



REPUBLIC OF TURKEY  
THE MINISTRY OF LABOUR AND  
SOCIAL SECURITY



KFW



► **ISTANBUL SULTANBEYLİ MUNICIPALITY  
INFORMATION CENTER**

## ▶ ISTANBUL SULTANBEYLI MUNICIPALITY INFORMATION CENTER

The Information Center within the Istanbul Sultanbeyli Municipality 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 Türkiye, in partnership with the Directorate-General of International Labour Force (DGILF) of the Ministry of Labour and Social Security (MoLSS), and funded by the Federal Republic of Germany through KfW Development Bank.

### ISTANBUL SULTANBEYLI MUNICIPALITY INFORMATION CENTER

- ▶ Provides counselling and referral services (in Turkish and Arabic) to support the formalization of tradesmen, craftsmen and micro-enterprises.
- ▶ Strengthens communication with tradesmen, craftsmen and micro-enterprises through field/site visits.
- ▶ Raises awareness on the benefits of formalization of informal enterprises.
- ▶ Provides information on the Work-Based Learning Programme (WBL) implemented in Istanbul by the ILO Office for Türkiye.
- ▶ Provides information on and make referrals under ILO’s Transition to Formality Programme (KIGEP).

### ISTANBUL SULTANBEYLI MUNICIPALITY

- ▶ Registers tradesmen and craftsmen and sets pricing schedules.
- ▶ Promotes formal employment.
- ▶ Provides information, training and support on work permits and licensing through the Information Center within the municipality.





## International Labour Organization (ILO) Office for Türkiye

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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 6735, 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 Sultanbeyli Municipality Information Center answer?

- ▶ How can I formally register my business, which documents are required?
- ▶ How can I get a license?
- ▶ What vocational training opportunities and seminars are available in our province?
- ▶ How can I 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?

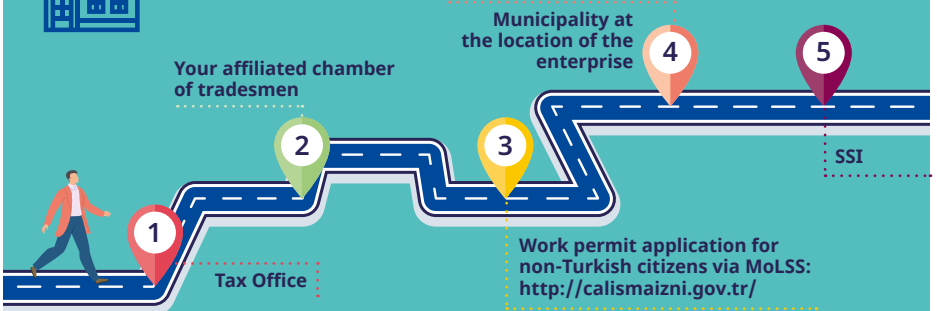
- ▶ You should, in person or through your authorized accountant, file the application with relevant institutions to formally establish and register your business.

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

- ▶ To that end, you should visit the municipality of your affiliation to receive information on the required documents and on 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 the ID card /Copy of the 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 the ID card /Copy of the temporary protection ID card
- ▶ Certificate of residence
- ▶ Certified copy of the invoice or notary document for vehicle



## **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. Applications for both registrations are processed by the chambers and the 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 registered.

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

- ▶ Certificate of residence
- ▶ Copy of the tax registration certificate
- ▶ Copy of the ID card
- ▶ Receipt of the registration fee deposited to the IBAN number

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

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

Documents to be uploaded from this link are:

- ▶ Tax registration certificate
- ▶ Temporary protection ID card issued no later than 6 months ago (foreigner's ID number)
- ▶ Tradesmen registry certification
- ▶ Tradesmen registry gazette
- ▶ Activity certificate from the Chamber of Tradesmen

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

These are harmless businesses in terms of health. Examples include taxi dispatch offices, coffee shops, pastry shops, pizzerias, supermarkets, restaurants and bakeries.

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

- ▶ Copy of the lease contract (not required if you own the workplace)

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- ▶ Copy of the land title deed (mandatory if you own the workplace)

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- ▶ Building development status certificate (If you do not own the premise, you can obtain from the property owner. If you own the premise but do not have one, you can obtain it from the municipal land development department)

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- ▶ Copy (x2) of the tax registration certificate (first complete registration with the Tax Office)

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- ▶ Copy of the ID card

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- ▶ Invoice for the re-fill of the fire extinguisher

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- ▶ Periodic medical clearance certificate if the business is a hairdresser, barber, food processor and vendor

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- ▶ Chamber of tradesmen registration certificate (not mandatory if you have Trade Registry registration)

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- ▶ Work permit certificate for non-Turkish citizens

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- ▶ Approval letter from the residents if the workplace is located in an apartment building.

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- ▶ Mastery certificate if required for your business

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### b. Polluting businesses

Polluting businesses are capable of harming nature and humans by their nature, such as waste facilities and industrial plants. They inflict harm with the noise and odour they emit. Such enterprises must receive their licenses 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:**

**SULTANBEYLI MUNICIPALITY INFORMATION CENTER**

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