

**FOR THE REAL PERSON REPRESENTATIVE AND EMPLOYEES OF THE SUPPLIER/BUSINESS
PARTNER/SERVICE PROVIDER/AGENCY/BROKER WHO IS A NATURAL PERSON AND THE
SUPPLIER/BUSINESS PARTNER/SERVICE PROVIDER/AGENCY/BROKER WHO IS A LEGAL ENTITY
DISCLOSURE LETTER**

1. Purpose of, and Legal Grounds for, Processing of Your Personal Data

The purpose of this disclosure letter is to inform you, pursuant to article 10 of the Personal Data Protection Law numbered 6698 ("PDPL"), on the collection and processing of personal data, method and purpose of processing thereof, legal grounds of transfer activities and to whom and for which reasons personal data may be transferred and on your rights under the Law. Pursuant to the PDPL, your personal data may be processed by GIG Sigorta A.Ş. (Former Title: Gulf Sigorta A.Ş.) ("we", "our", "GIG Sigorta") in the capacity of data controller in the manner set out below and within the scope determined by the legislation:

As GIG Sigorta, we may use your personal data submitted to us, to the extent appropriate, to register business partners/suppliers/agencys/brokers/service providers/counterparties in contracts, to check the accuracy of the relevant registration procedures, to follow up the processes required by the contract, to carry out corporate sustainability activities, to manage relations with business partners/suppliers/service providers/ agencys/ brokers/counterparties in contracts, to communicate with you, execution of audit and legal transactions, execution of corporate governance and communication activities, providing information to authorized persons or organizations arising from the legislation, conducting procurement activities, creating financial and accounting records, monitoring these records and performing payment transactions, complying with the information retention, reporting and disclosure obligations stipulated by MASAK and other relevant authorities, and performing controls and evaluations regarding service/contract performance.

GIG Sigorta processes your data based on the legal grounds set forth in articles 5 and 6 of the Personal Data Protection Law such as:

- Being explicitly foreseen under the laws,
- Being required for fulfillment of legal obligations,
- Processing being directly related to, and required for, the formation or performance of an agreement,
- Processing being required for legitimate interests,
- Having being made public by you,
- Processing being required for the establishment, exercise or protection of a right,
- Your explicit consent having been obtained,
- Being required for the protection of the life or bodily integrity of a person, who is unable to express his/her consent due to physical impossibility or whose consent is not legally recognized, or that of another person,
- Processing within the scope of a confidentiality obligation.

In this context, the data subjects whose personal data are processed are; a) Real Person Business Partner/Supplier/Service Provider/Agency/Broker/Counterparty in all other types of contracts, b) Legal Person Business Partner/Supplier/Service Provider/Agency/Broker/Counterparty Authorities in all other types of contracts and c) their Employees.

We will collect and store the data we obtain below within the scope of the purposes stated under the section titled " **Purpose of, and Legal Grounds for, Processing of Your Personal Data**" of this text:

Personal Data Category	Definition
Identity Data	Name-surname, ID number only when necessary and limited to the purpose
Contact Data	data such as e-mail, cell phone number, company/personal e-mail address, company/personal phone number
Process Security Data	Utilization data of "GIG" infrastructural systems as appropriate
Visual And Audio Records	Visual and audio records such as Identity Card Photocopies
Sensitive Personal Data	Health Data (Religious and blood type information on the copy of identity card, psychotechnical assessment report, etc.)
Risk Management Data	Information processed for the management of commercial, technical and administrative risks
Financial Data	All data belonging to real persons or that can be associated with real persons in the documents obtained in the process (clearly belonging to an identified or identifiable real person): <ul style="list-style-type: none"> – Bank Account Information, Payment Information, Contract, Company, Findex (Financial Assessment) report, Supplier Account and Payment Information (Tax ID number, IBAN, Trial Balance etc.) – Additional information such as Social Security Institution (SSi), Tax Office letters, Corporate / Temporary Tax Declarations
Other Data	<ul style="list-style-type: none"> – Data contained in the signature circular/signature declaration, Data such as signature – All data belonging to or attributable to other natural persons in the acquired document (which clearly belongs to an identified or identifiable natural person)

2. Sharing Your Personal Data with Third Parties

Your Personal Data; with persons and organizations permitted by national legislation and / or persons and organizations that have the permission, right and authority to request and process personal information

within the scope of such legislation or contracts to which they are a party, in particular, judicial and administrative authorities, institutions authorized to audit or surveillance, contracted banks, insurance companies, real and legal persons and legal entities with whom they are in a proxy relationship for the purpose of resolving disputes, and in particular, to the extent in question. Turkish Insurance And Private Pension Regulation And Supervision Authority (IPRSA or SEDDK), Financial Crimes Investigation Board (MASAK), Union of Chambers and Commodity Exchanges of Turkey (TOBB) and other authorized institutions from time to time, to carry out corporate sustainability activities, to carry out internal audit and legal procedures, to carry out corporate governance and communication activities, to provide information to authorized persons or institutions arising from the legislation, to create and follow up visitor records, to carry out purchasing activities, to comply with the reporting and information obligations stipulated by MASAK and other relevant authorities. While sharing your personal data, your personal data is shared within the scope of the relevant legislation and in accordance with Article 5 and 6 of the Law, for the reasons stated under the section titled "Purpose and Reason for Processing Your Personal Data" of this text.

3. Information on Storing and Keeping Personal Data Up-to-Date

Pursuant to article 4 of the Law, GIG Sigorta is obliged to keep personal data accurate and up-to-date. In this context, for our Company to be able to fulfill our obligations arising from the legislation in force, you have to share accurate and up-to-date data with our Company. In case of any change in your data, we kindly request that you contact us via the communication channels specified below and update your data.

HEAD OFFICE	
Commercial Title	GIG Sigorta A.Ş. (Former Title: Gulf Sigorta A.Ş.)
Headquarters	İnkılap Mah. Dr. Adnan Büyükdeniz Cad. 2.Blok No:4 Daire:10,11,12 Ümraniye / İSTANBUL
Trade Registry Number	İstanbul, 857584
Central Registration System Number (MERSIS)	0871052362300018
Phone	+90 0216 400 2 400
Internet Address	www.gig.com.tr

Your Personal Data will be processed for the periods required by the legislation, taking into account sectoral practices, in any case, as long as the above legitimate purposes do not disappear.

4. Rights of Data Subjects

You may convey to us the demands under article 11 of the PDPL titled "Rights of the Data Subject" pursuant to the principles specified in "GIG Sigorta Anonim Şirketi Data Subject Application Form" in the "Legal Practices" section at www.gig.com.tr.

For more information, please refer to the Policy on Protection and Processing of Personal Data at www.gig.com.tr.