

DATA SUBJECT APPLICATION FORM

GENERAL INFORMATION

We, as Istanbul Settlement and Custody Bank Inc. in its capacity as data controller, hereby declare that we have fulfilled our obligations stipulated in the Personal Data Protection Law No. 6698. Pursuant thereto, the personal data is processed based on the methods and legal grounds explained in Chapter Seven of Takasbank Regulation on Personal Data Protection Policy (<https://www.takasbank.com.tr/tr/hakimizda/kurumsal/takasbank-kisisel-verileri-koruma-politikasi>) for the purposes referred to its article 8, and the personal data is transferred to the receiver groups mentioned in the Chapter Four of the same regulation for the purposes set forth again in the same chapter. The rights and exercising procedures of the Data Subjects are explained in a detailed manner in the Chapter Eight of the aforesaid regulation.

Pursuant to the second paragraph of article 14 of the Law no.6698, Takasbank reminds that it is not possible to directly apply to the Board without making an application to the data controller.

We declare that your personal data you will deliver us upon filling out this form must be processed by Takasbank for the reasons stipulated in article 5 of the Law no. 6698.

Application Topics

The rights of the Data Subjects have been stipulated in article 11 of the Personal Data Protection Law No.6698. Accordingly;

ARTICLE 11 - (1) By applying to the data controller, everyone is entitled to;

- a) Learn whether any personal data about him/her has been processed or not.
- b) If his/her personal data has been processed, request information thereof.
- c) Learn the purpose of processing of personal data and whether they have been used in a compatible manner with their intended purpose.
- ç) Know the third persons to whom the personal data has been transferred in the country and abroad.
- d) If the personal data has been incorrectly or incompletely processed, ask for their correction.
- e) Ask for the destruction of his/her personal data in accordance with the conditions referred to in article 7.
- f) Ask for the notification of the operations conducted pursuant to the items (d) and (e) to third persons to whom the personal data has been transferred.
- g) Object to occurrence of any result to the detriment of his/herself arising from the analysis of processed data exclusively by the automatic systems.
- ğ) Claim the indemnification of his/her loss if he/she incurs any due to the illegal processing of the personal data.

No Application Topics

No response shall be given to the applications to be made on any topic referred to in article 28 of the Law No.6698.

In addition, applications which are clearly unrelated to Takasbank and in nature of the abuse of right shall be left unanswered by Takasbank.

No response shall be given to the applications to be made by any method other than the application methods given below.

Application Methods

This form has been prepared to help the Data Subjects exercising their rights. Use of this form by the Data Subjects in the applications they will make is not mandatory. In any event, the issues mentioned in this form shall be applicable with respect to the identity verification and the application method.

1. The Data Subjects can fill this form or the petition they have prepared and deliver the wet-signed form/petition by hand directly or through their representatives to “**İstanbul Takas ve Saklama Bankası A.Ş. Reşitpaşa Mahallesi, Borsa İstanbul Caddesi, No:4 Sarıyer 34467 İstanbul**” address. Making identity verification during the application is compulsory. For the applications made through a representative, submission of the original of the power of attorney containing the authorization for personal data request is necessary.
2. The Data Subjects can deliver their wet-signed application form or the petition they will prepare to the address given in article one by writing “**Information Request under the Personal Data Protection Law**” on the envelope. The representative of the applicant can also apply by way of post together with the original of the power of attorney containing the authorization for personal data request.
3. The Data Subjects can make an application through notary. For the applications made through notary, the above given address shall be used. To the subject section of the application being made, “**Information Request under the Personal Data Protection Law**” should be written.
4. For applying via REM, the Data Subjects can use takasbank.haberlesme@hs03.kep.tr address. If this method is used, “Information Request under the Personal Data Protection Law” should be written to the subject section of the email,
5. If there is an electronic mail address informed previously to Takasbank by the Data Subject and registered in Takasbank system, the application can be made by using this email address. To the subject section of the email being sent, “Information Request under the Personal Data Protection Law” should be written.

In the applications, obtaining minimum personal data is a must. For this reason, no information and document containing personal data other than those specified in article 24 of the Regulation must be given in the applications

Responding to the Applications

The applications meeting the aforesaid criteria are immediately responded by Takasbank. This time period cannot exceed 30 days. As a rule, the applications are free of charge, however if the process requires any additional cost, the fees designated in the tariff by the Personal Data Protection Board may be collected. In addition, if it is determined that the application has been resulted from Takasbank's fault, the collected fee shall be returned.

The response to be given by Takasbank can be received by hand by the Data Subject personally or his/her representative against signature but can also be sent to the indicated address by post, to his/her REM or his/her email address if the relevant criteria has been meet, to prove that the application has been responded. The Data Subject must state the way of communicating the response; however, if no communication way is designated, the response shall be given through the method the application has been made.

Takasbank reserves the right to ask for additional information from the applicant.

APPLICATION DETAILS

Subject of Application/Request

*Please give information about your application. If the below space becomes insufficient, the **Additional Explanations** area can be used. Explanations about the application topics are given in the Chapter Eight of Takasbank Regulation on Personal Data Protection Policy (<https://www.takasbank.com.tr/tr/hakkimizda/kurumsal/kvkk-politikasi>).*



