



GUIDE TO DIPLOMATIC MISSIONS IN TURKEY

PREAMBLE.....	6
1. GENERAL INFORMATION	7
1.1 Diplomatic Missions.....	7
1.2 Consular Posts.....	7
1.3 International Organizations	7
1.4 Family Members	8
1.5 Turkish Nationals.....	8
2. PROTOCOL PROCEDURES FOR THE ARRIVAL OF MEMBERS OF STAFF AT DIPLOMATIC/CONSULAR MISSIONS AND INTERNATIONAL ORGANIZATIONS.....	8
2.1 Notification of Arrival	8
2.2 Identity (ID) Cards.....	9
2.2.1 Family Members	11
2.2.2 Renewal	11
2.2.3 Lost/Theft	11
2.3 Change of Address.....	12
2.4 Private Servants.....	12
2.5 Locally Employed Staff.....	13
2.6 Temporary Assignments	13
2.7 Accreditation Procedures for Military Attaches	14
2.8 Appointment of Consul Generals.....	14
2.9 Honorary Consulates	14
3. VISAS.....	15
3.1 Visas of Members of Diplomatic Missions and Representations of International Organizations.....	15
3.2 Visas of the Members of the Consular Posts	15
3.3 Protocol Procedures for the Members of Staff at Consular Missions in Istanbul.....	15
4. DEFINITE DEPARTURE PROCEDURE.....	16
5. IMPORT, SALE, TRANSFER, RE-EXPORT OF CARS; THEFT-ACCIDENT, REGISTRATION, TECHNICAL INSPECTION AND DRIVING LICENCES.....	16
5.1 General.....	16
5.2 Importation Procedures.....	16
5.2.1 Private Cars of Members of Diplomatic/Consular Mission	16
5.2.2 Private Cars of Administrative and Technical Staff	17
5.2.3 Private cars of 3rd Category ID Card Holders and 4 th Category Foreign Mission Card Holders	18
5.2.4 Hiring Private Drivers for Private Cars	19
5.2.5 Official/Service Cars	19
5.2.6 International Organizations	20
5.3 Local Purchase.....	20
5.4 Sale Procedures (To persons not entitled to tax-exemption)	20
5.4.1 Private Cars of Diplomatic Members	20
5.4.2 Private Cars of the Administrative-Technical Staff	21
5.4.3 Official/Service Cars	21

5.4.4	Sale Procedures.....	21
5.5	Re-exportation Procedures.....	22
5.6	Transfer Procedures (Sale to Diplomatic Missions or Diplomatic Members Entitled to Tax Exemption).....	22
5.7	Theft or Accident	23
5.8	Plate and Registration Charges.....	23
5.9	Motor Vehicle Insurance	24
5.10	Technical Inspection	24
5.11	Driving Licenses.....	24
6.	PERSONAL AND HOUSEHOLD ITEMS, GOODS.....	25
6.1	Importation by 1 st Category ID Holders and Official Imports/Purchases	25
6.2	Importation by the Administrative and Technical Staff.....	26
6.3	Importation of Machinery and Equipment.....	26
6.4	Importation of Material for Exhibitions	26
6.5	Importation of Books.....	27
6.6	Disposal of Imported Articles	27
6.6.1	Re-exportation.....	27
6.6.2	Transfer.....	28
6.6.3	Sale.....	28
7.	DONATIONS.....	29
8.	GASOLINE AND FUEL-OIL PURCHASES.....	29
8.1	Cars.....	29
8.2	Heating and Generator Fuel	29
9.	EXEMPTION FROM THE VALUE ADDED TAX.....	30
9.1	Official VAT Exemption Card	30
9.2	Personal VAT Exemption	31
9.3	Tax ID Numbers	33
10.	FIREARMS, HUNTING WEAPONS AND AMMUNITION.....	33
10.1	Hunting Guns	34
11.	AIRPORT ENTRANCE CARDS.....	34
12.	DIPLOMATIC OR CONSULAR COURIER BAGS	35
12.1	Accompanied diplomatic bags.....	35
12.2	Unaccompanied diplomatic bags coming from or going abroad through cargo services of airlines or other transportation.....	36
12.3	Diplomatic bags consigned to the captain of a commercial aircraft or sea vessel	36
13.	OBJECTS OF CULTURAL HERITAGE.....	37
14.	INSTALLATION OF COMMUNICATION EQUIPMENT	38
15.	ENVIRONMENTAL CLEANING TAX.....	38

16. LEASE, PURCHASE, SALE AND OTHER ACQUISITION OR DISPOSITION OF REAL ESTATE BY DIPLOMATIC/CONSULAR MISSIONS AND INTERNATIONAL ORGANIZATIONS	39
16.1 Approval Requirement.....	39
16.2 Procedure	39
16.3 Property for Chancery Use	39
16.4 Property for Residential Use.....	40
16.5 Property for Consular Use.....	41
16.6 Property Tax Exemption.....	41
16.6.1 Diplomatic Properties.....	41
16.6.2 Consular Properties.....	42
17. PROCEDURE TO ACQUIRE DIPLOMATIC PARKING IN ANKARA.....	43
18. PETS.....	43
19. LIMITS OF IMMUNITIES AND PRIVILEGES.....	43
19.1 Beginning and End of Privileges and Immunities.....	43
19.2 Criminal and Administrative Offences	43
19.3 Traffic Offences.....	44
19.3.1 Prepayable Violations.....	44
19.3.1.1 Pay the Scheduled Fine Associated with the Violation	45
19.3.1.2 Contest the Violation in Court.....	45
19.3.1.3 Claim Immunity from Jurisdiction	45
19.3.2 Must Appear Violations.....	45
19.3.2.1 The Sending State Grants a Waiver of Immunity	46
19.3.2.2 The sending State Declines a Waiver of Immunity.....	46
19.3.3 Alcohol Related Driving Offences	46
19.3.4 Serious Offences.....	46
19.3.5 Using Flashing Body Lights or Emergency Lights.....	47
19.4 Private Law Offences	47
19.5 Labor Law Offences.....	48
19.6 Notification (Tebligat).....	48
20. ENGAGEMENT OF THE SPOUSES AND DEPENDENT CHILDREN OF DIPLOMATS IN GAINFUL OCCUPATION.....	49
20.1 General.....	49
20.2 Concluding Bilateral Employment Agreement/ Exchange of Letters.....	50
21. VIP LOUNGES	50
22. PROTECTIVE SECURITY MEASURES.....	50
23. PRIVATE SECURITY SERVICES	50
24. LIST OF THE DIPLOMATIC CORPS.....	51
25. CONTACTS AND LINKS.....	51
26. MINISTRY OF FOREIGN AFFAIRS WIVES' ASSOCIATION (DMEDD).....	52

27. TURKISH LANGUAGE COURSES.....	53
28. USEFUL INFORMATION.....	53
28.1 USEFUL DIRECTORY NUMBERS.....	53
28.2 HOSPITALS.....	54
28.3 AMBULANCE SERVICES.....	55
28.4 TRANSPORTATION.....	55
28.5 MUSEUMS.....	55
28.6 PLACES OF INTEREST.....	56
28.7 RECREATIONAL PLACES.....	56
28.8 TOURISM INFORMATION BUREAUS.....	56
28.9 TOURISTIC SOUVENIRS SALES.....	57
28.10 SPORTS FACILITIES.....	57
28.11 CONCERT HALLS-CULTURAL CENTERS.....	58
28.12 THEATRES.....	58
28.13 ART GALLERIES.....	59
28.14 LIBRARIES.....	60
28.15 MOVIE THEATERS.....	60
GLOSSARY.....	61

**MINISTRY OF FOREIGN AFFAIRS
DIRECTORATE GENERAL OF PROTOCOL
ANKARA, 2008**

PREAMBLE

The revised version of the "Guide to Diplomatic Missions in Turkey" (latest version was published in 2002) is inserted to our Ministry's web page with an aim of answering basic questions related to diplomatic privileges and immunities. New practices such as "vehicle identification system in gasoline purchases", "personal tax refund system" and "identity cards" are introduced since the beginning of 2006 and therefore updating this Guide has become more essential.

Turkey is hosting 90 Embassies (including the Representation of the European Commission), 79 Consulates General, 237 Honorary Consulates, the UN Head Office and 29 International Organizations. There are around 7.000 persons in Turkey entitled to different levels of privileges and immunities. The Protocol Department of the Ministry has been actively supporting the members of the Missions in improving their living and working environment.

In accordance with the international practice, the privileges and immunities accorded to the Diplomatic Missions, Consular Posts and International Organizations in Turkey are based on the principles of non-discrimination and reciprocity, and are governed by the Vienna Convention on Diplomatic Relations (VCDR) of 1961, the Vienna Convention on Consular Relations (VCCR) of 1963, related UN Conventions and bilateral host agreements with the International Organizations as well as the relevant Turkish Law.

This Guide is compiled from legal documents, rules and regulations and practices of Turkey. However, it should be considered as a reference tool and a set of general guidelines for staff members of Diplomatic Missions, Consular Posts and International Organizations as well as their households stationed in Turkey, rather than a legally binding document. As it can not cover all topics in detail, further reference should be made to the circular Notes that are sent to the Missions.

The Directorate General of Protocol hopes that this Guide will be useful to our colleagues and we wish all staff and family members of the Foreign Missions a professionally and personally fulfilling stay in our country.

MINISTRY OF FOREIGN AFFAIRS
DIRECTORATE GENERAL OF PROTOCOL
ANKARA, 2008

1. GENERAL INFORMATION

1.1 Diplomatic Missions

Regarding the diplomatic immunities and privileges, in conformity with the provisions of 1961 Vienna Convention on Diplomatic Relations (VCDR), the staff members of the Diplomatic Missions are considered in three categories.

- * Diplomatic staff members
(those listed in the List of Diplomatic Corps/holders of 1st category ID cards),
- * Administrative and technical staff members,
- * Service staff members.

Although the type of passport and/or title and duty of a staff member are among the factors indicating the category of the person concerned in accordance with the VCDR and Turkish legislation as well as on the basis of reciprocity, it is at the Ministry of Foreign Affairs' (hereinafter referred to as the Ministry) discretion to determine or change the category and to clarify the status of the staff member.

1.2 Consular Posts

In conformity with the provisions of 1963 Vienna Convention on Consular Relations (VCCR), the staff members of the Consular Posts are considered in three categories.

- * Consular Officers
- * Service staff members (administrative and technical)
- * Domestic service staff members

1.3 International Organizations

The staff members of the international organizations are considered in three categories.

- * International staff
- * Administrative and technical staff members,
- * Service staff members.

The immunities and privileges of the members of Representations of International Organizations accredited to Ankara shall be limited to those envisaged in the host country agreements and the international conventions to which Turkey is a party to.

1.4 Family Members

The provisions of the VCDR (Article 37) do not explicitly define the term “family member” and therefore each State has its own interpretation. For further details on the issue, please look at the ID cards section.

1.5 Turkish Nationals

Members of Diplomatic/Consular Missions who possess Turkish nationality (even if dual nationals) or are permanently resident in Turkey shall, in accordance with Article 38 of the VCDR and Article 71 of VCCR, enjoy immunity from jurisdiction and inviolability, only in respect of official acts performed in the exercise of their functions (“immunity for official acts”).

Family members of diplomats having Turkish nationality have no immunity from jurisdiction. The Ministry shall determine whether any claim of immunity will be recognized.

Other members of Diplomatic Missions and Consular Posts, their family members and private servants, who have Turkish nationality, shall not be entitled to any privileges or immunities.

2. PROTOCOL PROCEDURES FOR THE ARRIVAL OF MEMBERS OF STAFF AT DIPLOMATIC/CONSULAR MISSIONS AND INTERNATIONAL ORGANIZATIONS

2.1 Notification of Arrival

Arrival of all staff members of a Mission should be notified with a verbal Note to the Deputy Directorate-General of Protocol (PDGY-Privileges and Immunities) within thirty days after their arrival in Turkey.

Five copies of the arrival notification form (Information Form For Arriving Personnel) fully completed, duly signed and sealed, together with passports, one copy of each passport and 6 photographs of each person concerned should be attached to the verbal Note. A digital photo should also be sent to the MFA's following e-mail address: pdgy@mfa.gov.tr

The verbal Note and arrival notification form should explicitly state the name of the predecessor, the category (i.e. diplomatic, administrative-technical or service) and the title of the staff members as well as the functions she/he will assume (e.g. in charge of political, cultural, economic, administrative affairs or chief of chancellery). Official notification of addresses of private

residences is essential to enjoy inviolability. The approximate duration of stay (term of duty) of the members of the Mission must be indicated in the arrival notification form.

The verbal Note should state that the staff member has joined the Mission for a normal term of assignment and include a request for the issuance of an identity card.

2.2 Identity (ID) Cards

The rules and procedures of identity cards in which privileges and immunities are documented for the members of the staff and their family members of the resident foreign Missions in Turkey are set in the "Regulation on Identity Cards for the Resident Foreign Missions Staff" issued in the Official Gazette on 10 January 2007, edition: 26399.

ID Cards (Yabancı Misyon Personeli Kimlik Kartı) issued by the Ministry of Foreign Affairs since 2005 is a laminated, plastic card (80x50 mm) in various color bands with the logo of MFA on the left corner, with a photo of the bearer, and the number of card, issuance and expiry date is written on the back side of the card. It documents the status of the bearer in Turkey.

ID cards are not issued to accredited diplomatic agents and their dependents if they are not resident in Turkey.

It is strongly advised to carry the ID card with you at all times and to present it to the competent authorities upon request. Members of the Foreign Missions are required to present their ID cards along with their passports at entry and exit controls at Turkish border gates.

ID cards also serve as residence permits. Failure to bare an ID card would constitute a breach of law and individuals might face fines and penalties in spite of their status.

TYPES OF IDENTITY CARDS

CATEGORY	COLOUR	STATUS OF THE HOLDER
Diplomatic Cards (CD) (1 st)	Red	Members of the diplomatic staff of the embassies and their family members.
(2 nd)	Green	Members of the administrative and technical staff of the embassies and their family members.

(3 rd)	Brown	Members of the service staff who have official passports
Consular Cards (CC) (1 st)	Navy Blue	Consular officers, Honorary Consuls
(2 nd)	Orange	Consular Employees who have official passports.
(3 rd)	Yellow	Family members of navy blue and orange consular card holders
International Organizations (IO) (1 st)	Navy Blue	International officers at the international organizations in Turkey.
(2 nd)	Orange	Administrative and technical staff of international organizations in Turkey.
(3 rd)	Yellow	Family members of navy blue and orange international Organization card holders
Foreign Mission Cards (4 th)	Blue	<p>*Children of all I. and II. category card holders at 18-25 years of age and studying in Turkey.</p> <p>*Service staff of the Embassies and international organizations not carrying official passports.</p> <p>*Service staff of the consular posts and international organizations and their family members.</p> <p>*Family members of brown diplomatic card holders.</p> <p>*Administrative and technical staff of the diplomatic and consular posts having third country nationality.</p> <p>*Fathers, mothers, fathers and mothers- in-law of the red or green diplomatic; navy blue or orange consular or international Organization card holders, on the basis of reciprocity and if requested by the</p>

		foreign mission
Private Servant Card (5 th)		Private Servants

2.2.1 Family Members

ID cards are also issued for the members of the family members. (Spouse, children under 18 years of age). On the basis of reciprocity children between 18-25 years of age and studying in Turkey and; the parents and parents in law of the all type of card bearers can obtain 4th category ID card -Blue Foreign Mission Card- which provides the bearer no privileges and immunities other than residence permit exemption.

For “unmarried partners (not the same sex), however legally recognized by the regulations of the sending state”, upon the notification of the Mission by a verbal Note, under the following conditions and on the basis of reciprocity, relevant ID cards can be issued:

- Equivalent ID card shall be issued to her/his partner carrying diplomatic (or any official) passport,
- “4th Category Foreign Mission Card” shall be issued to her/his partner carrying regular passport.

As the Turkish laws do not allow; a same-sex partner cannot be accepted as a family member of a diplomat and therefore no ID card could be issued. They can however apply for a residence permit to the relevant Turkish authorities (without the intermediary of the Ministry) as a regular foreigner. The Ministry kindly reminds the Missions not to present same sex partners as private servants.

2.2.2 Renewal

ID cards should be forwarded to the Ministry for renewal, before the date of expiration. Along with the expired ID cards, 2 photographs and passports should also be enclosed with the verbal Note thereby requesting the extension of the ID cards and visas indicating the duration. If the duration of stay is not mentioned, then the ID card will be renewed for two years.

The holders of expired ID cards and visas will be subject to fines by the border authorities if they are still in use 30 days after the expiration date.

2.2.3 Lost/Theft

Lost or stolen ID cards should be notified immediately by the holder directly to the local police authorities with an accompanying petition of the concerned.

Requests for a new ID card following the loss, damage or any change in the previous card should also be made with a verbal Note accompanied by two photographs of the staff member or dependents. In case of loss, a copy of the above-mentioned petition should be attached to the Note. A new ID card will be issued by the Ministry within 4 weeks, after the waiting period is completed which is deemed to permit possible recovery of the lost ID card.

2.3 Change of Address

The Protocol Department is aware of the fact that the Missions, while sending the notification of arrival, are not always able to provide details of private addresses and phone numbers of the newly arrived members of staff. However, after they have settled, in many cases the PDGY is not informed of the addresses. This information is very important for the members of Mission, as their residences enjoy inviolability, as long as the residence is known and registered as such with the authorities. Therefore official notification of addresses of private residences is essential to enjoy inviolability.

Please note that the correct address of officials, family members, locally employed staff and private servants (not merely the address of the diplomatic mission, career consular post or international Organization) must be given in full as soon as it is available. Any change of address must be notified to the Ministry without any delay.

2.4 Private Servants

The 1st and 2nd category ID holders of the diplomatic Missions, consular posts and international organizations have the right to employ private servants.

Private servants who will come to Turkey to be employed by staff members of a Diplomatic Mission, Consular Post or Representation of International Organization in their household are subject to the requirements of the current visa and residence regulations. Legal entry and stay in the country of the person to be employed as a private servant are considered adequate. Members of diplomatic Missions must ensure when recruiting private servants already in Turkey that such persons have the right to remain in Turkey and to take employment.

The Mission, which the private servant will be employed by its staff members, should send to the Ministry "a Letter of Undertaking" in duplicate for approval. In any case, the "Letter of Undertaking" should be sent to the Ministry not later than 15 days from the date of entry into Turkey.

Documents certifying that the private servant is covered by the current social security provisions of the "sending State" or a "third State" (in this case, the country of origin of the private servant) with copies of relevant pages of the passport bearing visa if applied, the passport itself, eight information forms for arriving private servants and eight photographs should be attached to the verbal Note

requesting the issuance of an ID card or a residence permit. If the private servant's social security does not cover the health insurance in Turkey, a separate health insurance (private insurance companies are accepted) is necessary.

The private servant not enjoying social security coverage mentioned above must be covered by the Turkish social security provisions and documents of the Turkish Insurance Authority (SSK) should be attached to the verbal Note. In this case no separate health insurance is requested.

Application for participation in the Turkish social security system should be made to the local social security authorities (Sosyal Sigortalar Kurumu Sigorta Müdürlükleri) at the place of residence of the private servant. (In Ankara, depending on the place of residence, Ankara Insurance Directorate or Çankaya Insurance Directorate.)

Upon certification of the status of the private servant with respect to insurance coverage, the ID card issued by the Ministry of the Interior for one year and will be delivered by the Ministry to the Mission of which the sponsor of the prospective servant is a member. The residence permits issued for one year by the Local Security Departments will be delivered upon personal application.

For renewals of ID cards and residence permits regular payments of insurance premiums should be certified by a Note, to which relevant documents should also be attached.

The same rules and procedures are valid for the private house maids working for the consular officers in the consular posts. However, private servants of the consular officers get a year long residence permit instead of an ID card. After the completion of the communication, residence permits will be taken from the local police department (Emniyet Müdürlüğü). Residence permits are extended upon the request.

2.5 Locally Employed Staff

In case of a local staff employment (Turkish nationals or third country nationals with a valid residence permit), Diplomatic Missions, Consular Posts and International Organizations should notify the Ministry with the labor contract and the papers documenting that she/he is enjoying social security coverage. Missions are also requested to present an updated list of locally employed staff working at the Diplomatic/Consular Missions and International Organizations. The list must be updated every time a mission local staff member begins or ends her/his duties.

For legal issues concerning locally employed staff, please see 6.5 Labor Law Offences.

2.6 Temporary Assignments

Arrivals of temporarily assigned personnel should be notified with a verbal Note to PDGY within one week after their arrival in Turkey.

The verbal Note should clearly state:

- * The duration of the assignment,
- * The title, duty or occupation of the official concerned,
- * The reason of the temporary assignment,
- * Family members accompanying the concerned if there are any.

The passport of the official should be attached to the verbal Note. ID cards are not issued to personnel temporarily assigned. A temporary assignment clause is registered on the passport for describing the status of the person concerned.

Temporary assignment should not exceed 3 months. It may only be renewed for another 3 months in case of an emergency situation. A second renewal is not possible.

Requests for renewal should be communicated by a verbal Note before the end of the temporary assignment.

2.7 Accreditation Procedures for Military Attaches

The Diplomatic Missions should notify the PDGY with a verbal Note without any delay of the proposed appointment of military attaches (naval, air etc.). Detailed curriculum vitae of the Attaché concerned should be attached to such notification.

Missions are kindly requested to contact PDGY Military Attaches section to get information about the required items of the C V.

2.8 Appointment of Consul Generals

In accordance with the VCCR the appointment of Consul Generals should be notified by the Diplomatic Missions to the Directorate General of Consular Affairs (KOGM).

An exequatur will be issued after recognition is granted. For ID application please refer to section 5.2.

2.9 Honorary Consulates

Establishment of Honorary Consulates in Turkey is arranged in accordance with the VCCR. The Ministry (KOGM-Directorate General of Consular Affairs) will give its approval for establishing

Honorary Consulates in accordance with the VCCR. Exequatur is prepared by the Ministry based on the "Commission of Letter" of the person concerned. If there is no "Commission of Letter" practice in the sending state, written notification of the relevant Mission is adequate for evaluating an Exequatur.

3. VISAS

3.1 Visas of Members of Diplomatic Missions and Representations of International Organizations

A staff member assigned to a Diplomatic Mission or to the Representation of an International Organization should obtain the initial diplomatic or service entry visa (if visa is required) before entering Turkey from the Turkish Diplomatic Mission in her/his place of residence.

If required, the Ministry issues multiple entry extension visas corresponding to the expiration date of the identity cards of the members of the Mission.

3.2 Visas of the Members of the Consular Posts

While requesting issuance or renewal of the visas of the members of the Consular Posts, a photocopy of the identity cards should also be sent to the Ministry for equating the validity of the identity cards and visas.

3.3 Protocol Procedures for the Members of Staff at Consular Missions in Istanbul

Arrival of all staff members of a Consular Mission should be notified through their Embassy with a verbal Note to the Protocol Department's Deputy Directorate for Diplomatic Affairs (PDGY) within thirty days after assuming their duties in Turkey.

Five copies of the arrival notification form (Information Form For Arriving Personnel) fully completed, duly signed and sealed, together with copies of passports and five photographs of each person concerned should be send to the Ministry with the original of the verbal Note.

At the same time, a copy of verbal Note, copy of arrival notification form with 2 photographs of each person concerned and passports should be send to the Ministry's Istanbul Office. ID card will be issued by the Ministry's Istanbul Office.

Requests for a new ID card following the loss, damage or any change in the previous card should also be made with a verbal Note to the Protocol Department's Deputy Directorate for Diplomatic Affairs (PDGY) and a copy of verbal Note with two photographs should be conveyed to the Ministry's Istanbul Office.

Same procedure is valid for temporary assignments.

4. DEFINITE DEPARTURE PROCEDURE

Definite departures of all staff members of Diplomatic/Consular Missions and International Organizations should be conveyed to PDGY within one week following the date of departure with a verbal Note along with five copies of the Definite Departure Notification Forms, duly filled, signed and sealed by the mission.

ID cards as well as the arms licenses, and airport entrance cards should be returned to PDGY and Value Added Tax Exemption (VAT) Bank cards should be returned to either PDGY or Akbank, within one month following the departure of the person concerned. For re-exportation of cars please refer to section 6.5.

5. IMPORT, SALE, TRANSFER, RE-EXPORT OF CARS; THEFT-ACCIDENT, REGISTRATION, TECHNICAL INSPECTION AND DRIVING LICENCES

5.1 General

Importation of a car means that the car is imported temporarily and at the termination of the office it should be transferred, sold, re-exported or relinquished to customs.

Rules on the customs privileges mentioned in this section are applicable to Diplomatic Missions, Consular Posts and their diplomatic and administrative-technical staff members if the Turkish Missions and/or their members in that country benefit reciprocally from similar privileges.

In case privileges granted to the Turkish Missions and/or to their staff members in a country are less favorable than those stipulated here, the reciprocal terms are applicable to the Missions of that country.

5.2 Importation Procedures

5.2.1 Private Cars of Members of Diplomatic/Consular Mission

Members of a Diplomatic/Consular Mission with 1st Category ID cards are allowed to import one tax-free private car for her/his own use. They are also allowed to import one motorcycle, caravan/trailer (without engine), yacht, boat and Jet Ski on reciprocity basis. Upon request, boats and yachts can stay in Turkish marinas for a period of five years after the termination of offices.

It is important to receive information from the Ministry on the procedures for importation of cars prior ordering.

A diplomatic member is allowed to own a second private car for the use of her/his spouse, on the basis of reciprocity if the spouse of the diplomat/consular officer has a 1st category ID card. Diplomatic (CD)/Consular (CC) number plates are also issued for the second car. These cars must be registered in the name of the diplomatic/consular members. Single diplomats/consular officers can register one car. Diplomatic members who are married to Turkish citizens are not allowed to have a second car with diplomatic/consular number plates.

Importation of cars to be allocated "CD" and "CC" plate numbers is effected on the basis of Franchising Documents (Takrir) (Form B) prepared by the Diplomatic Missions. A full description of the car including all accessories and the date and place of its entry into Turkey should be stated in the "takrir".

Procedure for the Cars Brought to Turkey by Self-driving:

If the car is driven to Turkey by the new staff member of Diplomatic or Consular Mission, she/he should leave the car to the customs after seven days. The customs authorities put a stamp in the passport which indicates the date of entrance and deadline for customs formalities.

Six copies of "takrir"(Form B) are required for the importation procedures of the diplomatic members and should be presented to the Ministry with a verbal Note. Diplomatic number plates should be requested in the same Note.

The following documents should be attached to the verbal Note.

- Copy of the Mandatory Traffic Insurance Policy.
- A document (teslim-tesellüm belgesi) showing that the car is at customs zone issued by the customs authorities.
- Factory invoice or any document certifying ownership of the car.

5.2.2 Private Cars of Administrative and Technical Staff

Administrative and technical staff of Diplomatic Missions and Consular Posts is entitled to import one private car in Turkey on the basis of reciprocity. They are also allowed to import one motorcycle, yacht, boat and Jet Ski on reciprocity basis.

Importation is effected by way of a "Letter of Guarantee" (Form C) prepared, signed and sealed by the Chief of Diplomatic Mission and approved by the Ministry.

For importation of cars of the administrative and technical staff, 7 copies of the Letter of Guarantee (Form C) should be presented to the Ministry with a verbal Note.

The following documents should be attached to the Note as well:

- Copy of the Mandatory Traffic Insurance Policy,
- A document (teslim-tesellüm belgesi) showing that the car is at customs zone issued by the customs authorities
- Factory invoice or any document certifying ownership of the car.

The tax-free importation of this category of cars is valid for two years and may be extended further annually.

Administrative and technical staff of Diplomatic Missions and Consular Posts are allowed to own a second private car for the use of her/his spouse, on the basis of reciprocity. Diplomatic (CM)/Consular (CG) number plates are also issued for the second car. These cars must be registered in the name of the administrative and technical staff of Diplomatic Missions and Consular Posts.

5.2.3 Private cars of 3rd Category ID Card Holders and 4th Category Foreign Mission Card Holders

3rd category ID card holders and 4th category foreign mission card holders are allowed to import one car through Turkish Turing Club. They get "MA-MZ" plates (black prints on white). For application following documents should be submitted to the Club:

- ID card issued by the Ministry,
- Passport,
- Driving license,
- Invoice and registration book of the car,
- A sum of money calculated according to the HP and model year of the car will be deposited as a guarantee.

The Turing Club issues a document called "Yabancı Taşıtlar Geçici Giriş Karnesi" valid for maximum 2 years (according to the expiry date of the ID card) and prolonged accordingly.

Private cars of 3rd category ID card holders and 4th category foreign mission card holders cannot be sold to persons not entitled to tax-exemption. They can transfer their cars to persons on the same status. If the car is transferred or exported, the deposit money is paid back.

5.2.4 Hiring Private Drivers for Private Cars

Private cars of the staff members of the diplomatic/consular Missions can only be used by the owner, her/his spouse and children. And therefore hiring private driver for the private cars is not possible.

5.2.5 Official/Service Cars

A Diplomatic Mission or a Consular Post may be allowed to import (tax-free) a reasonable number of official/service cars.

Official/service cars should be used by the staff members of the Mission or by the local drivers hired with a contract and they cannot be used beyond their purpose or permanently allocated outside the locality of the Diplomatic Mission/the Consular Post. Any official or service car used beyond this framework will lose its status and shall not be replaced with a new one. It is important to note that staff members of the Missions having Turkish nationality are not exempted from traffic offences.

The Ministry kindly requests from the Missions in Ankara not to allocate their "CD" plated or "CM-CG" plated official/service cars to the Consulates or Honorary Consulates.

The procedure for the importation of the official cars is similar to the procedure indicated above (5.2) depending on the category of the car and the type of the number plates to be allocated.

A copy of the approved "takrir"(Form B) or letter of guarantee is presented after being processed by the customs authority.

Quota:

The total number of official/service cars in a Mission which is subject to quota in official cars on the basis of reciprocity cannot exceed the total number of its diplomatic members and in any case 45.

For a certain part of the quota, "CD" and "CC" plates are allocated while for the rest, "CM-CG" number plates are allocated. The issuance of the "CM-CG" number plates does not depend on the termination of the "CD" or "CC" quotas. Diplomatic/Consular Missions have the liberty to give priority to either of the plates, that is, "CD/CC" or "CM-CG".

The following calculation method is applied in determining the number of official cars to be imported with a "takrir" and granted "CD" or "CC" number plates:

* One official car for the Chief of the Mission (registered in the name of the Mission)

- * One official car for each of the separate branch offices of the Mission, such as the Bureau of the Military Attaché, Commercial Counselor, Press Counselor etc.
- * One official car for each 3 diplomatic agents/consular officers
- * The quota for "CM-CG" plates is calculated by subtracting the total number of "CD/CC" plates from the total number of diplomatic staff members.

For over-quota official cars, applications to the Ministry should be made by "takrir" (Form D). Missions are kindly requested to close their car files if the cars are already sold, transferred, exported or relinquished to the customs.

This procedure is necessary for keeping a correct record of the Missions' quotas and thereby meeting the requests of the Missions. Therefore, before giving any orders for purchasing official and service cars, Missions are kindly requested to check their quotas with the Ministry. After getting the Ministry's confirmation they should then place their orders. The Ministry should not be left with situations as is often faced on various occasions that the ordered cars are already in customs and the Missions actually exceed their quotas. It is obvious that Missions that fail to comply with the requirements would bear the consequences of their actions.

5.2.6 International Organizations

Unless otherwise is stipulated in the host agreement between Turkey and the relevant international Organization, members of International Organizations holding 1st category (IO) ID cards can import one tax free private car. (CD) plate number is allocated.

Members of International Organizations holding 2nd category (IO) ID cards can import one tax free private car. (CM) plate number is allocated.

5.3 Local Purchase

It is also possible to buy cars free of tax (Value Added Tax-VAT and Private Consumption Tax-PCT) for official or private use from car dealers or factories in Turkey. In this case, a document indicating the right to tax exemption approved by the Ministry should be submitted to the car dealer or factory.

As the "VAT Exemption Document" issued by the Ministry for all kinds of official purchases also covers official cars, the document for official car purchases concerns only the PCT exemption whereas the document for private car purchases covers exemption from both taxes.

5.4 Sale Procedures (To persons not entitled to tax-exemption)

5.4.1 Private Cars of Diplomatic Members

Prior permission of the Ministry should be requested with a verbal Note by the Mission. Reciprocity is applied in granting permission.

Only one car per family could be sold to persons not entitled to tax-exemption.

The permission for sale can be granted after the completion of a two year period starting from the date of importation. If the owner leaves Turkey definitely, this period can be reduced to one year.

Vehicles that have a model year exceeding 3 at the date of import cannot be sold to persons not entitled to tax exemption.

5.4.2 Private Cars of the Administrative-Technical Staff

Private cars imported by administrative and technical staff members cannot be sold to persons not entitled to tax-exemption.

5.4.3 Official/Service Cars

Upon prior permission of the Ministry and on the basis of reciprocity "CD" or "CC" plated official/service cars may be sold to persons not entitled to tax-exemption at the end of a five-year period starting from the date of their importation.

Official vehicles with a model year exceeding 3 years at the date of import cannot be sold to persons not entitled to tax exemption.

5.4.4 Sale Procedures

Permission for sale should be requested with a verbal Note to which the following documents must be attached.

- A copy of the original importation "takrir" bearing the approval of the Ministry and the Customs seal.
- A photocopy of the traffic registration book, (valid technical inspection).
- Mandatory traffic insurance policies covering the whole period of use in Turkey.

Sale permissions which are valid for two months can be extended for another two months if requested with a verbal Note before the expiry date of the initial permission.

In cases of definite departure, before fulfilling the two-year period after importation to Turkey, sale permission can be granted two months before the date of departure. The date of final departure should be indicated in the verbal Note. This permission cannot be prolonged.

When the sale permission is granted, the car should be delivered to the customs authorities through a sale permission document ("Satış İzin Belgesi") prepared by the Ministry. The receiving record ("Teslim Tesellüm Tutanağı") is issued by customs authorities. Meanwhile, the number plates and registration book of the vehicle should be submitted to the traffic authorities. After receiving these documents the traffic authorities will issue a document which terminates the transaction process ("İlişik Kesme Belgesi"). At this stage a verbal Note explaining the full name-surname and address of the purchaser should be sent to the Ministry and "İlişik Kesme Belgesi" and "Teslim Tesellüm Tutanağı" should be attached to the verbal Note.

The Ministry will prepare a document called "Kesin Satış Belgesi" (Definite Sale Document) in the name of the purchaser. Having this document and after all taxes and duties are paid and other requirements fulfilled, the vehicle can be taken over by the purchaser.

The Ministry should be formally notified with a verbal Note after the sale procedure is completed.

5.5 Re-exportation Procedures

Re-exportation of cars imported to Turkey with a "takrir" or a "letter of guarantee" (B, C, D forms) is subject to prior permission. The request for re-exportation should be made with a verbal Note stating the full description of the car, name and title of the owner, number of traffic registration, approximate date of exportation. A copy of the original "takrir" or "letter of guarantee" bearing the approval of the Ministry and the policies of Mandatory Traffic Insurance covering the whole period of stay in Turkey and traffic registration books should be attached to the verbal Note.

"Sözlü Beyan Formu" issued by customs authorities and "İlişik Kesme Belgesi" issued by traffic authorities should be sent to the Ministry for closing the vehicle's file.

5.6 Transfer Procedures (Sale to Diplomatic Missions or Diplomatic Members Entitled to Tax Exemption)

The private cars of 1st and 2nd category ID card bearers of diplomatic/consular Missions and international organizations can be transferred to all categories of ID card bearers persons enjoying tax-exemption and nonresident foreign nationals qualified to apply for special "MA-MZ" plates through the Touring and Automobile Club of Turkey or foreigners having a student or working residence permit upon prior consideration of the Ministry without any time limitation.

Official cars may be transferred to other Diplomatic Missions or diplomatic agents upon prior permission of the Ministry.

To obtain permission for transfer, the Diplomatic Mission should send to the Ministry a verbal Note, giving a full description of the car, name and title of the owner and purchaser. A copy of the original "takrir" of importation or the "letter of guarantee" bearing the approval of the Ministry, insurance policies covering the whole period of stay in Turkey, and the copies of the traffic registration book should be attached to the verbal Note.

In case the person to whom the car is being transferred is a member of a Diplomatic Mission or a Consular Post, application to the Ministry with a verbal Note and "takrir", or "letter of guarantee" prepared for the new owner by her/his mission is necessary and all the documents required for importation of the car should be attached to the verbal Note.

The transfer is carried out at the customs. Date of registration in the name of the new owner is considered as the new date of importation for that car.

As diplomatic number plates are not transferable, even if the transfer is carried out between members of the same mission, the plates should be returned to the traffic authorities.

5.7 Theft or Accident

In case of theft or a traffic accident damaging more than %80 of the car, the car is exempt from legal and financial obligations stemming from failure of meeting the disposal requirements of the vehicle (sale, re-exportation, transfer). Those vehicles may be sold as scrap according to the reciprocity.

Theft or accident has to be certified by a court order or an official document prepared by the Public Prosecutor or by the highest local administrative authority.

The rate of damage in accidents should be certified by an official expertise report or a document prepared by the traffic authorities.

Damaged cars, with prior permission of the Ministry, are handed over to the customs and the Ministry is duly informed with a verbal Note to which the documents indicating delivery to the customs and traffic registration book should be attached.

Permission for the replacement of stolen or damaged cars abandoned at the customs is at the discretion of the Ministry.

5.8 Plate and Registration Charges

Traffic authorities will charge 16 YTL for plates and 63 YTL for registration book as of January 2008. This fee is subject to change.

5.9 Motor Vehicle Insurance

Mandatory Traffic Insurance is required for all motor vehicles licensed in Turkey. The insurance policies covering the whole period of stay in Turkey should be submitted to the Ministry when applying for importation, transfer, sale and re-exportation permits.

The insurance companies can also underwrite upon request Personal Accident Insurance to cover the passengers and the driver.

In order to ensure swift settlement of liability in Turkey through insurance companies, mandatory traffic insurances issued by firms which are not subject to Turkish jurisdiction are considered inappropriate.

However, the branch offices of foreign insurance companies in Turkey or local firms which are invested with full powers by foreign insurance companies may provide this insurance, on condition that they are subject to Turkish jurisdiction.

5.10 Technical Inspection

Technical Inspection is compulsory in Turkey and is registered in the documents of the vehicles. On the basis of reciprocity some Diplomatic Missions and their members are already exempted from technical inspection fees.

As the job of technical inspection is privatized, the exemption of some diplomatic missions is no longer possible. Therefore, all diplomatic/consular missions and international organizations and their members shall pay the technical inspection fee.

The Ministry will take into consideration the validity of technical inspection of vehicles before granting prior-permission for sale, transfer, re-export or relinquish to the customs.

5.11 Driving Licenses

National driving licenses of the members of Diplomatic and Consular Missions and International Organizations are valid in Turkey provided that a notarized Turkish translation will accompany all the time.

Those who have a national driving license can get a Turkish driving license by applying to the local traffic authorities with an approved (by the mission or notary) translation of their driving license. A certain amount of fee is charged for the expenses.

Those who do not have national or international driving license and wish to have a Turkish driving licenses are subject to the rules and procedures of Turkish nationals.

International driving licenses (issued by the relevant Automobile and Turing Clubs) are valid in Turkey for a period of one year.

(Traffic Regulation issued in the Official Gazette dated 18.07.1997, no :23053)

6. PERSONAL AND HOUSEHOLD ITEMS, GOODS

6.1 Importation by 1st Category ID Holders and Official Imports/Purchases

Importation of personal and official goods and household items are effected through a franchise document (Form A).

Missions are allowed to import electronic devices (TV, video, mp3 player, computer etc.) in reasonable amounts. For example for a three persons family, 4 TV set request or a request to import 10 items of refrigerator for the official use of a mission consisting of 15 people considered as out of the reasonable limits. The Ministry has the right to evaluate and accept/refuse the application and therefore before ordering prior consultation with the Ministry is deemed useful.

More than 240 liters of spirits (beverages with a high degree of alcohol) and 200 cartons of cigarettes per year are allowed for personal importation. For official use, quotas may exceed the above mentioned figures. Principle of reciprocity is also applied in determining the quotas for each Mission. Importation of other goods including alcoholic beverages (wine, beer, etc.) and tobacco should be kept at a reasonable level.

Importation "takrirs" (Form A) should be prepared in 4 copies only after the arrival of the consignment to the Turkish customs. All relevant columns of the "takrir" should be duly filled in (including the date and place of arrival, number and date of the customs' notice or "ordino", bill of lading and airway bill.) Copies of the customs' notice or the "ordino" and the bill of lading should also be attached to the "takrir."

"Takrirs" for consumable goods should be accompanied by an invoice, containing adequate description and breakdown of goods.

"Takrirs" for durable goods should contain a full description (make, model, type, size, weight and price) of each article.

The Ministry also kindly requests that "takrirs" including only one item should not be sent in order to avoid paperwork. They should contain at least three items.

"Takrirs" should be signed by the Head of Mission or in case of her/his absence by the Acting Head of Mission.

Two copies of the approved "takrir" should be submitted to the customs authority, one copy is kept at the Ministry and one should be kept by the Missions.

6.2 Importation by the Administrative and Technical Staff

Administrative and Technical Staff of Diplomatic Missions and Consular Posts can import their household and personal goods with a "letter of guarantee" established by the Diplomatic Mission. This document should be directly presented to the local customs authority within the first six months after they enter Turkey.

Such personnel can also purchase durable household and personal goods from the duty-free stores in Turkey within the first six months after their arrival.

The application for such purchases should be made with a "takrir" prepared by the Diplomatic Missions. The "takrir" should bear the ID card numbers and the date of arrival.

Administrative and technical staff may import only one of each kind of electrical and electronic articles such as washing machines, TVs, videos etc.

Durable goods temporarily imported by the members of administrative and technical staff of Diplomatic Missions and Consular Posts cannot be sold or transferred. They should be re-exported at the end of the term of duty or left at the customs.

6.3 Importation of Machinery and Equipment

Importation of machinery, construction materials and heavy equipment by Diplomatic Missions is subject to the prior permission of the Ministry. Relevant "takrirs" should contain detailed information with regard to kind, make, model, type, serial number, quantity, value, the purpose and place of use. For construction materials, exact location and the nature of the construction have to be indicated.

6.4 Importation of Material for Exhibitions

Importation of all material, including films, to be exhibited exclusively within the premises of a Diplomatic Mission is permitted on the basis of a "takrir" containing detailed information and a full list of the material. The material thus imported has to be re-exported at the end of the exhibition. These "takrirs" should be addressed to the Protocol Department (PDGY) with a verbal Note stating precisely the date of exhibition.

Importation of all material including films to be exhibited outside the premises of a Diplomatic Mission is permitted according to the general rules of the Turkish Customs Law and Regulations. As the Organization of cultural activities of foreign origin is subject to prior permission, Diplomatic Missions should apply to the Deputy Directorate-General of Bilateral Cultural Affairs (IKGY) of the Ministry with a verbal Note. After the permission is granted, a letter of guarantee for the temporary importation should be submitted to the customs authority.

Importation requests of exhibition material for International Fairs have to be addressed directly to the Prime Ministry Undersecretariat of Foreign Trade. General Directorate of Bilateral Economic Affairs (IEGM) can also render its assistance in obtaining the importation permit from the Undersecretariat of Foreign Trade.

6.5 Importation of Books

Reasonable amounts of books to be used solely by the Diplomatic Missions for cultural and promotion purposes can be permitted by a "takrir".

For the books to be used outside of the Diplomatic Mission (by schools, libraries, cultural centers etc.) importation requests should be directed to the Prime Ministry's Undersecretariat of Foreign Trade General Directorate of Imports. The PDGY can also render its assistance in obtaining the importation permit from the Undersecretariat of Foreign Trade. In the latter case, a verbal Note indicating the amount and nature of the books, purpose of importation and the place to be used is necessary together with a complete list of the books.

6.6 Disposal of Imported Articles

All articles imported by Missions and diplomatic members with "takrir" should be duly disposed of by re-exportation, transfer or sale. Diplomatic Missions are responsible for all articles which are not duly disposed of.

6.6.1 Re-exportation

All imported durable goods should in principle be re-exported. Re-exportation requests should be made to the Ministry with a verbal Note in which the venue (the name of the customs authority)

and approximate date of re-exportation has to be indicated. A copy of the original "takrir" of importation bearing the approval of the Ministry should be attached to the Notes as well as the list (translated into Turkish) of the goods to be exported.

After re-exportation of durable goods, the official documents indicating the actual accomplishment of re-exportation should be submitted to the Ministry for closing the relevant files.

For exportation of durable goods purchased in Turkey, the original invoices should be presented. The requests should be made directly to the local customs authorities.

6.6.2 Transfer

Transfer of imported durable goods to diplomatic members is permitted by the customs on the basis of a new "takrir" of importation. The Ministry should be notified of the transaction with a verbal Note.

6.6.3 Sale

The Ministry may grant permission for the sale of durable goods imported by diplomatic members, to persons not entitled to tax exemption, only when the owner leaves Turkey definitely.

Upon prior permission of the Ministry, durable goods imported by the Diplomatic Missions and Consular Posts may be sold to persons not entitled to tax exemption at the end of a five year period from their date of importation. Purchaser should then pay the related tax. The sale permission may be granted upon the permission of Directorate of Customs at the end of a ten year period without paying any related tax. Sale permission should be requested by the Diplomatic Mission with a verbal Note, to which a copy of the original takrir of importation bearing the approval of the Ministry is attached.

Sale permission for durable goods is granted only if the original "takrir" contains a full description of the article (make, model, type, weight, price etc.)

Sale and delivery are affected at the customs and all relevant taxes and duties should be paid before the delivery of goods to the purchaser.

Following the sale, the Diplomatic Missions should inform the Ministry with a verbal Note indicating the date and place of sale, price, name and address of the buyer.

Receipts or documents pertaining to the payment of taxes and duties should be attached to the verbal Note.

Durable goods temporarily imported by the members of administrative and technical staff of Diplomatic and Consular Missions, cannot be sold or transferred. They should be re-exported at the end of the term of duty or relinquished to the customs.

7. DONATIONS

Requests for donation of vehicles or other durable goods to local institutions or departments should be made with a verbal Note in order to obtain prior permission of the Ministry. A document certifying the agreement of the receiving institution or department to the donation is to be attached to the verbal Note. Concerning the donation of vehicles, it is important to note that only ambulances and rescue vehicles are allowed to be donated to Turkish institutions by the Foreign Missions.

Collecting donations for charity (e.g. disabled persons or orphans) reasons by the Foreign Missions in Turkey are subject to the Ministry's permission (Law on Collecting Donations for Charity No:2860, dated 23.06.1983 Article 27) .

8. GASOLINE AND FUEL-OIL PURCHASES

8.1 Cars

Tax-free purchases of gasoline and fuel oil by the Diplomatic/Consular Missions and their diplomatic/consular staff are permitted through a franchise document (takrir). One "takrir" covering the annual quota of the mission determined on the basis of reciprocity is issued for a duration of one year and Missions are obliged to have a contract with a gasoline distribution company (Petrol Ofisi OPET, BP, Shell, etc). With this contract, oil companies assembly an electronic chip known as "vehicle identification system" to the cars of the Missions and mission members. Upper limit of annual gasoline quota is 6000 lt. for official cars and 3600 lt. for personal cars. For additional quota requests, application to the Ministry with a second "takrir" is necessary.

This exemption is accorded on the basis of reciprocity and for global purchases. The exemption includes VAT and Special Consumption Tax (SCT).

Same procedure is valid for the official cars of the International Organizations.

8.2 Heating and Generator Fuel

Tax exemption for fuel oil, diesel or natural gas to be used for heating and generators of the chanceries and private houses of the mission members is possible with "takrir" (Form A-4 and A-3) issued on the basis of the reciprocity. The type of the natural gas numerator (Advance Card System or old mechanical one) should be shown on the "takrir" with the necessary card information.

9. EXEMPTION FROM THE VALUE ADDED TAX

The Law of the Value Added Tax (VAT) no :3065 (Published in the Official Gazette dated 2 November 1984, no: 18563, Articles 15 and 19), provides, on the basis of reciprocity, exemption from this tax for the goods purchased and the services used for the official purposes of the Diplomatic Missions and Consular Posts. On the basis of reciprocity, diplomatic, administrative and technical staff of the Missions benefit from the tax exemption as well.

On both official and private purchases, VAT exemption is effected on the sale points.

Both official and private VAT cards are non-transferable and should only be issued during official or personal purchases. In cases of violation or abuse they will be asked to be returned to the Ministry.

In case of loss a short notification should be sent to the Ministry.

9.1 Official VAT Exemption Card

The exemption is stipulated for all goods including tobacco, tobacco products, alcoholic beverages and the services rendered at hotels, motels and pensions, on the basis of reciprocity.

Purchases of the following goods and services for official use of the Missions are also exempt from the VAT, on the basis of reciprocity:

- Restaurants and patisseries,
- Construction, repairs, restoration, maintenance, hiring, purchasing, cleaning of the premises and official buildings of Missions,
- Maintenance and repairs of the service cars and hiring of vehicles for official use,
- Printing services,
- Maintenance and repairs of the official permanent equipment,
- Telecommunication (phone, telex, fax bills),
- Health services provided from private institutions,
- Security services,
- Advertisement, exhibition,
- Packaging, storage, transportation, customs clearance, domestic travel,
- Consultation and translation services.

It is possible to extend the items of exemption on the basis of reciprocity.

The requests of the VAT exemption card for the diplomatic members, administrative and technical staff and their spouses should be addressed to the PDGY with a verbal Note. Purchasers should

present the VAT exemption cards to the vendors. The VAT exemption is applied by all vendors throughout Turkey.

Representations of International Organizations may also benefit from the VAT exemption if exemption from direct taxation is envisaged in the bilateral agreements.

The official VAT exemption cards are issued for duration of one year.

One VAT Exemption Card for official purchases will be issued for each Mission bearing the photographs and names of two of their members.

For the official VAT card it is essential to send two photographs of the authorized persons.

The VAT exemption cards should be returned to the Ministry with ID cards upon completion of term of duty.

9.2 Personal VAT Exemption

According to the Principles Established by the Communiqué No. 113 by the Ministry of Finance of the Republic of Turkey:

The eligible members of the missions in Turkey who are entitled to tax exemption can enjoy tax exemption in their personal purchases on all items of commodity and services.

For personal purchases, the minimum amount (the lower limit) is 50 TL, with the exception of utilities such as electricity, water and telecommunication bills. For the mission members from the countries which apply a higher minimum amount (lower limit), on the basis of reciprocity, the same amount is applied as the minimum amount. There is no lower limit for electricity, water and telecommunication bills.

The maximum amount (the upper limit) is the equivalent of 50.000 Euros in Turkish Liras. For the countries that apply a lower maximum amount (upper limit) or implement restrictions on tax-refundable items, the upper limit is lower than 50.000 Euros.

The eligible members of the foreign missions in Turkey pay the Value Added Tax during their purchases.

The vendors should write down the name and the ID card number or the ID Number for foreign diplomats on the invoice. The invoices that do not have this information are not tax-refundable. For electricity, water and telecommunication bills, the name of the member of the mission is sufficient.

ID card number or ID Number for foreign diplomats is not necessary for electricity, water and telecommunication bills.

Members of the foreign missions are responsible for reminding the vendors that the invoices should have the names and ID card or ID number for foreign diplomats.

In accordance with the implementation regarding personal VAT exemption, all eligible members of the foreign missions requesting the refund of their purchases (minimum 50 TL), should process all the relevant information concerning their invoices or bills via Internet.

Also, members of the missions should convey all invoices, bills and relevant documents together with a notification form to their Missions.

Telecommunication, water and electric bills should be enclosed in the notification form even if the amount of the bill of the item is less than the lower level (50 TL.)

Until the end of the same month (for example for January-February-March period until the end of April) foreign missions should forward these notification forms with an official letter to the Tax Office in their location. In case there are not any, missions can transmit the notification to the tax office authorized by the Revenue Board (as indicated in the website of the Ministry of Foreign Affairs or the Ministry of Finance.)

In case of delay in transmission of the forms to the Tax Office, the assessment and refund proceeds during the next trimester period.

If the notification form is not forwarded or some of the invoices are not filled in the form in their own trimester period, these invoices can be included in the notification form of the next trimester as long as the next trimester is in the same calendar year.

If the entitled member of the Mission starts working during the course of the year, the tax refund amount will be calculated in accordance with the "beginning date of functions" of the mission member.

For example, if a member of the mission has began to work in September, then this member is entitled to total amount of tax refund of four months only, instead of a whole year.

Let's suppose a diplomat of country A began to work in the Embassy in Ankara in September 2010. On the basis of reciprocity, she is entitled to 24.000 Euros for the whole year. Therefore the maximum amount (upper limit) for her will be $24.000/12 \times 4 = 8.000$ Euros for 2010.

However, for 2011 and the following years that she will remain in Ankara, the maximum amount will be 24.000 yearly.

If she leaves on September 2014, the maximum amount for 2014 will be $24.000/12 \times 8 = 16.000$ Euros.

9.3 Tax ID Numbers

All Diplomatic/Consular Missions and International Organizations and their staff should have a "Tax ID Number" for their banking and other necessary financial transactions. Tax ID number can easily be obtained from the nearest Tax Department (Vergi Dairesi) by submission of the photocopy of their passport and Mission ID card. For this issue please refer to the Ministry's Circular Note No 47271 dated 11.02.2002.

10. FIREARMS, HUNTING WEAPONS AND AMMUNITION

Diplomatic members and administrative and technical staff of Diplomatic Missions and Consular Posts, upon prior permission from the Ministry and on the basis of reciprocity, may import or locally purchase firearms, hunting weapons and ammunition. Diplomatic Missions and Consular posts may import firearms for official use on the basis of reciprocity provided these weapons should be registered to the Missions inventory. If the Mission members use the registered mission weapons, they can not acquire personal firearms. Similarly if the mission members import personal firearms they can not acquire weapons registered in the inventory of the mission.

Firearms imported by the members of diplomatic/consular Missions must be exported upon the termination of the offices.

The Regulation on Firearms, Knives and Other Instruments published in the Official Gazette No: 20888 of June 01, 1991 stipulate the conditions for acquisition and importation of firearms, knives and other instruments as well as granting of licenses and other related subjects.

It is clearly stated by the said Regulation that a Certificate for Temporary Entry and Origin for Weapons and Ammunition (Geçici Silah ve Mermi için Giriş ve Menşei Belgesi) should be obtained prior to the actual importation of the weapons in Turkey.

To this end, the Diplomatic Mission should apply to the PDGY with a verbal Note stating the name, rank and title of the staff member, passport number and date, name of the mission, the brand, model, caliber and serial number of the weapon as well as the quantity of ammunition.

The above-mentioned certificate is prepared by the Ministry of the Interior upon application of the Ministry and one copy is sent to the relevant Security Department Governor's Office for the issuance of license (silah ruhsatı) or in case of a hunting shotgun, "the hunting shotgun license" (Yivsiz Tüfek

Ruhsatnamesi). Missions will submit a copy of the certificate to the relevant customs authority for customs clearance purposes.

In case a weapon is brought to Turkey before the importation certificate formalities is completed, the weapon should be declared at the customs before entry into Turkey and be handed over to the customs authority until importation formalities are completed.

Firearm licenses are issued by the Security Department of Governor's Office (Ankara Valiliği Emniyet Müdürlüğü) for duration of 5 years. As the term of duty is completed (either in due time or earlier) the license is cancelled by the mentioned authority, regardless of the remaining period of validity.

Expired firearms licenses, as well as licenses issued for personnel departing from Turkey, should be returned to the PDGY.

10.1 Hunting Guns

Staff members of the Diplomatic Missions are allowed to import and purchase shotguns only for hunting purposes on the basis of reciprocity and after the approval of the request by the Ministry.

Diplomatic Missions should request with a verbal Note the assistance of the Ministry in obtaining relevant licenses, which will be issued according to ID card categories, to enable their staff members to purchase shotguns for hunting in Turkey.

After the approval of the Ministry of the Interior, one copy of the approval letter is sent to the relevant Security Department of Governor's Office for the issuance of the hunting shotgun license (Yivsiz Tüfek Ruhsatnamesi). Missions will submit a copy of the certificate to the relevant customs authority for customs clearance purposes.

Permission to diplomatic agents and staff members of Consular Posts (holders of I. category ID cards) for purchasing shotguns may be given only after they are issued "Certificate of Ownership for Shotguns"(Yivsiz Tüfek Sahipliği Belgesi) or "Foreign Hunting Certificate"(Yabancı Avcılık Belgesi).

Presentation of the above documents to the authorized vendors is essential before purchasing shotguns.

The above-mentioned certificate and license is prepared by the Ministry of Environment and Forestry when applied for by the Ministry at the request of the Missions.

Importing procedures of shotguns are like firearms as mentioned above.

11. AIRPORT ENTRANCE CARDS

The State Airports Administration issues special airport entrance cards for the authorized staff members of the Diplomatic Missions to enable them to meet and see off their official guests, delegations and diplomatic couriers at Esenboğa, Atatürk and other airports. Principle of reciprocity is applied in granting the airport entrance cards as well as in determining the number of cards for each Mission. Generally, each Mission can obtain three airport entrance cards without paying any fee for Esenboğa Airport. A reasonable number of cards can also be obtained by paying the charged fee. The fees of airport entrance cards are paid annually. Only three airport entrance cards for Atatürk Airport can be obtained free of charge. It is not possible to obtain more than three cards for Atatürk Airport.

Duration of the cards is for one year. Expired airport entrance cards as well as the cards issued for personnel departing from Turkey should be returned to the PDGY.

Airport Entrance Card allows the bearer only to the sections of the airport shown on the card. Airport entrance cards must be used personally and cannot be transferred to other members of the Mission.

Requests for airport entrance cards should be made with a verbal Note to the PDGY in which the name and the position of the staff member should be indicated and two photographs and a copy of ID card should also be attached.

12. DIPLOMATIC OR CONSULAR COURIER BAGS

12.1 Accompanied diplomatic bags

The diplomatic courier has to present a courier letter in English or French indicating her/his status and the number of packages constituting the diplomatic bag. The courier letter should be signed and sealed by the sending authority (Ministry of Foreign Affairs or the Embassy or Consulate General of the related country). No document other than this courier letter is required for the diplomatic bags to be allowed through Turkish customs.

The diplomatic bags having documents and other articles for the official use of Diplomatic Missions should be sealed in a way that they cannot be opened without being noticed.

The diplomatic bags (pouches, bags and boxes) should be of reasonable size and weight (total weight should not exceed 30 kg. per container).

The diplomatic bags belonging to Diplomatic Missions and Consular Posts accredited to Turkey, prepared in accordance with Articles 1.a., 1.b. and 1.c. and Article 27.4. of VCDR, cannot be

detained, opened or scanned through x-ray in accordance with Article 27.3. of VCDR, except cases where the principle of reciprocity with the relevant country is applied.

Accompanied diplomatic bags exchanged between the Embassies and the Consulates-General within Turkey, prepared in accordance with articles 1.a-c. of VCDR, can be sent by airplanes or other transportation vehicles without being opened, detained or scanned through x-ray, except cases where the principle of reciprocity with the relevant country is applied.

12.2 Unaccompanied diplomatic bags coming from or going abroad through cargo services of airlines or other transportation

Unaccompanied diplomatic pouches, bags and boxes of reasonable size, not exceeding 30 kg. , each and sealed in accordance with Article 27/1 of VCDR, can be brought in or sent out of Turkey at one or several expeditions with presentation of courier letter to the relevant customs authorities by an official of the Mission holding a Airport Entrance Card. For each of the diplomatic bags, a separate bill of lading should be presented to the customs authorities.

Diplomatic bags taken from or left at the customs in accordance with article 3.a. of VCDR, cannot be detained, opened or scanned through x-ray, except cases where the principle of reciprocity with the relevant country is applied.

Unaccompanied diplomatic bags (and accompanied diplomatic bags exceeding 30 kg. in weight per container) coming from abroad by airplane or other transportation means, which weigh more than 30 kg per package can be claimed from the customs only upon the presentation of "takrir" indicating the contents, approved by the Turkish Ministry of Foreign Affairs.

For the exportation of the unaccompanied diplomatic bags exceeding 30 kg. per package by airplanes or other transportation means, the relevant Diplomatic Mission should present an original copy of "takrir" indicating the precise definition of the articles, approved by this Ministry, sent in the appendix to a Note Verbal requesting permission for exportation. If the diplomatic pouches include articles bought in Turkey, the original copies of the receipts should be presented to the customs authorities.

The diplomatic bags over 30 kg. per package mentioned at paragraphs "a" and "b" of this article, can be opened under the supervision of the official of the Diplomatic Mission upon the approval of this Ministry, if serious concern about the contents should arise.

Should the accompanied or unaccompanied diplomatic bags arrive by land transport, the vehicle is subject to relevant Turkish rules and regulations and international agreements in effect.

12.3 Diplomatic bags consigned to the captain of a commercial aircraft or sea vessel

Diplomatic bags may be entrusted to the captain of a commercial aircraft or sea vessel by the sending authority. The bag should be dispatched at the cabin of the captain. Such diplomatic bags would be allowed to pass from the customs if the captain holds an official letter indicating the number of packages, signed and sealed by the Ministry of Foreign Affairs of the sending state, prepared in accordance with article 1.b. and are of reasonable size and weight.

The diplomatic bag should be delivered to the official of the Embassy or Consulate-General holding an airport entrance card by the captain or staff of the aircraft or sea vessel at the customs-free area.

The above-mentioned rules and regulations also apply to the diplomatic bags of the representations of international Organizations.

13. OBJECTS OF CULTURAL HERITAGE

Importation and re-exportation of articles of natural and cultural heritage of foreign origin are subject to strict rules and procedures, as stipulated in the Law for Protection of Cultural and Natural Heritage (Published in the Official Gazette No: 28963, dated 23 July 1983).

All objects of cultural heritage (including collections) which may be imported by the diplomatic members with "takrirs" cannot be sold or transferred to any person. They should either be re-exported or donated to State Museums.

The rules for acquisition, sale, transfer, importation and exportation of the cultural heritage of ethnographical nature are defined in the "Regulation on the Cultural Heritage of Ethnographical Nature" (published in the Official Gazette No: 19803, dated 3 May 1988).

Exportation of any item as defined in the following article 3 of the said regulation, acquired in Turkey may be permitted by the customs on the basis of an expertise report, issued by the State Museums.

Article 3: Acquisition, sale and transfer of articles of cultural heritage of ethnographical nature that are not complementary to the museum collections and that have no documentary value and coins from the Sultans of Ottoman period such as Abdülmecit, Abdülaziz, Murat V, Abdülhamit II, Mehmet Reşit V and Vahdettin, are not subject to prior permission and registration.

Members of the Diplomatic Missions and Consular Posts are advised to apply directly to the local state ethnographical museums to obtain expertise reports before exporting any item acquired in Turkey which fall within the scope of article 3 of the aforementioned Regulation and the Law for Protection of Cultural and Natural Heritage No: 2863.

Exportation of items of cultural heritage listed in the following Article 4 of the Regulation is strictly forbidden.

Article 4: All types of articles of cultural and natural heritage that belong to geological, pre-historical and historical period and which have documentary value with regards to geology, anthropology, prehistory, archeology and history of art reflecting the social, cultural, technical and scientific characteristics of their specific period: all articles of cultural heritage of ethnographical nature symbolizing the religious beliefs, customs and traditions of the Turkish Nation up to the end of the Ottoman Empire Period which are rare pieces and complementary to the museum collections with documentary value; other movable cultural assets that belong to the period of National Liberation, Turkish Republic and Atatürk period may not be taken out of country.

14. INSTALLATION OF COMMUNICATION EQUIPMENT

Diplomatic Missions and Consular Posts do not require prior permission for the installation of satellite antennae (receiver only), fax, telex or telephone lines in their premises for the official use of the Missions on the basis of reciprocity.

However, installation of wireless systems (transmitters and receivers) regardless of the capacity of the system is subject to prior permission of the relevant Turkish authorities.

The requests for permission for wireless systems should be addressed to the Ministry with a verbal Note in which the technical specifications of the system, frequencies proposed for use, exact latitudes and longitudes, type, make, model of the equipment, number of the hand and auto receivers etc. must be indicated. Two copies of duly filled, sealed and signed TGM-1 forms should be attached to the verbal Notes as well. Acceptance of reciprocity for the installation of similar systems by the Turkish Missions in the country should clearly be stated in the verbal Note. After permission is granted the necessary equipment can be imported with a "takrir".

For the satellite antennae system which comprises a VSAT system having both receiver and transmitter specifications a VSAT agreement should first be enacted between the relevant Mission and the General Directorate of Turkish Telecommunications (Turk Telekomünikasyon A.Ş. Genel Müdürlüğü) before issuance of the import permission.

The request of the Mission will be evaluated after all the required procedures are fulfilled and a copy of the said agreement together with the completed forms of TGM 25-A, sent as an annex to the Note, are forwarded to the competent authority by the Embassy.

15. ENVIRONMENTAL CLEANING TAX

Diplomatic Missions/Consular Posts and International Organizations are not exempted from environmental cleaning tax (waste collection and sewerage services) as it is not a tax but a specific fee for a service rendered by the municipalities.

16. LEASE, PURCHASE, SALE AND OTHER ACQUISITION OR DISPOSITION OF REAL ESTATE BY DIPLOMATIC/CONSULAR MISSIONS AND INTERNATIONAL ORGANIZATIONS

16.1 Approval Requirement

All Missions shall notify the Ministry prior to a proposed lease, purchase, sale, or other acquisition or disposition of real property in Turkey by or on behalf of a Mission and shall request the consent of the Ministry.

This requirement applies to properties acquired for chancery or residential use by the foreign government for its Diplomatic Missions in Ankara and Consular Posts in Turkey.

In addition to the lease or purchase of new property, proposals for the alteration, renovation, addition, or change in use, of existing properties are also considered acquisitions and must be submitted to the Ministry for its perusal.

Missions are encouraged to notify the Ministry's Protocol Department (PDGY) of proposed acquisitions as early in the process as possible. Missions who benefit from the Ministry's experience and advice in the early stages of an acquisition may avoid unnecessary financial or legal complications.

16.2 Procedure

The review process is initiated by the delivery of a diplomatic note to the Protocol Department of the Ministry. The note shall include:

- The exact address of the property, including apartment or suite number,
- The proposed use of the property, i.e., chancery, chancery annex, consulate, residence,
- The method of acquisition, i.e., purchase, lease (including lease term), alteration, expansion,
- A copy of the title deed (tapu senedi).

Properties acquired by Foreign Missions for diplomatic or consular purposes are to be used in their entirety for the prescribed purposes. Property approved for diplomatic or consular use should not be used by other government offices, or leased or otherwise put to commercial use, even in part, without the express consent of the Ministry.

16.3 Property for Chancery Use

For chanceries or chancery annexes located in Ankara, the Protocol Department is responsible for determining whether a proposed site is acceptable, or whether the expansion or alteration of an existing chancery complies with local building codes and regulations. Security situation of the property is also an important issue in the decision process. A property reported by the security authorities as risky or having too many security shortcomings will not be approved by the Ministry.

The following information is provided to assist Missions that intend to acquire new chancery space or expand existing chanceries in Ankara.

Requirement for an Occupancy Permit: All foreign Missions are required to obtain an occupancy permit from the Municipality before a building or office may be occupied as a chancery or chancery annex. Therefore, in addition to a contingency for Protocol Department approval as discussed above, the execution of a purchase contract or lease agreement for a chancery should also be subject to the issuance of a Certificate of Occupancy from the Municipality.

Zoning Approval Process: Depending on the location of the property, the occupancy permit may be issued as a matter of right or only after the chancery use has been reviewed and approved by the Municipality.

Expansion or alteration of existing properties: Depending on the scope of the project, the expansion or alteration of an existing chancery property may also be subject to review and approval by the Municipality. Missions are required to obtain all appropriate building permits and to substantially comply with all local building codes and regulations.

Permits will not be issued by the Municipality without the written concurrence of the Protocol Department. Private contractors should be informed that applications for building and construction permits in Ankara, together with one copy of supporting plans, must first be submitted to the Protocol Department for review and transmitted to the appropriate local authority.

The information provided above is not exhaustive, and Missions are cautioned to fully explore the zoning and land-use implications of a particular property acquisition or renovation project in Ankara before concluding any contract or agreement.

For locations in other cities than Ankara, a Mission must comply with the zoning and land-use laws and regulations and permit requirements applicable in the local jurisdiction. Once a Mission has complied with the notification and review process and the location is not disapproved by the Protocol Department, the Mission is encouraged to hire legal counsel to assist in its settlement to a new location.

16.4 Property for Residential Use

All apartment buildings or houses leased or purchased by Foreign Missions for residential use by members of the Mission are subject to the approval of the Ministry.

The purchase and use of residential properties should comply with the applicable laws and regulations of the local jurisdiction. And as with properties for chancery use, the alteration or expansion of such properties is subject to the prior notification requirements of the Department and to compliance with local building codes and regulations. Security situation is also an important part of the decision process.

16.5 Property for Consular Use

The approval requirement also applies to the purchase, sale, lease, alteration, expansion, or change of use of consular properties, office or residential, acquired by Foreign Missions in Turkey.

The Protocol Department advises consular posts providing written notification and approval request for property transactions to the Ministry through their Embassies.

In addition to the approval requirements, consular properties are subject to the building and land-use laws and regulations of the local jurisdiction, including permit requirements. It is the responsibility of the Missions and their consular posts to be informed of and comply with the regulations of the jurisdiction in which they are located. Inasmuch as failure to comply with local laws could result in legal or financial complications for a consular post, Missions are encouraged to notify the Ministry, and consult with the Protocol Department, regarding a particular project at the earliest possible date.

16.6 Property Tax Exemption

16.6.1 Diplomatic Properties

Based on VCDR, customary international law, and bilateral agreements, foreign governments are entitled to exemption from real estate taxes on properties owned by the government and used by its diplomatic mission. Such properties include chanceries and chancery annexes, and the residences of the Chiefs of Mission. Residences occupied by members of the Diplomatic Mission accredited to Turkey may also be granted exemption based on reciprocity. Exemption is limited to those real estate taxes for which the Mission is otherwise legally obligated to pay.

The Chiefs of Mission are kindly reminded that any portion of property which is not used for diplomatic purposes of that sending State will not benefit from tax exemption or inviolability.

The procedure for obtaining exemption for properties in Ankara is as follows:

Recordation Taxes: Based on the purchase price of a property, the tax is normally paid by the purchaser at the time the new title is officially recorded by the local jurisdiction.

The Mission must submit a written request to the Protocol Department requesting exemption from the recordation tax and informing that Department of the proposed property settlement date.

If the Protocol Department agrees that the property is entitled to exemption, a letter to the appropriate taxing authority will be prepared and returned to the Mission for presentation at settlement. The request from the Protocol Department is normally sufficient to exempt the Mission from paying the recordation tax.

Transfer Tax: Based on the sales, price of a property, the tax is normally paid by the seller at the time a property is sold. If a Foreign Mission is the seller, the same procedure applicable to recordation taxes should be followed.

Property Taxes: Based on the value of a property, the tax is paid annually by the owner of the property.

Subsequent to the settlement of the contract between the Foreign Mission and the seller, and the recordation of the deed by the Mission, a diplomatic note should be sent to the Protocol Department requesting exemption from property taxes. The note should include the address of the property, the date the deed was recorded, and reference to any earlier Ministry notes regarding the purchase.

If exemption is appropriate, the Protocol Department will submit a request for property tax exemption directly to the taxing authority.

The taxing authority will grant property tax exemption as of the deed recordation date. Although the authority may require several weeks or longer completing the processing of an exemption request, the effective date of the exemption will be retroactive to the date the deed was recorded.

The Chiefs of Mission are kindly reminded that exemption from taxation does not include exemption from fees separately stated on a property tax bill which relate to specific services to the property. Typical examples of such services include utilities, water and sewerage and refuse collection.

16.6.2 Consular Properties

Based on the Vienna Convention on Consular Relations, foreign governments are entitled to exemption from real estate taxes on properties which are owned by the government and used as a consulate or as the residence of the career head of a consular post.

The procedure for obtaining exemption for such properties is the same as in Ankara.

17. PROCEDURE TO ACQUIRE DIPLOMATIC PARKING IN ANKARA

The review process is initiated by the delivery of a letter or diplomatic note to the Protocol Department requesting reserved on-street diplomatic parking in front of a chancery, chancery annex or residences.

The Protocol Department will transmit the request to Ankara Traffic Services Board for review. The process takes approximately two months.

If approved, diplomatic parking signs will be installed on the curb in front of or along side any chancery or chancery annex or residence for a predetermined distance, depending on the frontage of the occupied building. The signs will include the name of the Embassy.

If a chancery office consists of leased space in a commercial building, the Embassy must forward with its request, a written permission from the building's owner or Management Company giving approval for diplomatic parking to be designated in front of its building.

18. PETS

Pets may be brought to Turkey provided that they have been vaccinated (for dogs: rabies, distemper, parvo, hepatitis, leptospirosis; for cats: rabies and other epidemic diseases). International Veterinary Health Certificate; Identity Card; Vaccination Card; and CITES certificate (Convention on International Trade in Endangered Species of Wild Fauna and Flora) for the pets in the framework of CITES are required. Vaccination against rabies should be done minimum one month prior travel and the immunity time should not expire.

Important note: In order to avoid customs duties, Mission members should bring their pets accompanied. Pets sent to Turkey without its owner are subject to customs duties.

19. LIMITS OF IMMUNITIES AND PRIVILEGES

19.1 Beginning and End of Privileges and Immunities

The beginning and end of privileges and immunities are governed by Articles 10 and 39 of VCDR and Articles 24 and 53 of VCCR.

19.2 Criminal and Administrative Offences

In accordance with Article 41 of the VCDR, members of Diplomatic Missions and their families are expected to respect the laws and regulations of Turkey. The VCDR clearly points out that the purpose of these diplomatic privileges and immunities was not to benefit individuals, but to ensure the efficient performance of the functions of Diplomatic Missions as representing States. This very important aspect of the VCDR therefore places a special obligation on those who enjoy the privileged status and treatment which the VCDR provides; not least, they need to exercise their privileges with discretion and should not rely on their immunity, particularly when dealing with non-privileged persons with whom disputes may occasionally arise, and which cannot be resolved in the normal way by reference to a court of law. Diplomatic immunity in no way absolves members of Diplomatic Missions or their families from their duty to obey the law.

If members of Diplomatic/Consular Missions or members of their families commit an administrative or criminal offence, the judicial authorities will inform the Ministry through Ministry of Justice of the outcome of their investigations into the matter. All administrative and criminal offences committed by members of Diplomatic Missions or Career Consular Posts in Turkey are recorded at the Ministry, which will, bearing in mind the severity of the offence, give careful consideration to the measures to be taken.

19.3 Traffic Offences

The Ministry acknowledges that the great majority of members of the Foreign Mission community operate motor vehicles responsibly and in compliance with traffic laws and regulations. However, when cited for traffic violations, it is important that mission members take the appropriate and necessary steps to resolve such offences. The Chiefs of Mission are kindly reminded that the Ministry's traffic violations policy is based on the principle that persons enjoying privileges and immunities in Turkey are nevertheless obliged to respect Turkish laws and regulations.

When members of staff of Foreign Missions are cited for traffic offences, the Protocol Department notifies the alleged offender's mission of the incident. The Ministry neither intervenes with the police to contest cited violations on behalf of persons with immunity, nor does it have the authority to dismiss violations.

Staff members of the Missions will continue to call traffic police officers in case of car crashes. "Accident Reports for accidents resulted with economic loss" practice started as of 1 April 2008 does not cover vehicles with diplomatic/consular plates.

It is helpful to note that traffic violations typically are divided into two types: prepayable and must appear.

19.3.1 Prepayable Violations

Prepayable violations are relatively minor traffic infractions that do not require a court appearance and can be resolved by satisfying a set fine, usually indicated on the citation itself. Should a mission or family member be cited for such an offense, the Ministry expects the violation to be resolved with one of the following methods:

19.3.1.1 Pay the Scheduled Fine Associated with the Violation

19.3.1.2 Contest the Violation in Court

If a mission or family member believes the citation was issued unjustly, they are expected to obtain the necessary waivers from the sending State and contest the violation on its merits in court. If a mission member intends to contest a violation, the mission must inform the Protocol Department (PDGY) in writing, before the scheduled hearing date so that the Department can notify the court. In such cases, the Department will abide by the disposition of the court. Additionally, the Department expects an alleged offender to satisfy any fines imposed by the court, as well as to comply with any probationary conditions stipulated by the court in its disposition of the case.

19.3.1.3 Claim Immunity from Jurisdiction

The Ministry kindly reminds the Chiefs of Mission that it has no authority to adjudicate, modify, or cancel fines associated with traffic violations. The Ministry therefore urges mission and family members who believe they have been cited unjustly to contest citations. If a mission member cannot appear in court to adjudicate a violation, the Ministry expects the fine to be satisfied or a claim of immunity be presented in the form of a diplomatic note to resolve the matter.

19.3.2 Must Appear Violations

A motor vehicle law violation that requires a court appearance is commonly referred to as a must appear offense. The citation issued for this type of violation, does not automatically impose a fine that a mission member can pay in lieu of a court appearance. Rather, due to the seriousness of the offense, adjudication is required and the individual is cited and summoned to appear in court.

Some common examples of must appear traffic offences include: reckless driving; driving under the influence (DUI) of alcohol or drugs; driving while intoxicated (DWI); driving without a valid license or driving while under a driving privilege suspension.

Should a mission or family member be cited for a violation that requires a court appearance, once the Protocol Department (PDGY) is notified of the charge, it formally will request a waiver of immunity in each case to allow local adjudication of the matter. The Protocol Department expects the violation to be resolved by one of two ways:

19.3.2.1 The Sending State Grants a Waiver of Immunity

As with the prepayable violation, upon receiving a written waiver of an alleged offender's immunity prior to the scheduled court date, the Protocol Department will notify the court. The Protocol Department will abide by the disposition of the court. Again, the Department expects an alleged offender to satisfy any fines imposed by the court, as well as to comply with any probationary conditions stipulated by the court in its disposition of the case.

19.3.2.2 The sending State Declines a Waiver of Immunity

Upon receiving a written denial from the sending State prior to the scheduled hearing date, the Department (PDGY) will certify to the court that the mission or family member is immune from its jurisdiction and cannot appear for the hearing. The Ministry may require that individual's departure from Turkey if his or her record indicates a serious disregard for Turkish Law and public safety.

19.3.3 Alcohol Related Driving Offences

Alcohol-related driving offences present a particularly serious threat to public safety. Accordingly, in the case of a first-time DUI or DWI offense, which does not involve death or personal injury to another, it is the Protocol Department's policy to request a mission or family member's immunity be waived to permit adjudication in accordance with national law.

Should the sending State waive immunity to allow adjudication, the Protocol Department will abide by the court's disposition of the DUI or DWI charge. Should the individual be found guilty of the charge, the Protocol Department expects the mission member to satisfy any fines imposed by the court, as well as to comply with any probationary conditions, such as a period of driving suspension stipulated by the court in its disposition of the case.

Chiefs of Missions are kindly reminded that the Ministry takes very seriously allegations of alcohol-related driving offences presented in official police reports. Consistent with the Ministry's deep concern regarding the potentially tragic consequences presented by alcohol-related driving incidents, should a mission or family member be involved in a second DWI or DUI offense, it is the Ministry policy to require that individual's departure from Turkey.

19.3.4 Serious Offences

Serious motor vehicle offences include the crimes of DWI or DUI, and reckless driving, where those crimes result in death or personal injury to another person. In the case of a serious offense, if the Ministry's request for a waiver of immunity is declined by a sending State, it is the Ministry's policy to require the alleged offender to leave Turkey. In an exceptional case, the Ministry may require a

mission or family member to leave, even if a waiver is granted and the offense is adjudicated in Turkey.

Additionally, should a mission or family member be cited repeatedly for lesser driving offences, the accumulation of which evidences a serious disregard for Turkish law and public safety, the Ministry may require the individual's departure from Turkey.

The Ministry again acknowledges that the vast majority of the members of staff of foreign Missions obeys traffic laws and operates motor vehicles safely. Nonetheless, when cited for traffic infractions, it is important that mission and family members take one of the available steps necessary to resolve the offense. Should a violation remain outstanding, administrative and judicial consequences may automatically follow without prior notification to the Ministry by local authorities. Such consequences may include the loss of driving privileges; an adjudication in the alleged offender's absence, resulting in costly fines; or, particularly in a must appear case, the issuance of an arrest warrant for failure to appear in court. In order to help prevent such unfortunate consequences from occurring, the Ministry urges the Chiefs of Mission to advise their members to notify the Protocol Department (PDGY), whenever they are cited so that the appropriate steps are taken.

19.3.5 Using Flashing Body Lights or Emergency Lights

As it is known, only the vehicles (police cars, ambulances, fire department vehicles, e.t.c.) having a priority passage in the traffic can carry and use flashing body lights or emergency lights. It is strictly forbidden the usage of such lights by the vehicles other than mentioned in the relevant regulation.

19.4 Private Law Offences

It is the responsibility of all the Missions and their members to pay rents and public utility charges (electricity, water, gas, bank credits, telephone etc.) on their chanceries and residences by the due date. If the Missions and their members sign a contract with non-privileged persons and organizations in accordance with the Turkish Law, they are required to comply with legal obligations arising from the contract. In any case, if one of the parties is a Turkish national person or organization, they have the right to apply to judicial bodies even if the contract appoints another country's court for legal conflicts.

Article 49 of the Law (number: 5718 dated 27.11.2007 published in the Official Gazetta dated 12.12.2007 edition: 26728) on International Private Law clearly states that "in cases of legal conflicts stemming from private law relations, foreign countries do not enjoy juridical immunity and in such kind of legal conflicts notification (tebligat) can be made to the diplomatic representative of the foreign country". Although the notification

(tebligat) should be made to the Missions through the Ministry of Foreign Affairs, the Ministry has no legal right to interfere in the court proceedings. In such cases the Ministry strongly recommends all Foreign Missions to make their objections timely and to follow the legal procedures directly or through a legal representative (attorney).

19.5 Labor Law Offences

As the labor law offences involving Foreign Missions have been gradually increasing, the Ministry especially refers to its circular Note no: 429252 dated 12 October 2006. The Ministry reminds that the labor relations between the Foreign Missions and their locally employed (contracted) personnel-Turkish nationals or third country nationals with a residence permit in the country- are ruled by the Labor Law No: 4857 dated 22.05.2003 (issued in the Official Gazette edition: 25134 dated 10.06.2003) and International Private Law Article 44 and all other legal instruments related to it.

Missions are expected to observe the rules and procedures of the relevant Turkish Labor Law. The Ministry reminds that, in case of a legal disagreement or dispute on a labor issue concerning Turkish nationals or third country nationals residing in Turkey, Missions have no legal immunities (International Private Law No:5718 Articles 44 and 49). It is strongly recommended that Missions should follow the court cases against them closely and interfere timely and defend themselves directly or through a legal representative. Compensations decided by the labor courts should be paid by the Missions without further delay.

19.6 Notification (Tebligat)

Notification (Tebligat) to the Foreign Missions is made in accordance with the Article 45 of the Turkish Regulation on Service (Tebligat Tüzüğü, date of Council of Ministers : 20.8.1959, No: 4/12059, published in the Official Gazette dated 11.9.1959, No: 10303) based on the Law for Service of Documents (Tebligat Kanunu) dated 11.2.1959, No: 7201.

In case of legal complaints or invitation to courts, notification to Diplomatic/Consular Missions and International Organizations must be made through the Ministry. In cases when documents are served directly to the addresses of the Foreign Missions, such notification (tebligat) should not be accepted or in case it is delivered to the Foreign Missions, it should be forwarded to the Ministry.

When the Foreign Missions decline to confirm that they received the notification (tebligat) document attached to the Ministry's Note, the date of the verbal Note which notification (tebligat) document was attached shall be considered as the date that the service is affected by the relevant mission.

After receiving a notification, a petition of reply (cevap layihası) should be submitted within 10 days (or other period permitted by law) to the relevant court by the mission directly or through a legal representative.

20. ENGAGEMENT OF THE SPOUSES AND DEPENDENT CHILDREN OF DIPLOMATS IN GAINFUL OCCUPATION

20.1 General

The spouses of the staff members of the Diplomatic Missions and Consular Posts in Turkey are subject to the following requirements regarding employment in gainful occupation.

* The acknowledgement of the reciprocity by the relevant Embassy.

* The Embassy must send a verbal Note to the Protocol Department (PDGY) notifying that in accordance with the VCDR and VCCR it waives the diplomatic or consular status of the concerned spouse, comprising all the related diplomatic privileges and immunities.

* It is within the sole authority of the Ministry to grant or deny a work permit to the applicant in view of its established policy and on the basis of reciprocity.

If the Ministry finds the request favorable then the case is referred to the Ministry of the Interior or other relevant institutions (State Planning Organization-DPT or Higher Education Board-YÖK) for further evaluation of the work and residence permit. Different regulations are applied for diverse sectors of employment. In case of employment by a Turkish firm, the firm should ask an authorization from the relevant Turkish authorities in line with the regulations for the employment of foreign nationals.

* The Ministry informs the Mission and the concerned Turkish institution when the work permit is granted. The spouse concerned may begin to work after obtaining the work permit.

* The necessary work and residence permits (maximum two years) should be obtained through the intermediary of the Ministry.

* Following the issuance of the work and residence permits, diplomatic or consular ID cards, VAT cards and diplomatic license plates should be returned to the Ministry.

* The spouses of diplomats arriving in Turkey are granted diplomatic status without taking into consideration the category of their passports. In case of employment, the spouses are subject to general regulations applicable for foreigners pertaining to work, visa, travel and residence.

20.2 Concluding Bilateral Employment Agreement/ Exchange of Letters

Bilateral Employment Agreements or Exchange of Letters could be concluded regarding gainful employment of spouses and unmarried dependent children of diplomatic agents, administrative and technical staff, under a certain age, at specified jobs without waiving diplomatic immunities and privileges, on the basis of reciprocity and in accordance with laws and regulations that permit employment of foreigners. In such cases, family members are subject to civil and administrative law and fiscal and social security regimes of the receiving state with regard to gainful employment.

21. VIP LOUNGES

The Protocol Department (PRGY) will make the arrangements for the use of VIP lounges for Head of Missions and the visiting delegations. On the basis of reciprocity utilization of VIP Lounges may require a certain fee.

Spouses and children of Head of Diplomatic Missions are not entitled to use VIP Lounges unless they are accompanying the Head of Mission on a trip.

The request forms for the utilization of the VIP Lounges should be filled and sent to the Protocol Department (PRGY) attached to an official Note at least 24 hours prior to the trip.

For the VIP Lounge issues please refer to the Ministry's Circular Note No: PRGY/220261 dated 30.07.2007.

22. PROTECTIVE SECURITY MEASURES

The Turkish government is committed to fulfilling its obligations under international law to provide, if deemed necessary, appropriate protective security measures for the members and premises of Diplomatic Missions and Career Consular Posts. The Missions' questions and requests on security protection should be addressed to the Ministry's Deputy Directorate General of Protocol (PDGY).

In cases of emergency, in order to establish direct and swift communication with the Missions, the Ministry requests from the Missions to inform the name and telephone numbers of a liaison person who can be reached on 24 hour basis. It will be appreciated if the Missions continue to update the information of liaison persons.

23. PRIVATE SECURITY SERVICES

On the basis of the reciprocity, the Foreign Missions in Turkey shall provide private security services from private security companies in Turkey.

If the private security staff will be located outside of the Mission premises, permission from the Ankara Governorship through the Ministry should be obtained.

If the private security staff will be located inside the Mission premises, no permission is required. However, the Ministry shall previously be informed by a notification.

Information on private security matters can be found in the Ministry's Circular Note No: 355251, dated August 20, 2007. The permission form to be used to obtain the private security services can be found in the Form Bank.

24. LIST OF THE DIPLOMATIC CORPS

PDGY publishes the diplomatic and consular lists of the Embassies and the Consulates General as well as the lists of the International Organizations interactively on the Web Site of the Ministry (www.disisleri.gov.tr/mfa) under the "Protocol Topics" (Holders of the 1st category ID cards only). Information on Consular Posts, Honorary Consulates and International Organizations are also shown in the Ministry's web page.

All Foreign Missions are requested to inform the PDGY regularly about the changes which may occur in the lists and possible corrections through e-mail (pdgy@mfa.gov.tr) or fax (292 27 22).

25. CONTACTS AND LINKS

Ministry of Foreign Affairs (MFA) : www.disisleri.gov.tr
MFA Switchboard : 292 10 00
MFA Duty Officer (out of Office Hours) : 292 10 87- 88 Fax: 287 75 59

Directorate General of Protocol (PRGM) :2921194

Deputy Director General of Protocol
(PRGY- Ceremonies and Visits) : 292 11 92
Arrival and Departure Arrangements
for Heads of Mission and Visits : 2922373-2921211-2922374-2921204
VIP Lounge Requests : 2921198
Fax : 292 27 36

Deputy Director General of Protocol
(PDGY-Privileges and Immunities) : 292 21 08
Security : 292 20 93-292 23 01-292 21 60
ID Cards : 292 21 04-292 21 05-292 21 06-292 20 24

Traffic tickets, private servants	: 292 2095
Diplomatic cars	: 292 21 01-292 21 02
Tax, firearm permissions, airport cards	: 292 20 99
Notice of defendants (tebligat)	: 292 23 77
E-mail	: pdgy@mfa.gov.tr
Fax	: 292 27 22
Ankara Palas	: 505 42 43-505 42 44
MFA İstanbul Representative	: (212) 323 10 42-43 Fax: (212) 323 10 44-45

26. MINISTRY OF FOREIGN AFFAIRS WIVES' ASSOCIATION (DMEDD)

DMEDD was established in 1981 by the wives of the members of the Ministry of Foreign Affairs. It has achieved the status of "Association for Public Interest and Aid" in 1984.

The primary aim of the Association is to support students and women in need of financial assistance and provide fiscal and material help to educational and social institutions by raising a wide range of funds to the best of its capacity.

Another aim of the association is to help new members of the Foreign Missions in Ankara and introduce them to the ways of life in our country by organizing cultural and social events. It is a pioneering association in Ankara in creating mutual understanding and cooperation between our foreign guests and the Turkish community in a friendly and casual atmosphere.

DMEDD organizes various cultural and social activities to achieve its aims. Some of these activities are as follows:

- Conferences about Turkish art and archeology, etc.
- Courses and lessons on various subjects and hobbies,
- Various activities like tree planting, conferences and multi-vision shows on ecological matters,
- Trips to different regions in Turkey and abroad,
- Gastronomy luncheons, bridge parties, fashion shows, concerts, talent shows, bazaars, tea parties, etc. Some organized in cooperation with the foreign Missions,
- Painting exhibitions,
- Printing and selling of postcards and calendars,
- Social gatherings among ladies of the Ministry to discuss various subjects on solidarity, improvement of career conditions, etc.

DMEDD provides scholarships to many students all over Turkey. It supports the daycare center of the Ministry, sends educational and play material and clothing material to schools and orphanages in

various regions, opens and makes donations to some aid campaigns. DMEDD has built a girls' student house in Erzurum in 1985-86 and has equipped two children's clinics.

DMEDD accepts donations besides raising money in various ways and informs the donors about where these donations are channeled to.

DMEDD received a "Badge of Gratitude" from H.E. Mr.Süleyman Demirel, the President of Turkey, in 1996.

Address : 461.sok. No: 3/2 Ladin Apt. Kızılırmak Mah., Çukurambar/Ankara

Telephone : (312) 284 93 72

Fax : (312) 284 97 42

27. TURKISH LANGUAGE COURSES

TÖMER (Türkçe Öğretim Merkezi) of Ankara University provides Turkish language courses in Ankara, Istanbul, İzmir and other cities.

TÖMER offers basic, intermediate and advanced Turkish courses.

Detailed information about TÖMER may be obtained from the following web page and addresses.

www.tomer.ankara.edu.tr/english

Ankara Center and Branches

GMK Bulvarı No: 84 06570 Maltepe Telephone: 232 66 34

Ziya Gökalp Cad.No.18 Kızılay Telephone: 434 30 90

Tunalı Hilmi Cad.No.97 Telephone: 468 70 63

İstanbul Center

Katip Çelebi Mah. Tel Sok. No: 47 Taksim

Tel (212) 249 16 48-49

İzmir Center

Kıbrıs Şehitleri Cad. No: 55 Alsancak Telephone: 0 232 464 05 44/47

Başkent Halk Eğitim Merkezi Müdürlüğü

Hoşdere Refik Belendir Sok.

No: 50/52 Çankaya/Ankara

Tel: 439 39 24

Fax: 439 39 25

E-mail: baskenthem@meb.gov.tr

28. USEFUL INFORMATION

28.1 USEFUL DIRECTORY NUMBERS

Fire	110
Ambulance	112
International Operator	115
Directory Inquiries	119
Telephone Repairs	121
Payphone Repairs	122
Telex Repairs	123
Radio-TV Repairs	125
Cable TV Repairs	126
Intercity Operator	131
Pager	133
Answering Service	134
Traffic Inquiry	154
Police Emergency	155
Gendarmerie Emergency	156
PTT Information	161
Health Inquiry	184
Water Repairs	186
Gas Repairs	187
Funeral Service	188
Postal Code Inquiry	199

28.2 HOSPITALS

Ankara University Hospital	319 21 60
Atatürk Thoracic Surgery Hospital	355 45 59
Bayındır Ankara Hospital	287 90 00
Bayındır Kavaklıdere Hospital	428 08 08
Çağ Hospital	430 08 08
Çankaya Hospital	426 14 50
Demet Hospital	332 43 47
Dr. Sami Ulus Pediatric Hospital	317 07 07
Gazi University Hospital	202 44 44
Güven Hospital Telephone:	468 72 20
Hacettepe University Hospital	310 35 45
İbni Sina Hospital	310 33 33
Numune Hospital	309 34 16
Ankara Maternity and Gynecology Hospital	322 01 80
Ankara Eye Hospital	317 05 05
Zübeyde Hanım Maternity and Pediatric Hospital	316 51 34

28.3 AMBULANCE SERVICES

Adacan Ambulance	434 08 06 - 434 08 58
Ankara Private Ambulance	431 75 75
AS Ambulance	311 15 15
Atatürk Sanatorium Hospital Ambulance	355 21 20 / 270
CAN Ambulance and Health Services	310 14 14 -310 07 77
Dr. Muhittin Ülker Emergency Aid and Traumatology Hospital Ambulance	287 24 00
Dr. Sami Ulus Pediatric Hospital Ambulance	317 07 07 / 190
Etimesgut Hospital Ambulance	244 49 49 / 206
Gensan Private Ambulance Service	311 33 24
Hayat Ambulance	320 13 33 -320 4 222
Hızır Acil	112
Müftüoğlu Private Ambulance	311 10 75
Numune Hospital Ambulance	310 30 30 / 1721
Oncology Hospital Ambulance	336 09 09 / 147
Vatan Ambulance Service	3635972
Yaşam Ambulance	343 84 80 - 397 34 44

28.4 TRANSPORTATION

Esenboğa Airport	398 00 00
State Railways	311 06 20
Turkish Airlines	468 73 40
Turkish Airlines Reservation	428 17 00

28.5 MUSEUMS

Anatolian Civilizations Museum	324 31 60
Atatürk Mausoleum-Anıtkabir	231 79 75
Atatürk's House	211 01 70
Museum of Republic	310 53 61
Railway Museum	309 05 15
Ethnographical Museum	311 95 56
Gordion Museum	628 21 88
Aviation Müzesi	310 72 80
Museum of the War of Independence	310 71 40
Mehmet Akif Ersoy's House Museum	305 21 44
MTA Nature and History Museum	287 34 30

28.6 PLACES OF INTEREST

Citadel of Ankara
Augustus Temple
Gordion (Yassı Höyük)
Julianus Column
Kalecik Castle
The Roman Baths

28.7 RECREATIONAL PLACES

Çankaya Municipality Ahlatlıbel Facilities
(İncek Road, 14 km from Ankara) 4341546-4341547
Altın Park (Aydınlıkevler) 317 96 96
Atatürk Orman Çiftliği (Gazi Mahallesi)
Ayaş Kaplıcaları (80 Km from Ankara)
Bayındır Dam (12 Km from Ankara)
Beynam Ormanları (Bala)
Beypazarı
Botanik Park (Cinnah Cad.)
Çamkoru (110 Km. along the İstanbul Highway)
Çamlıdere Dam (108 Km from Ankara)
Çubuk Dam (12 Km from Ankara)
Dikilitaş Pond (Haymana)
Dutlu Tahtalı Kaplıcası (15 km from Beypazarı)
Elmadağ Mountains (Winter sports 18 km from Ankara)
Eymir Lake (Gölbaşı)
Gençlik Parkı (Ulus)
Göksu Parkı (Eryaman)
Harikalar Diyanı (Sincan) 273 60 04
Haymana Spa
Karağöl (Crater Lake 68 km from Ankara)
Kızılcahamam Spa (Kızılcahamam)
Kirmir Çayı Valley (Güdül)
Kurtboğazi Barajı Dam (56 km on the İstanbul Highway)
Mogan Lake (Gölbaşı)
Soğuksu National Park (Kızılcahamam)

28.8 TOURISM INFORMATION BUREAUS

Ankara Tourism Directorate
Gazi Mustafa Kemal (GMK) Bul. No: 121 MALTEPE
Telephone : 229 26 31 -229 36 61
Operator : 231 67 63 - 64 / 137 - 138
Fax : 229 36 61

Ankara Cultural Directorate
Anafartalar Cad. No: 67 Eski Adliye Ulus
Telephone : 312 35 25 - 324 05 76 - 310 68 18

Ankara Tourism Information
G.M.K Bul. No: 121 MALTEPE
Telephone : 231 55 72 - 288 61 66
Faks : 231 55 72

Esenboğa Tourism Information
Esenboğa Hava Limanı Dış Hatlar
Gelen Yolcu Salonu
Telephone : 398 03 48
Operator : 398 00 00 / 1578

28.9 TOURISTIC SOUVENIRS SALES

DÖŞİM Shops:
Mithatpaşa El Sanatları Satış Mağazası
Mithatpaşa Cad. No: 18
06420-Kızılay-ANKARA
Telephone : 0312 430 36 42

Maltepe El Sanatları Satış Mağazası
Gazi Mustafa Kemal Bulvarı No: 121
06410- Tandoğan-ANKARA
Telephone : 0312 231 63 10

28.10 SPORTS FACILITIES

19 Mayıs Swimming Pool and Tennis Court	312 46 51
100. Yıl Indoor Swimming Pool	229 54 68
Ankara Alpinism and Winter Sports Club	329 14 47
Ankara Golf Club	490 32 55
Ankara Riding Club	213 21 92

Ankara Tennis Club	310 71 74
Avenue Club/Pool, Beştepe	222 80 22
Club Mirador, TED Koleji altı Ahlatlıbel	491 66 70
Dynamic Sport Center, Meksika cad. 50 Ümitköy	236 12 36
Kavaklıdere Tennis Club	427 14 73
Kurtuluş Park Open Ice Ring	431 92 02
My Garden, Konya Yolu Gölbaşı 4. km.	484 42 15
Sports International, Bilkent 1. cadde	266 71 00
Tele-Ski and Elmadağ Skiing	4992216
Turkey Jockey Club	212 46 61
Yaşar Doğu Sports Hall	309 21 00

28.11 CONCERT HALLS-CULTURAL CENTERS

Ankara Jazz Club	427 03 07
Atatürk Cultural Center	342 10 10
Bilkent Symphony Orchestra Concert Hall	266 43 82
Opera Building	324 22 10
Presidential Symphony	311 26 45

28.12 THEATRES

Büyük Theatre	324 22 10
Küçük Theatre	311 11 69- 311 11 69
Şinasi Sahnesi	467 17 44
Akün Sahnesi	427 19 71
Altındağ Theatre	316 59 02
Ankara Masal Theatre	342 06 59
Ankara Art Theatre	417 76 76
Ankara Comedy Theatre	231 59 69
Bahçeli Art Center and Cafe	212 18 78
Başkent Theatre	310 77 11-312 40 25
Bilkent Theatre	266 42 30
Büyük Theatre	324 22 10
Çan Theatre	431 95 66
Çankaya City Hall Theatre	467 40 82
H.Ü. Oda Theatre	212 62 10-11
İrfan Şahinbaş Atölye Sahnesi	397 30 24-397 33 62
Küçük Theatre	311 11 69
Mahir Canova Sahnesi	285 09 81
Mithatpaşa Show Center	431 85 15

Nüans Theatre	431 10 98
Oda Theatre	311 11 69
Theatre Tempo	426 72 93
Yeni Sahne	431 38 87

28.13 ART GALLERIES

Akpınar Art Gallery	468 79 60
Altanay Art Gallery	468 30 76
Ankara Devlet Güzel Sanatlar Galerisi	427 38 32
Ankara İş Art Gallery	418 67 97
Ankara Art Gallery	466 23 60
Ankara Toyan Art Gallery	479 90 80
Ankara Art Gallery	311 22 74
Arda Art Gallery	438 72 75
Arel Art Gallery	428 22 55
Armoni Art Gallery	427 35 52
Artı Sanat Galerisi	466 52 83
Atelier Art Gallery	440 50 84
Atelier Art Gallery	437 30 13
Başak Sigorta Art Gallery	417 23 19
Bu & De Art Gallery	447 07 85
Çetinkaya Art Gallery	426 73 30
Dam Bilkent Art Gallery	266 30 60
Dam Art Gallery	427 41 31
Dedeman Art Gallery	417 62 00 / 8860
Devlet Güzel Art Gallery	229 30 37
Doku Ankara Art Gallery	439 78 80
Dost Art Gallery	417 29 01
Emlak Art Gallery	427 38 32
Galeri Ayda	441 99 55
Galeri Boyut	426 37 28
Galeri Gözde	427 03 75
Galeri Sanat Yapım	222 19 06
Galeri Selvin	426 26 58
Galeri Sera	446 27 34
Galeri Siyah Beyaz	467 72 34
Galeri Soyut	418 90 71
Galeri Z	439 94 17
Helikon Art Gallery	441 78 01
Hobby Cafe Art Gallery	215 01 14

İ.M.K.B Ankara Art Gallery	491 52 24
İlayda Art Gallery	441 31 31
İlhan Art Gallery	441 78 01
Kalkınma Bankası Art Gallery	417 53 18
Karaca Art Gallery	418 78 73
Kavaklıdere Art Gallery	426 53 12
Milo Art Gallery	427 71 72
MP Talih Kuşu Art Gallery	418 11 29
N&S Art Gallery	426 02 54
Nü Art Gallery	442 39 55
ODTÜ M. Parlar Vakfı Art Gallery	232 23 00
Piano & Piano Art Gallery	441 95 88
Sanat Yapım Art Gallery	222 19 06
Sevgi Art Gallery	425 48 30
Siyah-Beyaz Art Gallery	467 72 23
SSK Art Gallery	468 28 28
Stüdyo Artist	425 16 80
Şekerbank Art Gallery	425 16 80
T's & G's Art Galeri ve Atölye	468 72 69 - 70
Teku Art Gallery	442 23 63
Toprakbank Art Gallery	427 19 92
Transparan Art Gallery	445 02 10
Turkuvaz Art Gallery	439 14 79
um:ag Art Gallery	417 77 20
Üç Dokuz Art Gallery	427 73 79
Vakko Art Gallery	425 22 85
Valör Art Gallery	437 08 78

28.14 LIBRARIES

Grand National Assembly Library	420 68 40
100. Yıl Kültür Merkezi	310 50 2
National Library	212 62 00

28.15 MOVIE THEATERS

Ankapol	419 39 59
Armada	219 16 00
Büyülü Fener Sineması	212 92 96
Cinemagic	441 17 39
Cinapol	235 45 80

Kavaklıdere Sineması	468 71 93
Megapol	419 44 92
Metropol Sineması	425 74 78
Odeon Cineplex	541 13 33
On	215 34 00
Tepe Sineması	266 16 32

GLOSSARY

MFA	Ministry of Foreign Affairs
VCDR	1961 Vienna Convention on Diplomatic Relations
VCCR	1963 Vienna Convention on Consular Relations
PRGM	Directorate General for Protocol
Chief of Protocol	Director General for Protocol
Protocol Officer	A member of MFA Protocol Department
A.D.C.	Aide de Camp
PRGY	Deputy Directorate General for Protocol (Ceremonies and Visits)
PDGY	Deputy Directorate General for Protocol (Privileges and Immunities)
UKGY	Deputy Directorate General of International Political Organizations
IKGY	Deputy Directorate General of Bilateral Cultural Affairs
EİGY/İEGY	Deputy Directorate General of Bilateral Economic Affairs
VAT	Value Added Tax
SCT	Special Consumption Tax
TAKRİR	Franchise Document
DCTE	Debit Cards with VAT Exemption
DUI	Driving under the influence alcohol and drugs
DWI	Driving while intoxicated

* Please find the copy of the forms mentioned in this text on the English Web Site of the Ministry of Foreign Affairs under Protocol Topics/Form Bank.