



**PROCEDURES REGARDING ACTIVITIES
OF FOREIGN CSOs
(ASSOCIATIONS, FOUNDATIONS,
NONPROFIT ORGANIZATIONS) IN TURKEY**



CONTENT

Type of Activity

Page No.

Opening Representations

1-6

Foreign CSOs may receive permission for "Opening a representation" in order to carry out activities in Turkey towards their objectives. One representative may suffice for this process. (If foreign persons become founder members, they must obtain a residence permit to reside in Turkey). Representations cannot register members and cannot have organs such as executive, auditing boards or general assembly.

Opening Branches

7-12

Foreign CSOs may receive permission for "Opening a branch" in order to carry out activities in Turkey towards their objectives. Three members may suffice for this process. (If foreign persons become founder members, they must obtain a residence permit to reside in Turkey). Permitted branches must register their members and form their organs such as general assembly, executive and auditing board within first six months.

Pursuing Activities in Turkey

13-16

Foreign CSOs must receive permission for "Pursuing activities" (charity campaigns, contests, entertainment activities, conferences, conventions etc.) towards their objectives for a certain period of time. Permissions may be given for maximum 5 years. One person must be authorized for carrying out activities of the foreign CSO in Turkey. (If a foreign person is authorized as founder, this person must obtain a residence permit to reside in Turkey).

Cooperation

17-20

Foreign CSOs must receive permission for "Cooperation" in order to cooperate with active institutions in Turkey towards their objectives. Permissions may be given for maximum 5 years. One or more persons must be appointed for pursuing activities of foreign CSOs in Turkey. (If the appointed person is of foreign origin, this person must obtain a residence permit to reside in Turkey).

Affiliating With an Association or a Supreme Institution

21-24

Foreign CSOs must receive permission for "Affiliating with an association or a supreme institution" carrying out activities towards their own objectives. Membership permissions are given for an indefinite period of time. One person (three persons for federation memberships) must be appointed from competent organs of foreign CSOs in order to be represented in the general assembly of the affiliated supreme institution. (Foreign representatives who will be appointed for the competent organs of the supreme institution must obtain a residence permit to reside in Turkey).

Establishing an Association or a Supreme Institution

25-29

Foreign CSOs must receive permission for "Establishing an association or supreme institution" towards their own objectives. One person (three persons for federation membership) must be appointed to be represented in the association or supreme institution that is planned to be established. (Foreign representatives who will be assigned for the competent organs of the association or supreme institution must obtain a residence permit to reside in Turkey).

Foreign CSOs may receive permission for “Opening a representation” to carry out activities towards their objectives in Turkey. One representative (If foreign persons become representatives, they must obtain a residence permit to reside in Turkey) may suffice to open a representation. Representations cannot register members. Representations may not have organs such as executive, auditing board and general assembly.

For opening a representation, associations must apply to the Ministry of Interior Department of Associations by submitting the following documents in person or per post:

1. The apostilled statute of the foreign CSO in its original language
2. Notarized Turkish translation of purposes and activities sections of the original statute of the foreign CSO (Approval of the Turkish Consulate in relevant countries is accepted).
3. A decree stating the persons authorized as representative in Turkey by the competent organ of the foreign CSO.
4. The application form enclosed in Association’s Regulation ([Annex-6](#))
Person/persons authorized as founder of representation must sign each page of this form.
5. Person/persons appointed as representative must sign each page of the original statute in line with the Association’s Regulation enclosed in ([Annex-9](#))
6. If foreign person/persons become representative, a copy of their residence permits indicating the right to reside in Turkey is required.

[Click for Downloading Annex 6](#)[Back to top](#)[Click for Downloading Annex 9](#)

Opening Representation

[Back](#)

[Back to top](#)

Sample of the decree that must be taken by the competent organs of foreign CSOs with regard to opening representation in Turkey

It has been decided that the person/persons named..... is appointed as founder of the representation in Turkey under our association named..... having headquarters in.....by..... the person who is competent for making decisions and carrying out international activities (director of executive board/general assembly).

Note: This document must be signed by the person/persons who are competent for taking the decisions. Otherwise, a document indicating that the person/persons who signed the decree have been authorized by the competent organs must be submitted.

[Back](#)

[Back to top](#)

APPLICATION FORM FOR FOREIGN LEGAL ENTITIES NECESSARY FOR CARRYING OUT ACTIVITIES IN TURKEY (1)

1.	Legal Status of the Legal Entity	Association	Foundation	Nonprofit Organization		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	LEGAL ENTITİY					
	2.1	Name				
	2.2	Abbreviation				
3.	CORRESPONDENCE ADDRESS IN ABROAD					
	3.1	Country				
	3.2	Address of Residential Place				
	3.3	Telephone No.				
	3.4	Fax No.				
	3.5	E-mail				
	3.6	Internet Address				
4.	APPLICATION (2)					
	Way of Application	In Person <input type="checkbox"/>	Per Post <input type="checkbox"/>	Per E-mail <input type="checkbox"/>		
5.	EXECUTIVE BOARD MEMBERS OF THE FOREIGN LEGAL ENTITİY <i>All columns must be filled in.</i>					
		Name	Surname	Nationality	ID No.	
	5.1					
	5.2					
	“	<i>When the number of executive board members exceeds this table, please add extra lines and complete the necessary information for each member.</i>				
6.	PERSONS AUTHORIZED FOR RECEIVING CORRESPONDENCE AND WRITTEN NOTICE IN NAME OF THE LEGAL ENTITİY <i>Everyone may be authorized for receiving written notice. Communication information must be written clearly and in detail.</i>					
		Name	Surname	Nationality	Turkish ID No. (3)	Address of residential place, Telephone No, e-mail
	6.1					
	6.2					
7.	TYPE OF THE ACTIVITY THAT WILL BE IMPEMETED BY LEGAL ENTITİY					
	<input type="checkbox"/> Period of Activities in Turkey: <input type="checkbox"/> Period of Cooperation : <input checked="" type="checkbox"/> Opening Representation <input type="checkbox"/> Opening Branch <input type="checkbox"/> Becoming a member of an association or a supreme institution <input type="checkbox"/> Setting up an association or a supreme institution (The relevant annexes enclosed in item 11 of this form must be attached to the application form according to the type of activity).					

Opening Representation

PLACE OF ACTIVITIES				
8.	8.1	Province/District	(When a representation is permitted to be opened, this representation cannot carry out its activities in places other than the provinces/districts written here).	
	8.2	The whole Country	(This item must be checked, if the representation permitted to be opened will carry out its activities in any region of the country).	
TARGET GROUP OF THE AIMED ACTIVITY				
The target group of the activity that will be carried out by the representation must be clarified.				
THE AIMED ACTIVITY (Please leave item 10 as blank)				
If any legal entity in Turkey will be cooperated with, below mentioned information concerning those legal entities must be filled in:				
10.1	Name			
	Address of Residential Place			
	Decree taken by the competent organ of the legal entity in Turkey;		Date : .../.../... (Day/Month/Year) Issue :	
If an association or a supreme institution will be established in Turkey, below mentioned information concerning this association or supreme institution must be filled in.				
10.2	Name			
	Address of Residential Place			
	Founders or Representatives of Association or Supreme Institution			
		Name	Surname	Turkish ID No (3)
	a)			
	b)			
	c)			
“				
If the representation/branch will become members of another association or supreme institution in Turkey, below mentioned information concerning this association or supreme institution must be filled in:				
10.3	Name			
	Address of Residential Place			
	Decree taken by the competent organ of the association or supreme institution in Turkey regarding this matter;		Date : .../.../..... (Day/Month/Year) Issue :	
Annexes				
11.	11.1	The notarized Turkish translation of purposes and activities sections of the statute belonging to the legal entity.		
	11.2	When foreign associations, foundations or nonprofit organizations apply for opening representation or branch in Turkey, they must submit their statute prepared in line with the Annex-9 enclosed in Association's Regulation.		

Competent applicant:
 Name and Surname :
 Title (Function):
 Date :
 Signature :

- (1) Each page of this form must be signed by the competent authority of the organization.
 (2) Applications must be submitted to the address: Ministry of Interior Department of Associations Bakanlıklar/Ankara either in person or per post.
 (3) If foreign real persons are authorized for receiving correspondence or written notice, the ID number given by the Population and Citizenship Affairs Department must be written in this section.

[Click for Downloading Annex 6](#)

[Back](#)

[Back to top](#)

STATUTE OF BRANCH/REPRESENTATION IN TURKEY (1)

The real persons whose signatures are seen below have established Branch/Representation in Turkey in line with Articles 92 and 117 of Turkish Civil Code dated 22/11/2001, numbered 4721; Articles 5 and 36 of Association’s Law dated 4/11/2004, numbered 5253.

Title

Article 1- (1) The title of the branch/representation Branch/Representation in Turkey; hereinafter referred shortly as Branch/ Representation in Turkey

Residential Place of the Branch/Representation

Article 2- (1) Branch/Representation in Turkey will carry out activities in this address (Only the name of the province is written while applying). (When the representation is permitted to be opened, this form must be renewed by adding detailed address information).

(2) Change of address must be reported to the Ministry of Interior or to the governorate responsible for the region where the representation is located within 30 days.

Founders-Executives

Article 3- (1) Branch/Representation in Turkey has been established by the following persons:

Table with 3 columns: Order, Name and Surname, Turkish ID No (2). Rows 1-4.

(2) Founders are also the executives of the Branch/Representation.

(3) Change of executives must be reported to the Ministry of Interior or to the governorate responsible for the region where branch/representation is located within 30 days.

Duties and Responsibilities of the Executives

Article 4- (1) Executives of Branch/Representation perform duties in line with the statute of branch/representation or association’s regulation. They are responsible for any transactions contrary to this statute and regulation.

Establishment Purpose of the Headquarters in Abroad

Article 5- (1) the establishment purpose of the headquarters of the Branch/Representation: Turkish translation of the purposes section in association’s original statute must be copied and pasted below.

.....

Activity of the Branch/Representation

Article 6- (1) Activities of the Branch/Representation in Turkey: This article must be filled in according to the purposes of foreign CSOs stated in article 5.

.....

Working Principles of the Branch/Representation

Article 7- (1)..... Branch/Representation doesn’t hold a separate legal status. Branch/Representation carries out activities in the name of its headquarters and represents the center.

(2)Branch convenes ordinary general assembly once a year In..... (Please leave this part as blank).

Principles of Payment Transactions

Article 8- (1) Payment transactions of Branch/Representation must be organized and conducted in line with the expenditure documents prepared according to the regulation.

Opening Representation

Reporting Activities of Branch/Representation

Article 9- (1) Annual activity report ofBranch/Representation must be submitted to the governorate responsible for the region where branch/representation is located by the end of every February in Turkish language.

Represent and Bind of Branch/Representation

Article 10- (1)Branch/Representation in Turkey is represented and bind upon signature of branch's director/representative without any limitation of duty. The director/representative will be authorized not only for representing and binding but also for receiving and making correspondence or written notice in the name of its headquarters.

Books and Records

Article 11- (1) Representation must keep the following books according to the Association's Regulation:

- a) Minutes Book
- b) Record Book
- c) Operating Account Book

(2) When representation's gross income exceeds the rates stated in article 31 of Association's Regulation published in Official Gazette dated 31/3/2005, numbered 25772 and in revaluation rates determined and announced by the Ministry of Finance; the representation must keep a daybook and a ledger instead of an operating account book according to balance sheet basis starting from the next accounting year.

(3) Necessary books concerning the branch within the regulation must be duly kept by the branch.

(4) Branch/Representation must use Turkish language while keeping books and corresponding with the government institutions of Republic of Turkey.

Accounting Period

Article 12- (1) The accounting period ofBranch/Representation in Turkey is for one calendar year. Accounting period start on 1st of January and ends on 31st of December. The accounting period starts on the allowed date and ends on 31st of December.

Annulment of the Permission for Opening Branch/Representation

Article 13- (1) when any implementation contrary to laws and relevant regulation are detected, the permission given to branch/representation is cancelled. Furthermore, if any act that constitutes crime is detected, this situation is reported to the public prosecutor's office immediately.

Other Provisions-

Article 14- (1) Relevant provisions shall be implemented when no provision refers to any situation.

(1) Founders of branch/representation must sign each page of the statute.

(2) If foreign persons become founders, the ID number given by General Directorate of Population and Citizenship Affairs must be written in this section.

[Click for Downloading Annex 9](#)

[Back](#)

[Back to top](#)

[Back to top](#)

Foreign CSOs must obtain permission for “Opening a branch” in order to carry out activities in Turkey towards their objectives. At least three persons are needed for this process. (If foreign persons become founders, they must obtain a residence permit to reside in Turkey). Branches permitted to be opened must register members and form their organs such as executive, auditing boards and general assembly.

Associations must submit the following documents to the Ministry of Interior Department of Associations in person or per post for opening a branch:

1. Apostilled statute of foreign CSOs in its original language.
2. Notarized Turkish translation of purposes and activities sections of the foreign CSO’s statute (The approval of Turkish Consulate in relevant countries is accepted).
3. A decree taken by the competent organ of the foreign CSO which indicates the authorized persons.
4. Application form enclosed in [\(Annex-6\)](#) of Association’s Regulation. Each page must be signed by the founder or the representative of the branch.
5. Statute prepared according to the sample in [\(Annex-9\)](#) enclosed in Association’s Regulation. Each page must be signed by founder of the branch.
6. If foreign persons become founders of the branch, a copy of their residence permits indicating the right to reside in Turkey.

[Click for Downloading Annex 6](#)

[Back to top](#)

[Click for Downloading Annex 9](#)

Opening Branches

[Back to top](#)

Sample of the decree that must be taken by the competent organs of foreign CSOs with regard to opening a branch in Turkey:

It has been decided that the persons named..... (At least three persons are required) are appointed as founders of the branch in Turkey under our association named..... having headquarters in..... by....., the person who is competent for making decisions and carrying out international activities (director of executive board/general assembly).

Note: This document must be signed by the person/persons who take the decision. When the decision is not taken by general assembly or executive board, the document indicating the authorized person/persons (the relevant provision in the original statute or the relevant provision of the country's regulation) must be submitted.

[Back](#)

[Back to top](#)

APPLICATION FORM FOR FOREIGN LEGAL ENTITIES NECESSARY FOR CARRYING OUT ACTIVITIES IN TURKEY (1)

1.	Legal Status of the Legal Entity	Association	Foundation	Nonprofit Organization		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
LEGAL ENTITİY						
2.	2.1	Name				
	2.2	Abbreviation				
CORRESPONDENCE ADDRESS IN ABROAD						
3.	3.1	Country				
	3.2	Address of Residential Place				
	3.3	Telephone No.				
	3.4	Fax No.				
	3.5	E-mail				
	3.6	Internet Address				
APPLICATION (2)						
4.	Way of Application	In Person	Per Post	Per E-mail		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
EXECUTIVE BOARD MEMBERS OF THE FOREIGN LEGAL ENTITİY <i>All columns must be filled in.</i>						
5.		Name	Surname	Nationality	ID No.	
	5.1					
	5.2					
	5.3					
	“	<i>When the number of executive board members exceeds this table, please add extra lines and complete the necessary information for each member.</i>				
PERSONS AUTHORIZED FOR RECEIVING CORRESPONDENCE AND WRITTEN NOTICE IN NAME OF THE LEGAL ENTITİY <i>Everyone may be authorized for receiving written notice. Communication information must be written clearly and in detail.</i>						
6.		Name	Surname	Nationality	Turkish ID No. (3)	Address of residential place, Telephone No, e-mail
	6.1					
	6.2					
TYPE OF THE ACTIVITY THAT WILL BE IMPLEMENTED BY LEGAL ENTITİY						
7.	<input type="checkbox"/> Period of Activities in Turkey: <input type="checkbox"/> Period of Cooperation : <input type="checkbox"/> Opening Representation <input checked="" type="checkbox"/> Opening Branch <input type="checkbox"/> Becoming a member of an association or a supreme institution <input type="checkbox"/> Setting up an association or a supreme institution					
	(The relevant annexes enclosed in item 11 of this form must be attached to the application form according to the type of activity).					

Opening Branches

PLACE OF ACTIVITIES				
8.	8.1	Province/District	(When a representation is permitted to be opened, this representation cannot carry out its activities in places other than the provinces/districts written here).	
	8.2	The whole Country	(This item must be checked, if the representation permitted to be opened will carry out its activities in any region of the country).	
TARGET GROUP OF THE AIMED ACTIVITY				
The target group of the activity that will be carried out by the representation must be clarified.				
THE AIMED ACTIVITY (Please leave item 10 as blank)				
If any legal entity in Turkey will be cooperated with, below mentioned information concerning those legal entities must be filled in:				
10.1	Name			
	Address of Residential Place			
	Decree taken by the competent organ of the legal entity in Turkey;		Date : .../.../... (Day/Month/Year) Issue :	
If an association or a supreme institution will be established in Turkey, below mentioned information concerning this association or supreme institution must be filled in.				
10.2	Name			
	Address of Residential Place			
	Founders or Representatives of Association or Supreme Institution			
		Name	Surname	Turkish ID No (3)
	a)			
	b)			
c)				
"				
If the representation/branch will become members of another association or supreme institution in Turkey, below mentioned information concerning this association or supreme institution must be filled in:				
10.3	Name			
	Address of Residential Place			
	Decree taken by the competent organ of the association or supreme institution in Turkey regarding this matter;		Date : .../.../..... (Day/Month/Year) Issue :	
EKLER				
11.	11.1	The notarized Turkish translation of purposes and activities section of the statute belonging to the legal entity.		
	11.2	When foreign associations, foundations or nonprofit organizations apply for opening representation or branch in Turkey, they must submit their statute prepared in line with the Annex-9 enclosed in Association's Regulation.		

Competent applicant:

Name and Surname :

Title (Function):

Date :

Signature :

(1) Each page of this form must be signed by the competent authority of the organization.

(2) Applications must be submitted to the address: Ministry of Interior Department of Associations Bakanlıklar/Ankara either in person or per post.

[Click for Downloading Annex 6](#)

[Back](#)

[Back to top](#)

STATUTE OF REPRESENTATION/ BRANCH IN TURKEY (1)

The real persons whose signatures are seen below have established Branch/Representation in Turkey in line with Articles 92 and 117 of Turkish Civil Code dated 22/11/2001, numbered 4721; Articles 5 and 36 of Association’s Law dated 4/11/2004, numbered 5253.

Title

Article 1- (1) The title of the branch/representation Representation/ Branch in Turkey; hereinafter referred shortly as Representation/ Branch in Turkey

Residential Place of the Branch/Representation

Article 2- (1) Representation/ Branch in Turkey will carry out activities in this address (Only the name of the province is written while applying). (When the branch is permitted to be opened, this form must be renewed by adding detailed address information).

(2) Change of address must be reported to the Ministry of Interior or to the governorate responsible for the region where the representation is located within 30 days.

Founders-Executives

Article 3- (1) Branch/Representation in Turkey has been established by the following persons:

Table with 3 columns: Order, Name and Surname, Turkish ID No (2). Row 1: 1, (At least three persons must be written), [blank]. Row 2: 2, [blank], [blank]. Row 3: 3, [blank], [blank]. Row 4: "", [blank], [blank].

(2) Founders are also the executives of the Branch/Representation.

(3) Change of executives must be reported to the Ministry of Interior or to the governorate responsible for the region where branch/representation is located within 30 days.

Duties and Responsibilities of the Executives

Article 4- (1) Executives of Representation/ Branch perform duties in line with the statute of branch/representation or association’s regulation. They are responsible for any transactions contrary to this statute and regulation.

Establishment Purpose of the Headquarters in Abroad

Article 5- (1) the establishment purpose of the headquarters of the Branch/Representation: Turkish translation of the purposes section in association’s original statute must be copied and pasted below.

.....

Activity of the Branch/Representation

Article 6- (1) Activities of the Representation/ Branch in Turkey: This article must be filled in according to the purposes of foreign CSOs stated in article 5.

.....

Working Principles of the Branch/Representation

Article 7- (1)..... Representation/ Branch doesn’t hold a separate legal status. Branch/Representation carries out activities in the name of its headquarters and represents the center.

(2)Branch convenes ordinary general assembly once a year In..... (Must be filled in).

Principles of Payment Transactions

Article 8- (1) Payment transactions of Branch/Representation must be organized and conducted in line with the expenditure documents prepared according to the regulation.

Reporting Activities of Branch/Representation

Opening Branches

Article 9- (1) Annual activity report ofBranch/Representation must be submitted to the governorate responsible for the region where branch/representation is located by the end of every February in Turkish language.

Represent and Bind of Branch/Representation

Article 10- (1)Branch/Representation in Turkey is represented and bind upon signature of branch's director/representative without any limitation of duty. The director/representative will be authorized not only for representing and binding but also for receiving and making correspondence or written notice in the name of its headquarters.

Books and Records

Article 11- (1) Representation must keep the following books according to the Association's Regulation:

- a) Minutes Book
- b) Record Book
- c) Operating Account Book

(2) When representation's gross income exceeds the rates stated in article 31 of Association's Regulation published in Official Gazette dated 31/3/2005, numbered 25772 and in revaluation rates determined and announced by the Ministry of Finance; the representation must keep a daybook and a ledger instead of an operating account book according to balance sheet basis starting from the next accounting year.

(3) Necessary books concerning the branch within the regulation must be duly kept by the branch.

(4) Branch/Representation must use Turkish language while keeping books and corresponding with the government institutions of Republic of Turkey.

Accounting Period

Article 12- (1) The accounting period of~~Representation/~~ Branch in Turkey is for one calendar year. Accounting period start on 1st of January and ends on 31st of December. The accounting period starts on the allowed date and ends on 31st of December.

Annulment of the Permission for Opening Branch/Representation

Article 13- (1) when any implementation contrary to laws and relevant regulation are detected, the permission given to branch/representation is cancelled. Furthermore, if any act that constitutes crime is detected, this situation is reported to the public prosecutor's office immediately.

Other Provisions-

Article 14- (1) Relevant provisions shall be implemented when no provision refers to any situation.

(1) Founders of branch/representation must sign each page of the statute.

(2) If foreign persons become founders, the ID number given by General Directorate of Population and Citizenship Affairs must be written in this section.

[Click for Downloading Annex 9](#)

[Back](#)

[Back to top](#)

Pursuing Activities in Turkey

[Back to top](#)

Foreign CSOs must receive permission for “Pursuing activities” (charity campaigns, contests, entertainment activities, conferences, conventions etc.) towards their objectives for a certain period of time. Permissions may be given for maximum 5 years. One person must be authorized for carrying out activities of the foreign CSO in Turkey. (If a foreign person is authorized as founder, this person must obtain a residence permit to reside in Turkey).

Foreign CSOs must submit the following documents to the Ministry of Interior Department of Associations in person or per post in order to carry out activities in Turkey:

1. Apostilled statute of foreign CSOs in its original language.
2. Notarized Turkish translation of purposes and activities sections of the foreign CSO’s statute (The approval of Turkish Consulate in relevant countries is accepted).
3. A decree taken by the competent organ of the foreign CSO which indicates type of the activity and the person/persons appointed for carrying out the aimed activity.
4. Application form enclosed in [\(Annex-6\)](#) of Association’s Regulation. Each page must be signed by the appointed person/persons of the foreign CSO for carrying out the aimed activity.
5. If the appointed person/persons are of foreign origin, a copy of their residence permits indicating the right to reside in Turkey is required.

[Click for Downloading Annex 6](#)

[Back to top](#)

Pursuing Activities in Turkey

[Back](#)

[Back to top](#)

Sample of the decree that must be taken by the competent organs of foreign CSOs with regard to pursuing activities in Turkey directly:

It has been decided that the persons named..... are appointed for pursuing the activity which is..... in Turkey under our association named..... having headquarters in.....by.....the person who is competent for making decisions and carrying out international activities (director of executive board/general assembly).

Note: This document must be signed by the person/persons who take the decision. When the decision is not taken by general assembly or executive board, the document indicating the authorized person/persons (the relevant provision in the original statute or the relevant provision of the country's regulation) must be submitted.

[Back](#)

[Back to top](#)

APPLICATION FORM FOR FOREIGN LEGAL ENTITIES TO CARRY OUT ACTIVITIES IN TURKEY (1)

1.	Legal Status of the Legal Entity	Association	Foundation	Nonprofit Organization		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	LEGAL ENTITYY					
	2.1	Name				
	2.2	Abbreviation				
3.	CORRESPONDENCE ADDRESS IN ABROAD					
	3.1	Country				
	3.2	Address of Residential Place				
	3.3	Telephone No.				
	3.4	Fax No.				
	3.5	E-mail				
	3.6	Internet Address				
4.	APPLICATION (2)					
	Way of Application	In Person	Per Post	Per E-mail		
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			
5.	EXECUTIVE BOARD MEMBERS OF THE FOREIGN LEGAL ENTITYY <i>All columns must be filled in.</i>					
		Name	Surname	Nationality	ID No.	
	5.1					
	5.2					
	5.3					
	“	<i>When the number of executive board members exceeds this table, please add extra lines and complete the necessary information for each member.</i>				
6.	PERSONS AUTHORIZED FOR RECEIVING CORRESPONDENCE AND WRITTEN NOTICE IN NAME OF THE LEGAL ENTITYY <i>Everyone may be authorized for receiving written notice. Communication information must be written clearly and in detail.</i>					
		Name	Surname	Nationality	Turkish ID No. (3)	Address of residential place, Telephone No, e-mail
	6.1					
		“				
7.	TYPE OF THE ACTIVITY THAT WILL BE IMPEMETED BY LEGAL ENTITYY					
	<input checked="" type="checkbox"/> Period of Activities in Turkey: <i>(The required period must be written when it is maximum for 5 years)</i> <input type="checkbox"/> Period of Cooperation : : <input type="checkbox"/> Opening Representation <input type="checkbox"/> Opening Branch <input type="checkbox"/> Becoming a member of an association or a supreme institution <input type="checkbox"/> Setting up an association or a supreme institution (The relevant annexes enclosed in item 11 of this form must be attached to the application form according to the type of activity).					

Pursuing Activities in Turkey

PLACE OF ACTIVITIES				
8.	8.1	Province/District	(Associations cannot carry out their activities in places other than the provinces/districts written here).	
	8.2	The whole Country	(This item must be checked, if the permitted association will carry out its activities in any region of the country).	
TARGET GROUP OF THE AIMED ACTIVITY				
The target group of the activity that will be carried out by the association must be clarified.				
THE AIMED ACTIVITY (Please leave item 10 blank)				
If any legal entity in Turkey will be cooperated with, below mentioned information concerning those legal entities must be filled in:				
10.1	Name			
	Address of Residential Place			
	Decree taken by the competent organ of the legal entity in Turkey;		Date : .../.../... (Day/Month/Year) Issue :	
If an association or a supreme institution will be established in Turkey, below mentioned information concerning this association or supreme institution must be filled in.				
10.2	Name			
	Address of Residential Place			
	Founders or Representatives of Association or Supreme Institution			
		Name	Surname	Turkish ID No (3)
	a)			
	b)			
	c)			
If the representation/branch will become members of another association or supreme institution in Turkey, below mentioned information concerning this association or supreme institution must be filled in:				
10.3	Name			
	Address of Residential Place			
	Decree taken by the competent organ of the association or supreme institution in Turkey regarding this matter;		Date : .../.../..... (Day/Month/Year) Issue :	
EKLER				
11.	11.1	The notarized Turkish translation of purposes and activities section of the statute belonging to the legal entity.		
	11.2	When foreign associations, foundations or nonprofit organizations apply for opening representation or branch in Turkey, they must submit their statute prepared in line with the Annex-9 enclosed in Association's Regulation.		

Competent applicant:

Name and Surname :

Title (Function):

Date :

Signature :

(1) Each page of this form must be signed by the competent authority of the organization.

(2) Applications must be submitted to the address: Ministry of Interior Department of Associations Bakanlıklar/Ankara either in person or per post.

(3) If foreign real persons are authorized for receiving correspondence or written notice, the ID number given by the Population and Citizenship Affairs Department must be written in this section.

[Click for Downloading Annex 6](#)

[Back](#)

[Back to top](#)

[Back to top](#)

Foreign CSOs must obtain permission for cooperating with the organizations in Turkey towards their own objectives. Permissions may be given for certain periods- maximum for 5 years. Person/persons must be appointed to pursue the activities of the foreign CSO in Turkey (If these persons are of foreign origin, they must obtain residence permit indicating the right to reside in Turkey).

Foreign organizations willing to cooperate with the organizations in Turkey must apply to the Ministry of Interior Department of Associations in person or per post by submitting the following documents:

1. Apostilled statute of foreign CSOs in its original language.
2. Notarized Turkish translation of purposes and activities sections of the foreign CSO's statute (The approval of Turkish Consulate in relevant countries is accepted).
3. A decree taken by the competent organ of the foreign CSO indicating the decision for cooperation and the person/persons appointed for representing the association in terms of cooperation.
4. Application form enclosed in [\(Annex-6\)](#) of Association's Regulation. Each page must be signed by the appointed person/persons of the foreign CSO for carrying out the aimed activity.
5. If the appointed person/persons are of foreign origin, a copy of their residence permits indicating the right to reside in Turkey is required.

[Click for Downloading Annex 6](#)

[Back to top](#)

Cooperating

[Back](#)

[Back to top](#)

Sample of the decree that must be taken by the competent organs of foreign CSOs with regard to cooperating in Turkey:

It has been decided that the persons named..... are appointed for cooperating with the Turkish organization named.....regarding the following issues..... under our association named..... having headquarters in.....by..... the person who is competent for making decisions and carrying out international activities (director of executive board/general assembly).

Note: This document must be signed by the person/persons who take the decision. When the decision is not taken by general assembly or executive board, the document indicating the authorized person/persons (the relevant provision in the original statute or the relevant provision of the country's regulation) must be submitted.

[Back](#)

[Back to top](#)

APPLICATION FORM FOR FOREIGN LEGAL ENTITIES TO CARRY OUT ACTIVITIES IN
TURKEY (1)

1.	Legal Status of the Legal Entity	Association <input type="checkbox"/>	Foundation <input type="checkbox"/>	Nonprofit Organization <input type="checkbox"/>		
LEGAL ENTITİY						
2.	2.1	Name				
	2.2	Abbreviation				
CORRESPONDENCE ADDRESS IN ABROAD						
3.	3.1	Country				
	3.2	Address of Residential Place				
	3.3	Telephone No.				
	3.4	Fax No.				
	3.5	E-mail				
	3.6	Internet Address				
APPLICATION (2)						
4.	Way of Application	In Person <input type="checkbox"/>	Per Post <input type="checkbox"/>	Per E-mail <input type="checkbox"/>		
EXECUTIVE BOARD MEMBERS OF THE FOREIGN LEGAL ENTITİY <i>All columns must be filled in.</i>						
5.		Name	Surname	Nationality	ID No.	
	5.1					
	5.2					
	“		<i>When the number of executive board members exceeds this table, please add extra lines and complete the necessary information for each member.</i>			
PERSONS AUTHORIZED FOR RECEIVING CORRESPONDENCE AND WRITTEN NOTICE IN NAME OF THE LEGAL ENTITİY <i>Everyone may be authorized for receiving written notice. Communication information must be written clearly and in detail.</i>						
6.		Name	Surname	Nationality	Turkish ID No. (3)	Address of residential place, Telephone No, e-mail
	6.1					
	“					
TYPE OF THE ACTIVITY THAT WILL BE IMPEMETED BY LEGAL ENTITİY						
7.	<input type="checkbox"/> Period of Activities in Turkey: ... <input checked="" type="checkbox"/> Period of Cooperation : <i>(The required period must be written when it is for maximum 5 years)</i> <input type="checkbox"/> Opening Representation <input type="checkbox"/> Opening Branch <input type="checkbox"/> Becoming a member of an association or a supreme institution <input type="checkbox"/> Setting up an association or a supreme institution (The relevant annexes enclosed in item 11 of this form must be attached to the application form according to the type of activity).					

Cooperating

PLACE OF ACTIVITIES				
8.	8.1	Province/District	(Associations cannot cooperate in places other than the provinces/districts written here).	
	8.2	The whole Country	(This item must be checked, if the permitted association will cooperate in any region of the country).	
TARGET GROUP OF THE AIMED ACTIVITY				
The target group of the activity that will be carried out by the association must be clarified.				
THE AIMED ACTIVITY				
(Only The Section Numbered 10.1 Must be Filled in.)				
If any legal entity in Turkey will be cooperated with, below mentioned information concerning those legal entities must be filled in:				
10.1	Name			
	Address of Residential Place			
	Decree taken by the competent organ of the legal entity in Turkey;		Date : .../.../... (Day/Month/Year) Issue :	
If an association or a supreme institution will be established in Turkey, below mentioned information concerning this association or supreme institution must be filled in.				
10.2	Name			
	Address of Residential Place			
	Founders or Representatives of Association or Supreme Institution			
		Name	Surname	Turkish ID No (3)
	a)			
	b)			
	c)			
If the representation/branch will become members of another association or supreme institution in Turkey, below mentioned information concerning this association or supreme institution must be filled in:				
10.3	Name			
	Address of Residential Place			
	Decree taken by the competent organ of the association or supreme institution in Turkey regarding this matter;		Date : .../.../..... (Day/Month/Year) Issue :	
EKLER				
11.	11.1	The notarized Turkish translation of purposes and activities section of the statute belonging to the legal entity.		
	11.2	When foreign associations, foundations or nonprofit organizations apply for opening representation or branch in Turkey, they must submit their statute prepared in line with the Annex-9 enclosed in Association's Regulation.		

Competent applicant:

Name and Surname :

Title (Function):

Date :

Signature :

(1) Each page of this form must be signed by the competent authority of the organization.

(2) Applications must be submitted to the address: Ministry of Interior Department of Associations Bakanlıklar/Ankara either in person or per post.

(3) If foreign real persons are authorized for receiving correspondence or written notice, the ID number given by the Population and Citizenship Affairs Department must be written in this section.

[Click for Downloading Annex 6](#)

[Back](#)

[Back to top](#)

Affiliating with an association or a supreme institution

[Back to top](#)

Foreign CSOs must obtain permission for “Becoming member of an association or a supreme institution” in Turkey towards their own objectives. Membership permissions are given for an indefinite period. At least one person (three for federations) must be appointed by the competent organs of the foreign CSO to be represented in the general assembly of the affiliated organization. (Foreign persons who will represent the CSO in the affiliated organization’s competent organs must have residence permit to reside in Turkey).

Foreign CSOs must apply to the Ministry of Interior Department of Associations in order to be affiliated with an association or a supreme institution in Turkey by submitting the following documents:

1. Apostilled statute of foreign CSOs in its original language.
2. Notarized Turkish translation of purposes and activities sections of the foreign CSO’s statute (The approval of Turkish Consulate in relevant countries is accepted).
3. A decree taken by the competent organ of the foreign CSO which indicates the affiliation and the person/persons appointed for representing.
4. Application form enclosed in [Annex-6](#) of Association’s Regulation. Each page must be signed by the appointed person/persons of the foreign CSO for carrying out the aimed activity.
5. If the appointed person/persons are of foreign origin, a copy of their residence permits indicating the right to reside in Turkey is required.

[Click for Downloading Annex 6](#)

Affiliating with an association or a supreme institution

[Back](#)

[Back to top](#)

Sample of the decree that must be taken by the competent organs of foreign CSOs with regard to affiliating with organizations or supreme institutions in Turkey:

It has been decided that the person named..... is appointed for pursuing and monitoring the necessary procedures for affiliating our association named.....having headquarters in.....with this Turkish organization named.....by the person competent for taking decisions and carrying out international activities (director of executive board/general assembly).

Note: This document must be signed by the person/persons who take the decision. When the decision is not taken by general assembly or executive board, the document indicating the authorized person/persons (the relevant provision in the original statute or the relevant provision of the country's regulation) must be submitted.

[Back](#)

[Back to top](#)

Affiliating with an association or a supreme institution

[Click for Downloading Annex 6](#)

[Back](#)

[Back to top](#)

Annex-6

APPLICATION FORM FOR FOREIGN LEGAL ENTITIES TO CARRY OUT ACTIVITIES IN TURKEY (1)

1.	Legal Status of the Legal Entity	Association <input type="checkbox"/>	Foundation <input type="checkbox"/>	Nonprofit Organization <input type="checkbox"/>		
LEGAL ENTITYY						
2.	2.1	Name				
	2.2	Abbreviation				
CORRESPONDENCE ADDRESS IN ABROAD						
3.	3.1	Country				
	3.2	Address of Residential Place				
	3.3	Telephone No.				
	3.4	Fax No.				
	3.5	E-mail				
	3.6	Internet Address				
APPLICATION (2)						
4.	Way of Application	In Person <input type="checkbox"/>	Per Post <input type="checkbox"/>	Per E-mail <input type="checkbox"/>		
EXECUTIVE BOARD MEMBERS OF THE FOREIGN LEGAL ENTITYY All columns must be filled in.						
5.		Name	Surname	Nationality	ID No.	
	5.1					
	5.2					
	“	When the number of executive board members exceeds this table, please add extra lines and complete the necessary information for each member.				
PERSONS AUTHORIZED FOR RECEIVING CORRESPONDENCE AND WRITTEN NOTICE IN NAME OF THE LEGAL ENTITYY Everyone may be authorized for receiving written notice. Communication information must be written clearly and in detail.						
6.		Name	Surname	Nationality	Turkish ID No. (3)	Address of residential place, Telephone No, e-mail
	6.1					
	“					
TYPE OF THE ACTIVITY THAT WILL BE IMPEMETED BY LEGAL ENTITYY						
7.	<input type="checkbox"/> Period of Activities in Turkey : <input type="checkbox"/> Period of Cooperation : <input type="checkbox"/> Opening Representation <input type="checkbox"/> Opening Branch <input checked="" type="checkbox"/> Becoming a member of an association or a supreme institution <input type="checkbox"/> Setting up an association or a supreme institution					
	(The relevant annexes enclosed in item 11 of this form must be attached to the application form according to the type of activity).					

Affiliating with an association or a supreme institution

PLACE OF ACTIVITIES				
8.	8.1	Province/District	(Associations cannot affiliate in places other than the provinces/districts written here).	
	8.2	The whole Country	(This item must be checked, if the permitted associations will affiliate in any region of the country).	
TARGET GROUP OF THE AIMED ACTIVITY				
The target group of the activity that will be carried out by the association must be clarified.				
THE AIMED ACTIVITY (Only The Section Numbered 10.3 Must be Filled in.)				
If any legal entity in Turkey will be affiliated with, below mentioned information concerning those legal entities must be filled in:				
10.1	Name			
	Address of Residential Place			
	Decree taken by the competent organ of the legal entity in Turkey;		Date : .../.../... (Day/Month/Year) Issue :	
If an association or a supreme institution will be established in Turkey, below mentioned information concerning this association or supreme institution must be filled in.				
10.2	Name			
	Address of Residential Place			
	Founders or Representatives of Association or Supreme Institution			
		Name	Surname	Turkish ID No (3)
	a)			
	b)			
c)				
"				
If the representation/branch will become members of another association or supreme institution in Turkey, below mentioned information concerning this association or supreme institution must be filled in:				
10.3	Name			
	Address of Residential Place			
	Decree taken by the competent organ of the association or supreme institution in Turkey regarding this matter;		Date : .../.../..... (Day/Month/Year) Issue :	
Annexes				
11.	11.1	The notarized Turkish translation of purposes and activities section of the statute belonging to the legal entity.		
	11.2	When foreign associations, foundations or nonprofit organizations apply for opening representation or branch in Turkey, they must submit their statute prepared in line with the Annex-9 enclosed in Association's Regulation.		

Competent applicant:

Name and Surname :

Title (Function):

Date :

Signature :

(1) Each page of this form must be signed by the competent authority of the organization.

(2) Applications must be submitted to the address: Ministry of Interior Department of Associations Bakanlıklar/Ankara either in person or per post.

(3) If foreign real persons are authorized for receiving correspondence or written notice, the ID number given by the Population and Citizenship Affairs Department must be written in this section.

[Click for Downloading Annex 6](#)

[Back](#)

[Back to top](#)

Establishing an Association or a Supreme Institution

[Back to top](#)

Foreign CSOs must obtain permission for “Establishing an association or a supreme institution” in Turkey in order to carry out activities towards their objectives. One person (three for federation memberships) must be appointed to be represented in the above mentioned association or supreme institution. (Foreign persons who will represent the CSO in established organization’s competent organs must have residence permit to reside in Turkey).

Foreign CSOs must apply to the Ministry of Interior Department of Associations in order to establish an association or a supreme institution by submitting the following documents:

1. Apostilled statute of foreign CSOs in its original language.
2. Notarized Turkish translation of purposes and activities sections of the foreign CSO’s statute (The approval of Turkish Consulate in relevant countries is accepted).
3. A decree taken by the competent organ of the foreign CSO which indicates the decision to establish an association or a supreme institution in Turkey as well as the persons appointed for representing the CSO in the established association or supreme institution
4. Application form enclosed in [\(Annex-6\)](#) of Association’s Regulation. Each page must be signed by the appointed person/persons of the foreign CSO for carrying out the aimed activity.
5. If the appointed person/persons are of foreign origin, a copy of their residence permits indicating the right to reside in Turkey is required.

[Click for Downloading Annex 6](#)

Establishing an Association or a Supreme Institution

[Back](#)

[Back to top](#)

Sample of the decree that must be taken by the competent organs of foreign CSOs with regard to establishing an association or a supreme institution in Turkey:

It has been decided that the association/federation etc. named.....will be established in Turkey by our association named.....having headquarters in.....and the person named..... is appointed for representing it in the established association or supreme institution by the person competent for making decisions to carry out international activities (director of executive board/general assembly).

Note: This document must be signed by the person/persons who take the decision. When the decision is not taken by general assembly or executive board, the document indicating the authorized person/persons (the relevant provision in the original statute or the relevant provision of the country's regulation) must be submitted.

[Back](#)

[Back to top](#)

Establishing an Association or a Supreme Institution

[Click for Downloading Annex 6](#)

[Back](#)

[Back to top](#)

Annex-6

APPLICATION FORM FOR FOREIGN LEGAL ENTITIES TO CARRY OUT ACTIVITIES IN TURKEY (1)

1.	Legal Status of the Legal Entity	Association <input type="checkbox"/>	Foundation <input type="checkbox"/>	Nonprofit Organization <input type="checkbox"/>		
LEGAL ENTITIIY						
2.	2.1	Name				
	2.2	Abbreviation				
CORRESPONDENCE ADDRESS IN ABROAD						
3.	3.1	Country				
	3.2	Address of Residential Place				
	3.3	Telephone No.				
	3.4	Fax No.				
	3.5	E-mail				
	3.6	Internet Address				
APPLICATION (2)						
4.	Way of Application	In Person <input type="checkbox"/>	Per Post <input type="checkbox"/>	Per E-mail <input type="checkbox"/>		
EXECUTIVE BOARD MEMBERS OF THE FOREIGN LEGAL ENTITIIY All columns must be filled in.						
5.		Name	Surname	Nationality	ID No.	
	5.1					
	5.2					
	“		When the number of executive board members exceeds this table, please add extra lines and complete the necessary information for each member.			
PERSONS AUTHORIZED FOR RECEIVING CORRESPONDENCE AND WRITTEN NOTICE IN NAME OF THE LEGAL ENTITIIY Everyone may be authorized for receiving written notice. Communication information must be written clearly and in detail.						
6.		Name	Surname	Nationality	Turkish ID No. (3)	Address of residential place, Telephone No, e-mail
	6.1					
	“					
TYPE OF THE ACTIVITY THAT WILL BE IMPEMETED BY LEGAL ENTITIIY						
7.	<input type="checkbox"/> Period of Activities in Turkey :..... <input type="checkbox"/> Period of Cooperation :..... <input type="checkbox"/> Opening Representation <input type="checkbox"/> Opening Branch <input type="checkbox"/> Becoming a member of an association or a supreme institution <input checked="" type="checkbox"/> Setting up an association or a supreme institution					
	(The relevant annexes enclosed in item 11 of this form must be attached to the application form according to the type of activity).					

Establishing an Association or a Supreme Institution

PLACE OF ACTIVITIES				
8.	8.1	Province/District	(Associations cannot establish association or supreme institution in places other than the provinces/districts written here).	
	8.2	The whole Country	(This item must be checked, if the permitted associations will establish association or supreme institution in any region of the country).	
TARGET GROUP OF THE AIMED ACTIVITY				
The target group of the activity that will be carried out by the association must be clarified.				
THE AIMED ACTIVITY (Only The Section Numbered 10.2 Must be Filled in.)				
If any legal entity in Turkey will be affiliated with, below mentioned information concerning those legal entities must be filled in:				
10.1	Name			
	Address of Residential Place			
	Decree taken by the competent organ of the legal entity in Turkey;		Date : .../.../... (Day/Month/Year) Issue :	
If an association or a supreme institution will be established in Turkey, below mentioned information concerning this association or supreme institution must be filled in.				
10.2	Name			
	Address of Residential Place			
	Founders or Representatives of Association or Supreme Institution			
		Name	Surname	Turkish ID No (3)
	a)			
	b)			
	c)			
If the representation/branch will become members of another association or supreme institution in Turkey, below mentioned information concerning this association or supreme institution must be filled in:				
10.3	Name			
	Address of Residential Place			
	Decree taken by the competent organ of the association or supreme institution in Turkey regarding this matter;		Date : .../.../... (Day/Month/Year) Issue :	
Annexes				
11.	11.1	The notarized Turkish translation of purposes and activities section of the statute belonging to the legal entity.		
	11.2	When foreign associations, foundations or nonprofit organizations apply for opening representation or branch in Turkey, they must submit their statute prepared in line with the Annex-9 enclosed in Association's Regulation.		

Competent applicant:

Name and Surname :

Title (Function):

Date :

Signature :

(1) Each page of this form must be signed by the competent authority of the organization.

(2) Applications must be submitted to the address: Ministry of Interior Department of Associations Bakanlıklar/Ankara either in person or per post.

(3) If foreign real persons are authorized for receiving correspondence or written notice, the ID number given by the Population and Citizenship Affairs Department must be written in this section.

[Click for Downloading Annex 6](#)

[Back](#)

[Back to top](#)