Summary

The Turkish Undersecretariat for Foreign Trade has issued the communiqué No. 2009/21, which obligates all Textile and Apparel exporters as well as Raw Cotton exporters into Turkey to provide the Exporter Registry Form. This report outlines the procedure to fill out and have the Exporter Registry Form approved for U.S. textile and apparel companies.

Steps for the Exporter Registry Form Procedure

The Turkish Undersecretariat of the Prime Ministry for Foreign Trade has issued the communiqué No. 2009/21, titled “The Communique regarding the Registry of Textile and Apparel Importing”, effective as of February 1, 2009. Accordingly, for all Textile and Apparel as well as Raw Cotton exports into Turkey, the exporters are obliged to provide information through filling out the Exporter Registry Form and having it approved officially. Below are the required steps:

1) **The Exporter Registry Form needs to be filled out.** A copy of the Form can be found at the end of this Report. Exporter Registry Form can also be downloaded from the web link: [http://www.itkib.org.tr/ithalat/dosyalar/INFORMATION_ON_EXPORTER_REGISTRY_FORM_2010_1.doc](http://www.itkib.org.tr/ithalat/dosyalar/INFORMATION_ON_EXPORTER_REGISTRY_FORM_2010_1.doc)

   Confidential company information can be marked “Confidential” on the Exporter Registry Form.

2) **The Exporter Registry Form then needs to be authenticated (signed and sealed) by a competent authority, such as the exporter's local Chamber of Commerce, which also issues documents such as certificates of origin. It is also possible to have the Exporter Registry Form authenticated by another competent authority, which is defined as “legal entities, authorized to approve the genuineness of signatures and seals appearing on documents”.

3) **The Exporter Registry Form needs to be officially approved.** There are two alternatives for official approval of the Form:

   Alternative 1:
   - The local Chamber of Commerce approved Exporter Registry Form then needs to be brought/sent to the nearest Turkish Consulate, Consular Services to be approved (legalized). At the end of this Report, you may find the list and contact information of Turkish Consulates in the U.S.A. as well as the states they cover.

   The approval process of the Turkish Consulate takes 2-3 days. When sending, a self-addressed, stamped return envelope or a courier airway bill with company address and
account number on it should be provided in the package, so that the Turkish Consulate can return the approved Exporter Registry Form. The Turkish Consulates recommend documents to use an express mail, DHL, Airborne Express or UPS for the return envelope.

It is advised to check the applicable fee with the Turkish Consulate; however their minimum fee per document approval is US$20. Payments can be made by cash, company check (personal checks are not accepted) or money order, made out to “Turkish Consulate General”.

Alternative 2:

- An Apostille of the Hague can be attached to the Form. The Apostille of the Hague is prepared by the exporter’s State of ... (for example Georgia), Department of the Secretary of State.

4) The filled and approved form needs to be sent to the importer in Turkey who will complete the registration process.

The Exporter Registry Form is valid for one calendar year; however the certifications and approvals are not repeated every year. After the first Exporter Registry Form is sent as above for the first shipment, in the following calendar years, the exporter needs to simply fill out the Form through the website: https://ithalat.ebirlik.org/impws/index_en.jsp
Next steps would be to print the Form, sign and stamp it and send to the importer in Turkey.

Details on how to renew the Exporter Registry Form in the years following the first shipment, can be found at the website of the General Secretariat of Istanbul Textile Apparel Exporter Associations - ITKIB: http://www.ebirlik.org/Default_En.asp

For More Information:

For further questions regarding the Exporter Registry Form, Commercial Specialist Perim Akguner in Istanbul, Turkey can be contacted via e-mail at: Perim.Akguner@trade.gov; Phone: +90-212-335-9197; Fax: +90-212-335-9103; or visit our website: http://www.export.gov/turkey/en
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With its network of offices across the United States and in more than 80 countries, the U.S. Commercial Service of the U.S. Department of Commerce utilizes its global presence and international marketing expertise to help U.S. companies sell their products and services worldwide. Locate the U.S. Commercial Service trade specialist in the U.S. nearest you by visiting http://www.export.gov/eac.

Comments and Suggestions: We welcome your comments and suggestions regarding this market research. You can e-mail us your comments/suggestions to: Customer.Care@mail.doc.gov. Please include the name of the applicable market research in your e-mail. We greatly appreciate your feedback.

Disclaimer: The information provided in this report is intended to be of assistance to U.S. exporters. While we make every effort to ensure its accuracy, neither the United States government nor any of its employees make any representation as to the accuracy or completeness of information in this or any other United States government document. Readers are advised to independently verify any information prior to reliance thereon. The information provided in this report does not constitute legal advice.

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<table>
<thead>
<tr>
<th><strong>EXPORTER REGISTRY FORM</strong></th>
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<tbody>
<tr>
<td>Legal Title*</td>
</tr>
<tr>
<td>Business Title**</td>
</tr>
<tr>
<td>Address*** 1. Line</td>
</tr>
<tr>
<td>Address 2. Line</td>
</tr>
<tr>
<td>Address 3. Line</td>
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<tr>
<td>City</td>
</tr>
<tr>
<td>State/Province/Region</td>
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<td>ZIP</td>
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<td>Country</td>
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<tr>
<td>Phone Number</td>
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<tr>
<td>Fax Number</td>
</tr>
<tr>
<td>URL</td>
</tr>
<tr>
<td>E-mail</td>
</tr>
<tr>
<td>Tax Authority</td>
</tr>
<tr>
<td>Tax Registry Number</td>
</tr>
<tr>
<td>Number of Employee (Yearly average)</td>
</tr>
<tr>
<td>Total Sales in USD (last year)</td>
</tr>
<tr>
<td>Year of Establishment</td>
</tr>
<tr>
<td>Legal (Corporate) Status</td>
</tr>
<tr>
<td>International quality certificates owned and their registry numbers</td>
</tr>
</tbody>
</table>

**Countries products are exported to**

<table>
<thead>
<tr>
<th>Export country(ies)</th>
<th>Product(s)</th>
</tr>
</thead>
</table>

I hereby declare that the information presented above is correct and verifiable.

<table>
<thead>
<tr>
<th>Name, surname and title in the company</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Company stamp and sign of the authorized person</td>
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</tbody>
</table>

**The title that company is registered to.**
**The title appears on invoice.**
**Legal address that headquarters is legally registered.**
TURKISH DIPLOMATIC MISSIONS IN THE U.S.

1) Turkish Embassy, Washington D.C.
Address: 2525 Massachusetts Avenue, N.W Washington, 20008 D.C.
Phone: 202-612-6700 and 202-612-6701
E-Mail: embassy.washingtondc@mfa.gov.tr
Website: http://www.washington.emb.mfa.gov.tr/default.aspx
States Covered: District of Columbia, Maryland, Virginia, and West Virginia.

2) Turkish Consulate General, New York
Address: 825 3rd Avenue, 28th Floor, New York, 10022 NY
Phone: 646-430-6560 and 646-430-6590
E-Mail: consulate.newyork@mfa.gov.tr
Website: http://newyork.bk.mfa.gov.tr/default.aspx

3) Turkish Consulate General, Los Angeles
Address: 6300 Wilshire Blvd., Suite 2010, Los Angeles, 90048 CA
Phone: 323-655-8832 and 323-655-8039 and 323-655-8056
E-Mail: consulate.losangeles@mfa.gov.tr
Website: http://losangeles.bk.mfa.gov.tr/default.aspx

4) Turkish Consulate General, Chicago
Address: 455 N. Cityfront Plaza Dr. (NBC Tower), Suite 2900, Chicago, 60601 IL
Phone: 312-263-0644 and 312-263-1295
E-Mail: consulate.chicago@mfa.gov.tr
Website: http://sikago.bk.mfa.gov.tr/default.aspx
States Covered: Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin.
5) Turkish Consulate General, Houston  
Address: 1990 Post Oak Boulevard, Suite 1300, Houston, 77056-3813, TX  
Phone: 713-622-5849 and 713-622-0324  
E-Mail: consulate.houston@mfa.gov.tr  
Website: http://houston.bk.mfa.gov.tr/default.aspx  
States Covered: Arkansas, Alabama, Louisiana, Mississippi, New Mexico, Oklahoma, Tennessee, and Texas.

6) Turkish Consulate General, Boston  
Address: 31 Saint James Avenue, Suite 840, Boston, 02116 MA  
Phone: 857-250-4700  
E-Mail: consulate.boston@mfa.gov.tr  
Website: http://boston.bk.mfa.gov.tr/Mission.aspx  