

**PRESIDENCY OF THE REPUBLIC OF TÜRKİYE INVESTMENT AND FINANCE OFFICE**  
**DATA SUBJECT APPLICATION FORM**

### 1. Application Procedure

You may submit your requests that are within the scope of the rights specified in Article 11 of the Personal Data Protection Law ("Law") No. 6698, in accordance with Article 13 of the Law and Article 5 of the Communiqué on the Principles and Procedures for the Request to Data Controller, to our Office by one of the methods described below with this form.

	APPLICATION METHOD	ADDRESS TO APPLY	INFORMATION TO BE SHOWN IN THE APPLICATION
1. Written Application	With original signature in person or through a notary	Presidency of the Republic of Türkiye Investment and Finance Office Cumhurbaşkanlığı Çankaya Köşkü Yerleşkesi Ziaur Rahman Caddesi No: 1 Çankaya/ANKARA 06700	"Information Request on the Personal Data Protection Law" will be written on the envelope/notice.
2. Via Registered Electronic Mail (KEP)	With registered electronic mail (KEP) address	yatirimofisi@hs01.kep.tr	"Information Request on the Personal Data Protection Law" will be written in the subject line of the e-mail.
3. Application with Electronic Mail Address registered in Our System	By using your e-mail address registered in our Office's system	kvkk@invest.gov.tr	"Information Request on the Personal Data Protection Law" will be written in the subject line of the e-mail.
4. Application with an Electronic Mail Address Not Registered in Our System	By using your e-mail address which is not registered in our Office's system, to include mobile signature / e-signature	yatirimofisi@hs01.kep.tr	"Information Request on the Personal Data Protection Law" will be written in the subject line of the e-mail.

### 2. Your Identity and Contact Details

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

**NAME AND SURNAME:**

**TR NUMBER / PASSPORT OR ID NUMBER FOR FOREIGNERS:**

**SETTLEMENT ADDRESS / WORKPLACE ADDRESS FOR NOTICE:**

**MOBILE NUMBER:**

**PHONE NUMBER:**

**FAX NUMBER:**

**EMAIL ADDRESS:**

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### 3. Your relationship with our Office

Your relationship with our Office  Client  Former Employee  
 Employee  Other  
 Vendor Employee

### 4. Request Subject

You must clearly write your request regarding your personal data in the field below and add the relevant information and documents to your application.

### 5. Choose How you Wish to be Notified When Response is Ready

I want to have a response sent to the postal address I specified in the 2<sup>nd</sup> part.   
I want to have the response sent to the electronic mail address I specified in the 2<sup>nd</sup> part.   
I want to have the response faxed to the number that I specified in the 2<sup>nd</sup> part.

In line with the requests I have stated above, I request that my application to your Office be evaluated in accordance with Article 13 of the Law and to be informed.

I hereby declare and undertake that the information and documents I have provided to you in this application are accurate and up-to-date, that your Office may request additional information in order to finalize my application and that I may be required to pay a fee according to the tariff determined by the Personal Data Protection Board if this process requires additional costs.

Relevant Applicant (Data Subject)

NAME AND SURNAME :

APPLICATION DATE :

SIGNATURE :

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