailE-posta: |  |
| Adress: |  |
|  |
|  |

B. Please indicate your relation with our Company. (Students, graduates, students or graduate relatives, business partners, employee candidates, former employees, third-party employees, etc.)

|  |  |
| --- | --- |
| * Customer
* Employee
* Supplier
 | * Business Partner
* Other:
 |
| Unit in which you communicate within our Company : ....................................................................................  |
| Subject:.................................................................................................................................................................. |

|  |  |
| --- | --- |
| □ I’m a Former EmployeeWorking Dates:............................................. | □ I made Job Application / Resume SharingDate :.................................................................... |
| □ Other:.............................................................................................................................................. | □ I’m a Third Party EmployeePlease indicate your company and position information.............................................................................. |

 Date : …/…./……..



Date : …./……/……..



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C. Please specify in detail your request under the KVK Law:

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Applicant (Personal Data Owner) Name : Surname :

Application Date :

Signature :

D. Please choose the method of notifying you of the response to your application:

* I want it sent to my adress.
* I would like to receive delivery by hand.

(In case of delivery by proxy, it is required to have a notarized power of attorney or certificate of authority.)

This application form has been prepared in order respond to your application within the time frame spesified by the rule. u. Our Company reserves the right to request additional documents and information (identity card or copy of driver's license etc.) for identification and authorization in order to eliminate the legal risks that may arise from data sharing in an unlawful and unfair manner and especially to ensure the security of your personal data. In the event that the information regarding your requests submitted within the form is not accurate and up-to-date or an unauthorized application is made, our Company does not accept responsibility for the wrong information or unauthorized application requests..