|  |
| --- |
| **Remarks:**   1. **List of mandatory documents for customs clearance**  * Fully completed, signed import customs clearance order. * Certificate of Indirect Representation signed by the buyer * Payment receipt / purchase screenshot should be sent in the mail. * Product images and content information should be sent in the mail. * The payment receipt made to DGF Customs Clearance should be sent in the mail. (The bill of lading number should be written in the description field.)  1. 1. The files in item 1 must be sent to [talimat@dhl.com](mailto:talimat@dhl.com) in full. 2. You are responsible for the information document of the shipment. If you are in doubt about the content, we kindly ask you to share information. 3. Your products will be **küşat (physical control)** before declaration. 4. In order for your mail to be registered, the bill of lading number must be specified in the mail header. 5. Fields with ( **\*** ) must be filled in. 6. **"*I have read and* approve *the additional contract text on the Protection of Personal Data*"** |

1. Recipient Name **Surname\*** :
2. Recipient **Address\*** :
3. Recipient Telephone Number/ Mail **Address\***:
4. Bill of Lading Number (Tracking Number)**\*** :
5. Sending **Country\***:
6. Product Information (product content)**\***:
7. Have customs procedures been carried out on your behalf before? (Tick "Yes" if at least one procedure has been carried out at least once).

**Yes  No.**

If your answer is "Yes", have you experienced a situation where you had a dispute with the customs administration*?*

**Yes ☐ No ☐**

1. Are your goods subject to importation used or reconditioned**? \***

**Yes  No.**

1. Has the prepayment for the shipment been made? If yes, please provide all Bank Transfer ID information. (For payments made by credit card, 6% KKDF will occur if it is included in GTIP). **\***

**Yes  No.**

1. Is a discount / discount applied to the value of the goods other than the invoice to be submitted to customs? If applied, (Specify the amount of discount / discount.**) \***

**Yes  No.**

1. Does the invoice to be submitted to customs include all commercial goods of the shipment? **\***

**Yes  No.**

1. Do you have more than 5 incoming shipments within the scope of fast shipping / mail from abroad within the month on behalf of you?

**Yes  No.**

**PERSON SIGNATURE**

**ADDITIONAL AGREEMENT ON THE PROTECTION OF PERSONAL DATA**

# Mimar Sinan Cad, No:43, GÜNEŞLİ- BAĞCILAR-İSTANBUL address DGF GÜMRÜK MÜAŞVİRLİĞİ A.Ş. and ................................................................... address .......................................................................... (together "Parties" separately "Party") have concluded ......................................(hereinafter referred to as the "CONTRACT"), they accept, declare and undertake that they will process the Personal Data transmitted to them in accordance with all regulations, procedures and principles in force regarding the protection of personal data, in particular the Law No. 6698 on the Protection of Personal Data ("KVKK"), the provisions of secondary legislation (all together "Legislation") and the decisions of the Personal Data Protection Board.

# The parties accept, declare and undertake that personal data may be processed and shared with third parties to the extent and duration required for the fulfilment of the services subject to the Agreement and limited to the subject matter of the Agreement, and that they will not transfer it to third parties and abroad without the written consent of the other party outside the purpose of the Agreement.

# The parties accept, declare and undertake that the Personal Data transmitted to them within the scope of the Agreement has been obtained in accordance with the law and the relevant legislation, that the relevant person has been informed in accordance with the KVKK for the sharing of the data and that explicit consent has been obtained where necessary.

# The parties agree that they will take additional security measures and precautions in accordance with the KVKK and the legislation in the event that there is Special Categories of Personal Data among the Personal Data processed due to the performance of the contract. The parties agree and undertake that they will have all their employees who have access to sensitive data sign confidentiality agreements.

# Pursuant to Article 12 of the LPPD, the Parties accept, declare and undertake to take all necessary technical and administrative measures to prevent the unlawful processing of personal data and to ensure its preservation limited to the legal periods and purpose.

# The parties agree that the personal data belonging to its partners, officials, personnel, sub-employees and other persons working under it, which it shares with the other party, will be stored by the other party to the extent required by the Agreement, laws and business processes, and will be transferred to the relevant public institutions and organisations in Turkey or abroad, third parties and organisations, service provider companies and their partners and affiliates due to the nature of the Agreement.

# The Parties shall define the personal data access and processing authorisations of its personnel, sub-employees and other persons working under it in accordance with the legislation on personal data; ensure that its personnel, sub-employees and other persons working under it do not share the information accessed using the defined access authorisations and the user names, passwords / methods used for access with anyone; that it will inform its personnel, sub-employees and other persons working under it within the scope of its obligations specified in the Law and the relevant legislation, that its personnel, sub-employees and other persons working under it will not act contrary to the obligations specified in this "Supplementary Agreement on the Protection of Personal Data" even if they have left their jobs after the signature of the Agreement, and that if they act in such a way, they will be directly liable for any damages arising, including but not limited to administrative fines.

# In the event that one of the Parties incurs any damages, including but not limited to administrative fines, due to the violation of the provisions of this "Supplementary Agreement on the Protection of Personal Data", KVKK and the relevant legislation, the other Party shall compensate the other Party for the amounts in question.

# The Parties shall retain the personal data obtained within the scope of the contract during the continuation of their business relations, processing purposes and obligations arising from the applicable legislation. At the end of such periods and / or in the event that the purposes of processing the retained personal data cease to exist, the Parties agree and declare that they will delete, destroy or anonymise the personal data, except in cases of legal obligation.

# The Parties agree and declare to fulfil any request for information and documents submitted to them within 10 days from the date of the request.

# DGF CUSTOMS BROKERAGE A.S.

# ............................................................................................