

STAGES

Cooperative Establishment Guide in 20 Steps



COOPERATIVE ESTABLISHMENT STAGES

Cooperative Establishment Guide in 20 Steps

Determining the founding members of the cooperative, the head office address and the Certified Public Accountant

__There should be at least 7 founding members. ___

It is extremely important to work with a Certified Public Accountant that has a good command of the Cooperative legislation in cooperative organizations and is competent in keeping the Cooperative books.

After finalizing the Cooperative's Articles of Association, when all steps are completed, an application with authorized personnel for establishment registration through MERSIS is done





It is recommended to be done with the support of an Certified Public Accountant and Financial Advisor.



International Co-operative Alliance (ICA)

A cooperative is an autonomous organization formed by individuals to

and expectations through a jointly owned democratic enterprise.

voluntarily unite and meet their common economic, social and cultural needs

Receiving the approved version of the Articles of Association from the Trade Registry Directorate and registering the cooperative establishment and announcing it in the Trade Registry Gazette.

Distributing the duties by the the founding board members of the cooperative

President, Vice President, Accountant (Treasurer) Member, Members etc.

Registering the founding members of the Board of the cooperative and their announcement in the Trade Registry Gazette

Registering the new members after establishment of the cooperative

Holding a General Assembly after the establishment of the cooperative

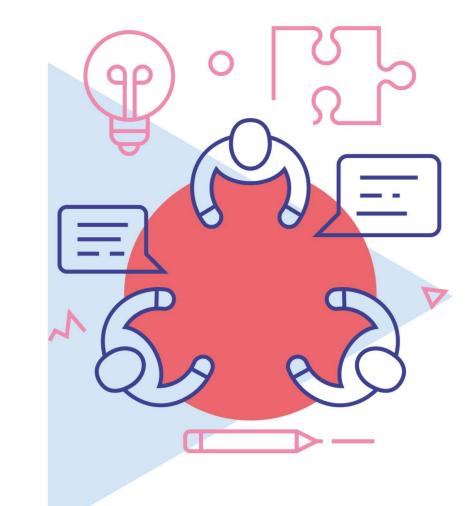
Convenient planning can be made in accordance with the accounting period for the General Assembly to be held after the establishment.



CONGRATULATIONS!

You have established your cooperative.

"Decent Work Opportunities for Refugees and Host Communities Project in Turkey" is supported by. US Population, Refugees and Migration Bureau (U.S. Department of State, PRM).



Determining the members of the Board and the Supervisory Board among the founding members of the cooperative in accordance with the number specified in the articles of association.

Registering the cooperative as user to the "MERSIS" platform

It is recommended to be done with the support of a Certified Public Accountant.



After determining of the cooperative's articles of association, obtaining the opinion of the relevant Ministry

If there is a change in the articles of association, approval from the relevant Ministry is required.

Determining the cooperative establishment capital and blocking the establishment capital in the bank While calculating the founding capital of the cooperatives, 100 TL was

determined as 1 share value. The founding capital is determined according to the number of shares that the founding partners will receive. It is sufficient to block at least of the founding capital in the commercial account opened in the name of the newly established cooperative during the establishment phase.

According to the Cooperatives Law 1163, Syrians under Temporary Protection (SuTP) and People with International Protection Status and / or Applicants (IP) can be "founding partners" or "partners" of the cooperative. They cannot be a "board member" or

"supervisory board member".

Distributing the duties among the members of the Cooperative Board President, Vice President, Accountant

(Accountant) Member, Members etc. Notary approval of the General

Assembly minutes and the Board decision regarding the distribution of duties of the Board



Receiving the signature statements and signatory circular of the members of the Cooperative Board from the notary

Submitting the required documents to the Trade Registry Office Registration Unit

- Notarized General Assembly meeting
- ► Notarized distribution of duties of the Board decision
- **▶** Signature statements
- General Assembly agenda
- Ministry Representative assignment letter ► The Cooperative Board information form
- Statement of the Board and the payment receipt for registration
- ▶ Residence certificate of the members of the Board who do not have a residence registration and whose birth registration is outside the province where the cooperative center is located.



Determining the permanent and associate members of the Board and the Supervisory **Board of the Cooperative**

Creating a new registration application on MERSIS

The Notary Journal Number pertaining to the statement of signature and the minutes of the General Assembly is written in the document part subject to registration. It should be checked that "joint representation and binding" is written in the relevant places of all documents.



The members of the Board and the Supervisory into MERSIS with e-signature.

duties of the Cooperative Board members and registration of the General Assembly resolutions in the Trade Registry Gazette is done.



International Labour Organization

Registration request through MERSIS

Board who have started their duty and the members of the Board and Supervisory Board who have expired of their duty information are entered



Announcing the distribution of



Determining the type of cooperative and selecting the type of master contract prepared by the Ministries in accordance with the determined type *

Agriculture and Forestry

Other Types:

Housing Building Cooperative:

Environment and Urbanization

▶ Meeting with the Provincial Directorate of

Tradesmen and Craftsmen, Cooperatives

approval from the relevant Ministry

▶ Meeting with the Provincial Directorate of Trade

▶ If there is a change in the Articles of Association, obtaining

► In order for Syrians under Temporary Protection (SuTP)

condition of being a Turkish citizen and then obtaining

and International Protection Status Holders and / or

Applicants (IP) to become partners, removing the

approval from the Ministry of Trade, General Directorate of

Agricultural Development Cooperative: ▶ Meeting with the Provincial Directorate of

There should be at least 7 founding members.