

# APPLICATION FORM

<b>Name-Surname</b>		
<b>Republic of Türkiye ID No.</b> Nationality and Passport Number for Foreigners		
<b>Notification Address</b>		
<b>Phone No.</b>		
<b>Email Address or Registered e-mail address</b>		
<b>Date of Application</b>		
<b>Your relation with us</b>	<input type="checkbox"/> <b>Employee</b>	<input type="checkbox"/> <b>Supplier</b>
	<input type="checkbox"/> <b>Prospective Employee</b> Job Application Date:	<input type="checkbox"/> <b>Business</b> <b>Partner/Supplier</b>
	<input type="checkbox"/> <b>Former Employee</b> Years you have worked:	<input type="checkbox"/> <b>Other (Please state):</b>
<b>Previously Contacted Unit</b>		
<b>Subject of the Request</b>		
<b>Which Method You Want to Use to Respond to Your Application</b>	<input type="checkbox"/> I want it to be sent to my address.	
	<input type="checkbox"/> I would like to be contacted via email.	
	<input type="checkbox"/> I want it to be delivered to me in person.	

The data subject declares and undertakes that the documents and information provided to the Company in this application are accurate and up-to-date. The information and documents provided in the application form are processed and protected within the scope of the LPPD for the limited purposes of evaluating and responding to the application, delivering the response to the data subject, and determining data subject's identity and address. The personal data shared through this form will be processed within the scope of the Privacy Notice provided in the attachment in order to fulfill the request.

**Signature** :

**Date** :

**PRIVACY NOTICE FOR THE DATA SUBJECT IN ACCORDANCE WITH THE PERSONAL DATA PROTECTION LAW NO. 6698 (LPPD)**

This Privacy Notice has been issued to be presented with, **ÖZKAN KIYMETLİ MADENLER VE KUYUMCULUK A.Ş.** at **Levent Mah. Begonya Sk. No: 2 İç Kapı No: 1 Beşiktaş / İstanbul** address in order to fulfill the obligation to inform the data subjects who apply pursuant to Article 11 of the Law No. 6698 on the Protection of Personal Data (**LPPD**).

**A. METHOD OF COLLECTION OF PERSONAL DATA**

Personal data are obtained from data subjects in digital/electronic and/or written form. The personal data obtained is processed partially or fully automatically within the scope specified in this Privacy Notice, or by non-automatic methods provided that it is part of the data recording system.

**B. PURPOSES OF AND LEGAL GROUNDS FOR THE PROCESSING OF PERSONAL DATA**

Article 3 of the LPPD defines Processing as any operation performed on personal data such as recording, storage, preservation, modification, reorganization, disclosure, transfer, acquisition, making available and classification. The personal data processed by the Company in its capacity as the data controller along with the purposes and the legal grounds for such processing are listed in detail in the tables below.

Legal Grounds	Data Category	Personal Data	Purpose of Processing
LPPD 5/2-a of the LPPD- data processing has been expressly prescribed by laws.	Contact Data	Address, Email Address, Telephone No.	Carrying Out the Activities in accordance with the Legislation
Article 5/2-ç of LPPD - where data processing is mandatory for the data controller to fulfill its legal obligation.	Identity Data	Name-Surname, Turkish ID No/Tax ID/PASSPORT NO, Attorney Information for applications via Attorney, E-Signature, Signature	Carrying Out the Activities in accordance with the Legislation
Article 5/2-ç of LPPD - where data processing is mandatory for the data controller to fulfill its legal obligation.	Contact Data	Address, Email Address, Telephone No.	Monitoring of Requests and Complaints, Ensuring the Security of the Data Controller's Operations, Conducting/Supervising Business Activities, Conducting Storage and Archive Activities, Informing Authorized Public Institutions and Organizations
Article 5/2.-ç of LPPD - where data processing is mandatory for the data controller to fulfill its legal obligation.	Identity Data	Name-Surname, Turkish ID No/Tax ID/PASSPORT NO, Attorney Information for applications via Attorney, E-Signature, Signature	Monitoring of Requests and Complaints, Ensuring the Security of the Data Controller's Operations, Conducting/Supervising Business Activities, Conducting Storage and Archive Activities, Informing Authorized Public Institutions and Organizations
Article 5/2-e of LPPD- where data processing is mandatory for establishing, exercising or protecting a right.	Identity Data	Name-Surname, Turkish ID No/Tax ID/PASSPORT NO, Attorney Information for applications via Attorney, E-Signature, Signature	Handling and Carrying Out of Legal Affairs

Legal Grounds	Data Category	Personal Data	Purpose of Processing
Article 5/2-e of LPPD- where data processing is mandatory for establishing, exercising or protecting a right.	Contact Data	Address, Email Address, Telephone No.	Handling and Carrying Out of Legal Affairs

**C. PURPOSES OF AND RECIPIENTS FOR THE TRANSFER OF PERSONAL DATA**

The company processes personal data in accordance with the principles of “need to know” and “need to use”, by ensuring the necessary data minimization and taking the necessary technical and administrative security measures. Your personal data will be processed within the framework of the personal data processing conditions and purposes specified in the LPPD, and are transferred only in the following cases and to the specified third persons.

Recipients / Recipient Groups	Purpose of Transfer	Data Transferred
Authorized Public Institutions and Organizations, Judicial and Administrative Courts in Case of Legal Disputes	Fulfillment of Legal Obligations, Handling and Carrying Out of Legal Affairs	Contact Data (Address, E-Mail Address, Phone Number), Identity Data (Name-Surname, Turkish ID No./Tax ID/PASSPORT NO, Attorney Information in applications through Attorney, E-Signature, Signature)
Attorneys, Consultants	Fulfillment of Notification Obligations to Authorized Public Institutions and Organizations, Conduct of Litigation Processes in Judicial and Administrative Courts in Case of Legal Disputes	Contact Data (Address, E-Mail Address, Phone Number), Identity Data (Name-Surname, Turkish ID No./Tax ID/PASSPORT NO, Attorney Information in applications through Attorney, E-Signature, Signature)

**D. RIGHTS OF THE DATA SUBJECTS and THE METHOD FOR EXERCISING THESE RIGHTS**

**As per Article 11 of the LPPD No.6698 everyone has the right to apply to the Company, in its capacity as data controller, regarding the following issues:**

Each data subject has the right, by applying to the data controller, to:

- a) To learn whether or not their personal data is processed,
- b) To request information on the procedure, if their personal data has been processed,
- c) To learn the purpose of processing of the personal data and whether or not such data are used in line with its intended purpose,
- d) To obtain information about third parties to whom personal data is transferred domestically or abroad,
- e) To **request** the correction of personal data that may have been processed incompletely or inaccurately,
- f) To request the deletion or destruction of personal data within the scope of provisions set forth in Article 7 of the Law no. 6698,
- g) To **request** that the third parties to whom personal data is transferred are informed of the operations carried out pursuant to sub-paragraphs (e) and (f),
- h) To **object** to the emergence of an outcome which is to the detriment of the data subject as a result of the analysis of the data processed, exclusively through automated systems,
- i) To **request** compensation for any damages incurred due to unlawful processing of personal data.

**Applications regarding the rights listed above must be made in writing using one of the methods below, in accordance with the relevant legislation.**

- With a secure electronic signature,
- Through Registered Electronic Mail (REM) address,
- With mobile signature,
- [kvkk@annalisadiamond.com](mailto:kvkk@annalisadiamond.com) to email address together with documents that prove applicant's identity through the registered e-mail address in the Company's systems

The content of the application must include the issues listed below in accordance with the relevant legislation, and if information and documents related to the application subject are available, they are added to the application.

- Name, surname, and signature if the application is in writing,
- Turkish ID number for Turkish citizens, and nationality, passport number, or identity number, if any, for foreigners,
- Residential or business address for notification,
- Electronic mail address, phone and fax number for notification, if any, and
- Subject of the request.

Although not mandatory, the data subject may also apply by filling out the Application Form available on the Company's website.

Applications shall be finalized free of charge as soon as possible, depending on the nature of the request within 30 days at the most; however, if the requested action requires additional costs, you may be asked to pay a fee according to the tariff to be determined by the Personal Data Protection Board.

Acknowledgment: The data subject acknowledges receipt of a copy of this Privacy Notice on the Protection of Personal Data.

**IMPORTANT NOTICE:** Pursuant to Article 4 of the Communiqué on the Procedures and Principles of Application to the Data Controller, titled "Right of Application", natural persons whose personal data are processed have the right to apply to the data controller. Data Subjects may use this right provided to make their applications in Turkish.