**BIODEN ENERJI ÜRETIM SANAYI ve TICARET A.Ş.**

**INFORMATION REQUEST AND APPLICATION FORM**

As Bioden Enerji Üretim Sanayi ve Ticaret A.Ş. ("Company"), our foremost principles include the protection of fundamental rights and freedoms, the safeguarding of privacy, the assurance and maintenance of information security, and respect for ethical values. Article 11 of the Turkish Law on the Protection of Personal Data No. 6698 ("KVKK") titled "Rights of the Data Subject" grants data subjects the right to make certain requests regarding the processing of their personal data. Our Company, as the Data Controller, has prepared this information request form to enable data subjects to exercise these rights and to fulfill the obligation of disclosure as stipulated in Article 10 of the KVKK.

Pursuant to Article 11 of the KVKK, you may submit the enclosed form to our Company to exercise your rights as follows:

a) You may learn whether your personal data is being processed,
b) If your personal data has been processed, you may request information regarding such processing,
c) You may learn the purpose of processing your personal data and whether it is used in line with such purpose,
d) You may learn about third parties, in Turkey or abroad, to whom your personal data has been transferred,
e) If your personal data has been processed incompletely or inaccurately, you may request its correction,
f) Pursuant to the conditions set forth in Article 7 of the KVKK, you may request the deletion or destruction of your personal data,
g) You may request that the actions taken in accordance with subparagraphs (e) and (f) be notified to third parties to whom the data has been transferred,
h) You may object to any result that is detrimental to you as a result of the analysis of the processed data exclusively by automated systems, and
i) If you suffer damage due to the unlawful processing of your personal data, you may request compensation for such damage.

In accordance with Article 13 of the KVKK, data subjects must submit their requests to our Company in writing or through other methods determined by the Personal Data Protection Board ("Board"). Within this scope, applications to our Company can be made free of charge by completing this form, printing it out, and submitting it through one of the three methods provided below.

| No. | Application Method | Application Address | Requirements |
|---|---|---|---|

| | | | |
|---|---|---|---|
| **1** | By the data subject personally visiting our Company (it is mandatory for the data subject to bring documents verifying their identity). | | The envelope should be labeled as "Request for Information Regarding Protection of Personal Data". |
| **2** | Notification via notary public | | The envelope of the notification should be labeled as "Request for Information Regarding Protection of Personal Data". |
| **3** | By e-mail | kvkk@biodengubre.com | The subject line of the e-mail should be "Request for Information Regarding the Law on Protection of Personal Data". |
| **4** | By signing with a "secure electronic signature" as defined in the Electronic Signature Law No. 5070 and sending via Registered Electronic Mail (KEP). | | The subject line of the e-mail should be "Request for Information Regarding the Law on Protection of Personal Data". |

It is not possible for third parties to exercise the right to access information on behalf of data subjects as regulated in Article 11 of the Law on the Protection of Personal Data

(KVKK). In order for someone other than the data subject to request personal data relating to another person, an original notarized and wet-signed special power of attorney, prepared by the data subject, must be submitted.

The applications you submit to us will be responded to within thirty days from the date of receipt by our Company, depending on the nature of your request, in accordance with Article 13(2) of the KVKK. Our responses will be delivered to you in writing or electronically pursuant to Article 13 of the KVKK.

**Data Controller**: Bioden Enerji Üretim Sanayi ve Ticaret A.Ş.
**Address**: Huzur Mah. Maslak Ayazağa Cad. Metgün Binası No: 2, İç Kapı No: 3, Sarıyer/ISTANBUL
**Phone**: 0212 358 20 10