



Exporter Registry Form – UPDATE

Required For Textile, Apparel and Raw Cotton Exports To Turkey

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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 Communiqué 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

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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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.

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İHRACATÇI KAYIT FORMU

EXPORTER REGISTRY FORM			
Legal Title*			
Business Title**			
Address*** 1. Line			
Address 2. Line			
Address 3. Line			
City			
State/Province/Region			
ZIP			
Country			
Phone Number			
Fax Number			
URL			
E-mail			
Tax Authority			
Tax Registry Number			
Number of Employee (Yearly average)			
Total Sales in USD (last year)			
Year of Establishment			
Legal (Corporate) Status			
International quality certificates owned and their registry numbers			
<i>Countries products are exported to</i>			
Export country(ies)	Product(s)		

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

Name, surname and title in the company	
Company stamp and signature of the authorized person	

****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>

States Covered: Delaware, Florida, Georgia, New Jersey, New York, North Carolina, Pennsylvania, Puerto Rico, and South Carolina.

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>

States Covered: Alaska, Arizona, Idaho, California, Montana, Nevada, Oregon, Utah, Washington and Hawaii.

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://sicago.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>

States Covered: Massachusetts, New Hampshire, Connecticut, Maine, Vermont, and Rhode Island.