

Application Form to the Data Controller

Under the Law on the Protection of Personal Data No. 6698

Last updated: 20 October 2026

You may submit your requests concerning your rights under Article 11 of the Law on the Protection of Personal Data No. 6698 (the “**Law**”) to Şoteks Etiket Teknolojileri San. Tic. A.Ş. (the “**Company**”) in accordance with Article 13 of the Law and the Communiqué on the Procedures and Principles of Application to the Data Controller (the “**Communiqué**”). Using this form is not mandatory; you may also apply with a free-form letter containing the mandatory information below.

Under the Communiqué, applications must be made in Turkish. This English version is provided for information; please submit your application in Turkish, for example by using the Turkish form.

1. Methods of Application

- by delivering your signed written application by hand to **İkitelli OSB Mah. Enkoop Sok. No: 2/C Başakşehir/İstanbul, Türkiye**, or by sending it by post, courier or through a notary public;
- by sending it from your registered email (KEP) address to **soteks@hs01.kep.tr**;
- by sending your application signed with a secure electronic signature or mobile signature to **info@soteksetiket.com.tr**;
- by sending it to **info@soteksetiket.com.tr** from the email address you have previously notified to the Company and that is registered in our systems.

For questions: 0090 212 613 37 48 · info@soteksetiket.com.tr

2. Response to Your Application

Your application will be concluded free of charge as soon as possible and within thirty days at the latest, depending on the nature of the request. If the response is given in writing, no fee is charged for up to ten pages; a processing fee of 1 Turkish lira may be charged for each page above ten. If the response is given on a recording medium such as a CD or flash drive, the fee may not exceed the cost of the medium. If the application arises from an error of the Company, any fee collected is refunded.

The Company accepts your application or rejects it with reasons and notifies you of its response in writing or electronically. If your application is rejected, the response is found insufficient or no response is given in time, you may lodge a complaint with the Personal Data Protection Board within thirty days of learning of the response and, in any case, within sixty days of the application date.

A. Identity and Contact Details of the Applicant

Fields marked (*) are mandatory under the Communiqué.

Name and surname *

Turkish identity number *

For foreign nationals: nationality,
passport number or, if any, identity
number *

Residential or business address for
notifications *

Email address for notifications (if
any)

Phone number (if any)

Fax number (if any)

B. Your Relationship with the Company

- | | | |
|---------------------------------------|--|--|
| ☐ Customer | ☐ Business partner / supplier | ☐ Visitor |
| ☐ Employee | ☐ Former employee | ☐ Job applicant |
| ☐ Other: | | |

Department / person you are in
contact with at the Company, and
subject

C. Your Request *

Please mark your request under Article 11 of the Law:

- ☐ I would like to learn whether my personal data are processed.
- ☐ If my personal data have been processed, I request information about it.
- ☐ I would like to learn the purpose of processing of my personal data and whether they are used in accordance with that purpose.
- ☐ I would like to know the third parties in Türkiye or abroad to whom my personal data are transferred.
- ☐ I request the rectification of my personal data that are incomplete or inaccurate.
- ☐ I request the erasure or destruction of my personal data under Article 7 of the Law.
- ☐ I request that the rectification, erasure or destruction be notified to the third parties to whom my data have been transferred.
- ☐ I object to a result to my detriment arising from analysis exclusively by automated systems.
- ☐ I claim compensation for damage I suffered due to unlawful processing.

Explanation of your request:

D. How the Response Should Be Sent to You

☐ By post to my address above ☐ To my email address above ☐ Collection in person

If another person will collect the response on your behalf, a power of attorney granting special authority for this purpose is required.

E. Attachments

Information and documents
attached to the application

F. Declaration and Signature

I declare that the information I have provided in this form is accurate and up to date, and that my application concerns my own personal data (or, if I am applying on behalf of another person, that I am authorised to do so).

Date

Signature

3. Notes

- To verify that the application belongs to the right person and to prevent disclosure of personal data to unauthorised persons, additional information or documents limited to the subject of the application may be requested.
- Incomplete or inaccurate information may delay the assessment of your application; in that case you may be asked to complete your information.
- For applications made on behalf of another person, a power of attorney granting special authority or a document of legal representation must be attached.
- The personal data you provide in this form are processed only to assess and respond to your application, on the basis of our legal obligation under the Law. More information: Clarification Text.