



SOCAR TÜRKİYE

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PROCEDURE FOR PERMIT PROCESS FOR SOCAR TURKEY PRIVATE INDUSTRIAL ZONE

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1. PURPOSE

The purpose of the Procedure for Permit Process for SOCAR Turkey Private Industrial Zone ("Procedure") is to determine the methods for creation, coordination and performance of the permit and authorization processes pursuant to the Industrial Zones Law Nr. 4737 and the Industrial Zones Regulation, due to announcement of the area, in which the investments and projects of the SOCAR Turkey Group Companies are available in the Aliaga Peninsula, as the SOCAR Turkey Enerji Anonim Sirketi Special Industrial Zone, and to makes the procedures and principles applicable for such purpose.



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2. SCOPE

This Procedure the duties and responsibilities regulated by the Directorate in order to obtain and carry out the permits, authorizations and certificates, as required within the borders of the OEB, based on the vision, targets and strategies of the SOCAR Turkey Group Companies. Government Relations Group Directorate shall fulfill its duties and responsibilities, along with its units situated in Istanbul, Ankara and Izmir, on a location basis.

3. DEFINITIONS, TERMS AND ABBREVIATIONS

3.1 DEFINITIONS

In respect of the following definitions:

Office of Chief: shall mean the Office of Chief Communications and Government Relations Officer of SOCAR Turkey.

Employee: shall mean the natural persons who are adhere to SOCAR Turkey and/or any of its subsidiaries under an employment contract.

Department: shall mean the unit and/or each unit as established within the organizational structure of the Company.

Directorate: shall mean the Government Relations Group Directorate and/or department employees reporting to the SOCAR Turkey Communications and Government Relations Directorate.

Government Relations: shall mean management of any and all relations of the SOCAR Turkey Group Companies with any and all public institutions and organizations.

Public Institutions: shall mean any and all administrative institutions, who have the legal personality, including the Presidency, the Grand National Assembly of Turkey, all Ministries, affiliated, related and associated organizations of the Ministries, and municipalities, for the purpose of providing the public services.

Ministry: shall mean the Ministry of Industry and Technology of the Republic of Türkiye.

Regulations: shall mean any and all of the applicable legal rules.

Industry: shall mean the industry (industries), in which the Company operates, and which directly or indirectly affect the activities carried out by SOCAR Turkey Group Companies and/or SOCAR Turkey Group Companies, mainly including the petrochemicals, petroleum, natural gas, electricity and liquefied petroleum gases.

SOCAR: shall mean State Oil Company of Azerbaijan Republic.

SOCAR Turkey: shall mean SOCAR Turkey Enerji A.S..

SOCAR Turkey Corporate Culture and Values: shall mean the principles of reliance, agility, inclusiveness, passion, efficiency and responsibility,

SOCAR Turkey Group Companies: shall mean SOCAR Turkey Enerji A.S. and the group of companies consisting of each Group Company (association company).

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Company: shall mean SOCAR Turkey Enerji A.S. and/or any relevant Group Company, where appropriate. **Group Company:** shall mean each subsidiary, as established in Turkey, of SOCAR Turkey Enerji A.S.. **SCR:** shall mean SCR Gayrimenkul A.S. which constitute any of SOCAR Turkey Group Companies.

PMO (Project Management Office): shall mean the SOCAR Turkey department managing the projects.

Bureaucratic process: shall mean any and all processes carried out by the public institutions under the permit, license and authorization transactions.

Consultant company: shall mean any legal person, who is specialized in the field of consultancy, and who directly or indirectly participates in the project permit, authorization or license processes based on the service contract as executed with SOCAR Turkey and/or the Group Company.

SOCAR Turkey Enerji Anonim Sirketi Special Industrial Zone (OEB): shall mean the area of 1453 hectare, in which the projects and investments of SOCAR Turkey Group Companies are situated in the Aliaga Peninsula, and which is announced under the Presidential Decree Nr. 190 dated 19.10.2018.

Consulting Firm: shall mean the legal person who undertakes the infrastructure and superstructure projects, land control and construction control of the relevant infrastructure and superstructure constructions in the OEB for and on behalf of the Ministry of Industry and Technology, pursuant to the Industrial Zones Regulation as promulgated on the Official Journal, dated 09.02.2018 and bearing the issue number 30327.

Managing Company: shall mean SOCAR Turkey Enerji A.S. that is responsible for managing the OEB.

SOCAR Turkey Procedure for Relations with the Public Institutions and Non-Governmental Organizations: shall mean the procedure drawn up by the Directorate, in which management of the relations of SOCAR Turkey Group Companies with the public institutions and NGOs is regulated.

Ownership: shall mean the private ownership, treasury ownership and forest ownership.

Private ownership: shall mean performance of such transactions as assignment of the names from the relevant public institution for the plots, which are owned by SOCAR Turkey Group Companies, as well as obtainment of title deed registration document and title deeds, and release of the annotations, and performance of the amalgamation, allotment, etc.

Treasury ownership: shall mean allocation of the treasury lands and areas under the jurisdiction of the state, and establishment of servitude, obtainment of the use permit or performance of subleasing transactions, and receipt of the compliance opinions.

Forest ownership: shall mean obtainment of preliminary permit, final permit and field delivery minutes in order to perform any change in the allocation purpose under the projects as planned to be carried out in the forest lands.

Right of construction: shall mean a limited real right that allows acquisition of the ownership of such structure by building a permanent structure under or on a land.

Development Plan: shall mean preparation of the plans with a consultant, and compliance with the opinions of the institution, and assessment of the suspension process and objections, and finalization of the plans in case of any need to perform a zoning plan under the projects, while it shall mean performance and conclusion of the transactions to be carried out with the public institutions by the consultant upon preparation of the implementation plans with the consultant company, and compliance with the opinions of the institution, and



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assessment of the suspension process and objections, and finalization of the plans in case of the requirement for zoning implementation.

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Project Introduction File: shall mean the file containing the information and documentation, which include the location, characteristics, possible negative effects and envisaged measures with respect to the project planned to be realized, and which introduce the project in general.

Environmental Impact Assessment (EIA) shall mean the studies to be carried out in order to determine any possible positive and negative effects of the projects, which are planned to be realized, on the environment, and to determine and assess the measures, which will be taken in order to prevent the negative effects or to minimize the same to the extent that will not damage the environment, and the location selected and technology alternatives, and to monitor and control implementation of the projects.

Construction period: shall mean obtainment of such documents as building owner, contractor, projects, designers, construction site manager and building inspector, etc. from the relevant departments and consultant company with respect to the building license and building use permit pursuant to the zoning regulations, and monitoring of the permit processes, and performance of the revision request process, and performance of the coordination.

Operating period: shall mean performance of the coordination with the consultant company in order to monitor the trial permit, business and working license (GSM License), site selection and facility installation permit, authorization for coastal facility operation, environmental permit, TSE service location competence certificate, (if and when required under the project), fire brigade report and other permits and sub-permit processes, if and when required.

3.2 TERMS AND ABBREVIATIONS

Code	Definition
SOCAR	State Oil Company of Azerbaijan Republic
OEB	Private Industrial Zone
EIA	Environmental Impact Assessment
GSM License	Business License
TSE	Turkish Standards Institution
PMO	Project Management Office

4. RESPONSIBILITIES, ROLES AND AUTHORITY

Government Relations Group Directorate: shall be responsible for fulfilling the requirements hereunder.

5. IMPLEMENTATION

The Directorate's duties and responsibilities for permit, authorization processes within OEB are provided as follows:

- The Directorate and SCR shall jointly assess the requests delivered to the e-mail account of the "SOCAR Private Industrial Zone" with respect to the permit transactions of the SOCAR Turkey Group Companies such as investment, construction, operating period zoning, EIA, ownership, investment, incentive,



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authorization, license, etc..

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- The requests shall be assessed in order to ensure the coordination with respect to the authorization and permit procedures for the SOCAR Turkey Group Companies, and to monitor, manage and finalize the bureaucratic process, and the appropriate requests shall be accepted accordingly.
- A documentation file shall be created in the system with respect to the requests, which will ensure the sustainability of our investments and projects, by completing the authorization and permit processes for the SOCAR Turkey Group Companies correctly and timely, and such file shall be forwarded by the Directorate to the relevant department which submits the request.
- The documentation process uploaded to the system shall be completed by the relevant department, and it shall be shared with the Directorate. The documentation shall be drawn up in accordance with the SCR License Application Procedure.
- The Directorate shall work actively and in coordination with the SCR, the Consulting Firm and the Ministry in order to monitor and finalize the bureaucratic processes.
- The control process for the infrastructure and superstructure projects, which will be submitted to the Ministry under OEB, shall be carried out between the SCR and the Consulting Company in a coordinated manner.
- The documentation drawn up for the infrastructure and superstructure projects shall be printed and forwarded to the Consulting Company. The relevant application file shall be submitted by the Consulting Company to the Ministry of Industry and Technology, which is the competent Ministry.
- The Directorate shall be responsible for the communication and management process to be carried out by the public institutions during the approval phase of the application. The coordination process, as specified under the other steps, shall also be managed by the Directorate until the application is approved.
- The Directorate shall coordinate submission of the projects and investments of the SOCAR Turkey Group Companies, and submission of the building license/construction permit, the occupancy permit and the other construction period permit process applications to the Managing Company, and management of such process, and provision of information about such matter.
- The Directorate shall carry out submission of the business and working licenses and the other permit process applications to the Managing Company, and management of such process, and provision of information about such matter.
- In respect of the project, the Directorate shall carry out the zoning plan, property permits, certification under the Environmental Impact Assessment Regulation, construction and operating period permit processes, by working proactively and in coordination with the PMO team mainly, as well as with the Project, Environment, Legal, internal and external stakeholders.
- The stakeholders shall be informed frequently with respect to the matters by establishing the trust-based management responsibility and sustainable relationships with the stakeholder categories within any and all processes that are carried out in order to provide the maximum benefit to SOCAR Turkey and/or Group Companies.
- The relevant stakeholders and local authorities shall be informed about any and all public matters with respect to SOCAR Turkey and/or Group Companies through a systematic study.
- The process for consultancy with any and all stakeholder categories and local authorities with respect to the matters concerning SOCAR Turkey and/or Group Companies shall be carried out in accordance with the Government Relations Policy and based on the stakeholder consultancy guide;
- The Directorate shall procure services with respect to the permits to be carried out under the project permit process management plan, and it shall perform selection of the companies and assessment of budget together with the relevant departments during the service procurement process. The



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consultant company shall report the permit processes to the Directorate.

- It shall review any and all correspondences performed with the public institutions, especially the Ministry and provincial organizations, within the OEB, and it shall perform the compliance checks, and it shall ensure that they are shared with the necessary departments.

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- During the bureaucratic processes carried out with respect to the permits under the project, it shall ensure that the necessary documentation, information, projects, maps, reports, etc. shall be checked by the relevant group from the relevant departments, especially the relevant control unit, SCR Consultancy, PMO, Environmental Team, Legal Department, and that the permit processes are managed and carried out.
- SOCAR Turkey Group Companies, especially PMO, shall be responsible for checking any and all documents submitted to the Directorate, and issuing the compliance with use thereof in any and all bureaucratic processes, and providing the necessary technical and administrative support.

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6. REFERENCES

- SCR-GVR-PRC-0003 Procedure for Relations with Public Institutions and Non-Governmental Organizations

7. ATTACHMENTS

N/A

8. RECORDS FOR UPDATING



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