**ESTABLISHING A BRANCH IN TURKEY**

**In order for a foreign company (“Company”) to open a branch in Turkey, the following documents should be submitted to Karaman Trade Registry Office for the registration of the branch:**

1. Petition (It must be signed either by an authorized signatory under the Company seal or by proxy, if the latter, then the original or the notarized copy of the power of attorney is to be attached to the petition. The Tax Office registered must also be indicated.) At the petition, company name, capital, center, commencement date of operation and field of activity (NACE Code) of Branch has to be written and also it has to be written that the responsibility will belong to the signatory of the undertaking in case the determination of given information is not true. (**2 copies**)
2. Establishment Declaration Form (**5 copies**)
3. Establishment and current status documents showing the registration and current legal status of the company and the Company’s Articles of Association. (The above mentioned documents should either be apostilled or be certified by Turkish consulates in the country where the company is registered. The approved documents should be notarized and translated into Turkish) (**2 copies**)
4. The Company’s resolution to open a branch and to authorize a representative resides in Turkey. (The above mentioned documents should either be apostilled or be certified by Turkish consulates in the country where the company is registered. The approved documents should be notarized and translated into Turkish) (**5 copies**)
5. Declaration Form signed by authorities of company (in original and translated in Turkish) The Declaration Form must include the following information: The title of Company, type of corporation, field of activity, type and amount of capital, date of incorporation, registration number, the law subjected to, membership of EU or not, web site of the Company; the title, the capital and the address of branch; name, identity number and place of residence of the person who will represent the branch by all authority at the courts, private and public authorities. (**5 copies**)
6. A power of attorney drawn by the Company in favor of its resident representative, assigning full representation and accountability. (The above mentioned documents should either be apostilled or be certified by Turkish consulates in the country where the company is registered. The approved documents should be notarized and translated into Turkish) (**5 copies**)
7. The signature declarations of the branch representative under the branch title **(2 copies).**
8. If the branch representative is a Turkish national, a notarized copy of his ID card, if not, a notarized copy of the passport of the foreign authorized representative (translated into Turkish) (It is obligatory to assign at least one manager who resides in Turkey.) **(2 copies).**
9. A letter of the authorized offices that shows the company, which will open a branch in Turkey, fulfilled all the requirements of registration according to the country’s law system it was based and got the required documents for establishing the branch. (translated into Turkish) **(2 copies).**
10. All the documents that is required for the registration of branch at the country of the company. **(1 copy)**
11. The permission letter of Ministry of Industry and Trade or any other public institution, if required.

**IMPORTANT NOTE:**

The title of the first branch of company established in Turkey should be as follows:

Company title + the country of Company + Karaman Head Office

For instance: X Company GMBH Germany Karaman Head Office

After the establishment of the “Head Office”, the titles of other branches will not include the word: “head office”