

## **ANNEX-1**

### **DOCUMENTS SOUGHT FOR ESTABLISHMENT OF ASSET MANAGEMENT COMPANIES**

1. Draft articles of association for partnership, signed by the founders.
2. Detailed feasibility report analyzing benefits expected of establishment of the company and explaining types of transactions intended to be carried out and a report containing estimated balance sheets and statement of profit and loss where three-year targets from establishment are projected.
3. Declaration for founders with a natural person status and natural persons controlling in founders with a legal entity status (Annex-2).
4. Declaration for legal entities and legal entities controlling in founders with legal entity status (Annex-3).
5. Certificates received from the Commercial Courts of First Instance and Executive Courts certifying that founders and natural persons and legal entities having the control in legal entity founders are not bankrupt or in an arrangement of bankruptcy.
6. Certificated received from the Commercial Courts of First Instance certifying that there are no certified applications pending by founders with a legal entity status and legal entities controlling in founders with legal status for restructuring through reconciliation or that no postponed decisions of bankruptcy have been ruled against them.
7. Criminal records also containing achieve records, which have been received from the General Directorate of Criminal Records and Statistics Office of Public Prosecutors in the last six months, about the founders with a natural person status and natural persons controlling in founders with a legal status.
8. Copies of resolutions adopted by competent boards in connection with admission of founders with a legal status into the company as partners.
9. Declaration certifying that founders and natural persons and legal entities holding or controlling a share of ten percent or more in founders with a legal status have not directly or indirectly held or controlled a share of ten percent or more in the banks, the operating licenses of which have been discontinued or which have been transferred to the Savings Deposit Insurance Fund except for cases of voluntary liquidation or in the banks which have been transferred to the Fund prior to the entry into force of Banking Law Nr. 5411 (Annex-4).

10. Declaration certifying that founders and natural persons and legal entities holding or controlling a share of ten percent or more in founders with a legal status have not directly or indirectly held or controlled a share of ten percent or more in factoring, financial leasing, financing and insurance companies and organizations operating in money and capital markets, the operating licenses of which have been discontinued except for cases of brokers forced into liquidation and voluntary liquidation (Annex-5).
11. Trade Registry Gazette in connection with establishment of founders with a legal entity status and copies of the Trade Registry Gazette indicating any amendments made to the articles of association up to the date of application.
12. Lists indicating partnership compositions and privileged shares, if any, of founders with a legal status, detailed explanation on fields of operation and areas of investment and activities and last three years' balance sheets and statements of profit and loss certified by chartered accountants as per Law Nr. 3568 dated June 1, 1989.
13. Partnership compositions to the extent allowing identification of partner(s) with a natural person status in case another legal entity owns the possession or control in the capital of founders with a legal status.
14. Certificates to be received from tax offices and Social Security Agency to the effect that founders have no overdue tax and premium debts.
15. Income statements or corporate tax returns of founders for the last three years as certified by tax offices and annexes thereto.
16. Detailed CVs of founders with a natural person status and Executive Board members and general manager to be appointed, if already determined, also containing information if they have been employed by any financial organizations in the last ten years.
17. Notarized copies of powers of attorney issued to person or persons authorized to represent founders.
18. **(Amended: OG:14/01/2011-27815)** Except for those of whom ID and address information can be reached on electronic environment using the systems built within the scope of Law on Population Services Nr. 5490 dated April 25, 2006, ID cards for persons with foreign nationality or a notarized copy of their passports as well as their certificate of residence.

**ANNEX-2**

**DECLARATION FOR COMPANY FOUNDERS/SHARE TRANSFEREES  
(NATURAL PERSONS)**

COMPANIES IN WHICH HE/SHE HAS PARTNERSHIP (2)

NAME-SURNAME		Fotoğraf			
PLACE AND DATE OF BIRTH					
NATIONALITY					
MOTHER'S NAME					
FATHER'S NAME					
ADDRESS OF DOMICILE					
EDUCATION STATUS (Detailed)					
TITLE AND ADDRESS OF CURRENT EMPLOYER					
PROFESSION AND TITLE					
TAX ID NO					
PREVIOUS EMPLOYERS					
TITLE OF EMPLOYER (1)		DATES OF START&END OF THE EMPLOYMENT		POSITION TITLE	
1					

2				
..				
4				
ANNUAL INCOME TAXES AND INCOME TAX PAID IN LAST FIVE YEARS (TRY MILLION)				
YEAR	NET INCOME	INCOME TAX PAID		

	COMPANY TITLE	FIELD OF ACTIVITY	CAPITAL	SUM OF SHARES
1				
2				
3				
4				

REAL ESTATE OWNED (3)

DETAILED DOCUMENT OF RESOURCES BY WHICH SUBSCRIBED CAPITAL IS TO BE MET

	LOCATION	TYPE	MAP SECTION	ISLAND	PARCEL	INCUMBRANCES
1						
2						

3						
4						
5						
6						
7						
8						
SECURITIES (IN DETAIL) (4) (5)						

1						
2						
3						
4						
5						
OTHER ASSETS OWNED						
BANKS COOPERATED WITH (6) (7)		1	2	3	4	5
BANK TITLE						
BRANCH TITLE						
DEPOSIT (TRY MILLION)						
INSTALLMENT						
CALL						

CREDIT (TRY MILLION)						
SUM						
GUARANTEES						
TYPE						
MATURITY						
		6	7	8	9	10
BANK TITLE						
BRANCH TITLE						
DEPOSIT (TYR MILLION)						
INSTALLMENT						
CALL						
CREDIT (TRY MILLION)						
SUM						
GUARANTEES						
TYPE						
MATURITY						

PAYABLES TO NATURAL PERSONS AND LEGAL ENTITIES OTHER THAN BANKS

BY WHICH FIELDS OF OPERATION AN APPLICATION HAS BEEN MADE TO OPERATE IN THE FINANCIAL SECTOR IN TURKEY OR ANOTHER COUNTRY PREVIOUSLY AND REASONS IF THE APPLICATION HAS BEEN REJECTED OR

PERMISSION RECEIVED HAS BEEN CANCELLED (8):

IF LEGAL PROCEEDINGS HAVE BEEN INSTITUTED AGAINST HIM/HER ON GROUND OF CREDITS OR ANY OTHER FINANCIAL RESOURCES RECEIVED FROM DOMESTIC OR FOREIGN BANKS OR OTHER FINANCIAL ORGANIZATIONS IN THE LAST FIVE YEARS:

IF ANY OF THE COMPANIES IN WHICH THERE IS A PARTNERSHIP HAS BEEN SUBJECT TO LEGAL PROCEEDINGS ON GROUND OF CREDITS RECEIVED FROM DOMESTIC OR FOREIGN BANKS OR ANY OTHER FINANCIAL ORGANIZATIONS IN THE LAST FIVE YERAS:

IF THERE ARE ANY PUBLIC CASES FILED AGAINST HIM/HER; THE SUBJECT MATTER OF CASE(S), IF ANY:

IF THERE ARE ANY CASES FILED AGAINST HIM/HER OTHER THAN CRIMINAL CASES; THE SUBJECT MATTER OF CASE(S), IF ANY:

NAMES& SURNAMES, ADDRESSES AND TELEPHONE NUMBERS OF TWO REFEREES:

TITLE OF THE CREDITOR	OF RECEIVABLES		
	SUM	MATURITY	
1			
2			

3			
4			
5			

**DETAILED EXPALANATION ON ANY MAJOR DISPUTES IN WHICH HE/SHE IS PRESENTLY INVOLVED:**

SIGNATURE

DATE

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**EXPLANATIONS:**

- (1) Name or commercial title of the organization, employer or company of previous employment shall be inserted.
  - (2) Rate of participation shall be inserted if it is five percent or more of the company capital participated.
  - (3) Any real estate owned including ant restrictions thereof shall be inserted here.
  - (4) Any holdings of bonds, bills, gold, precious stones and metals, etc., including any restrictions thereof, shall be inserted in this section.
  - (5) Shares of companies indicated in the part, “Companies Where There Is a Partnership”, shall be excluded.
  - (6) If he/she uses credit from several types from the same bank, such shall be indicated separately.
  - (7) If there is business conducted with several branches of the same bank, such shall be indicated separately.
  - (8) Banks, insurance, financial leasing, factoring companies, authorized houses and similar other organizations etc., operating pursuant to the Capital Market Law shall be inserted as applicable.
- Insurance charges of insured assets shall be indicated separately.

**NOTE:** Additional forms may be used if the sections available on the form are not sufficient.

**ANNEX-3**

**DECLARATION ON COMPANY FOUNDERS/SHARE TRANSFEREES**

**(LEGAL ENTITIES)**

<b>OF THE LEGAL ENTITY</b>											
<b>TITLE</b>											
<b>HEAD OFFICE AND DATE OF ESTABLISHMENT</b>											
<b>CAPITAL</b> (In Detail)											
<b>ADDRESS</b>											
<b>FIELD OF OPERATION</b>											
<b>SOME BALANCE SHEET SIZES FOR THE LAST FIVE YEARS (TRY MILLION)</b>											
<b>YEAR</b>	<b>NET PROFIT (LOSS)</b> (1)				<b>EQUITY</b>				<b>TOTAL ASSETS</b>		
<b>SUBSIDIARIES (2)</b>											
	<b>TITLE OF COMPANY</b>			<b>TYPE OF ACTIVITY</b>				<b>CAPITAL</b>			<b>SUM OF SHARES</b>
1											
2											
3											
4											

5											
6											
7											
8											

**REAL ESTATE OWNED (3)**

	LOCATION	TYPE	MAP SECTION	ISLAND	PARCEL	INCUMBRANCES
1						
2						
3						
4						
5						
6						
7						
8						

**SECURITIES (IN DETAIL) (4) (5)**

**DETAILED DOCUMENT OF RESOURCES BY WHICH SUBSCRIBED CAPITAL IS TO BE MET**

1								
2								

3								
4								
5								
<b>BANKS COOPERATED WITH (6) (7)</b>	1	2	3	4	5			
<b>BANK TITLE</b>								
<b>BRANCH TITLE</b>								
<b>DEPOSIT (TRY MILLION)</b>								
<b>INSTALLMENT</b>								
<b>CALL</b>								
<b>CREDIT(TRY MILLION)</b>								
<b>SUM</b>								
<b>GUARANTEES</b>								
<b>TYPE</b>								
<b>MATURITY</b>								
		6	7	8	9	10		
<b>BANK TITLE</b>								
<b>BRANCH TITLE</b>								
<b>DEPOSIT (TRY MILLION)</b>								
<b>INSTALLMENT</b>								
<b>CALL</b>								

<b>CREDIT(TRY MILLION)</b>							
<b>SUM</b>							
<b>GUARANTEES</b>							
<b>TYPE</b>							
<b>MATURITY</b>							
<b>PAYABLES TO NATURAL PERSONS</b>	<b>AND LEGAL ENTITIES OTHER THAN BANKS (8)</b>						
<b>CREDITOR TITLE/NAME</b>	<b>OF RECEIVABLES</b>						
<b>TYPE</b>	<b>SUM</b>		<b>MATURITY</b>				
1							
2							
3							
4							
5							

**MAJOR PROJECTS IT HAS UNDERTAKEN IN ITS FIELD OF ACTIVITY**

**IF LEGAL PROCEEDINGS HAVE BEEN INSTITUTED ON GROUND OF CREDITS GRANTED BY THE COMPANY OR BY NATURAL PERSONS AND LEGAL ENTITIES HOLDING A SHARE OF MORE THAN 10 PERCENT IN THE COMPANY CAPITAL FROM DOMESTIC OR FOREIGN BANKS IN THE LAST FIVE YEARS:**

**DETAILED EXPLANATION ON ANY MAJOR LEGAL DISPUTES IN WHICH THE COMPANY IS PRESENTLY INVOLVED:**

SIGNATURE

DATE

//

**EXPLANATIONS :**

- (1) Sum less the reserved for taxes shall be inserted.
- (2) Rate of participation shall be inserted if it is five percent or more of the company capital participated.
- (3) Any real estate owned including any restrictions thereof shall be inserted here.
- (4) Any holdings of bonds, bills, gold, precious stones and metals, etc., including any restrictions thereof, shall be inserted in this section.
- (5) Shares concerning participations shall be excluded.
- (6) If credit of several types is used from the same bank,, such shall be indicated separately.
- (7) If there is business conducted with several branches of the same bank, such shall be indicated separately.
- (8) Any payables with a sum five percent or more of the company capital shall be inserted.  
Insurance charges of insured assets shall be indicated separately.

**NOTE:** Additional forms may be used if the sections available on the form are not sufficient.

**ANNEX-4**

**LETTER OF COMMITMENT**

TO THE BANKING REGULATION AND SUPERVISION AGENCY

I hereby declare and pledge that I have not directly or indirectly held or controlled a share of ten percent or more in the banks, the operating licenses of which have been discontinued or which have been transferred to the Saving Deposits Insurance Fund except for cases of

voluntary liquidation or in the banks which have been transferred to the Fund prior to the entry into force of Banking Law Nr. 5411.

**ANNEX-5**

**LETTER OF COMMITMENT**

TO THE BANKING REGULATION AND SUPERVISION AGENCY

I hereby declare and pledge that I have not directly or indirectly held or controlled a share of ten percent or more in factoring, financial leasing, financing and insurance companies and organizations operating in money and capital markets, the operating licenses of which have been discontinued except for cases of brokers forced into liquidation and voluntary liquidation.