



MONTES FOREIGN TRADE LIMITED COMPANY ("DATA CONTROLLER/MONTES")

DATA SUBJECT APPLICATION FORM

Pursuant to Article 11 of the Personal Data Protection Law No. 6698 ("KVKK"), data subjects are entitled to apply to the data controller and exercise the rights listed below. The procedures and principles regarding applications to the data controller by natural persons whose personal data are processed ("Data Subject") are regulated under the Communiqué on the Procedures and Principles of Application to the Data Controller. In this context, please mark your requests regarding the rights listed in the table below.

Requested Rights (KVKK Article 11)	Please Select
a) To learn whether personal data are processed,	☐
b) To request information if personal data have been processed,	☐
c) To learn the purpose of processing personal data and whether they are used in accordance with such purpose,	☐
d) To know the third parties to whom personal data are transferred, whether domestically or abroad,	☐
e) To request correction of personal data if they have been processed incompletely or inaccurately,	☐
f) To request deletion or destruction of personal data within the framework of the conditions set forth in Article 7 of the Law,	☐
g) To request notification of the operations carried out pursuant to subparagraphs (e) and (f) to third parties to whom personal data have been transferred,	☐
h) To object to any result arising against the person by means of analysis of processed data exclusively through automated systems,	☐
i) To request compensation for damages in case of loss due to unlawful processing of personal data,	☐

Data subjects who wish to exercise their rights arising from the applicable legislation may submit their applications through any of the application methods listed below. You may review our Privacy Policy, Cookie Policy and Privacy Notice on our website.

By using a secure electronic signature, mobile signature, or the electronic mail address previously notified to our Company and registered in our systems, by sending an e-mail from your registered e-mail address to info@montestrading.com together with documents verifying your identity;
By completing this form in full and submitting it in writing or in person to Montes Foreign Trade Limited Company ("Data Controller/Montes"), Halkalı Merkez Mah. Dereboyu Cad. Antplato No:4/157-158 Küçükçekmece / İstanbul;
By using your personal Registered Electronic Mail (KEP) address and sending an e-mail to our Company's registered electronic mail address, montes@hs06.kep.tr ;
By submitting your application through a Notary Public or by other methods determined by the Personal Data Protection Authority.

Please complete the form below in full and submit your application to our Company, acting as the Data Controller, through any of the methods stated above.

Name and Surname	
Turkish ID Number	
For Foreign Nationals Passport Number or Identity Number	
Residential Address for Notification	
Business Address	
Mobile Phone	
Telephone Number	
Fax Number	
E-mail Address	
Registered Electronic Mail (KEP) Address	

Please indicate your relationship with our Company from the options below.

(For example: person receiving products or services or their employees, employee candidate, former employee, supplier employee, supplier representative, third-party company representative, company shareholder or employee.)

- ☐ Product or Service Recipient
- ☐ Visitor
- ☐ Supplier
- ☐ Company Representative
- ☐ Employee
- ☐ Intern
- ☐ Former Employee
- ☐ Job Applicant / Employee Candidate
- ☐ Other

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Department / person you have been in contact with within our Company:

- Department :
- Subject :
- ☐ Former Employee :
- ☐ Years of Employment :
- ☐ Other :
- ☐ I Applied for a Job :
- ☐ I Shared My CV / Date :
- ☐ I Purchased a Vehicle from Your Company :

Please specify the company you work for and your position.

Please describe your request under the KVKK in detail.

Please select the method by which you would like us to notify you of our response to your application.

☐ I would like it to be sent to my address	☐ I would like it to be sent to my e-mail address
☐ I would like to receive it by hand	☐ I would like it to be sent to my KEP address

This form has been prepared in order to identify your legal relationship with our Company and, where applicable, the personal data processed by our Company completely and accurately, so that your relevant application can be answered correctly and within the statutory period. In order to prevent legal risks that may arise from unlawful or unfair data sharing and to ensure the security of your personal data, our Company reserves the right to request additional documents and explanations for identity and authority verification. If the information submitted within the scope of the Application Form is not accurate or up to date, or if an unauthorized application is made, our Company shall not be held liable for requests arising from such incorrect information or unauthorized applications. In case of delivery by proxy, the original or notarized copy of the power of attorney, representation document or authorization certificate must be submitted. If you apply in accordance with the specified procedures and principles, your requests will be concluded free of charge as soon as possible and, in any event, within thirty (30) days, depending on the nature of the request. However, if the transaction requires an additional cost, the fee set by the Personal Data Protection Board may be charged.

Declaration of the Data Subject / Applicant:

As the Personal Data / Application Owner, I hereby acknowledge and declare that I have read the general explanations contained in the application form, that I am aware of my rights and obligations under the Personal Data Protection Law and this application form, and that all information I have provided in this application form is accurate and complete. I kindly request that I be informed within the statutory period regarding this request.

Data Subject / Applicant	
Name and Surname	:
Application Date	:
Signature	: