

## Data Subject Request Form

### General Information

Data subjects and/or their legal representatives may submit their requests regarding their rights to the protection of their personal data in writing or by other means **to BASF Türk Kimya Sanayi ve Ticaret Limited Şirketi** (“**BASF Türk**” or “**Company**”) in its capacity as data controller.

In this context, written requests to the Company may be submitted using this form;

- By applying in person to BASF Türk with a valid identity document,
- By mail to our address at "Barbaros Mah. Begonya Sok. Nidakule Ataşehir Batı No: 1 İç Kapı No: 48 Ataşehir, 34746 İstanbul, Türkiye" with a wet signature and a photocopy of your identity document,
- By email to BASF at [kvkk@basf.com](mailto:kvkk@basf.com) with a petition signed with a mobile signature or secure electronic signature.

If applications are made in person to our Company, the subject line of the application envelope should read: “*Regarding the Request for the Protection of Personal Data.*” If applications are made via email, the subject line should read: “*Regarding the Request for the Protection of Personal Data.*”

Our company may take the necessary measures to request additional information to verify the identity of the applicant when applications are made by the applicant.

Your requests submitted to us will be responded to within thirty days from the date your request reaches us, depending on the nature of the request. Responses will be communicated to you in writing or electronically.

### A. Applicant contact information:

|                                                                                                 |  |
|-------------------------------------------------------------------------------------------------|--|
| <b>First Name Last Name</b>                                                                     |  |
| <b>Turkish Republic ID Number / Foreign ID Number</b>                                           |  |
| <b>Phone Number</b>                                                                             |  |
| <b>Email:</b> <i>(We will be able to respond more quickly, if this information is provided)</i> |  |
| <b>Home or Business Address:</b>                                                                |  |

**B. Please indicate your relationship with our company. (*Employee, Customer, Supplier, Employee Candidate, Former Employee, etc.*)**

|                          |                 |
|--------------------------|-----------------|
| • <i>Job Applicant</i>   | <i>Subject:</i> |
| • <i>Employee</i>        | <i>Subject:</i> |
| • <i>Former Employee</i> | <i>Subject:</i> |
| • <i>Customer</i>        | <i>Subject:</i> |
| • <i>Supplier</i>        | <i>Subject:</i> |
| <i>Other:.....</i>       | <i>Subject:</i> |

**C. Please specify your request under the DPL in detail:**

.....

**D. Please select the method by which you would like to receive our response to your application:**

- I would like to receive it in person. *(If it is to be delivered by proxy, a notarized power of attorney or authorization document is required.)*

This application form has been prepared to identify your relationship with our Company, to determine your personal data processed by our Company, if any, and to respond to your relevant application correctly and within the legal time limit. In order to eliminate legal risks that may arise from unlawful and unjust data sharing, and in particular to ensure the security of your personal data, our Company reserves the right to request additional documents and information (such as a copy of your identity card or driver's license) for identity and authority verification. Our Company shall not be liable for any requests based on incorrect or outdated information provided in the form or unauthorized applications.

**Applicant's (Data Subject) Name and Surname:**

**Application Date:**

**Signature:**