

# DIRECTORATE GENERAL FOR RELATIONS WITH CIVIL SOCIETY

## **THE ACTIVITIES OF FOREIGN NON- GOVERNMENTAL ORGANISATIONS (ASSOCIATIONS, FOUNDATIONS, NON- PROFIT ORGANISATIONS) IN TÜRKİYE**

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## Opening a Representative Office

Foreign NGOs can obtain permission to "Open a Representative Office" to operate in Türkiye in line with their objectives. To open a representative office, 1 (one) person is sufficient. If there is a foreign person among the founders, the foreigner must have a residence permit (work permit) in Türkiye. Representative offices do not have organs (e.g. board of directors, supervisory board, general assembly) and cannot register members.

Organisations wishing to open a representative office must apply in person or by mail to "Ministry of Interior/ Directorate General for Relations with Civil Society" with the following documents:

1. The status of the foreign NGO in its original language with apostille (*approval of the Turkish Consulate in the relevant country is also accepted*) and a notarised Turkish translation of the entire status.
2. The original signed and notarised Turkish translation of the decision taken by the authorised body of the foreign NGO with unanimity or the majority of votes, including the appointment of the person(s) as the representative office founder(s), regarding the opening of a representative office in Türkiye.
3. The application form specified in the Regulation on Associations (Annex-6) which is signed on each page by the person(s) appointed as the founder of the representative office or by the authorised person of the foreign NGO.
4. In accordance with the sample in the Regulation on Associations, the Turkish Representative Office Statute (Annex-9/A) which is signed on each page by the person(s) appointed as the founder of the representative office.
5. If there are foreigners among the person(s) appointed as the founder of the representative office, the original residence permit (work permit) showing that they have the right to settle in Türkiye.

**NOTE: If photocopies of the residence permit or work permit documents are requested, the originals of the documents must be added to the application documents. After verifying that the photocopies are the "SAME AS THE ORIGINAL", the original documents will be returned.**

# Opening a Representative Office

**Sample decision regarding "opening a representative office in Türkiye" to be taken by the authorised bodies of foreign NGOs:**

It has been decided by the ..... (general assembly/board of directors/chairman), which is authorised to decide to open representative office/carry out international activities for our organisation named ....., headquartered in ....., to open its representative office in Türkiye for the subject/purpose of ..... and to appoint a person/persons named ..... as the founder of the representative office.

**Note:** This document must be signed by the person(s) who took the decision. In addition, if the decision is not taken by the board of directors, the original and notarised Turkish translation of the document showing that the person is authorised to take the decision alone must be sent.

# Opening a Representative Office

Annex- 6

## APPLICATION FORM FOR FOREIGN LEGAL ENTITIES TO OPERATE IN TÜRKİYE <sup>(1)</sup>

1.	Legal Structure of Legal Entity		Association	Foundation	Non-Profit Organisation
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	LEGAL ENTITY				
	2.1	Name			
	2.2	Short Name			
3.	INTERNATIONAL CONTACT ADDRESS				
	3.1	Country			
	3.2	Residential Address			
	3.3	Phone number			
	3.4	Fax No			
	3.5	e-mail address			
	3.6	Internet Address			
4.	APPLICATION <sup>(2)</sup>				
	Type	Directly	Via post	Via electronic post	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	MEMBERS OF THE BOARD OF DIRECTORS OF FOREIGN LEGAL ENTITY (All columns must be filled.)				
		Name	Surname	Nationality	ID No
	5.1				
	5.2				
	5.3				
	5.4				
	"	If the number of members of the Board of Directors is large, the entire line must be written by adding a line.			
6.	PERSONS AUTHORIZED TO CORRESPOND AND RECEIVE NOTIFICATIONS ON BEHALF OF LEGAL ENTITY (Anyone may be authorized to receive notification. Contact information must be written clearly and precisely.)				
		Name	Surname	Nationality	Republic of Türkiye ID No <sup>(3)</sup>
	6.1				Residential Address, Telephone No, e-mail
	6.2				
		"			
7.	TYPE OF ACTIVITY TO BE CARRIED OUT BY LEGAL ENTITY IN TÜRKİYE				

<sup>(1)</sup> Each page of this form is signed by an official of the applicant organisation.

<sup>(2)</sup> Applications are made directly or by mail to Bakanlıklar/Ankara address of Directorate General for Relations with Civil Society of Ministry of Interior of the Republic of Türkiye.

<sup>(3)</sup> If there are foreign persons among the founders and persons authorized to receive correspondence and notification, the ID no given to the foreign real person by the Directorate General of Civil Registration and Citizenship Affairs is written in this column.

## Opening a Representative Office

	<input type="checkbox"/> Operating Period in Türkiye: ..... <input type="checkbox"/> Cooperation Period : ..... <input checked="" type="checkbox"/> Opening a Representative Office <input type="checkbox"/> Opening a Branch <input type="checkbox"/> Being a Member of an Association or Umbrella Organisation <input type="checkbox"/> Establishing an Association or Umbrella Organisation (Depending on the type of activity, the relevant annexes specified in the 11th article of this form are added to the application form.)				
8.	<b>ACTIVITY PLACE</b>				
	8.1	Province/District	(In case the opening of a representative office is allowed, the opened representative office may not operate outside the provinces/districts listed here.)		
	8.2	Nationwide	(This line must be marked in order for the representative office allowed to be opened to operate in all regions of Türkiye)		
9.	<b>PURPOSE OF ACTIVITY AND TARGET GROUP</b>				
	9.1	Purpose	(The purpose of the representative office to be opened should be stated. (The section of Annex 9/A titled Activity of a Representative Office should be written verbatim.))		
	9.2	Target Group	(The target group of the representative office to be opened should be specified.)		
10.	<b>ACTIVITY</b> (Section 10 should be left blank))				
	In case of a cooperation with legal entities in Türkiye, a legal entity to cooperate in Türkiye				
	10.1	Name			
		Residential Address			
		A decision taken in this direction by an authorized body of a legal entity in Türkiye		Date : .../.../.... (Day/Month/Year) Date : .....	
		If an association or umbrella organization is to be established in Türkiye, an association or umbrella organization which will be the founder in Türkiye			
	10.2	Name			
		Residential Address			
		Representative/representatives who will establish an association or umbrella organization			
			Name	Surname	Republic of Türkiye ID No <sup>(3)</sup>
		a)			
		b)			
	"				
	In case of membership to an association or umbrella organization in Türkiye, an association or umbrella organization to become a member in Türkiye				
	10.3	Name			
Residential Address					
Generation Number					
A decision taken in this direction by an authorized body of an association or umbrella organisation in Türkiye		Date : .../.../..... (Day/Month/Year) No : .....			

<sup>(3)</sup> If there are foreign persons among the founders and persons authorized to receive correspondence and notification, the ID no given to the foreign real person by the Directorate General of Civil Registration and Citizenship Affairs is written in this column.

## Opening a Representative Office

INVALIDITY OF APPLICATIONS		
11.	If 6 months have passed since the written notification of the deficiencies in the applications made by foreign organisations, the application will be removed from the process if the deficiencies are not completed by the organisation.	
ANNEXES		
12.	12.1	A status which is apostilled in the original language of a legal entity or is approved by the Turkish Consulate of the country in which it is located, and a notarized Turkish translation of the status.
	12.2	A status of a foreign association, foundation and non-profit organization prepared in accordance with the example in the Regulation on Associations (ANNEX-9/A) in the applications to open a branch or representative office in Türkiye; a status prepared in accordance with the example (Annex-9/B) in the Regulation of Associations in applications for activities or cooperation.
	12.3	An original copy and a notarized Turkish translation of the decision taken by the authorized body of the head office of the organization, unanimously or by majority, in which the activity desired to be carried out in Türkiye and the authorized persons are stated.
	12.4	In case the application is made by the person or persons authorized to make decisions on behalf of the organization, a document stating that such person or persons are authorized to make decisions on behalf of the organization, and an original copy of the decision stating the desired activity and the authorized persons, and its notarized Turkish translation.

Official of applicant organisation

Name and Surname :

Title (Duty) :

Date :

Signature :

# Opening a Representative Office

ANNEX- 9/A

## ..... BRANCH/REPRESENTATIVE OFFICE STATUS IN TÜRKİYE <sup>(1)</sup>

Upon the authorization given by the authorized bodies of the non-profit organization headquartered abroad, the undersigned real persons have established..... Branch/Representative Office in Türkiye in accordance with Articles 92 and 117 of the Turkish Civil Code dated 22/11/2001 and numbered 4721 and Articles 5 and 36 of the Law on Associations dated 4/11/2004 and numbered 5253.

### Title

**ARTICLE 1-** (1) The title of the Branch / Representative Office is ..... Branch / Representative Office in Türkiye. In the following articles of this status, it will be briefly stated as ..... Branch / Representative Office in Türkiye.

### Residential address of Branch/Representative Office

**ARTICLE 2-** (1) ..... Branch/Representative Office in Türkiye will operate at address of..... (During the application, only "the name of the province" can be written in this section) (If the representative office is allowed to be opened, the form should be renewed by writing the full address.

(2) Changes in residential address will be notified to the Ministry of Interior and the Governorate where the branch / representative office is located within 30 days.

(3) ..... Branch / Representative Office in Türkiye will operate in;

- a) Province/Provinces;.....  
b) Türkiye-wide.

### Founders / Managers

**ARTICLE 3-** (1) ..... Branch / Representative Office in Türkiye has been established by the following persons.

S.N.	Name and Surname	Republic of Türkiye ID No <sup>(2)</sup>	Residential Address, Phone number, e-mail address
1			
2			
3			
"			

(2) The founders are also the managers of the Branch / Representative Office.

(3) Manager changes will be notified to the Ministry of Interior and the Governorate where the branch / representative office is located within 30 days.

(4) The authority change of the Branch / Representative Office is subject to the approval of the Ministry. In case the authority change is approved, a copy of the approved status is given to the organization.

### Duties, authorities and responsibilities of the branch/representative office manager/managers

**ARTICLE 4-** (1) Branch / Representative Office manager/managers perform their duties in accordance with the branch / representative office status and the legislation related to the associations, and are responsible for the transactions that are contrary to this status and the legislation.

(1) All pages of the statute are signed by the founders of the branch / representative office.

(2) If there are foreign persons among the founders, the ID no given to the foreign real person by the Directorate General of Civil Registration and Citizenship Affairs is written in this column.

## Opening a Representative Office

### The purpose of establishment of the centre abroad

**ARTICLE 5-** (1) The purpose of establishment of centre abroad of ~~Branch~~/Representative Office is..... (In this article, the Turkish version of purpose section of the central status of the foreign NGO should be written verbatim.)

### Activity of ~~Branch~~/Representative Office

**ARTICLE 6-** (1) The activities of ~~Branch~~/Representative Office in Türkiye will be.....  
(This article must be filled in line with the central purpose of the Foreign NGO's specified in article 5.)

### Representation and working procedures of the ~~branch~~ / representative office

**ARTICLE 7-** (1) ..... ~~Branch~~ / Representative Office in Türkiye does not have a separate legal personality from its headquarters in Türkiye. ~~Branch~~ / Representative Office carries out its activities on behalf of the organization whose head office is abroad and represents the headquarters of the organization.

(2) Branch holds ordinary general assembly meeting in month of ..... once .....year . (It should be left blank)

### Procedures and principles to be considered in expenditures

**ARTICLE 8-** (1) ~~Branch~~ / Representative Office expenses are made in line with the expenditure documents prepared in accordance with the legislation.

### Notification of ~~Branch~~ / Representative Office activities

**ARTICLE 9-** (1) The declaration regarding the annual activities of.....~~Branch~~ / Representative Office in Türkiye is submitted to the Governorate where the ~~branch~~ / representative office is located, until the end of April of the following year.

### Representation and binding of the ~~Branch~~ / Representative Office

**ARTICLE 10-** (1) ..... ~~Branch~~ / Representative Office in Türkiye will be represented and bound by the individual signature of the ~~head of the branch~~ / representative without any limitation of authority. The ~~head of the branch~~ / representative is authorized to represent and bind the ~~branch~~ / representative office, as well as to correspond and to make and receive notifications on behalf of the headquarters abroad.

### Books and records to be kept

**ARTICLE 11-** (1) ..... Representative Office keeps the following books within the framework of the Regulation on Associations.

- a) Minute book
- b) Document register book
- c) Operating account book

(2) However, if the annual gross income exceeds the amount increased according to the revaluation rates determined and announced by the Ministry of Treasury and Finance and stipulated in Article 31 of the Regulation on Associations published in the Official Gazette dated 31/3/2005 and numbered 25772, the representative office will operate as of the following accounting period. instead of the account book, it keeps the journal and the general ledger on the basis of the balance sheet.

(3) The branch is obliged to duly keep the books, which are obligatory to be kept within the scope of the relevant legislation.

(4) The ~~Branch~~ / Representative Office shall use Turkish in its books, records and correspondence with the official institutions of the Republic of Türkiye.

### Accounting period

**ARTICLE 12-** (1) The accounting period of ..... ~~Branch~~ / Representative Office in Türkiye is one calendar year. The accounting period starts on 1 January and ends on 31 December. For a newly established ~~branch~~/representative office, the accounting period starts on the date of permission to open and ends on 31 December.

### Cancellation of ~~Branch~~ / Representative Office Permit

**ARTICLE 13-** (1) If the declaration attached to the Regulation on Associations regarding the annual activities of the ~~Branch~~ / Representative Office (Annex-8) is not notified to the relevant authorities on time, the declaration is issued falsely, or it is detected that the ~~Branch~~ / Representative Office's transactions are contrary to the relevant legislation and this statute, the ~~Branch~~ / Representative Office's permit may be cancelled. In addition, in case of detection of acts constituting a criminal offence, the situation shall be immediately notified to the Chief Public Prosecutor's Office.

## Opening a Representative Office

### Other provisions

**ARTICLE 14-** (1) If a field office is opened by the permitted organisation in other provinces other than the place of its settlement, a notification shall be made to the Local Administrative Authority within 10 days.

(2) In cases where there is no provision in this statute, the provisions of the relevant legislation shall apply.

## Opening a Branch

Foreign NGOs may obtain a "Branch Opening" permit to operate in Türkiye in line with their objectives. At least 3 (three) persons are required to open a branch. If there is a foreign person among the founders, the foreigner must have a residence permit (work permit) in Türkiye. Branches that are authorised to open must register their members and establish their organs (General Assembly, Board of Directors, Board of Auditors) within the first six months.

Organisations wishing to open a branch must apply in person or by mail to "Ministry of Interior/ Directorate General for Relations with Civil Society" with the following documents:

1. The status of the foreign NGO in its original language with apostille (*approval of the Turkish Consulate in the relevant country is also accepted*) and a notarised Turkish translation of the entire status.
2. The original signed and notarised Turkish translation of the decision taken by the authorised body of the foreign NGO with unanimity or the majority of votes, including the appointment of the person(s) as the branch founder(s), regarding the opening of a branch in Türkiye.
3. The application form specified in the Regulation on Associations (Annex-6) which is signed on each page by the person(s) appointed as the founder of the branch or by the authorised person of the foreign NGO.
4. In accordance with the sample in the Regulation on Associations, the Turkish Branch Statute (Annex-9/A) which is signed on each page by the person(s) appointed as the founder of the branch.
5. If there are foreigners among the person(s) appointed as the founder of the branch, the original residence permit (work permit) showing that they have the right to settle in Türkiye.

**NOTE: If photocopies of the residence permit or work permit documents are requested, the originals of the documents must be added to the application documents. After verifying that the photocopies are the "SAME AS THE ORIGINAL", the original documents will be returned.**

## Opening a Branch

### Sample decision regarding "opening a branch in Türkiye" to be taken by the authorised bodies of foreign NGOs:

It has been decided by the ..... (general assembly/board of directors/chairman), which is authorised to decide to open a branch /carry out international activities for our organisation named ....., headquartered in ....., to open its branch in Türkiye for the subject/purpose of ..... and to appoint persons named ..... (at least three persons) as the founders of the branch.

**Note:** This document must be signed by the person(s) who took the decision. In addition, if the decision is not taken by the board of directors, the original and notarised Turkish translation of the document showing that the person is authorised to take the decision alone must be sent.

**APPLICATION FORM FOR FOREIGN LEGAL ENTITIES TO OPERATE IN TÜRKİYE <sup>(1)</sup>**

1.	Legal Structure of Legal Entity		Association	Foundation	Non-Profit Organisation
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	LEGAL ENTITY				
	2.1	Name			
	2.2	Short Name			
3.	INTERNATIONAL CONTACT ADDRESS				
	3.1	Country			
	3.2	Residential Address			
	3.3	Phone Number			
	3.4	Fax No			
	3.5	e-mail address			
	3.6	Internet Address			
4.	APPLICATION <sup>(2)</sup>				
	Type	Directly	Via post	Via electronic mail	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	MEMBERS OF THE BOARD OF DIRECTORS OF FOREIGN LEGAL ENTITY <span style="color: red;">(All columns must be filled.)</span>				
		Name	Surname	Nationality	ID No
	5.1				
	5.2				
	5.3				
	5.4				
"		If the number of members of the Board of Directors is large, the entire line must be written by adding a line.			
6.	PERSONS AUTHORIZED TO CORRESPOND AND RECEIVE NOTIFICATIONS ON BEHALF OF LEGAL ENTITY <span style="color: red;">(Anyone may be authorized to receive notification. Contact information must be written clearly and precisely.)</span>				
		Name	Surname	Nationality	Residential Address, Phone Number, e-mail address
	6.1			Republic of Türkiye ID No <sup>(3)</sup>	
	6.2				
	"				
7.	TYPE OF ACTIVITY TO BE CARRIED OUT BY LEGAL ENTITY IN TÜRKİYE				

<sup>(1)</sup> Each page of this form is signed by an official of the applicant organisation.

<sup>(2)</sup> Applications are made directly or by mail to Bakanlıklar/Ankara address of Directorate General for Relations with Civil Society of Ministry of Interior of the Republic of Türkiye.

<sup>(3)</sup> If there are foreign persons among the founders and persons authorized to receive correspondence and notification, the identity number given to the foreign real person by the Directorate General of Civil Registration and Citizenship Affairs is written in this column.

## Opening a Branch

	<input type="checkbox"/> Operating Period in Türkiye: ..... <input type="checkbox"/> Cooperation Period : ..... <input type="checkbox"/> Opening a Representative Office <input checked="" type="checkbox"/> Opening a Branch <input type="checkbox"/> Being a Member of an Association or Umbrella Organisation <input type="checkbox"/> Establishing an Association or Umbrella Organisation (Depending on the type of activity, the relevant annexes specified in the 11th article of this form are added to the application form.)				
8.	<b>ACTIVITY PLACE</b>				
	8.1	Province/District	(In case the opening of a branch is allowed, the opened branch may not operate outside the provinces/districts listed here.)		
	8.2	Nationwide	(This line must be marked in order for the branch allowed to be opened to operate in all regions of Türkiye.)		
9.	<b>PURPOSE OF ACTIVITY AND TARGET GROUP</b>				
	9.1	Purpose	(The purpose of the branch to be opened should be stated. (The section of Annex-9/A titled Branch Activity should be written verbatim.))		
	9.2	Target Group	(The target group of the branch to be opened should be specified.)		
10	<b>ACTIVITY</b> <span style="color: red;">(Section 10 should be left blank)</span>				
	In case of a cooperation with legal entities in Türkiye, a legal entity to cooperate in Türkiye				
	10.1	Name			
		Residential Address			
		A decision taken in this direction by an authorized body of a legal entity in Türkiye	Date : .../.../.... (Day/Month/Year)	No : .....	
	If an association or umbrella organization is to be established in Türkiye, an association or umbrella organization which will be the founder in Türkiye				
	10.2	Name			
		Residential Address			
		Representative/representatives who will establish an association or umbrella organization			
			Name	Surname	Republic of Türkiye ID No <sup>(3)</sup>
		a)			
		b)			
	"				
In case of membership to an association or umbrella organization in Türkiye, an association or umbrella organization to become a member in Türkiye					
10.3	Name				
	Residential Address				
	Generation Number				
	A decision taken in this direction by an authorized body of an association or umbrella organisation in Türkiye	Date : .../.../..... (Day/Month/Year)	No : .....		

<sup>(3)</sup> If there are foreign persons among the founders and persons authorized to receive correspondence and notification, the identity number given to the foreign real person by the Directorate General of Civil Registration and Citizenship Affairs is written in this column.

## Opening a Branch

INVALIDITY OF APPLICATIONS	
11.	If 6 months have passed since the written notification of the deficiencies in the applications made by foreign organisations, the application will be removed from the process if the deficiencies are not completed by the organisation.
ANNEXES	
12.	12.1 A status which is apostilled in the original language of a legal entity or is approved by the Turkish Consulate of the country in which it is located, and a notarized Turkish translation of the status.
	12.2 A status of a foreign association, foundation and non-profit organization prepared in accordance with the example in the Regulation on Associations (ANNEX-9/A) in the applications to open a branch or representative office in Türkiye; a status prepared in accordance with the example (Annex-9/B) in the Regulation of Associations in applications for activities or cooperation.
	12.3 An original copy and a notarized Turkish translation of the decision taken by the authorized body of the head office of the organization, unanimously or by majority, in which the activity desired to be carried out in Türkiye and the authorized persons are stated.
	12.4 In case the application is made by the person or persons authorized to make decisions on behalf of the organization, a document stating that such person or persons are authorized to make decisions on behalf of the organization, and an original copy of the decision stating the desired activity and the authorized persons, and its notarized Turkish translation.

Official of applicant organisation

Name and Surname :

Title (Duty) :

Date :

Signature :

..... **BRANCH/REPRESENTATIVE OFFICE STATUS IN TÜRKİYE** <sup>(1)</sup>

Upon the authorization given by the authorized bodies of the non-profit organization headquartered abroad, the undersigned real persons have established..... Branch/~~Representative Office~~ in Türkiye in accordance with Articles 92 and 117 of the Turkish Civil Code dated 22/11/2001 and numbered 4721 and Articles 5 and 36 of the Law on Associations dated 4/11/2004 and numbered 5253.

**Title**

**ARTICLE 1-** (1) The title of the Branch / ~~Representative Office~~ is ..... Branch / ~~Representative Office~~ in Türkiye. In the following articles of this status, it will be briefly stated as ..... Branch / ~~Representative Office~~ in Türkiye.

**Residential Address of Branch/~~Representative Office~~**

**ARTICLE 2-** (1) ..... Branch/~~Representative Office~~ in Türkiye will operate at address of..... **(During the application, only "the name of the province" can be written in this section) (If the branch is allowed to be opened, the form should be renewed by writing the full address.**

(2) Changes in residential address will be notified to the Ministry of Interior and the Governorate where the branch / ~~representative office~~ is located within 30 days.

(3) ..... Branch / ~~Representative Office~~ in Türkiye will operate in;

a) Province/Provinces;.....

b) Türkiye-wide

**Founders / Managers**

**ARTICLE 3-** (1) ..... Branch / ~~Representative Office~~ in Türkiye has been established by the following persons.

S.N.	Name and Surname	Republic of Türkiye ID No <sup>(2)</sup>	Residential Address, Phone Number, e-mail address
1	(At least three people must be written)		
2			
3			
"			

(2) The founders are also the managers of the Branch / ~~Representative Office~~.

(3) Manager changes will be notified to the Ministry of Interior and the Governorate where the branch / ~~representative Office~~ is located within 30 days.

(4) The authority change of the Branch / ~~Representative Office~~ is subject to the approval of the Ministry. In case the authority change is approved, a copy of the approved status is given to the organization.

**Duties, authorities and responsibilities of the branch/~~representative office~~ manager/managers**

**ARTICLE 4-** (1) Branch / ~~Representative Office~~ manager/managers perform their duties in accordance with the branch / ~~representative office~~ status and the legislation related to the associations, and are responsible for the transactions that are contrary to this status and the legislation.

(1) All pages of the statute are signed by the founders of the branch / ~~representative office~~.

(2) If there are foreign persons among the founders, the identity number given to the foreign real person by the Directorate General of Civil Registration and Citizenship Affairs is written in this column.

## Opening a Branch

### The purpose of establishment of the centre abroad

**ARTICLE 5-** (1) The purpose of establishment of centre abroad of Branch/~~Representative Office~~ is..... (In this article, the Turkish version of purpose section of the status of the foreign NGO should be written verbatim.)

### Activity of Branch/ ~~Representative Office~~

**ARTICLE 6-** (1) The activities of Branch/~~Representative Office~~ in Türkiye will be.....  
(This article must be filled in line with the central purposes of the Foreign NGO's specified in article 5.)

### Representation and working procedures of the branch / ~~representative Office~~

**ARTICLE 7-** (1) ..... Branch / ~~Representative Office~~ in Türkiye does not have a separate legal personality from its headquarters in Türkiye. Branch / ~~Representative Office~~ carries out its activities on behalf of the organization whose head office is abroad and represents the headquarters of the organization.

(2) Branch holds ordinary general assembly meeting in month of ..... once .....year (It should be filled)

### Procedures and principles to be considered in expenditures

**ARTICLE 8-** (1)- Branch / ~~Representative Office~~ expenses are made in line with the expenditure documents prepared in accordance with the legislation.

### Notification of Branch / ~~Representative Office~~ activities

**ARTICLE 9-** (1) The declaration regarding the annual activities of.....Branch / ~~Representative Office~~ in Türkiye is submitted to the Governorate where the branch / ~~representative office~~ is located, until the end of April of the following year.

### Representation and binding of the Branch / ~~Representative Office~~

**ARTICLE 10-** (1) ..... Branch / ~~Representative Office~~ in Türkiye will be represented and bound by the individual signature of the head of the branch / ~~representative~~ without any limitation of authority. The head of the branch / ~~representative~~ is authorized to represent and bind the branch / ~~representative office~~, as well as to correspond and to make and receive notifications on behalf of the headquarters abroad.

### Books and records to be kept

**ARTICLE 11-** (1) ..... Branch keeps the following books within the framework of the Regulation on Associations.

- a) Minute book
- b) Document register book
- c) Operating account book

(2) However, if the annual gross income exceeds the amount increased according to the revaluation rates determined and announced by the Ministry of Treasury and Finance and stipulated in Article 31 of the Regulation on Associations published in the Official Gazette dated 31/3/2005 and numbered 25772, starting from the following accounting period, the representative office keeps a journal and a general ledger on the basis of the balance sheet instead of the operating account book.

(3) The branch is obliged to duly keep the books, which are obligatory to be kept within the scope of the relevant legislation.

(4) The Branch / ~~Representative Office~~ shall use Turkish in its books, records and correspondence with the official institutions of the Republic of Türkiye.

### Accounting period

**ARTICLE 12-** (1) The accounting period of ..... Branch / ~~Representative Office~~ in Türkiye is one calendar year. The accounting period starts on 1 January and ends on 31 December. For a newly established branch/~~representative office~~, the accounting period starts on the date of permission to open and ends on 31 December.

### Cancellation of Branch / ~~Representative Office~~ Permit

**ARTICLE 13-** (1) If the declaration attached to the Regulation on Associations regarding the annual activities of the Branch / ~~Representative Office~~ (Annex-8) is not notified to the relevant authorities on time, the declaration is issued falsely, or it is detected that the Branch / ~~Representative Office~~'s transactions are contrary to the relevant legislation and this statute, the branch / ~~representative office~~ permit may be cancelled. In addition, in case of detection of acts constituting a criminal offence, the situation shall be immediately notified to the Chief Public Prosecutor's Office.

## Opening a Branch

### Other provisions

**ARTICLE 14-** (1) If a field office is opened by the permitted organisation in other provinces other than the place of its settlement, a notification shall be made to the Local Administrative Authority within 10 days.

(2) In cases where there is no provision in this statute, the provisions of the relevant legislation shall apply.

## Operating in Türkiye

Foreign NGOs are required to obtain a "Permit to Operate in Türkiye" to directly carry out a specific activity in Türkiye in line with their objectives (in accordance with the objectives and activities of the headquarters) within a certain period. Permits are granted for a maximum period of five (5) years. A person who can carry out the activities in Türkiye on behalf of the foreign NGO must be appointed. If the appointed person is a foreigner, this person must have a residence permit (work permit) in Türkiye.

Organisations wishing to operate in Türkiye must apply in person or by mail to "Ministry of Interior/ Directorate General for Relations with Civil Society" with the following documents:

1. The status of the foreign NGO in its original language with apostille (*approval of the Turkish Consulate in the relevant country is also accepted*) and a notarised Turkish translation of the entire status.
2. The original signed and notarised Turkish translation of the decision taken by the authorised body of the foreign NGO with unanimity or the majority of the votes, to operate in Türkiye, including the name of the person(s) assigned for the activity to be carried out.
3. The application form specified in the Regulation on Associations (Annex-6) which is signed on each page by the person(s) assigned for the activities to be carried out in Türkiye or by the authorised person of the foreign NGO.
4. In accordance with the sample in the Regulation on Associations, the Statute for Operating in Türkiye (Annex-9/B) which is signed on each page by the person(s) assigned for the activities in Türkiye.
5. If there are foreigners among the person(s) assigned to operate in Türkiye, the original residence permit (work permit) showing that they have the right to settle in Türkiye.

**NOTE: If photocopies of the residence permit or work permit documents are requested, the originals of the documents must be added to the application documents. After verifying that the photocopies are the "SAME AS THE ORIGINAL", the original documents will be returned.**

## Operating in Türkiye

### Sample decision regarding "operating in Türkiye" to be taken by the authorised bodies of foreign NGOs:

It has been decided by the ..... (general assembly/board of directors/chairman), which is authorised to decide to carry out international activities for our organisation named ....., headquartered in ....., to operate in Türkiye for the subject/purpose of ..... and to assign (a) person(s) named ..... for the activities in Türkiye.

**Note:** This document must be signed by the person(s) who took the decision. In addition, if the decision is not taken by the board of directors, the original and notarised Turkish translation of the document showing that the person is authorised to take the decision alone must be sent.

**APPLICATION FORM FOR FOREIGN LEGAL ENTITIES TO OPERATE IN TÜRKİYE <sup>(1)</sup>**

1.	Legal Structure of Legal Entity		Association	Foundation	Non-Profit Organisation
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	LEGAL ENTITY				
	2.1	Name			
	2.2	Short Name			
3.	INTERNATIONAL CONTACT ADDRESS				
	3.1	Country			
	3.2	Residential Address			
	3.3	Phone Number			
	3.4	Fax No			
	3.5	e-mail address			
	3.6	Internet Address			
4.	APPLICATION <sup>(2)</sup>				
	Type	Directly	Via post	Via electronic mail	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	MEMBERS OF THE BOARD OF DIRECTORS OF FOREIGN LEGAL ENTITY (All columns must be filled.)				
		Name	Surname	Nationality	ID No
	5.1				
	5.2				
	5.3				
	5.4				
	"	If the number of members of the Board of Directors is large, the entire line must be written by adding a line.			
6.	PERSONS AUTHORIZED TO CORRESPOND AND RECEIVE NOTIFICATIONS ON BEHALF OF LEGAL ENTITY (Anyone may be authorized to receive notification. Contact information must be written clearly and precisely.)				
		Name	Surname	Nationality	Republic of Türkiye ID No <sup>(3)</sup>
	6.1				Residential Address, Phone Number, e-mail address
	6.2				
	"				
7.	TYPE OF ACTIVITY TO BE CARRIED OUT BY LEGAL ENTITY IN TÜRKİYE				

(1) Each page of this form is signed by an official of the applicant organisation.

(2) Applications are made directly or by mail to Bakanlıklar/Ankara address of Directorate General for Relations with Civil Society of Ministry of Interior of the Republic of Türkiye.

(3) If there are foreign persons among the founders and persons authorized to receive correspondence and notification, the identity number given to the foreign real person by the Directorate General of Civil Registration and Citizenship Affairs is written in this column.

## Operating in Türkiye

	<input checked="" type="checkbox"/> Operating Period in Türkiye: .....(The requested period should be written here for a maximum of 5 years)			
	<input type="checkbox"/> Cooperation Period :			
	<input type="checkbox"/> Opening a Representative Office			
	<input type="checkbox"/> Opening a Branch			
	<input type="checkbox"/> Being a Member of an Association or Umbrella Organisation			
	<input type="checkbox"/> Establishing an Association or Umbrella Organisation			
	(Depending on the type of activity, the relevant annexes specified in the 11th article of this form are added to the application form.)			
<b>ACTIVITY PLACE</b>				
8.	8.1	Province/District	(The provinces/districts in which the activity will be carried out should be specified here.)	
	8.2	Nationwide	(If the activity will be carried out nationwide, this line should be ticked.)	
<b>PURPOSE OF ACTIVITY AND TARGET GROUP</b>				
9.	9.1	Purpose	(The purpose of the activity to be carried out should be stated. (The section of Annex-9/B titled Activity/Cooperation Permitted in Türkiye should be written verbatim))	
	9.2	Target Group	(The target group of the activity to be carried out must be specified.)	
<b>ACTIVITY</b>				
(Section 10 should be left blank)				
In case of a cooperation with legal entities in Türkiye, a legal entity to cooperate in Türkiye				
10.1	Name			
	Residential Address			
	A decision taken in this direction by an authorized body of a legal entity in Türkiye		Date : .../.../.... (Day/Month/Year) No : .....	
If an association or umbrella organization is to be established in Türkiye, an association or umbrella organization which will be the founder in Türkiye				
10.2	Name			
	Residential Address			
	Representative/representatives who will establish an association or umbrella organization			
		Name	Surname	Republic of Türkiye ID No <sup>(3)</sup>
	a)			
	b)			
"				
In case of membership to an association or umbrella organization in Türkiye, an association or umbrella organization to become a member in Türkiye				
10.3	Name			
	Residential Address			
	Generation Number			
	A decision taken in this direction by an authorized body of an association or umbrella organisation in Türkiye		Date : .../.../..... (Day/Month/Year) No : .....	

<sup>(3)</sup> If there are foreign persons among the founders and persons authorized to receive correspondence and notification, the identity number given to the foreign real person by the Directorate General of Civil Registration and Citizenship Affairs is written in this column.

## Operating in Türkiye

INVALIDITY OF APPLICATIONS		
11.	If 6 months have passed since the written notification of the deficiencies in the applications made by foreign organisations, the application will be removed from the process if the deficiencies are not completed by the organisation.	
ANNEXES		
12.	12.1	A status which is apostilled in the original language of a legal entity or is approved by the Turkish Consulate of the country in which it is located, and a notarized Turkish translation of the status.
	12.2	A status of a foreign association, foundation and non-profit organization prepared in accordance with the example in the Regulation on Associations (ANNEX-9/A) in the applications to open a branch or representative office in Türkiye; a status prepared in accordance with the example (Annex-9/B) in the Regulation of Associations in applications for activities or cooperation.
	12.3	An original copy and a notarized Turkish translation of the decision taken by the authorized body of the head office of the organization, unanimously or by majority, in which the activity desired to be carried out in Türkiye and the authorized persons are stated.
	12.4	In case the application is made by the person or persons authorized to make decisions on behalf of the organization, a document stating that such person or persons are authorized to make decisions on behalf of the organization, and an original copy of the decision stating the desired activity and the authorized persons, and its notarized Turkish translation.

Official of applicant organisation

Name and Surname :

Title (Duty) :

Date :

Signature :

## STATUS OF THE ORGANISATION NAMED ..... REGARDING ITS OPERATION/COOPERATION IN TÜRKİYE<sup>1</sup>

Upon the application made by the undersigned real persons pursuant to the decision of the competent bodies of the non-profit organisation headquartered abroad; ..... has been granted permission to operate/~~cooperate~~ in Türkiye in accordance with Articles 92 and 117 of the Turkish Civil Code dated 22/11/2001 and numbered 4721 and Article 5 of the Associations Law dated 4/11/2004 and numbered 5253.

### Place of Settlement

**ARTICLE 1-** (1) The organisation named ....., which is granted permission to operate/~~cooperate~~ will operate at ..... in Türkiye (only "name of the province " can be written in this blank during the application). It will operate at the address<sup>2</sup> ..... (In case a permit to operate is granted, the form should be renewed by writing the open address).

(2) Changes in the place of settlement shall be notified within 30 days to the Ministry of Interior and to the Governorship of the place where the organisation granted permission to operate/~~cooperate~~ has indicated its address in the first paragraph of this article.

(3) The organisation that is granted permission to operate/~~cooperate~~ will operate in;

- a) Province/Provinces: .....
- b) Türkiye-wide.

### Authorised persons<sup>3</sup>

**ARTICLE 2-** (1) The organisation granted permission to operate/~~cooperate~~ shall be represented by the following person(s):

S.N.	Name and Surname	Republic of Türkiye ID No <sup>(2)</sup>	Residential Address, Phone Number, e-mail address
1			
2			
3			
"			

(2) The authorised person of the organisation shall also be the manager of the organisation granted permission to operate/~~cooperate~~ in Türkiye.

(3) Changes of the authorised person of the organisation shall be notified within 30 days to the Ministry of Interior and to the Governorate of the place where the organisation granted permission to operate/~~cooperate~~ has indicated its address in the first paragraph of the first article of this Statute.

(4) The change of authorised person of the organisation is subject to the approval of the Ministry. If the change of authorised person is approved, a copy of the approved status shall be given to the organisation.

### Duties, powers and responsibilities of the authorised person(s) for the operation / cooperation

**ARTICLE 3-** (1) The authorised person(s) in charge of the operation/~~collaboration~~ shall perform their duties in accordance with the status of the operation/~~cooperation~~ and the legislation on associations, and shall be responsible for their actions contrary to this status and legislation.

<sup>1</sup> Each page of the Statute shall be signed by the authorised person(s) of the organisation applying for operation/cooperation.

<sup>2</sup> The organisation granted a cooperation permit may give the address of the institution/organisation with which it cooperates as its residential address, provided that this organisation consents.

<sup>3</sup> If there is more than one authorised person, information about each of them shall be entered in the table.

(2) If there are foreign persons among the founders, the foreign identity number given to the foreign real person by the Directorate General of Civil Registration and Citizenship Affairs is written in this column.

## Operating in Türkiye

### Purpose of the establishment of the headquarters abroad

**ARTICLE 4-** (1) The purpose of establishment of the foreign headquarters of the organization granted permission to operate/~~cooperate~~ as follows: (In this article, the Turkish version of the purpose section of the status of the foreign NGO's headquarters should be written verbatim)

.....

.....

### Permitted Operation/~~Cooperation~~

**ARTICLE 5-** (1) Permitted operation/~~cooperation~~ in Turkey will be as follows: (This article should be filled in parallel with the objectives of the Foreign NGO's headquarters as stated in Article 4)

.....

.....

### Representation and working procedures of the organisation permitted to operate/~~cooperate~~

**ARTICLE 6-** (1) The organisation granted permission to operate/~~cooperate~~ in Türkiye does not have a legal entity separate from its headquarters. The authorised person to operate/~~cooperate~~ carries out the activities on behalf of the organisation with its headquarters abroad and represents the headquarters of the organisation.

### Procedures and principles to be considered in expenditures

**ARTICLE 7-** (1) The organisation granted permission to operate/~~cooperate~~ shall make its expenditures according to the expenditure documents issued in accordance with the legislation.

### Submitting declaration

**ARTICLE 8-** (1) The organisation granted permission to operate/~~cooperate~~ shall fill in the declaration annexed to this Regulation (Annex-8) and submit the information on its activities, income, expenses and other transactions for that year to the Governorate where it is located until the end of April of the following year.

### Representation and binding of the organisation granted permission to operate/~~cooperate~~

**ARTICLE 9-** (1) The organisation named ....., which has been granted permission to operate/~~cooperate~~ in Türkiye, shall be represented and bound by the signature of its official(s). The official(s) shall be authorised to represent and bind the organisation granted permission to operate/~~cooperate~~, as well as to make and receive correspondence and notifications on behalf of its headquarters abroad.

### Books and records to be kept

**ARTICLE 10-** (1) The organisation named ....., which has been granted permission to operate/~~cooperate~~, shall keep the following books within the scope of the Associations Legislation for its operation/~~cooperation~~ in Türkiye.

- a) Minute Book
- b) Document Register Book
- c) Operating Account Book

(2) However, if the annual gross income exceeds the amount stipulated in Article 31 of the Regulation on Associations published in the Official Gazette dated 31/3/2005 and numbered 25772 and increased according to the revaluation rates determined and announced by the Ministry of Treasury and Finance, starting from the following accounting period, a general journal and a general ledger shall be kept on a balance sheet basis instead of an operating account book.

(3) The organisation granted permission to operate/~~cooperate~~ shall use Turkish in its books, records and correspondence with the official institutions of the Republic of Türkiye.

### Accounting period

**ARTICLE 11-** (1) The accounting period of the organisation named ....., which has been granted permission to operate/~~cooperate~~, in its operation/~~cooperation~~ in Türkiye is one calendar year. The accounting period starts on 1 January and ends on 31 December. The accounting period for the newly granted permission to operate/~~cooperate~~ starts on the date of the permission granted to the organisation and ends on 31 December.

### Cancellation of the permission to operate/~~cooperate~~

**ARTICLE 12-** (1) If the declaration annexed to the Regulation on Associations regarding the operation/~~cooperation~~ (Annex-8) is not notified to the relevant authorities on time, or it is detected that the declaration is issued falsely or the transactions of the organisation granted permission to operate/~~cooperate~~ are contrary to the relevant legislation and this statute, the permission to operate/~~cooperate~~ may be cancelled. In addition, in case of detection of acts constituting a criminal offence, the situation shall be immediately notified to the Chief Public Prosecutor's Office.

## Operating in Türkiye

### **Other provisions**

**ARTICLE 13-** (1) In cases where there is no provision in this statute, the provisions of the relevant legislation shall apply.

## Cooperation

Foreign NGOs are required to obtain a "Cooperation" permit if they wish to cooperate with organisations operating in Türkiye in line with their objectives. Permits are granted for a maximum period of five (5) years. A person or persons who can carry out activities in Türkiye on behalf of the foreign NGO must be appointed. If the appointed person is a foreigner, this person must have a residence permit (work permit) in Türkiye.

Organisations wishing to cooperate in Türkiye must apply in person or by mail to "Ministry of Interior/ Directorate General for Relations with Civil Society" with the following documents:

1. The status of the foreign NGO in its original language with apostille (*approval of the Turkish Consulate in the relevant country is also accepted*) and a notarised Turkish translation of the entire status.
2. The original signed copy and notarised Turkish translation of the decision taken by the authorised body of the foreign NGO with unanimity or the majority of the votes, to cooperate in Türkiye, including the name of the person(s) assigned for the cooperation to be carried out.
3. The application form specified in the Regulation on Associations (Annex-6) each page of which is signed by the person(s) assigned for the cooperation in Türkiye or by the authorised person of the foreign NGO.
4. In accordance with the sample in the Regulation on Associations, the Statute for Cooperation in Türkiye (Annex-9/B) which is signed on each page by the person(s) assigned for the cooperation.
5. If there are foreigners among the persons assigned to cooperate in Türkiye, the original residence permit (work permit) showing that they have the right to settle in Türkiye.

**NOTE:** If photocopies of the residence permit or work permit documents are requested, the originals of the documents must be added to the application documents. After verifying that the photocopies are the "SAME AS THE ORIGINAL", the original documents will be returned.

## Cooperation

### Sample decision regarding "cooperation in Türkiye" to be taken by the authorised bodies of foreign NGOs:

It has been decided by the ..... (general assembly/board of directors/chairman), which is authorised to decide to carry out international activities for our organisation named ....., headquartered in ....., to cooperate in Türkiye with the organisation named ..... for the subject/purpose of ..... and to assign (a) person(s) named ..... to represent our organisation at the activities to be performed.

**Note:** This document must be signed by the person(s) who took the decision. In addition, if the decision is not taken by the board of directors, the original and notarised Turkish translation of the document showing that the person is authorised to take the decision alone must be sent.

### APPLICATION FORM FOR FOREIGN LEGAL ENTITIES TO OPERATE IN TÜRKİYE <sup>(1)</sup>

1.	Legal Structure of Legal Entity		Association	Foundation	Non-Profit Organisation
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LEGAL ENTITY					
2.	2.1	Name			
	2.2	Short Name			
INTERNATIONAL CONTACT ADDRESS					
3.	3.1	Country			
	3.2	Residential Address			
	3.3	Phone Number			
	3.4	Fax No			
	3.5	e-mail address			
	3.6	Internet Address			
APPLICATION <sup>(2)</sup>					
4.	Type		Directly	Via post	Via electronic mail
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MEMBERS OF THE BOARD OF DIRECTORS OF FOREIGN LEGAL ENTITY (All columns must be filled.)					
5.		Name	Surname	Nationality	ID No
	5.1				
	5.2				
	5.3				
	5.4				
	"		If the number of members of the Board of Directors is large, the entire line must be written by adding a line.		
PERSONS AUTHORIZED TO CORRESPOND AND RECEIVE NOTIFICATIONS ON BEHALF OF LEGAL ENTITY (Anyone may be authorized to receive notification. Contact information must be written clearly and precisely.)					
6.		Name	Surname	Nationality	Republic of Türkiye ID No <sup>(3)</sup>
	6.1				Residential Address, Phone Number, e-mail address
	6.2				
	"				
7.	TYPE OF ACTIVITY TO BE CARRIED OUT BY LEGAL ENTITY IN TÜRKİYE				

(1) Each page of this form is signed by an official of the applicant organisation.

(2) Applications are made directly or by mail to Bakanlıklar/Ankara address of Directorate General for Relations with Civil Society of Ministry of Interior of the Republic of Türkiye.

(3) If there are foreign persons among the founders and persons authorized to receive correspondence and notification, the identity number given to the foreign real person by the Directorate General of Civil Registration and Citizenship Affairs is written in this column.

## Cooperation

	<input type="checkbox"/> Operating Period in Türkiye: ..... <input checked="" type="checkbox"/> Cooperation Period : ..... (The requested period should be written here for a maximum of 5 years) <input type="checkbox"/> Opening a Representative Office <input type="checkbox"/> Opening a Branch <input type="checkbox"/> Being a Member of an Association or Umbrella Organisation <input type="checkbox"/> Establishing an Association or Umbrella Organisation (Depending on the type of activity, the relevant annexes specified in the 11th article of this form are added to the application form.)			
8.	<b>ACTIVITY PLACE</b>			
	8.1	Province/District	(The province or provinces where the co-operation will continue should be written.)	
	8.2	Nationwide	(If the cooperation will be carried out nationwide, it is sufficient to tick this line.)	
9.	<b>PURPOSE OF ACTIVITY AND TARGET GROUP</b>			
	9.1	Purpose	(The purpose of the cooperation to be made should be stated. (The section of Annex-9/B titled Activity/Cooperation Permitted in Türkiye should be written verbatim))	
	9.2	Target Group	The target group of the cooperation to be made must be specified.	
10	<b>ACTIVITY</b> <span style="color: red;">(Only section 10.1 should be filled)</span>			
	In case of a cooperation with legal entities in Türkiye, a legal entity to cooperate in Türkiye			
	10.1	Name		
		Residential Address		
		A decision taken in this direction by an authorized body of a legal entity in Türkiye	Date : .../.../.... (Day/Month/Year)	No : .....
	If an association or umbrella organization is to be established in Türkiye, an association or umbrella organization which will be the founder in Türkiye			
	<del>10.2</del>	<del>Name</del>		
		<del>Residential Address</del>		
		<del>Representative/representatives who will establish an association or umbrella organization</del>		
		<del></del>	<del>Name</del>	<del>Surname</del>
<del>a)</del>				
<del>b)</del>				
<del>"</del>				
In case of membership to an association or umbrella organization in Türkiye, an association or umbrella organization to become a member in Türkiye				
10.3	Name			
	Residential Address			
	Generation Number			
	A decision taken in this direction by an authorized body of an association or umbrella organisation in Türkiye	Date : .../.../..... (Day/Month/Year)	No : .....	

<sup>(3)</sup> If there are foreign persons among the founders and persons authorized to receive correspondence and notification, the identity number given to the foreign real person by the Directorate General of Civil Registration and Citizenship Affairs is written in this column.

## Cooperation

INVALIDITY OF APPLICATIONS		
11.	If 6 months have passed since the written notification of the deficiencies in the applications made by foreign organisations, the application will be removed from the process if the deficiencies are not completed by the organisation.	
ANNEXES		
12.	12.1	A status which is apostilled in the original language of a legal entity or is approved by the Turkish Consulate of the country in which it is located, and a notarized Turkish translation of the status.
	12.2	A status of a foreign association, foundation and non-profit organization prepared in accordance with the example in the Regulation on Associations (ANNEX-9/A) in the applications to open a branch or representative office in Türkiye; a status prepared in accordance with the example (Annex-9/B) in the Regulation of Associations in applications for activities or cooperation.
	12.3	An original copy and a notarized Turkish translation of the decision taken by the authorized body of the head office of the organization, unanimously or by majority, in which the activity desired to be carried out in Türkiye and the authorized persons are stated.
	12.4	In case the application is made by the person or persons authorized to make decisions on behalf of the organization, a document stating that such person or persons are authorized to make decisions on behalf of the organization, and an original copy of the decision stating the desired activity and the authorized persons, and its notarized Turkish translation.

Official of applicant organisation

Name and Surname :

Title (Duty) :

Date :

Signature :

## STATUS OF THE ORGANISATION NAMED ..... REGARDING ITS OPERATION/COOPERATION IN TÜRKİYE <sup>(1)</sup>

Upon the application made by the undersigned real persons pursuant to the decision of the competent bodies of the non-profit organisation headquartered abroad; ..... has been granted permission to ~~operate~~/cooperate in Türkiye in accordance with Articles 92 and 117 of the Turkish Civil Code dated 22/11/2001 and numbered 4721 and Article 5 of the Associations Law dated 4/11/2004 and numbered 5253.

### Place of Settlement

**ARTICLE 1-** (1) The organisation named ....., which is granted permission to ~~operate~~/cooperate will operate at ..... in Türkiye (**only "name of the province " can be written in this blank during the application**). It will operate at the address<sup>(2)</sup> ..... (**In case a permit to operate is granted, the form should be renewed by writing the open address**).

(2) Changes in the place of settlement shall be notified within 30 days to the Ministry of Interior and to the Governorship of the place where the organisation granted permission to ~~operate~~/cooperate has indicated its address in the first paragraph of this article.

(3) The organisation that is granted permission to ~~operate~~/cooperate will operate in;

- a) Province/Provinces: .....
- b) Türkiye-wide

### Authorised Persons<sup>(3)</sup>

**ARTICLE 2-** (1) The organisation granted permission to ~~operate~~/cooperate shall be represented by the following person(s):

S.N.	Name and Surname	Republic of Türkiye ID No <sup>(2)</sup>	Residential Address, Phone Number, e-mail address
1			
2			
3			
"			

(2) The authorised person of the organisation shall also be the manager of the organisation granted permission to ~~operate~~/cooperate in Türkiye.

(3) Changes of the authorised person of the organisation shall be notified within 30 days to the Ministry of Interior and to the Governorate of the place where the organisation granted permission to ~~operate~~/cooperate has indicated its address in the first paragraph of the first article of this Statute.

(4) The change of authorised person of the organisation is subject to the approval of the Ministry. If the change of authorised person is approved, a copy of the approved status shall be given to the organisation.

(1) Each page of the Statute shall be signed by the authorised person(s) of the organisation applying for operation/cooperation.

(2) The organisation granted a cooperation permit may give the address of the institution/organisation with which it cooperates as its residential address, provided that this organisation consents.

(3) If there is more than one authorised person, information about each of them shall be entered in the table.

(2) If there are foreign persons among the founders, the foreign identity number given to the foreign real person by the Directorate General of Civil Registration and Citizenship Affairs is written in this column.

# Cooperation

## Duties, powers and responsibilities of the authorised person(s) for the operation/cooperation

**ARTICLE 3-** (1) The authorised person(s) in charge of the operation/cooperation shall perform their duties in accordance with the status of the operation/cooperation and the legislation on associations, and shall be responsible for their actions contrary to this status and legislation.

### Purpose of the establishment of the headquarters abroad

**ARTICLE 4-** (1) The purpose of establishment of the foreign headquarters of the organization granted permission to operate/cooperate as follows: (In this article, the Turkish version of the purpose section of the status of the foreign NGO's headquarters should be written verbatim)

.....

.....

### Permitted Operation/Cooperation

**ARTICLE 5-** (1) Permitted operation/cooperation in Turkey will be as follows: (This article should be filled in parallel with the objectives of the Foreign NGO's headquarters as stated in Article 4)

.....

.....

### Representation and working procedures of the organisation permitted to operate/cooperate

**ARTICLE 6-** (1) The organisation granted permission to operate/cooperate in Türkiye does not have a legal entity separate from its headquarters. The authorised person to operate/cooperate carries out the activities on behalf of the organisation with its headquarters abroad and represents the headquarters of the organisation.

### Procedures and principles to be considered in expenditures

**ARTICLE 7-** (1) The organisation granted permission to operate/cooperate shall make its expenditures according to the expenditure documents issued in accordance with the legislation.

### Submitting declaration

**ARTICLE 8-** (1) The organisation granted permission to operate/cooperate shall fill in the declaration annexed to this Regulation (Annex-8) and submit the information on its activities, income, expenses and other transactions for that year to the Governorate where it is located until the end of April of the following year.

### Representation and binding of the organisation granted permission to operate/cooperate

**ARTICLE 9-** (1) The organisation named ....., which has been granted permission to operate/cooperate in Türkiye, shall be represented and bound by the signature of its official(s). The official(s) shall be authorised to represent and bind the organisation granted permission to operate/cooperate, as well as to make and receive correspondence and notifications on behalf of its headquarters abroad.

### Books and records to be kept

**ARTICLE 10-** (1) The organisation named ....., which has been granted permission to operate/cooperate, shall keep the following books within the scope of the Associations Legislation for its operation/cooperation in Türkiye.

- a) Minute Book
- b) Document Register Book
- c) Operating Account Book

(2) However, if the annual gross income exceeds the amount stipulated in Article 31 of the Regulation on Associations published in the Official Gazette dated 31/3/2005 and numbered 25772 and increased according to the revaluation rates determined and announced by the Ministry of Treasury and Finance, starting from the following accounting period, a general journal and a general ledger shall be kept on a balance sheet basis instead of an operating account book.

(3) The organisation granted permission to operate/cooperate shall use Turkish in its books, records and correspondence with the official institutions of the Republic of Türkiye.

### Accounting period

**ARTICLE 11-** (1) The accounting period of the organisation named ....., which has been granted permission to operate/cooperate, in its operation/cooperation in Türkiye is one calendar year. The accounting period starts on 1 January and ends on 31 December. The accounting period for the newly granted permission to operate/cooperate starts on the date of the permission granted to the organisation and ends on 31 December.

## Cooperation

### **Cancellation of the permission to ~~operate~~/cooperate**

**ARTICLE 12-** (1) If the declaration annexed to the Regulation on Associations regarding the ~~operation~~/cooperation (Annex-8) is not notified to the relevant authorities on time, or it is detected that the declaration is issued falsely or the transactions of the organisation granted permission to ~~operate~~/cooperate are contrary to the relevant legislation and this statute, the permission to ~~operate~~/cooperate may be cancelled. In addition, in case of detection of acts constituting a criminal offence, the situation shall be immediately notified to the Chief Public Prosecutor's Office.

### **Other provisions**

**ARTICLE 13-** (1) In cases where there is no provision in this statute, the provisions of the relevant legislation shall apply.

## Being a Member of an Association or Umbrella Organisation

Foreign NGOs are required to obtain a "Membership Permit for Association or Umbrella Organisation, to become a member of an association or an umbrella organisation operating in Türkiye for their purposes. Authorised bodies of foreign NGOs are required to appoint one person (three persons for federation memberships) to represent them in the general assemblies of the member organisations. If the appointed representative is a foreigner, this person must have a residence permit (work permit) in Türkiye.

Organisations wishing to become a member must apply in person or by mail to the "Ministry of Interior/ Directorate General for Relations with Civil Society" with the following documents:

1. The status of the foreign NGO in its original language with apostille (approval of the Turkish Consulate in the relevant country is also accepted) and a notarised Turkish translation of the entire status.
2. The original signed copy and notarised Turkish translation of the decision taken by the authorised body of the foreign NGO with unanimity or the majority of the votes to become a member of an association or an umbrella organisation operating in Türkiye, including the names of the appointed representatives.
3. The application form specified in the Regulation on Associations (Annex-6) each page of which is signed by the person(s) appointed to represent the foreign NGO or by the authorised person of the foreign NGO.
4. If there are foreigners among the persons appointed to represent the foreign NGO in Türkiye, the original residence permit (work permit) showing that they have the right to settle in Türkiye.

**NOTE: If photocopies of the residence permit or work permit documents are requested, the originals of the documents must be added to the application documents. After verifying that the photocopies are the "SAME AS THE ORIGINAL", the original documents will be returned.**

## Being a Member of an Association or Umbrella Organisation

**Sample decision regarding " becoming a member of an association or umbrella organisation" to be taken by the authorised bodies of foreign NGOs:**

It has been decided by the ..... (general assembly/board of directors/chairman), which is competent to decide to carry out international activities for our organisation named ....., headquartered in ....., to become a member of the organisation named ..... in Türkiye and to appoint (a) person(s) named ..... to carry out and follow up the necessary procedures for the membership.

**Note:** This document must be signed by the person(s) who took the decision. In addition, if the decision is not taken by the board of directors, the original and notarised Turkish translation of the document showing that the person is authorised to take the decision alone must be sent.

# Being a Member of an Association or Umbrella Organisation

## Annex- 6

### APPLICATION FORM FOR FOREIGN LEGAL ENTITIES TO OPERATE IN TÜRKİYE <sup>(1)</sup>

1.	Legal Structure of Legal Entity		Association	Foundation	Non-Profit Organisation
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	LEGAL ENTITY				
	2.1	Name			
	2.2	Short Name			
3.	INTERNATIONAL CONTACT ADDRESS				
	3.1	Country			
	3.2	Residential Address			
	3.3	Phone Number			
	3.4	Fax No			
	3.5	e-mail address			
	3.6	Internet Address			
4.	APPLICATION <sup>(2)</sup>				
	Type	Directly	Via post	Via electronic mail	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	MEMBERS OF THE BOARD OF DIRECTORS OF FOREIGN LEGAL ENTITY (All columns must be filled.)				
		Name	Surname	Nationality	ID No
	5.1				
	5.2				
	5.3				
	5.4				
	"	If the number of members of the Board of Directors is large, the entire line must be written by adding a line.			
6.	PERSONS AUTHORIZED TO CORRESPOND AND RECEIVE NOTIFICATIONS ON BEHALF OF LEGAL ENTITY (Anyone may be authorized to receive notification. Contact information must be written clearly and precisely.)				
		Name	Surname	Nationality	Republic of Türkiye ID No <sup>(3)</sup>
	6.1				Residential Address, Phone Number, e-mail address
	6.2				
		"			
7.	TYPE OF ACTIVITY TO BE CARRIED OUT BY LEGAL ENTITY IN TÜRKİYE				

(1) Each page of this form is signed by an official of the applicant organisation.

(2) Applications are made directly or by mail to Bakanlıklar/Ankara address of Directorate General for Relations with Civil Society of Ministry of Interior of the Republic of Türkiye.

(3) If there are foreign persons among the founders and persons authorized to receive correspondence and notification, the identity number given to the foreign real person by the Directorate General of Civil Registration and Citizenship Affairs is written in this column.

## Being a Member of an Association or Umbrella Organisation

				<input type="checkbox"/> Operating Period in Türkiye: ..... <input type="checkbox"/> Cooperation Period : ..... <input type="checkbox"/> Opening a Representative Office <input type="checkbox"/> Opening a Branch <input checked="" type="checkbox"/> Being a Member of an Association or Umbrella Organisation <input type="checkbox"/> Establishing an Association or Umbrella Organisation (Depending on the type of activity, the relevant annexes specified in the 11th article of this form are added to the application form.)
<b>ACTIVITY PLACE</b>				
8.	8.1	Province/District		
	8.2	Nationwide		
<b>PURPOSE OF ACTIVITY AND TARGET GROUP</b>				
9.	9.1	Purpose		
	9.2	Target Group		
<b>ACTIVITY</b> <span style="color: red;">(Only section 10.3 should be filled)</span>				
In case of a cooperation with legal entities in Türkiye, a legal entity to cooperate in Türkiye				
<del>10.1</del>	Name			
	Residential Address			
	A decision taken in this direction by an authorized body of a legal entity in Türkiye		Date : .../.../.... (Day/Month/Year)	
			No : .....	
If an association or umbrella organization is to be established in Türkiye, an association or umbrella organization which will be the founder in Türkiye				
10	Name			
	Residential Address			
	Representative/representatives who will establish an association or umbrella organization			
	10.2	Name	Surname	Republic of Türkiye ID No <sup>(3)</sup>
	a)			
	b)			
	"			
In case of membership to an association or umbrella organization in Türkiye, an association or umbrella organization to become a member in Türkiye				
10.3	Name			
	Residential Address			
	Generation Number			
	A decision taken in this direction by an authorized body of an association or umbrella organisation in Türkiye		Date : .../.../..... (Day/Month/Year)	
		No : .....		
<b>INVALIDITY OF APPLICATIONS</b>				

<sup>(3)</sup> If there are foreign persons among the founders and persons authorized to receive correspondence and notification, the identity number given to the foreign real person by the Directorate General of Civil Registration and Citizenship Affairs is written in this column.

## Being a Member of an Association or Umbrella Organisation

11.	If 6 months have passed since the written notification of the deficiencies in the applications made by foreign organisations, the application will be removed from the process if the deficiencies are not completed by the organisation.
ANNEXES	
12.	12.1 A status which is apostilled in the original language of a legal entity or is approved by the Turkish Consulate of the country in which it is located, and a notarized Turkish translation of the status.
	12.2 A status of a foreign association, foundation and non-profit organization prepared in accordance with the example in the Regulation on Associations (ANNEX-9/A) in the applications to open a branch or representative office in Türkiye; a status prepared in accordance with the example (Annex-9/B) in the Regulation of Associations in applications for activities or cooperation.
	12.3 An original copy and a notarized Turkish translation of the decision taken by the authorized body of the head office of the organization, unanimously or by majority, in which the activity desired to be carried out in Türkiye and the authorized persons are stated.
	12.4 In case the application is made by the person or persons authorized to make decisions on behalf of the organization, a document stating that such person or persons are authorized to make decisions on behalf of the organization, and an original copy of the decision stating the desired activity and the authorized persons, and its notarized Turkish translation.

Official of applicant organisation

Name and Surname :

Title (Duty) :

Date :

Signature :

## Establishing an Association or Umbrella Organisation

If foreign NGOs wish to establish an association or umbrella organisation in Türkiye that will operate in line with their objectives, they are required to obtain the "Establishment of an Association or Umbrella Organisation" permit. To be represented in the association or umbrella organisation planned to be established, they must appoint 1 (one) person (three persons for federation memberships. Foreign representatives who will take part in the authorised bodies of the association or umbrella organisation to be established must have a residence permit (work permit) in Türkiye.

Organisations wishing to establish an association or umbrella organisation must apply in person or by mail to the "Ministry of Interior/ Directorate General for Relations with Civil Society" with the following documents:

1. The status of the foreign NGO in its original language with apostille (approval of the Turkish Consulate in the relevant country is also accepted) and a notarised Turkish translation of the entire status.
2. The original signed copy and notarised Turkish translation of the decision taken by the competent body of the foreign NGO with unanimity or the majority of votes to establish an association or umbrella organisation, indicating the name and purpose of the association or umbrella organisation to be established and the person(s) assigned to represent the foreign NGO in the new organisation.
3. The application form specified in the Regulation on Associations (Annex-6) each page of which is signed by the person(s) appointed to represent the foreign NGO or by the authorised person of the foreign NGO.
4. If there are foreigners among the persons appointed to represent the foreign NGO in Türkiye, the original residence permit (work permit) showing that they have the right to settle in Türkiye.

**NOTE: If photocopies of the residence permit or work permit documents are requested, the originals of the documents must be added to the application documents. After verifying that the photocopies are the "SAME AS THE ORIGINAL", the original documents will be returned.**

## Establishing an Association or Umbrella Organisation

**Sample decision regarding " establishing an association or umbrella organisation" to be taken by the authorised bodies of foreign NGOs:**

It has been decided by the ..... (general assembly/board of directors/chairman), which is competent to decide to carry out international activities for our organisation named ....., headquartered in ....., to establish an association/a federation named ..... in Türkiye together with the person(s)/organisation(s) named ..... for the purpose of ..... and to appoint (a) person(s) named ..... to represent our organisation in the ..... to be established.

**Note:** This document must be signed by the person(s) who took the decision. In addition, if the decision is not taken by the board of directors, the original and notarised Turkish translation of the document showing that the person is authorised to take the decision alone must be sent.

# Establishing an Association or Umbrella Organisation

Annex- 6

## APPLICATION FORM FOR FOREIGN LEGAL ENTITIES TO OPERATE IN TÜRKİYE<sup>(1)</sup>

1.	Legal Structure of Legal Entity		Association	Foundation	Non-Profit Organisation	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LEGAL ENTITY						
2.	2.1	Name				
	2.2	Short Name				
INTERNATIONAL CONTACT ADDRESS						
3.	3.1	Country				
	3.2	Residential Address				
	3.3	Phone Number				
	3.4	Fax No				
	3.5	e-mail address				
	3.6	Internet Address				
APPLICATION <sup>(2)</sup>						
4.	Type		Directly	Via post	Via electronic mail	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MEMBERS OF THE BOARD OF DIRECTORS OF FOREIGN LEGAL ENTITY (All columns must be filled.)						
5.		Name	Surname	Nationality	ID No	
	5.1					
	5.2					
	5.3					
	5.4					
	"		If the number of members of the Board of Directors is large, the entire line must be written by adding a line.			
PERSONS AUTHORIZED TO CORRESPOND AND RECEIVE NOTIFICATIONS ON BEHALF OF LEGAL ENTITY (Anyone may be authorized to receive notification. Contact information must be written clearly and precisely.)						
6.		Name	Surname	Nationality	Republic of Türkiye ID No <sup>(3)</sup>	Residential Address, Phone Numbers, e-mail address
	6.1					
	6.2					
	"					
7.	TYPE OF ACTIVITY TO BE CARRIED OUT BY LEGAL ENTITY IN TÜRKİYE					

<sup>(1)</sup> Each page of this form is signed by an official of the applicant organisation.

<sup>(2)</sup> Applications are made directly or by mail to Bakanlıklar/Ankara address of Directorate General for Relations with Civil Society of Ministry of Interior of the Republic of Türkiye.

<sup>(3)</sup> If there are foreign persons among the founders and persons authorized to receive correspondence and notification, the identity number given to the foreign real person by the Directorate General of Civil Registration and Citizenship Affairs is written in this column.

## Establishing an Association or Umbrella Organisation

		<input type="checkbox"/> Operating Period in Türkiye: ..... <input type="checkbox"/> Cooperation Period : ..... <input type="checkbox"/> Opening a Representative Office <input type="checkbox"/> Opening a Branch <input type="checkbox"/> Being a Member of an Association or Umbrella Organisation <input checked="" type="checkbox"/> Establishing an Association or Umbrella Organisation (Depending on the type of activity, the relevant annexes specified in the 11th article of this form are added to the application form.)	
<b>ACTIVITY PLACE</b>			
8.	8.1	Province/District	
	8.2	Nationwide	
<b>PURPOSE OF ACTIVITY AND TARGET GROUP</b>			
9.	9.1	Purpose	
	9.2	Target Group	
<b>ACTIVITY</b> <span style="color: red;">(Only section 10.2 should be filled..)</span>			
In case of a cooperation with legal entities in Türkiye, a legal entity to cooperate in Türkiye			
10.1	Name		
	Residential Address		
	A decision taken in this direction by an authorized body of a legal entity in Türkiye		
	Date : .../.../... (Day/Month/Year)	No : .....	
If an association or umbrella organization is to be established in Türkiye, an association or umbrella organization which will be the founder in Türkiye			
10.2	Name		
	Residential Address		
	Representative/representatives who will establish an association or umbrella organization		
		Name	Surname
	a)		
	b)		
	"		
In case of membership to an association or umbrella organization in Türkiye, an association or umbrella organization to become a member in Türkiye			
10.3	Name		
	Residential Address		
	Generation Number		
	A decision taken in this direction by an authorized body of an association or umbrella organisation in Türkiye		
Date : .../.../... (Day/Month/Year)		No : .....	

<sup>(3)</sup> If there are foreign persons among the founders and persons authorized to receive correspondence and notification, the identity number given to the foreign real person by the Directorate General of Civil Registration and Citizenship Affairs is written in this column.

## Establishing an Association or Umbrella Organisation

INVALIDITY OF APPLICATIONS	
11.	If 6 months have passed since the written notification of the deficiencies in the applications made by foreign organisations, the application will be removed from the process if the deficiencies are not completed by the organisation.
ANNEXES	
12.	12.1 A status which is apostilled in the original language of a legal entity or is approved by the Turkish Consulate of the country in which it is located, and a notarized Turkish translation of the status.
	12.2 A status of a foreign association, foundation and non-profit organization prepared in accordance with the example in the Regulation on Associations (ANNEX-9/A) in the applications to open a branch or representative office in Türkiye; a status prepared in accordance with the example (Annex-9/B) in the Regulation of Associations in applications for activities or cooperation.
	12.3 An original copy and a notarized Turkish translation of the decision taken by the authorized body of the head office of the organization, unanimously or by majority, in which the activity desired to be carried out in Türkiye and the authorized persons are stated.
	12.4 In case the application is made by the person or persons authorized to make decisions on behalf of the organization, a document stating that such person or persons are authorized to make decisions on behalf of the organization, and an original copy of the decision stating the desired activity and the authorized persons, and its notarized Turkish translation.

Official of applicant organisation

Name and Surname :

Title (Duty) :

Date :

Signature :