



**CONSUS ENERJİ İŞL. VE HİZ. A.Ş.  
DATA SUBJECT APPLICATION FORM**

**GENERAL EXPLANATIONS**

1. Data subjects (the “**Applicant**”), as defined under Law No. 6698 on the Protection of Personal Data (the “**Law**”), have been granted the right under Article 11 of the Law to submit certain requests to data controllers concerning the processing of their personal data.
2. Pursuant to the first paragraph of Article 13 of the Law, applications relating to these rights to CONSUS ENERJİ İŞL. VE HİZ. A.Ş. (“**CONSUS**”), which is the data controller, must be submitted in writing.
3. In this context, applications to be made to CONSUS “in writing” may be submitted by completing this form as follows:
  - a) By delivering a wet-ink signed copy by hand, through a notary public, by registered mail with return receipt, or by personal application to “Esentepe Mah. Büyükdere Cd. 193 Apt. Blok No:193 İç Kapı No:2 Şişli/İstanbul”;
  - b) By signing the application form completed electronically with your mobile signature or secure electronic signature and sending it to [consus@hs01.kep.tr](mailto:consus@hs01.kep.tr) using your Registered Electronic Mail (KEP) address or the e-mail address already registered in CONSUS’s data recording system.
4. If another application method is determined and announced by the Personal Data Protection Board, announcements regarding such methods will be made through CONSUS’s website.
5. Your applications submitted to CONSUS will be answered within 30 (thirty) days from the date on which your request reaches CONSUS, depending on the nature of the request, pursuant to the second paragraph of Article 13 of the Law. The responses given by CONSUS will likewise be delivered to you in writing or electronically pursuant to Article 13 of the Law.
6. If your application requires an additional cost, you will be required to pay the fee determined under the Communiqué on the Procedures and Principles of Application to the Data Controller issued by the Personal Data Protection Board. If a written response is provided to your application, no fee will be charged for the first 10 (ten) pages, and the fee specified in the tariff determined by the Personal Data Protection Board will be charged for each page exceeding 10 (ten) pages. If the response to your application is provided on a recording medium such as a CD or flash drive, the cost of the recording medium will be charged to you.
7. CONSUS reserves the right to amend its application procedures in accordance with a decision of the Personal Data Protection Board or legal regulations to be enacted in the future.



**A. Contact Information of the Applicant**

|                       |  |
|-----------------------|--|
| <b>Name:</b>          |  |
| <b>Surname:</b>       |  |
| <b>Turkish ID No:</b> |  |
| <b>Telephone No:</b>  |  |
| <b>E-mail:</b>        |  |
| <b>Address:</b>       |  |
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|                       |  |
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**B. Applicant's Relationship with CONSUS**

Please indicate your relationship with CONSUS. (Guardian, business partner, job applicant, former employee, employee of a third-party company, shareholder, etc.)

|                                                                                                                                                                                               |                                                                                                                                                                                    |                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Employee<br><input type="checkbox"/> Job Applicant<br><input type="checkbox"/> Former Employee                                                                       | <input type="checkbox"/> Business Partner<br><input type="checkbox"/> Employee of a Third-Party Company<br><input type="checkbox"/> Other:.....<br>.....                           |                                                                                                                                                                                                         |
| The unit within CONSUS that collected your personal data (Although it is not mandatory to specify, indicating it may allow your application to be concluded more quickly.):<br>.....<br>..... |                                                                                                                                                                                    |                                                                                                                                                                                                         |
| <b>***If you are a former employee, please complete the sections below</b><br><br>Years you worked:.....<br>.....<br><br>Unit in which you worked:.....<br>.....                              | <b>***If you are a job applicant, please complete the sections below</b><br><br>Date on which you applied for a job:.....<br>.....<br><br>Method of job application:.....<br>..... | <b>***If you are an employee of a third-party company, please complete the sections below</b><br><br>Trade name of the company you work for:.....<br>.....<br><br>Your position:.....<br>.....<br>..... |

**C. Details Regarding Your Request Under the Law**

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**D. Method to Be Selected for Notification of the 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

*(If the e-mail method is selected, a faster response will be provided to you.)*

☐ I would like to receive it in person

*(If it is received by proxy, submission of a notarized power of attorney or authorization document is mandatory.)*

This form has been prepared in order to identify your relationship with CONSUS, to fully determine any personal data relating to you that is processed by our organization, and to ensure that your relevant application is answered accurately and within the statutory period. In order to eliminate the legal risks that may arise from unlawful and unjustified disclosure of data and, in particular, to ensure the security of your personal data, CONSUS reserves the right to request additional documents and information (a copy of an identity card, passport or driving licence, etc.) for the purpose of verifying identity and authority. If the information concerning the requests you have submitted within the scope of the form is not accurate or up to date, or if an unauthorized application is made, CONSUS accepts no liability in relation to any requests arising from such inaccurate information or unauthorized application.

**Applicant (Data Subject)**

**Full name** \_\_\_\_\_ :

**Application date** \_\_\_\_\_ :

**Signature** \_\_\_\_\_ :