



REPUBLIC OF TURKEY
THE MINISTRY OF LABOUR AND
SOCIAL SECURITY



KFW



International
Labour
Organization



► **ŞESOB INFORMATION CENTER**
Information Center for
Sanliurfa Union of Chambers of
Tradesmen and Craftsmen

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The “Information Center” within Sanliurfa 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.

ŞESOB 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 and makes referrals under ILO’s Transition to Formality Programme (KİGEP).

Sanliurfa Union of Chambers of **Tradesmen and Craftsmen (ŞESOB)**

- ▶ 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 centers; 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.
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- ▶ 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.
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- ▶ 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 ŞESOB 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?

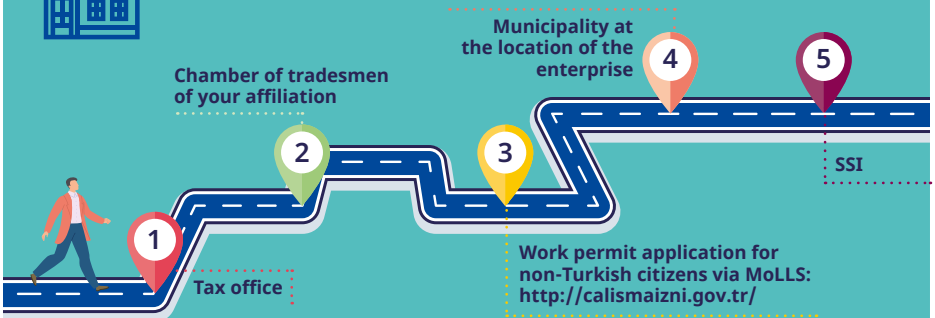
- ▶ You should, in person or through your authorised accountant, file the application with relevant institutions to formally establish and register your business.

** 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:

- ▶ Business commencement notice obtained from the tax office
- ▶ Certified copy of identity card/temporary protection identity card/foreigner identity card (if these are not available, a notarised translation of the passport)
- ▶ Certificate of residence
- ▶ 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).
- ▶ Persons applying through the interactive tax office should fill in the business commencement form and upload other documents through the system.

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 notice
- ▶ E-notification certificate (E-notification certificate of those who apply through the interactive tax office will be defined by the system).

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 is filed by 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:

- ▶ Photocopy of tax certificate
- ▶ Photocopy of identity card
- ▶ One passport-size photograph taken within the last 6 months
- ▶ Bank receipt for payment of registration fee to the IBAN number

C. Documents required for work permit application

The application should be filed online by the employer 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 of the applicant employer



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

Application is completed by registering the business through e-government (e-devlet) portal and by uploading the necessary documents to the system. If the relevant documents are not uploaded onto the system, they should be delivered to SSI within 7 days in person.

- ▶ 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

E. Documents required for opening workplace and obtaining business licence

Licences for opening workplace and business licences are issued pursuant to the Law No. 3572 on Amending and Adopting the Decree-Law on Business Licenses, Law No. 5393 on Municipality, Regulation on Business Licenses of 2005/9207.

The procedures for business licencing are executed according to three methods depending on the type of business:

- ▶ **Non-polluting businesses**

- ▶ **Polluting businesses**

- ▶ **Public leisure places**

Application documents are prepared in accordance with the Regulation on Business Licenses of 2005/9207 (<https://www.mevzuat.gov.tr/MevzuatMetin/21.5.20059207.pdf>) and filed with the municipal licencing unit.



For more information:

ŞESOB INFORMATION CENTER

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765. Sokak No: 27
Haliliye / ŞANLIURFA

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Extension:118-125-128

ŞESOB Information Center  /  **Line: (533) 303 71 55**

Information Center Telegram channel:

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