

**1. Application Method**

Within the scope of your rights listed in Article 11 of the Law on the Protection of Personal Data No. 6698 (“Law”), you may submit your requests to our Company using this form and one of the methods described below, pursuant to Article 13 of the Law and Article 5 of the Communiqué on the Principles and Procedures of Application to the Data Controller.

Application Method	Application Address	Information to Be Specified in the Application Submission
In-person application with a wet signature or via notary public	Acıbadem Mah. Çeçen Sok. Akasya Evleri Sitesi A Kule Blok No: 25 A/197, 34660 Üsküdar/İstanbul TURKEY	The envelope shall be marked with: “Information Request under the Personal Data Protection Law”.
Application through electronic mail	<a href="mailto:info@imca.com.tr">info@imca.com.tr</a> <a href="mailto:teknik@imca.com.tr">teknik@imca.com.tr</a> <a href="mailto:veriguvenligi@imca.com.tr">veriguvenligi@imca.com.tr</a>	The subject line of the e-mail shall read: “Information Request under the Personal Data Protection Law”.

Your applications submitted to us shall be answered, depending on the nature of the request, within thirty days at the latest from the date of receipt, in accordance with Article 13(2) of the Law. In cases where the process incurs a cost, the tariff determined by the Personal Data Protection Board shall apply. Our responses shall be delivered to you in writing or electronically, pursuant to Article 13 of the Law.

**2. Your Identity and Contact Information as the Data Subject**

Please fill in the fields below so that we can contact you and verify your identity.

Name-Surname:	
Turkish ID Number: Passport Number or Identification Number for Foreign Nationals:	
Residential/Workplace Address for Official Notifications:	
Phone Number:	
e-mail:	

**3. Please indicate your relationship with our Company** (e.g., customer, business partner, job applicant, former employee, third-party company employee, shareholder, etc.).

<input type="checkbox"/> Visitor	<input type="checkbox"/> Business Partner	<input type="checkbox"/> Visitor	<input type="checkbox"/>
<input type="checkbox"/> Former Employee	<input type="checkbox"/> I applied for the job / sent my CV	<input type="checkbox"/> I'm a third-party company employee	Other..... ..... .....
The department you have been in contact with within our Company:			
Years of employment (for former employees):			
Company and position (for third-party company employee):			
Subject:			

