



REPUBLIC OF TURKEY
THE MINISTRY OF LABOUR AND
SOCIAL SECURITY



KFW



International
Labour
Organization



► **Gaziantep Union of Chambers of
Tradesmen and Craftsmen
Information Centre (GESOB BILMER)**

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The Information Centre BILMER was established within Gaziantep Union of Chambers of Tradesmen and Craftsmen under the project “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 coordination with the Turkish Confederation of Tradesmen and Craftsmen (TESK), and funded by the Federal Republic of Germany through the KfW Development Bank.

GESOB BILMER

- ▶ 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 to tradesmen and craftsmen.
- ▶ Contributes to increasing dialogue with tradesmen and craftsmen through field visits.
- ▶ Provides information on İŞMEP (a work-based learning programme) implemented by GESOB in cooperation with the ILO Office for Turkey.

Gaziantep Union of Chambers of Tradesmen and Craftsmen (GESOB)

- ▶ Registers tradesmen and craftsmen and sets pricing schedules.
- ▶ Inspects affiliated and non-affiliated enterprises.
- ▶ Supports the career development of tradesmen and craftsmen and helps meet the need for qualified labour of enterprises through training programmes delivered in the Vocational Training Centre (GESOB MEM)
- ▶ Provides technical support to research and development (R&D) work of enterprises.
- ▶ Promotes formal employment.



ILO Office for Turkey

- ▶ ILO is the only tripartite United Nations specialized agency for the world of work.
- ▶ It sets labour standards, promotes right at work, supports decent work for all, and strengthens inter-institutional dialogue on labour matters.

Directorate General of the International Labour Force (DGILF) of the Ministry of Labour and Social Security

- ▶ 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 regarding the work permits and work exemptions of foreigners based on the international labour policy.





What questions will GESOB BILMER answer?

- ▶ How can I formally register my business?
- ▶ Which institutions should I apply to? What documents and actions are needed?
- ▶ How can I register with the chamber and the registry?
- ▶ I am not a Turkish citizen. I own a business or am an employee. How can I file an application for a work permit?
- ▶ What opportunities exist for vocational training?
- ▶ How can I access up-to-date information on Social Security Institution (SSI) subsidies/incentives?
- ▶ How can I apply for a guaranteed loan for tradesmen?
- ▶ How can I participate in capacity-building training and/or seminars for tradesmen and craftsmen?



How to establish an enterprise of tradesmen and craftsmen?

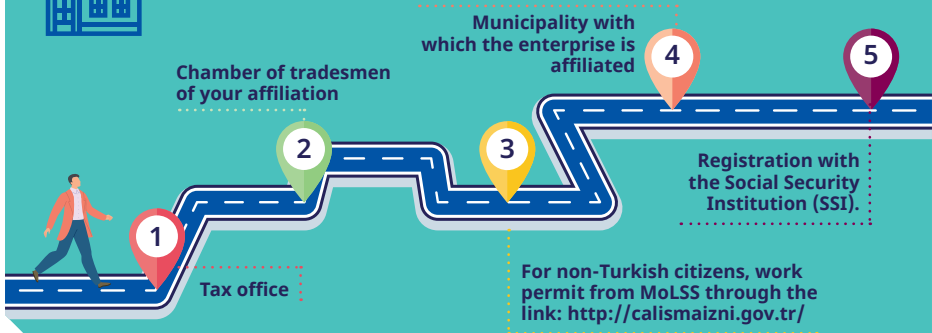
- ▶ You should, personally or through your authorised accountant, file an application with the relevant authorities to establish and register your enterprise formally.

** Required documents vary by the nature of your enterprise.*

- ▶ You should visit the municipality of your affiliation to obtain 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 certificate / photocopy of temporary protection identity card
- ▶ Certificate of residence
- ▶ From the Tax Office: Business commencement notification
- ▶ If the workplace is leased, a copy of lease contract
- ▶ If you own the workplace, 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 corporate income taxation

- ▶ Certified copy of identity certificate / 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 certificate / photocopy of temporary protection identity card
- ▶ Certificate of residence
- ▶ Certified copy of the invoice for the vehicle or notary document



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

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 get your registration certificate from the chamber you belong to.

Documents required for registration with the Tradesmen Registry

- ▶ Certificate of residence
- ▶ Photocopy of tax certificate
- ▶ Photocopy of identity certificate
- ▶ Passport-size photograph (one) taken within last six months
- ▶ Bank receipt indicating registration fee paid to the IBAN no

C. Documents required for work permit application

You can apply online on this link: <http://calismaizni.gov.tr/> or e-government portal.

The documents to be uploaded to the system from this address are:

- ▶ Tax certificate
- ▶ Temporary protection identity number for Syrians
- ▶ Tradesmen registry certification
- ▶ Tradesmen registry Gazette
- ▶ Activity certificate from Chamber of Tradesmen

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

- ▶ Workplace declarations (x2) filled front and back
- ▶ Certificate of residence
- ▶ Photocopy of identity certificate
- ▶ Notarised signature specimen
- ▶ Photocopy of tax certificate
- ▶ Chamber registration document and business license
- ▶ For non-Turkish citizens, work permit certificate

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 wastes are respectively less harmful to health compared to business of polluting industries.

Examples include taxi dispatch offices, dry coffee shops, pastry shops, pizzerias, supermarkets, restaurants, bread production and selling businesses.

Documents required for non-polluting businesses

- ▶ Photocopy of lease contract (not required if you own the workplace)
- ▶ Photocopy of the land title deed (mandatory)
- ▶ Building development status certificate, if someone else owns the building, ask from the owner. If you own it and have no development status certificate, request assistance from the municipal land development branch.
- ▶ Photocopies (x2) of tax certificate (first, registration with Tax Office is necessary)
- ▶ Photocopy of identity certificate
- ▶ Invoice for the filling of the fire extinguisher tube
- ▶ Periodic medical clearance certificate, if the business is a hairdresser, barber or food processor or vendor.
- ▶ Chamber of tradesmen registration certificate, not required if you have trade registration.
- ▶ For non-Turkish citizens, work permit certificate
- ▶ If the workplace is located in an apartment building, approval letter from the residents.
- ▶ Mastery certificate if required for your business.

b. Polluting businesses

Polluting businesses are by their nature capable of harming the nature and human beings, such as waste facilities and industrial plants. They inflict harm by their noise or odour emitted. Such enterprises must receive their licenses from the following authorities by grade (You can find out which grade your business has, from the municipality):

Grade 1 polluting businesses, from the Ministry of Health,

Grade 2 from Provincial Governorship,

Grade 3 from District Governorship.





For more info:

GESOB BILMER

Address: Allaben Street

Kemal Köker Avenue

No: 71 27090

Şehitkamil, GAZIANTEP / TURKEY

Craftsmen support line: 444 35 91

GESOB BILMER  /  Line: (0549) 177 27 00