**DATA SUBJECT APPLICATION FORM**

1. **Contact Details**

For the purpose of verification of your identity and to contact you, please fill in the following fields:

**Name:**

**Surname:**

**R.T.ID Number /Foreigner ID Number:**

**Phone Number:**

**E-mail:**

**Address:**

1. **Your Relationship with Our Company**

Please specify your relationship with our Company.

**Client I am a Former Employee Years I worked in Company ….-….**

**Business Partner Employee Candidate/Job Applicant Date I shared my CV: …………….**

**Visitor I am a Third-Party Company Employee** Please specify *your company and position.*

**Other** *Please specify…………… ………………………………………………………………....*

*Please specify the department with which you are in contact* *in our Company.*

*………………………………………………………………....*

**Please state your request regarding your personal data in detail below.**

**Please choose the notification method for our response to your application.**

**I want it to be sent to my address.**

**I want it to be sent to my e-mail address.**

(If you choose e-mail method we will be able to respond you faster.)

**I want to receive it in person.**

(In case of receipt by proxy, a notarized power of attorney or a certificate of authorization is required.)

You, as a data subject, within the scope of legal obligations regarding the procedures and principles of application to the data controller, must include in your application your name, surname, signature if your application is in written form, your Republic of Turkey Identity Number if you are Turkish citizen, your nationality, passport (identity card, if any) number if you are a foreigner, your place of residence or business address to be based on notifications, your e-mail address and fax number, if any, and lastly the subject of your request. In addition, you must attach to the application the documents confirming your identity, as well as information and documents regarding the subject of the request.

In order for us to operate the process in the most effective way for you, you must indicate clearly and understandably in your request which right you want to exercise and the details of the process you requested.

We would like to emphasize that the subject of the request must be concern the data subject himself/herself. If the application is made on behalf of another person, the person making the request must rely on a specially documented authorization for the requested process (power of attorney). Unauthorized applications will not be considered.

This Application Form has been prepared in order to determine your relationship with our Company and your personal data processed by our Company, if any, and to respond to your relevant application properly and within the legal period. In order to eliminate legal risks arising from unlawful and unfair data sharing and in particular to ensure the security of your personal data, our Company reserves the right to request additional documents and information (e.g. copy of identity card or driver license etc.) for identification and authorization. Our Company does not accept any liability in the event that the information related to your requests submitted within the scope of the form is not accurate and not up-to-date or the application is made by an unauthorized person.

You may transmit this form to us, Cuengine:

1. By sending it with your wet signature and copy of identity card to the address: Viko Giz Plaza Ayazağa, Maslak Meydan Sk. No:3, 34396 Şişli/İstanbul, or

2. By signing it with secure electronic signature or mobile signature and sending to e-mail address info@cuengine.com, or,

3. By applying in person to Cuengine with a valid identity document.

**Applicant (Data Subject) Name - Surname:**

**Date of Application:**

**Signature:**