



GB ANNEX 3 – ELECTRONIC SIGNATURE PROCEDURE

1. PURPOSE AND SCOPE

This procedure governs the processes of **electronic signing, approval, and storage** of all user agreements, annexes, and documents executed through the **GMOPLUS Global** platform.

Its purpose is to ensure that users provide legally binding consent electronically, that documents are securely stored in digital form, and that their international legal validity is maintained.

2. LEGAL BASIS

The electronic signature process is implemented in accordance with the following laws and international standards:

- **Law No. 5070 on Electronic Signatures (Türkiye)**
- **eIDAS Regulation (EU Regulation No. 910/2014)** – EU Regulation on electronic identification and trust services
- **UNCITRAL Model Law on Electronic Commerce**
- **Internal compliance standards of GMOPLUS Teknoloji A.Ş. and GMOPLUS GmbH**

Under these frameworks, electronic approvals and signatures have **the same legal validity as handwritten signatures**.

3. ELECTRONIC APPROVAL PROCESS

1. User Registration:

During registration, the user accepts the Terms of Use electronically by ticking the box "*I have read and accept the Terms of Use.*"

2. Verification:

- The system automatically sends a verification link to the user's registered email address.
- Once verified, the user account becomes active.

3. Electronic Signature or Digital Confirmation:

- In Türkiye, GMOPLUS integrates with **qualified electronic signature providers** in accordance with Law No. 5070.
- In the EU and other countries, GMOPLUS operates through **eIDAS-compliant signature infrastructure**.
- The user confirms approval via digital signature or secure authentication.

4. PDF Document Generation:

- Once approval is complete, the system automatically generates a **PDF version** of the signed agreement.
 - The signed document is stored in the user's account under "**My Documents**" and also emailed to the registered address.
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4. STORAGE AND EVIDENTIAL VALUE

- All electronic approvals and timestamps are securely stored in GMOPLUS data centers.
 - Data is protected using **AES-256 encryption standards**.
 - Electronic consent records are **legally admissible evidence** and may be submitted before judicial authorities.
 - Documents are retained for a minimum of **10 years** in accordance with applicable record-keeping laws.
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5. USER RESPONSIBILITIES

- The user is responsible for maintaining the security of their account credentials.
 - The identity and contact information used during electronic signature must belong solely to the user.
 - In cases of impersonation or document forgery, GMOPLUS reserves the right to immediately suspend the related account.
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6. GMOPLUS RESPONSIBILITIES

- GMOPLUS ensures that all electronic signature operations comply with **international security and data protection standards**.
 - The integrity and immutability of signed documents are guaranteed through **hash technology (SHA-256)**.
 - Upon user request, GMOPLUS provides a **Digital Verification Code (Verification Hash Code)** to verify authenticity.
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7. VALIDITY AND COMPLIANCE

- The electronic signature procedure is **fully legally valid** under both Turkish and EU law.
 - GMOPLUS may adapt the process to comply with other countries' local legislation when necessary.
 - Agreements signed electronically become effective **without the need for any physical signature**.
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8. EFFECTIVE DATE AND UPDATES

This procedure enters into force in **2025**.

GMOPLUS will notify users via email in the event of changes or updates.

If a user does not accept the updated procedure, they have the right to close their account.