



REPUBLIC OF TURKEY  
THE MINISTRY OF LABOUR AND  
SOCIAL SECURITY



KFW



International  
Labour  
Organization



► **KONESOB INFORMATION CENTER**  
**Konya Union of Chambers of**  
**Tradesmen and Craftsmen**  
**Information Center**

## ► KONESOB INFORMATION CENTER

### Konya Union of Chambers of Tradesmen and Craftsmen Information Center

“The Information Center” within the Konya Union of Chambers of Tradesmen and Craftsmen has been established under the project “[Promoting Decent Work for Syrians under Temporary Protection and Turkish Citizens](#)” implemented by the International Labour Organization (ILO) Office for Turkey, in partnership with the Directorate-General of International Labour Force (DGILF) of the Ministry of Labour and Social Security (MoLSS) and in cooperation with the Turkish Confederation of Tradesmen and Craftsmen (TESK), and funded by the Federal Republic of Germany through KfW Development Bank.

#### KONESOB INFORMATION CENTER

- Aims to increase the quality of services and strengthen communication with tradesmen and craftsmen.
- Promotes the formalization of tradesmen and craftsmen and their employees.
- Provides guidance and counselling services to tradesmen and craftsmen.
- Contributes to the solution of problems faced by tradesmen and craftsmen through field visits.
- Provides information on and make referrals under ILO’s Transition to Formality Programme (KIGEP).

#### Konya Union of Chambers of Tradesmen and Craftsmen (KONESOB)

- Registers tradesmen and craftsmen and sets pricing schedules.
- Inspects affiliated and non-affiliated enterprises and provides counselling support.
- Supports professional development of tradesmen and craftsmen through training at vocational training centers, responds to the qualified workforce need of the enterprises, provides technical assistance for R&D work of enterprises.
- Promotes formal employment.
- Safeguards the rights of its members and consumers and guards their interests.
- Represents tradesmen and craftsmen at regional, national, and international level.





## International Labour Organisation (ILO) Office for Turkey

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- ▶ ILO is the only tripartite United Nations agency specialized for the world of work.
  - ▶ It sets labour standards, promotes rights at work, encourages decent work opportunities for all, and strengthens inter-agency dialogue on social protection and labour.
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## Directorate-General of the International Labour Force (DGILF) of the Ministry of Labour and Social Security

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- ▶ It operates in policy setting and implementation regarding the international labour force at the national and international level.
  - ▶ In the framework of the International Labour Law No. 6375, it carries out the work and transactions for work permits and exemptions of foreigners based on the international labour policy.
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## Which questions will KONESOB Information Center answer?

- ▶ How can I formally register my business and what documents are required?
- ▶ How can I get a license?
- ▶ What vocational training opportunities and seminars are available in our province?
- ▶ How can I have access up-to-date information on Social Security Institution (SSI) incentives?
- ▶ How can I register for my unemployment status?
- ▶ How can I benefit from loans and incentives for starting a new business?
- ▶ How can I file an application for my work permit?



## How to establish an enterprise of tradesmen and craftsmen?

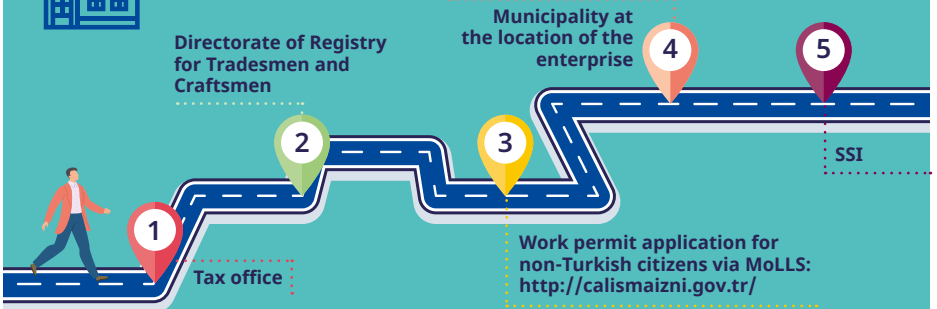
- ▶ You should, in person or through your authorised proxy, file the application with relevant institutions to formally establish and register your business.

*\* Required documents vary by the nature of business.*

- ▶ To that end, you should visit the municipality of your affiliation to receive information on the required documents and the institutions and chambers of profession with which you should file your application.



## Which institutions should you apply to?





## A. Documents for application to the tax office

### Documents required for enterprises subject to simple method taxation:

- ▶ Certified copy of ID card/Temporary protection ID card/ Foreigner's ID card
- ▶ Certificate of residence
- ▶ Business commencement notification from the tax office
- ▶ Copy of the lease contract if the workplace is leased
- ▶ If you own the workplace, document that indicates tax value as the basis for property tax accrual to infer equivalent rent (issued by the municipality).

### Documents required for enterprises subject to income taxation:

- ▶ Certified copy of ID card/photocopy of temporary protection ID card
- ▶ Certificate of residence
- ▶ Notarised signature circular
- ▶ Business commencement notification

### Documents required for enterprises involving vehicles with commercial license plate:

- ▶ Business commencement notification
- ▶ Certified copy of ID card/photocopy of temporary protection ID card
- ▶ Certificate of residence
- ▶ Certified copy of the invoice for vehicle or notary document



## **B. Documents required for registration with the Tradesmen Registry and the Chamber of Tradesmen**

Tradesmen must register both with the chamber and the registry. Application for both registrations are processed by the chambers and unions of tradesmen and craftsmen. Along with the registration, the system performs automatic chamber registration. Please do not forget to receive your certificate of registration from the chamber you belong to.

### **Documents required for registration with the Tradesmen Registry:**

- ▶ Copy of the ID card
- ▶ Three passport-size photos taken within last six months
- ▶ Bank receipt of the registration fee paid to the IBAN no
- ▶ Copy of the vehicle registration for businesses involving freight shipment and passenger transportation

## **C. Documents required for work permit application**

You can apply online from <http://calismaizni.gov.tr/> and on e-government portal.

Documents to be uploaded to the system from this link are:

- ▶ Tax registration certificate
- ▶ Temporary protection ID card issued no later six months ago (foreigner's ID number)
- ▶ Tradesmen registry certification
- ▶ Tradesmen registry gazette
- ▶ Activity certificate from Chamber of Tradesmen

## **D. Documents required for SSI (Social Security Institution) registration**

- ▶ Workplace declarations (x2) filled front and back
- ▶ Certificate of residence
- ▶ Copy of the ID card
- ▶ Notarised signature specimen
- ▶ Copy of the tax registration certificate
- ▶ Chamber registration certificate, letter of attorney and license
- ▶ Work permit certificate for non-Turkish citizens

## E. Documents required for business licensing

Municipalities classify businesses by certain criteria as non-polluting businesses and polluting businesses:

### a. Non-polluting businesses

Non-polluting businesses' outputs and waste are respectively less harmful to health compared to businesses of polluting industries. Examples include taxi dispatch offices, coffee shops, pastry shops, pizzerias, supermarkets, restaurants, and bakeries.

#### Documents required for non-polluting businesses:

- ▶ Photocopy of the lease contract (not required if you own the workplace)
- ▶ Photocopy of the land title deed (mandatory if you own the workplace)
- ▶ Building development status certificate (if you do not own the premise, you can obtain from the property owner. If you own the premise and have no development status certificate, you can obtain it from the municipal land development department.)
- ▶ Photocopy (x2) of tax registration certificate (first complete registration with the Tax Office)
- ▶ Photocopy of the ID card
- ▶ Invoice for the re-fill of the fire extinguisher
- ▶ Periodic medical clearance certificate, if the business is a hairdresser, barber, food processor or vendor
- ▶ Chamber of tradesmen registration certificate (not required if you have trade registration)
- ▶ Work permit certificate for non-Turkish citizens
- ▶ Approval letter from the residents if the workplace is located in an apartment building
- ▶ Mastery certificate if required for your business

### b. Polluting businesses

Polluting businesses are by their nature capable of harming the nature and humans, such as waste facilities and industrial plants. They inflict harm by their noise or odour emitted. Such enterprises must receive their licences from the following authorities by grade:

**Grade 1** polluting businesses, from the Ministry of Health,  
**Grade 2** from Provincial Governorships,  
**Grade 3** from District Governorships.





**For more information:**

**KONESOB INFORMATION CENTER**

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**KONESOB**

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