



REPUBLIC OF TURKEY
THE MINISTRY OF LABOUR AND
SOCIAL SECURITY



KFW



International
Labour
Organization



► **AESOB INFORMATION CENTER**
Information Center for
Adana Union of Chambers of
Tradesmen and Craftsmen

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Information Center for Adana Union of Chambers of Tradesmen and Craftsmen

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

AESOB INFORMATION CENTER

- ▶ Provides counselling and referral services to support the formalization of tradesmen, craftsmen and micro-enterprises.
- ▶ Strengthens communication with tradesmen, craftsmen and micro-enterprises through field/site visits.
- ▶ Provides counselling and referral services in Turkish and Arabic.
- ▶ Raises awareness on the benefits of formalization of informal enterprises.
- ▶ Provides information on İŞMEP programme implemented in Adana by the ILO Office for Turkey.
- ▶ Provides information on and makes referrals under ILO’s Transition to Formality Programme (KİGEP).

Adana Union of Chambers of Tradesmen and Craftsmen (AESOB)

- ▶ Registers tradesmen and craftsmen and sets pricing schedules.
- ▶ Inspects affiliated and non-affiliated enterprises.
- ▶ Supports professional development of tradesmen and craftsmen through training at vocational training centres; responds to the qualified workforce need of the enterprises; provides technical assistance to R&D work of enterprises.
- ▶ Promotes formal employment.



International Labour Organization (ILO) Office for Turkey

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

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- ▶ It operates at national and international level in setting and implementing policies for international labour.
 - ▶ In the framework of the Labour Law No. 6735 on international labour, it carries out work and transactions regarding the work permits and exemptions for foreigners.
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Which questions will AESOB Information Center answer?

- ▶ How can I formally register my business, which documents are required?
- ▶ How can I get a licence?
- ▶ What vocational training opportunities and seminars are available in our province?
- ▶ How can I access up-to-date information on the 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?

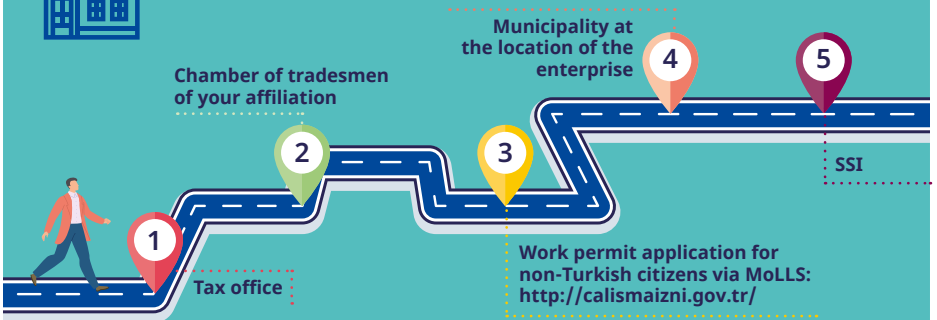
- ▶ You should, in person or through your authorised accountant, file the application with relevant institutions to formally establish and register your business.

** 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 identity card/temporary protection identity card/foreigner identity card
- ▶ Certificate of residence
- ▶ Business commencement notification from the tax office
- ▶ Copy of lease contract if the workplace is leased
- ▶ If you own the workplace, the document that indicates tax value as the basis for property tax accrual to infer equivalent rent (You can obtain from the municipality).

Documents required for enterprises subject to income taxation:

- ▶ Certified copy of identity card/photocopy of temporary protection identity 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 identity card/photocopy of temporary protection identity 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

Registration is necessary both with the chamber of tradesmen and the registry of tradesmen. For each registration, application should be filed with the Union of Chambers of Tradesmen and Craftsmen. Along with the registration, the system performs automatic chamber registration. Following the registration, please do not forget to obtain your registration certificate from the chamber you belong to.

Documents required for registration with the Tradesmen Registry:

- ▶ Numbering certificate from the municipality of affiliation
- ▶ Photocopy of identity card
- ▶ Three passport-size photographs taken within the last 6 months
- ▶ Application in person or by authorised person
- ▶ Registration fee

C. Documents required for work permit application

The application should be filed online at <http://calismaizni.gov.tr/> or via e-government (e-devlet) portal.

Documents to be uploaded to the system through this address:

- ▶ Tax certificate
- ▶ Temporary protection identity card (foreigner identity no) obtained at least six months ago
- ▶ Tradesmen registration certificate
- ▶ Tradesmen registry gazette
- ▶ Activity certificate from chamber of tradesmen
- ▶ One passport-size photograph
- ▶ E-signature

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

- ▶ Workplace declarations (x2) filled front and back
- ▶ Certificate of residence
- ▶ Photocopy of identity card
- ▶ Notarised signature circular
- ▶ Photocopy of tax certificate
- ▶ Chamber registration certificate, power of attorney, business licence
- ▶ Work permit certificate for non-Turkish citizens
- ▶ Employee personnel file

E. Documents required for business licensing

Municipalities categorise businesses, by certain criteria, into two classes: non-polluting and polluting businesses.

a. Non-polluting businesses

Non-polluting businesses cause no harm to health. Examples include taxi dispatch offices, dry coffee shops, pastry shops, pizzerias, supermarkets, restaurants, bread production and selling businesses.

Documents required for non-polluting businesses:

- ▶ Copy of lease contract (if the business owner does not own the premise, lease contract or letter of consent)
- ▶ Photocopy of the land title deed (compulsory if you own the premise)
- ▶ Tax certificate and tax office visit report
- ▶ Signature circular
- ▶ Building development status and certificate of occupancy permit (If you do not own the premise, you can obtain from the property owner. If you own the premise and have no development status paper, you can obtain it from the municipal land development department)
- ▶ Photocopies (x2) of tax certificate (first, complete registration with the Tax Office)
- ▶ Photocopy of the identity card of the applicant
- ▶ Fire department report (from the metropolitan municipality)
- ▶ Invoice for the re-fill of fire extinguisher
- ▶ Periodic medical clearance certificate(s) if the business is a hair-dresser, barber, food manufacturer or vendor
- ▶ Original copy of the activity certificate from chamber of tradesmen (of affiliation)
- ▶ Original copy of the tradesmen registration certificate
- ▶ Work permit document for non-Turkish citizens
- ▶ If the workplace is located at a residential building, letter of consent obtained from the building residents
- ▶ Mastery certificate if required for your business
- ▶ Numbering certificate

b. Polluting businesses

Polluting businesses are places such as waste facilities, industrial enterprises, etc. that are by their nature capable of harming the nature and human beings. They inflict harm by their noise or odour emitted. Such businesses should receive their licences from the following authorities by grade:

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





For more information:

AESOB INFORMATION CENTER

Address: Kocavezir Mh.
32066 Sokak No:3
Eđitim ve Hizmet Binası
Seyhan/ ADANA

Tradesmen Support Line: (0322) 365 10 10

AESOB Information Center  /  **Line:** (0549) 117 02 00

E-mail: bilmer@adanaesob.org.tr