

Republic of Turkey
SAMSUN GOVERNORSHIP
PORT LOCAL AUTHORITY
SAMSUN PORT ENTRANCE CARD REQUIREMENTS

DOCUMENTS REQUIRED FROM COMPANIES:

- 1.APPLICATION ADDRESSED TO PORT LOCAL AUTHORITY, TO BE REFERRED FROM RELEVANT PORT OPERATOR** (port operator approval form - first approval)
- 2. STAMPED, SIGNED APPLICATION FORM ADDRESSED TO PORT LOCAL AUTHORITY**
(1 copy) **ANNEX-B**
- 3.LETTER OF COMMITMENT** (at the back of ANNEX-B), (Letter of Commitment for Personnel and Vehicle Entrance Card)
- 4.COMPANY'S COMMERCIAL REGISTRY GAZETTE** (photocopy)
- 5.COMPANY'S AUTHORIZED SIGNATURES LIST** (photocopy)
- 6.POWER OF ATTORNEY** (photocopy)
- 7.COMPANY'S TAX REGISTRY NUMBER, AND DOCUMENT FROM TAX OFFICE STATING THAT THE COMPANY IS A TAX PAYER** (photocopy)
- 8.CERTIFICATE OF ACTIVITY TO BE RECEIVED FROM AFFILIATED PROFESSIONAL ORGANIZATION** (Sea Traders, from Chamber of Shipping; Customs Clearance Companies or persons, from Customs Consultants Association; other organizations and persons, from Chamber of Commerce and Industry. Approved, newly dated. Photocopy)

DOCUMENTS REQUIRED FOR VEHICLES:

- 8.PHOTOCOPIES OF THE VEHICLE REGISTRATION DOCUMENT SHOWING THAT THE TITLE TO THE VEHICLE BELONGS TO THE COMPANY OR TO THE COMPANY'S OWNERS, PARTNERS, MANAGERS (WITH AUTHORITY TO REPRESENT THE COMPANY)** (if the vehicle is a rental, original rental contract (or a photocopy of such contract as approved by the officer receiving said original document) will be presented; if the vehicle is rented from a person, notary approved rental contract will be presented)

DOCUMENTS REQUIRED FOR PERSONS:

- 9. PHOTOCOPY OF IDENTIFICATION CARD** (1 photocopy, with Republic of Turkey identification number)
- 10.HEADSHOT PHOTOGRAPH TO BE DELIVERED ON CD** (coloured, not older than 6 months, in JPEG format, name and surname, Republic of Turkey identification number and company name will be written under the photographs)
- 11. COMPANY'S SOCIAL INSURANCE LIST** (Social Security Institution statement of most recent month)
- 12.DOUBLE-CHECKED CRIMINAL RECORD FROM THE OFFICE OF THE ATTORNEY GENERAL OR RELEVANT BARCODED DOCUMENT ADDRESSED TO "OFFICIAL INSTITUTION" FROM THE E-STATE SYSTEM** (any person with a criminal record as stated in such document shall present a court decision or an explanatory document approved by the Bar Association explaining to which crime such record pertains)

NOTE: 1-All required documents will be submitted as per mentioned order, filed within **punched pockets**.

2-If a company has an agreement for the works it performs within the port, it shall include a photocopy of such contract to the file as well.

3-Photocopies shall be signed and stamped by company officials.

4-Documents brought in physical form shall be delivered on CD/DVD in digital form (by scanning into TIFF format using PC), along with personnel list (in Excel) and photographs.

5-Documents submitted in formats other than required shall not be accepted.