SPACE İSTANBUL

APPLICATION FORM TO THE DATA CONTROLLER

1. General Information

Pursuant to the Personal Data Protection Law No. 6698 (“KVKK”), individuals defined as data subjects (“Applicant”) are granted the right to submit certain requests regarding the processing of their personal data in accordance with Article 11 of the KVKK.

This application form has been prepared to identify your relationship with **Space Istanbul Real Estate Development and Consultancy Inc.** (“**Space Istanbul**”) and, where applicable, to ensure that your personal data processed by Space Istanbul are fully identified and that your application can be responded to accurately and within the statutory period. For the purpose of ensuring the security of your personal data and preventing unlawful data transfers, **Space Istanbul** may request additional information for identity and authorization verification. In cases where the information provided by the Applicant is inaccurate and/or outdated, or where the requests are unauthorized, all responsibility shall lie with the Applicant.

Pursuant to Article 7 of the Communiqué on the Principles and Procedures for Application to the Data Controller, no fee shall be charged for written responses of up to ten pages. For each page exceeding ten pages, a processing fee of 1 Turkish Lira may be charged. If the response to the application is provided in a recording medium such as a CD or flash drive, a fee equivalent to the cost of the recording medium may be requested.

2. Scope of the Right to Apply Under Article 11 of the KVKK

The Applicant may submit a request to **Space Istanbul** regarding the matters listed below:

1. To learn whether their personal data are being processed,
2. To request information if their personal data have been processed,
3. To learn the purpose of processing their personal data and whether they are used in accordance with such purpose,
4. To learn the third parties to whom their personal data are transferred, whether domestically or abroad,
5. To request the correction of their personal data if they are processed incompletely or inaccurately, and to request that the transactions carried out in this scope be notified to the third parties to whom the personal data have been transferred,
6. To request the deletion, destruction, or anonymization of their personal data in the event that the reasons requiring their processing no longer exist, even though they have been processed in accordance with the KVKK and other relevant legislation, and to request that the transactions carried out in this scope be notified to the third parties to whom the personal data have been transferred,
7. To object to the occurrence of a result against them arising from the analysis of their processed data exclusively through automated systems,

8. To request compensation for damages in the event that they suffer damage due to the unlawful processing of their personal data.2

3. Method of Application Pursuant to the first paragraph of Article 13 of the KVKK, applications regarding these rights must be submitted to us in writing and duly signed, or through other methods determined by the Personal Data Protection Board ("Board").Within this framework, written applications may be submitted by printing out this form and delivering it to us through the following methods:

- By the Applicant applying in person,
- Through a notary public,•Via registered electronic mail (KEP), secure electronic signature, or mobile signature, or
- By sending an e-mail from the electronic mail address previously notified to us by the Applicant and registered in our system.

Below, information is provided regarding the written application channels through which applications may be submitted to us.**Application Method**	**Information to be Included in Application Submission**	**Address where the application will be submitted**
In-person application (Applicant must come in person and present identification documents)	The envelope should be labeled "Information Request under the Law on the Protection of Personal Data".	Cevdetpaşa Cad. Germencik Sk. Bebek Palas Apt. No:1 34342 Bebek İstanbul
Notification via notary public	The envelope containing the notification should be labeled "KVKK Information Request".	Cevdetpaşa Cad. Germencik Sk. Bebek Palas Apt. No:1 34342 Bebek İstanbul
Application via Mobile Signature or Email [By using the email address previously notified to the data controller by the data subject and registered in the data controller's system]	In the subject line of the email, write "Information Request Regarding the Personal Data Protection Law".	info@spaceistanbul.com

Space Istanbul may request additional information and take necessary measures to verify the identity of the Applicant for applications submitted via e-mail.Applications submitted to us will be responded to in writing or electronically within thirty (30) days from the date the request is notified to or received by us, depending on the nature of the request, in accordance with the second paragraph of Article 13 of the KVKK.3

4. Your Identity and Contact Information

A. Applicant Contact Information

Name	
Surname	
Turkish National Identity Number /Passport Number (if foreigner)	
Telephone	
Email	
Residential or Business Address	

B. Please specify your relationship with Space Istanbul. (Visitor, Customer, Partner employee, job applicant, former employee, third-party company employee, shareholder, etc.)

□□ Visitor □□ Customer □□ Business partner	□□ Employee □□ Job Candidate □□ Former Employee □□ Other :.....
You are in contact with someone within our company. Unit :..... Subject :.....	

5. Subject of Request

Please specify your request in detail under the Personal Data Protection Law (KVKK):

Applicant

Name and Surname:

Signature (if written application):