

SAKARYA Commodity Exchange Service Standards Table

Line No | Service Name | Required Papers | Service Deadline | Service Cost

1) Registering to Commodity Exchange

- For Legal Person

1. Original or certified copy of Trade Registry Gazette that shows registration ad or certificate of commercial registration.
2. Certified signature circular of the representative.
3. Certified and photographed ID copy of the representative.
4. Recently taken 3 photograph of the representative.
5. Residence warrant or permit of the representative.
6. Certified main contract copy if the registration ad is not published.
7. Tax registration certificate or the document that shows tax registration.

- For Natural Person

1. Original, certified copy or certificate of registry of the Trade Registry Gazette or Tradesmen and Artisans of Turkey Registry Gazette that shows purchase and sale of the products that are engaged to commodity exchanges' quotation.
2. Certified and photographed ID copy.
3. Certified signature circular.
4. Residence warrant or permit.
5. Recently taken 3 photograph.
6. Residence permits for foreigners.
7. Tax registration certificate or the document that shows tax registration.

30 Minutes Service Deadline

1 st Degree	330 TL
2 nd Degree	300 TL
3 rd Degree	240 TL
4 th Degree	140 TL
5 th Degree	100 TL

2) Amending Commodity Exchange Registration

1. Original, certified copy or certificate of registry of the Trade Registry Gazette or Tradesmen and Artisans of Turkey Registry Gazette.
2. Certified signature circular of the representative.
3. Certified and photographed ID copy of the representative.
4. Tax registration certificate.
5. Petition.

30 Minutes Service Deadline

3) Copy of the Commodity Exchange Registration

1. Petition.

10 Minutes Service Deadline

7 TL

4) Commodity Exchange Registration

- For Purchasing Activities

1. Originals of the producer receipts and documented list of the producer receipts.
2. Withholding tax payment receipt to show previous stoppages have been paid.

- For Sale Activities

1. Original declaration from other exchanges showing product's sale activity and purchase activity if there is any, are registered by other exchanges.
2. Original sale receipt or trading joint declaration of the product to be registered.

30 Minutes Service Deadline

For purchasing activities, %0, 1 of the net number after the withholding tax is excluded.
For sale activities, %0, 1 for the sales up to 160.000 TL, for the sales worth more than 160.000 TL, 160 TL is the service cost.

Export Registration: 25 TL

5) Deregistration from Commodity Exchange

1. Petition.
2. Polling plug for leaving the job from TAX office.
3. A written document from Trade Registry or Track Record of Craftsmen and Artisans that shows the record has been cancelled.

30 Minutes Service Deadline

Starting from deregistration date, rest of the annual dues.

6) Domestic Goods Document

1. Petition.
2. Producer receipts.

10 Minutes Service Deadline

15 TL

First Application Contact

-For Member Processes

-For Patent Processes

Secondary Application Contact

Name | Title | Address | Tel | Fax | e-mail

Proceedings Officer

Patent Manager