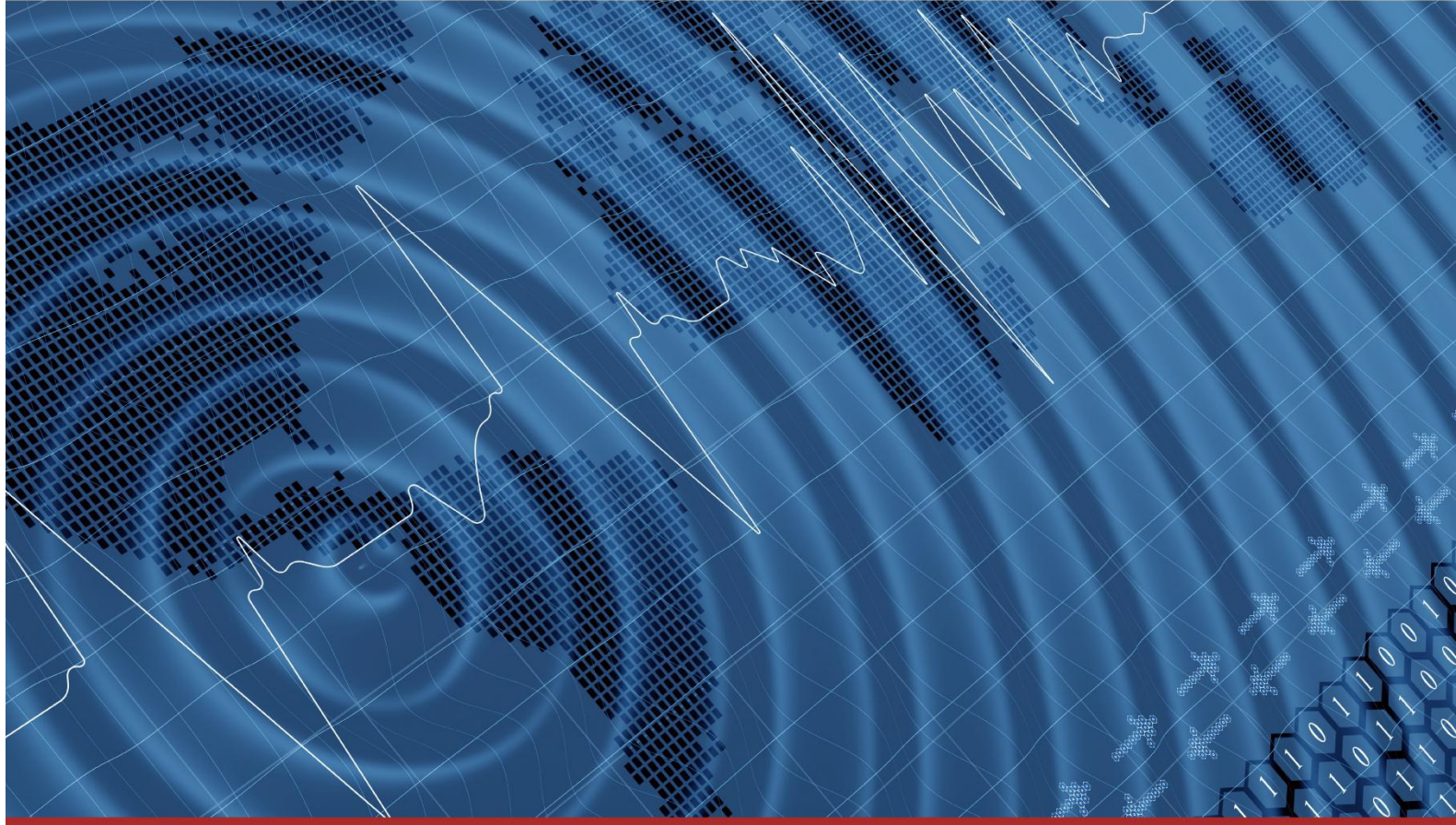




REPUBLIC OF TÜRKİYE
MINISTRY OF TRADE



PROCEDURES AND PRINCIPLES TO BE APPLIED AT CUSTOMS REGARDING INTERNATIONAL ASSISTANCE IN TIMES OF DISASTER

MINISTRY OF TRADE
GENERAL DIRECTORATE OF CUSTOMS

FOREWORD

Customs procedures for goods sent to victims of crisis situations in potential disasters and emergencies in our country are managed effectively on the basis of Article 167/1/12-b of Customs Law No. 4458, Article 105 of Decision No. 2009/15481 on the Implementation of Certain Articles of Customs Law No. 4458, and sub-regulations issued based on these regulations.

In the aforementioned Decision, a state of crisis is defined as situations such as natural disasters, dangerous and epidemic diseases, major fires, significant chemical and technological events including radiation and air pollution, and large population movements.

Immediately following the Kahramanmaraş-centered earthquake that occurred in our country on February 6, 2023, affecting 11 of our provinces, and during the process following the declaration of a level 4 crisis state by the Disaster and Emergency Management Presidency (AFAD), goods sent to our country on an international scale were released into free circulation to be distributed free of charge or made available for free use to victims of crisis situations by public institutions and organizations, public-benefit associations, and foundations granted tax exemption by the Presidency. The prompt dispatch of these goods to the areas in need without demanding customs duties was made possible based on the aforementioned regulations.

These procedures were carried out by customs administrations under the coordination of our Ministry and through the devoted efforts of all stakeholder institutions and organizations within the framework of the tasks assigned to main solution partners and supporting solution partners included in the Türkiye Disaster Response Plan prepared by AFAD based on the Regulation on Disaster and Emergency Response Services.

In line with the experience gained during this process, taking into account the responsibility falling upon customs administrations in combating disasters and the importance of establishing and maintaining a structure that provides the speed required by the situation without compromising security, this document has been prepared to guide our Ministry's personnel while responding to the need to systematically establish rules for the duties of the parties and the operational processes in customs administrations within the framework of joint efforts carried out with our stakeholders.

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ABBREVIATIONS

AFAD	Disaster and Emergency Management Presidency
MINISTRY	Ministry of Trade
BİLGE	System Developed for Computerized Customs Operations
Annex-7	Annex List to Customs Exemption Communiqué Serial No. 2
GENERAL DIRECTORATE	General Directorate of Customs
COMMISSION	Relief Commission
NGO	Non-Governmental Organization

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PROCEDURES AND PRINCIPLES TO BE APPLIED AT CUSTOMS REGARDING INTERNATIONAL AID IN TIMES OF DISASTER

A. PURPOSE

In line with the experiences gained from disasters in our country, following any natural disaster and emergency likely to occur in our country, it is aimed to complete the customs procedures of international humanitarian aid materials efficiently and rapidly in accordance with the "Integrated Disaster Management System" and the "Türkiye Disaster Response Plan", and to deliver them to those in need.

The document on the Procedures and Principles to be Applied Regarding International Aid in Times of Disaster is a set of plans outlining how customs procedures for humanitarian aid materials will begin and be completed in potential disasters and emergencies in our country, while clarifying the cooperation and organizational processes to be carried out with other stakeholders involved in disaster and emergency situations, primarily the Disaster and Emergency Management Presidency (AFAD).

B. SCOPE

Following potential disasters and emergencies in our country, after the event level is designated as Level 3 or Level 4, during the process of dispatching international humanitarian aid materials notified to the Disaster and Emergency Management Presidency by the official authorities of the relevant countries or international organizations to our country, this document covers all Regional Directorates of Customs and Foreign Trade and their affiliated Customs Directorates within the Ministry of Trade, as well as all ministries, institutions and organizations, the private sector, non-governmental organizations (NGOs), and natural persons that will take part in the customs clearance and dispatch of humanitarian aid materials to the affected area, and the procedures and actions that these persons and entities are required to follow regarding the goods sent to our country within the framework of international assistance.

C. LEGAL BASIS

- a) Customs Law No. 4458,
- b) Law No. 7269 dated 15/5/1959 on Measures and Assistance to be Taken Due to Disasters Affecting Public Life,
- c) Decision No. 2009/15481 on the Implementation of Certain Articles of Customs Law No. 4458,
- d) Presidential Decree No. 4,
- e) Customs Exemption Communiqué (Serial No: 2),
- f) Regulation on Disaster and Emergency Response Services,
- g) Revised Kyoto Convention,
- h) International Convention on Temporary Admission No. 2004/7905 (Istanbul Convention).

1. PROCEDURES AND PRINCIPLES TO BE FOLLOWED IN DISASTERS OCCURRING IN OUR COUNTRY

1.1 CUSTOMS PROCEDURES FOR HUMANITARIAN RELIEF GOODS

1.1.1 Principles Regarding the Customs Declaration of Goods

Customs procedures for goods brought to be used by public institutions and organizations, associations that have acquired the status of public-benefit associations, and foundations granted tax exemption by the President, or goods dispatched to our country by natural or legal persons and official organizations located abroad, under circumstances where the state of crisis continues and procedures must be carried out very rapidly and effectively, shall be completed by submitting the list of goods prepared in accordance with Annex-7 in Table 1 by the receiving organization accepting basic necessities and other goods to the customs authority. An English sample of the list in question is provided in Table 2.

TABLE 1: ANNEX-7 LIST FOR DISASTER RELIEF GOODS

VEHICLE INFORMATION	GOODS INFO		
For Trucks: Country of Registration and Licence Plate. For Vessels: Vessel Name and Agent Name. For Airplanes: Flight Number.	Good's		
	Description	Amount	Weight

After the delivery of the goods, the oral declaration form is filled out electronically by the customs administration. All customs administrations are obligated to perform in advance the necessary user authorization procedures required for filling out oral declaration forms electronically.

The oral declaration is transferred into the system via BİLGE by following the workflows below:

1. Via the BİLGE system, by selecting the BİLGE > Detailed Declaration (Detaylı Beyan) module, "Operations" (İşlemler) > "New TCGB" (Yeni TCGB) is selected from the top menu.

The screenshot shows the BİLGE system interface. At the top, there is a menu bar with 'İşlemler', 'TCGB Memur İşlemleri', and 'Hakkında'. Under 'İşlemler', 'Yeni TCGB' is highlighted. A red arrow points to this option. The main window is titled 'Detaylı Beyan' and contains various input fields for declaration details. The fields are organized into sections: 'Genel Bilgiler' (General Information), 'Firma/Kişisel Bilgiler' (Company/Personal Information), 'Finansal Bilgiler' (Financial Information), and 'Taahhüt Bilgileri' (Commitment Information). The 'Genel Bilgiler' section includes fields for 'Kullanıcı', 'Gümrük', '37.Rejim', 'Beyan', 'Alici/Satıcı İlgisi', '24.İşlemin Niteliği', 'Telafi Edici Vergi', 'Kalem Sayısı', '4.Yükleme Listesi', '6.Kap Adedi', and '7.Ref. No'. The 'Firma/Kişisel Bilgiler' section includes fields for '19.Konteyner', 'B.S.', '11.Ticaret Yapılan Ülke', '15a.Çıkış Ülkesi', '10.Gideceği/Sevk Ülkesi', and '17a.Gideceği Ülke'. The 'Finansal Bilgiler' section includes a field for 'Açıklamalar'. The 'Taahhüt Bilgileri' section includes fields for 'Gümrük İdaresi Notları', 'Mühür Sayısı', 'No', 'Çıkış Süresi', 'Rejim Bitiş Tarihi', 'Açıklama', 'Çıktı Seri No', 'Diğer', 'Teslim Tarihi', 'Onay Tarihi', 'Kapanma Tarihi', 'Referans Tarihi', 'Birlik Kayıt Numarası', and 'Birlik Kriptosu'.

2. Enter 8000 in the regime code field; in the declaration section, enter “DG” in the first box and “8” in the second field.

3. Green fields are mandatory fields; enter “052” and the number of containers into box no. 10. Then, confirm..

4. The green fields on the Company/Personal Information page are filled in based on the information provided in the bill of lading and are then confirmed.

Detaylı Beyan

NO

Genel Bilgiler Firma/Kişisel Bilgiler Finansal Bilgiler Taşıma Bilgileri

2.Gönderici / İhracatçı: Lojistik

8.Alıcı / İthalatçı: EDİRNE İL AFET VE ACİL DURUM MÜDÜRLÜĞÜ

14.Bey.Sahibi Temsilci:

9.M.Müşavir S.Muhase:

50.Asıl Sorumlu:

54.İmza Sahibi: NCA 270

Gümrük İdaresi Notları

Mühür Sayısı: No: Çıkış Süresi: Rejim Bitiş Tarihi: . . .

Açıklama: Çıktı Seri No:

Diğer

Tescil Tarihi: Onay Tarihi: Kapanma Tarihi:

Referans Tarihi: Birlik Kayıt Numarası: Birlik Kriptosu:

TÜRKİYE

Detaylı Beyan

NO

Genel Bilgiler Firma/Kişisel Bilgiler

2.Gönderici / İhracatçı:

8.Alıcı / İthalatçı:

14.Bey.Sahibi Temsilci:

9.M.Müşavir S.Muhase:

50.Asıl Sorumlu:

54.İmza Sahibi:

Gümrük İdaresi Notları

Mühür Sayısı: No: Çıkış Süresi: Rejim Bitiş Tarihi: . . .

Açıklama: Çıktı Seri No:

Diğer

Tescil Tarihi: Onay Tarihi: Kapanma Tarihi:

Referans Tarihi: Birlik Kayıt Numarası: Birlik Kriptosu:

TÜRKİYE

Firma Bilgisi

Özel/Tüzel Kişi Bilgileri

Kimlik Türü: No:

Adı.ve Ünvanı: Lojistik

Cad./SkNo:

İl/İlçe:

Posta Kodu: Ülke Kodu: 004

Faks:

Tel:

ALMANYA

5. On the Financial Information page, the green fields are to be filled in based on the information contained in the bill of lading and then confirmed.

Detaylı Beyan

NO

Genel Bilgiler Firma/Kişisel Bilgiler Finansal Bilgiler Taşıma Bilgileri

20.Teslim Şekli/Yeri CIF

22.Döviz ve Top.Fat.Bed. EUR

Navlun Bedeli

Sigorta Bedeli

Yurt Dışı diğer

Yurt İçi diğer TRY

Döviz Kuru 36,5299

Hesap Detayları

28.Finansal ve Bankacılık Verileri

Ödeme Şekli

Ödemenin Yapılacağı Saymanlık Bilgisi

Fazla Mesai ID

Gümrük İdaresi Notları

Mühür Sayısı No Çıkış Süresi

Rejim Bitiş Tarihi

Açıklama

Çıktı Seri No

Diğer

Tescil Tarihi Onay Tarihi Kapanma Tarihi

Referans Tarihi Birlik Kayıt Numarası Birlik Kriptosu

AVRUPA TOPLULUĞU PARA BİRİMİ

6. In the Shipment Information section, the customs authority details are entered and confirmed.

Detaylı Beyan

NO

Genel Bilgiler Firma/Kişisel Bilgiler Finansal Bilgiler Taşıma Bilgileri

25.Sınırdaki Taş.Şek. Acente Sevk Bildirim No

18.Çıkıştaki Aracın Kimliği ve Ülkesi

53.Varış Güm. İd.(ve Ülke)

21.Sınırdaki Aracın Kimliği ve Ülkesi

49.Antrepo

Liman Kodu

27.Yükleme/Boşaltma yeri

29.Giriş Çıkış Gümrük İdaresi

51.Ön Görülen Gümrük İd. ve Ülke

30.Eşyanın Bulunduğu Yer

Gümrük İdaresi Notları

Mühür Sayısı No Çıkış Süresi

Rejim Bitiş Tarihi

Açıklama

Çıktı Seri No

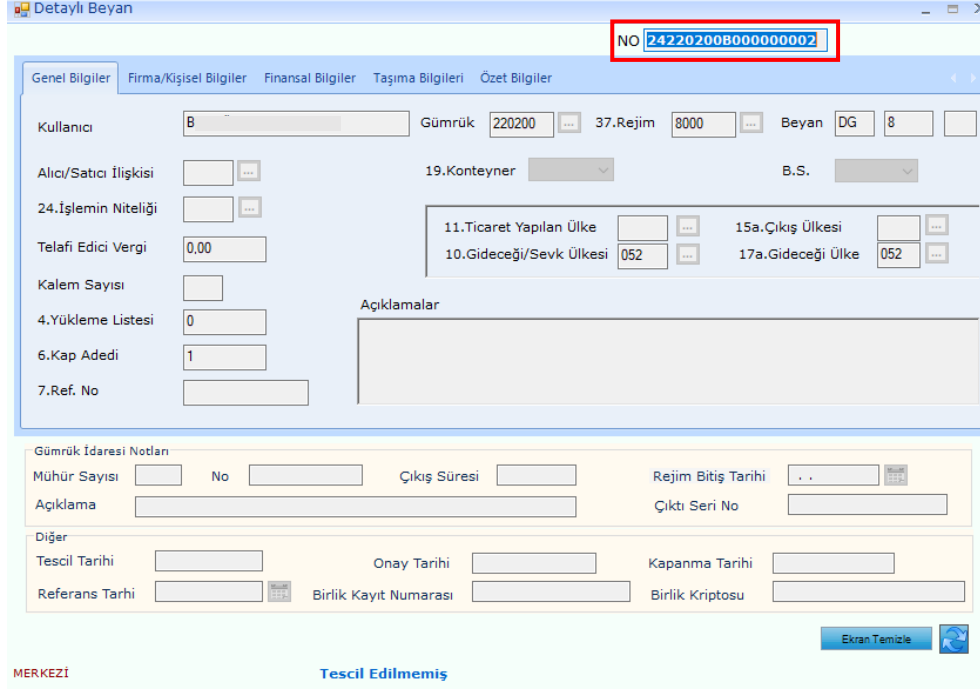
Diğer

Tescil Tarihi Onay Tarihi Kapanma Tarihi

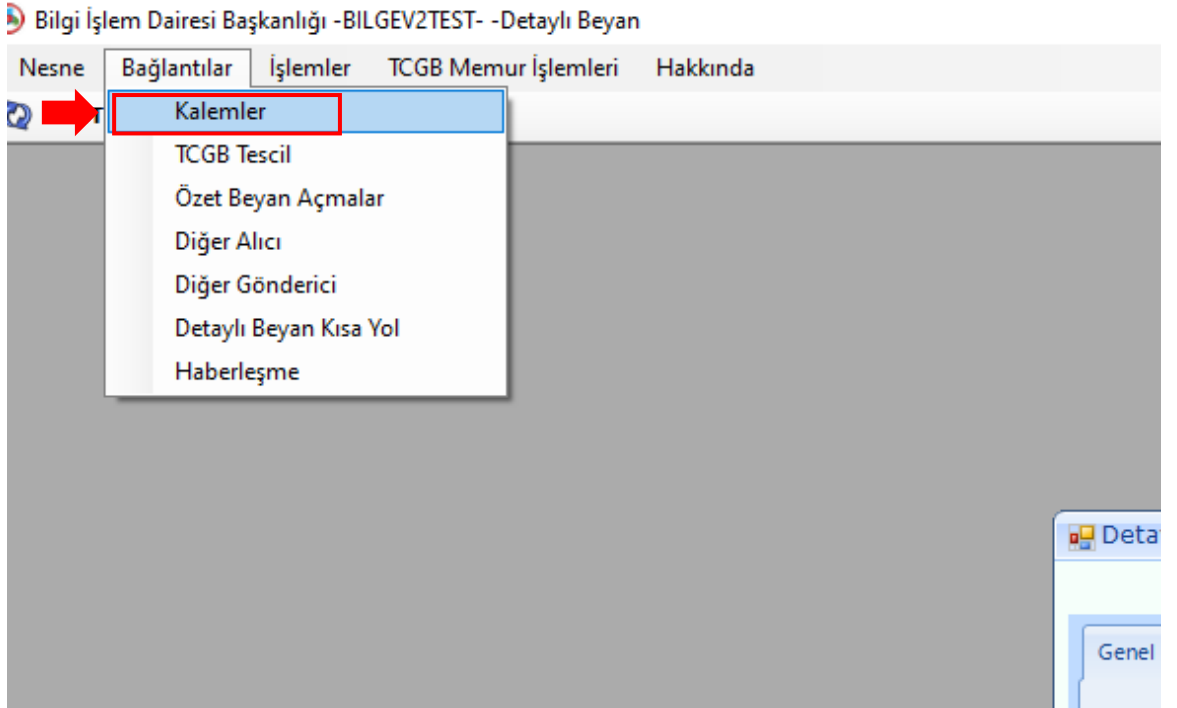
Referans Tarihi Birlik Kayıt Numarası Birlik Kriptosu

Mal bedeli, navlun, sigorta

7. Once the confirmation process is completed on the screen in Step 6, the number of the declaration—which has now received a provisional registration—is displayed on the screen.



8. Without closing the screen above, select “Items” from the “Connections” tab located in the top section



9. On the screen that appears, click the “New” tab under the “Transactions” section.

Kalemler

İşlemler Bağlantılar

Yeni

Beyanname No 23066666B000000015

Genel Bilgiler Eşya Bilgileri Ölçü Bilgileri Finansal Bilgiler Ödeme Şekli İşlemleri

Kalem No Onaylanmış Referans Tarihi

34a.Menge Ülke

Uluslararası Anlaşmalar

Muafiyetler

DIIB/HIIB Satır Kodu

Özellik

Ek Kod

44.Açıklamalar

STM Bağlı İli

Sipariş Türü Kodu

☐ Mahrece İade

☐ İkinci İşlem Görmüş Ürün

☐ İmalatçı Firma

İmalatçı Vergi No

10. In the “General Information” section, fill in the green-highlighted fields and the exemption boxes, and select the country of origin. Use “GK12F” as the exemption code. For the “Nature” (Özellik) field, select “02 Free of Charge” (02 Bedelsiz) from the drop-down menu.

Kalemler

Beyanname No

Genel Bilgiler Eşya Bilgileri Ölçü Bilgileri Finansal Bilgiler Ödeme Şekli İşlemleri

Kalem No 1 Onaylanmış Referans Tarihi

34a.Menge Ülke 001

Uluslararası Anlaşmalar

Muafiyetler

DIIB/HIIB Satır Kodu

Özellik

Ek Kod

44.Açıklamalar

STM Bağlı İli

☐ İmalatçı Firma

İmalatçı Vergi No

Referanslar

KOD	AÇIKLAMA
01	BEDELLİ
02	BEDELSİZ
03	DÖKME EŞYA
04	Konteyner
05	Aksam/parça/teçhizat
06	Konteyner ve aksam/parça/teçhizat
07	Finansal Kiralama
08	İhraç
09	Satış
10	Devir
11	%5 yedek parça
12	Kullanılmış komple tesis

11. For the order type code, “other” must be selected from the reference table.

Kalem

Beyanname No

Genel Bilgiler Eya Bilgileri Ölçü Bilgileri Finansal Bilgiler Ödeme Şekli İşlemleri

Kalem No 1 Onaylanmış Referans Tarihi

34a. Menşe Ülke 001

Uluslararası Anlaşmalar KDV Oranı

Muafiyetler

DİİB/HTİB Sabit Kodu

Özellik 02

Ek Kod

44. Açıklamalar

STM Bağlı İli

Sipariş Türü Kodu

☐ İmalatçı Firma

İmalatçı Vergi No

BEDELSİZ

Referanslar

KOD	AÇIKLAMA
1	Ortak kullanılan ERP / uygulama aracılığıyla çevrim içi sipariş
2	E-ticaret Aracı Hizmet Sağlayıcı / web sitesi / API üzerinden sipariş
3	Sipariş kargılama hizmeti (fulfillment) ist. il. öz. sipariş
4	Diğer (Yüz yüze/telefon/e-posta/kuar bağ.) sipariş

12. In the goods information tab, enter the fictitious HS code (GTİP) “991900000017” in the “TGTC” field, along with the description “goods sent to those affected by crisis situations.” Select the appropriate reference in the “used goods” field.

İşlemler Bağlantılar

Beyanname No

Genel Bilgiler Eya Bilgileri Ölçü Bilgileri Finansal Bilgiler Ödeme Şekli İşlemleri

33. TGTC No 991900000017

TGTC Tanımı Kriz hallerinde zarar görenlere gönderilen esya

Kullanılmış Eya

24. İşlemin Niteliği

31. Kalem ve Eyanın Tanımı-Kapların marka ve num

Numara Adet

Ticari Tanımı

Tarifedeki Tanımı

Eyanın Geri Gelme Sebebi

Eyanın Geri Gelme Sebebi

Referanslar

KOD	AÇIKLAMA
K1	Kullanılmamış
K2	Eski/kullanılmış/yenileştirilmiş/kusurlu(defolu)/yatık/zamanla dayanık

13. The fields for number, quantity, brand, type, and commercial description are filled in and confirmed.

Kalemler

İşlemler Bağlantılar

Beyanname No

Genel Bilgiler Eşya Bilgileri Ölçü Bilgileri Finansal Bilgiler Ödeme Şekli İşlemleri

33.TGTC No 99190000000017

TGTC Tanımı Kriz hallerinde zarar görenlere gönderilen eşya

Kullanılmış Eşya K1

24.İşlemin Niteliği 11

31.Kalem ve Eşyanın Tanımı- Kaplama marka ve numaraları-Adet ve Cinsleri

Numara ADDR Adedi 5 Marka S Cinsi BT

Ticari Tanımı MUHTELİF YARDIM MALZEMESİ

Tarifedeki Tanımı

Eşyanın Giriş/Çıkış Amacı

Eşyanın Giriş/Çıkış Amacı

KAP

14. On the measurement information page, fields are populated by making selections from a reference table provided in drop-down boxes. Gross weight and net weight are entered, and the page is then confirmed.

Kalemler

İşlemler Bağlantılar

Beyanname No

Genel Bilgiler Eşya Bilgileri Ölçü Bilgileri Finansal Bilgiler Ödeme Şekli İşlemleri

Satış Esas Birim/Miktar

35.Brüt Ağırlık KGM

38.Net Ağırlık KGM

41.Tamam. Ölçü

Kapatma Birimi/Miktar

Toplam Açılan Miktar

Toplam Kapatılan Miktar

Algılama Birimi 1

Algılama Birimi 2

Algılama Birimi 3

Birim Kıymet

KAP

15. The fields on the financial information tab are filled in, and the page is confirmed.

Kalem

İşlemler Bağlantılar

Beyanname No

Genel Bilgiler Eya Bilgileri Ölçü Bilgileri Finansal Bilgiler Ödeme Şekli İşlemleri

Teslim Şekli

Fatura

Navlun Bedeli

Sigorta Bedeli

46.İstatistik Kıymet USD

Gümrük Kıymeti

ITHALAT-CİF USD DOLARI

Yurtiçi Giderler (TL)

KKDF

Kültür Bak. Kesint.

Liman Giderleri

Çevre Katkı Payı

Tahmini-Tahliye Gid.

Depolama Giderleri

Banka Masrafları

Diğer

Diğer Açıklama

Yurtiçi Gider Top.

KDV İstenen Giderler Top.

Yurtdışı Giderler

Komisyon ve Teliye

Demuraş Giderleri

Royalti-Lisans

Faiz Masrafları

Diğer

Diğer Açıklama

Toplam

Toplam Türk Lirası

16. When you reach the payment transactions tab, select “New”.

Kalem

İşlemler Bağlantılar

Beyanname No

Genel Bilgiler Eya Bilgileri Ölçü Bilgileri Finansal Bilgiler Ödeme Şekli İşlemleri Tamamlayıcı Bilgi Markalar

Ödeme/Düğüm Tutarı USD

Ödeme Tutarı TL

Düğüm Yapılacak TBF ID

Beyanname Fatura Tutarı

Toplam Ödeme Tutarı USD

Peşin Ödemeler Toplamı (Satış Kuru)

Vadeli Ödemeler Toplamı (Satış Kuru)

Döviz Alış Kuru

Döviz Satış Kuru

Yeni

Hareket

Sil

Ödeme Şekli

17. The payment method and payment amount fields are filled in and confirmed.

Kalemler

İşlemler Bağlantılar

Sıralama Kalem No Göp

Tarife Çağır

Beyanname No

Genel Bilgiler Eşya Bilgileri Ölçü Bilgileri Finansal Bilgiler Ödeme Şekli İşlemleri Tamamlayıcı Bilgi Markalar

Ödeme Sekli K ...

Ödeme/Düğüm Tutarı 100 USD

Ödeme Tutarı TL 0,17

Düğüm Yapılacak TBF ID

Beyanname Fatura Tutarı

Toplam Ödeme Tutarı 1 USD

Pegün Ödemeler Toplamı (Satış Kuru)

Vadeli Ödemeler Toplamı (Satış Kuru)

Döviz Alış Kuru

Döviz Satış Kuru

1/1

BEDELSİZ

18. Following the confirmation process, click the “Call Tariff” (“Tarife Çağır”) button and provide confirmation on the screen that appears.

Kalemler

İşlemler Bağlantılar

Sıralama Kalem No Göp

Tarife Çağır

Beyanname No

Genel Bilgiler Eşya Bilgileri Ölçü Bilgileri Finansal Bilgiler Ödeme Şekli İşlemleri Tamamlayıcı Bilgi Markalar

Hareketler

Vergi ve Dokümanlar

TCGB NO 30665668000000015 Kalem NO 1-9919000000017

Yükümlüce Beyan Edilen Vergiler

Sistem Tarafından Hesaplanan Vergiler Referans Amaçlıdır

Tutarlar

Toplam 0 Sonradan Ödenecek 0 Ödenecek 0 Teminata Bağlanacak 0

Yükümlüce Beyan Edilen Dokümanlar

Sistem Tarafından İstenen Belgeler Referans Amaçlıdır

1/1

BİLGİLER ONAYLANMAMIŞ

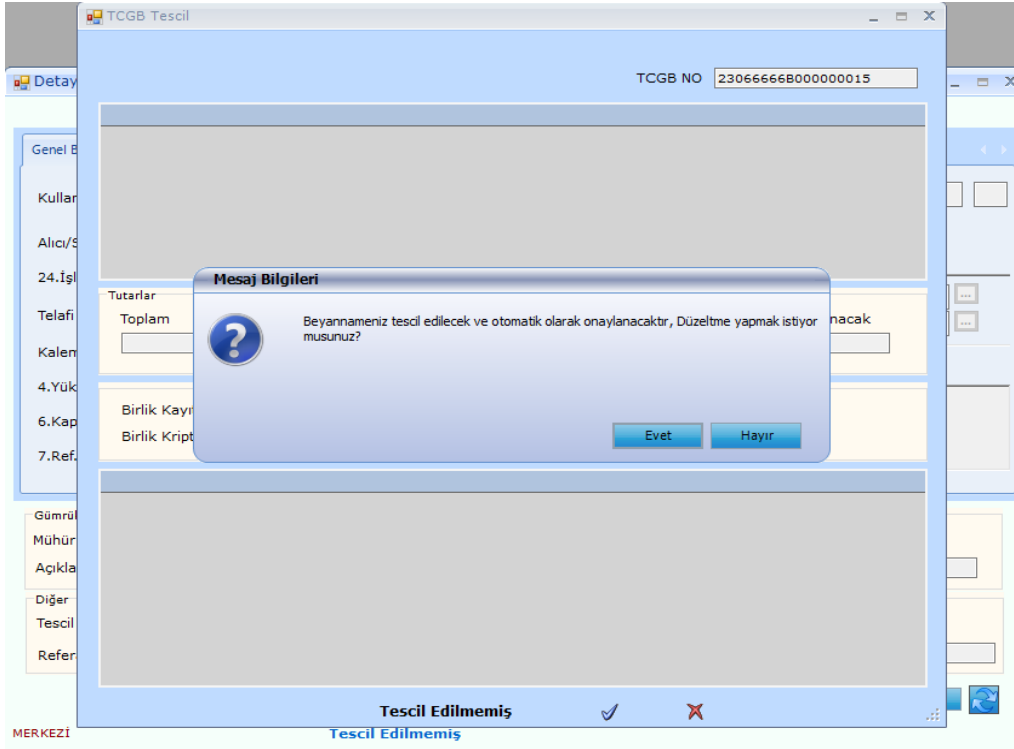
19. To register the customs declaration, select “Customs Declaration Registration” (TCGB Tescil) from the “Links” tab.

The screenshot shows the 'TCGB Tescil' (Customs Declaration Registration) window. The 'Bağlantılar' (Links) tab is active, and the 'TCGB Tescil' option is selected in the dropdown menu. The main window displays the 'Detaylı Beyan' (Detailed Declaration) form. The form includes fields for 'Kullanıcı' (User), 'Gümrük' (Customs), '37.Rejim' (Regime), 'Beyan' (Declaration), 'DG' (Duty), and '8' (Duty rate). It also has fields for 'Alıcı/Satıcı İlişkisi' (Buyer/Seller Relationship), '24.İşlemin Niteliği' (Nature of the Transaction), 'Telaflı Edici Vergi' (Excise Tax), 'Kalem Sayısı' (Number of Items), '19.Konteyner' (Container), 'B.S.' (B.S.), '11.Ticaret Yapılan Ülke' (Country of Trade), '15a.Çıkış Ülkesi' (Exit Country), '10.Gideceği/Sevki Ülkesi' (Destination/Export Country), and '17a.Gideceği Ülke' (Destination Country). The 'TCGB NO' (TCGB Number) is displayed as 230666668000000015.

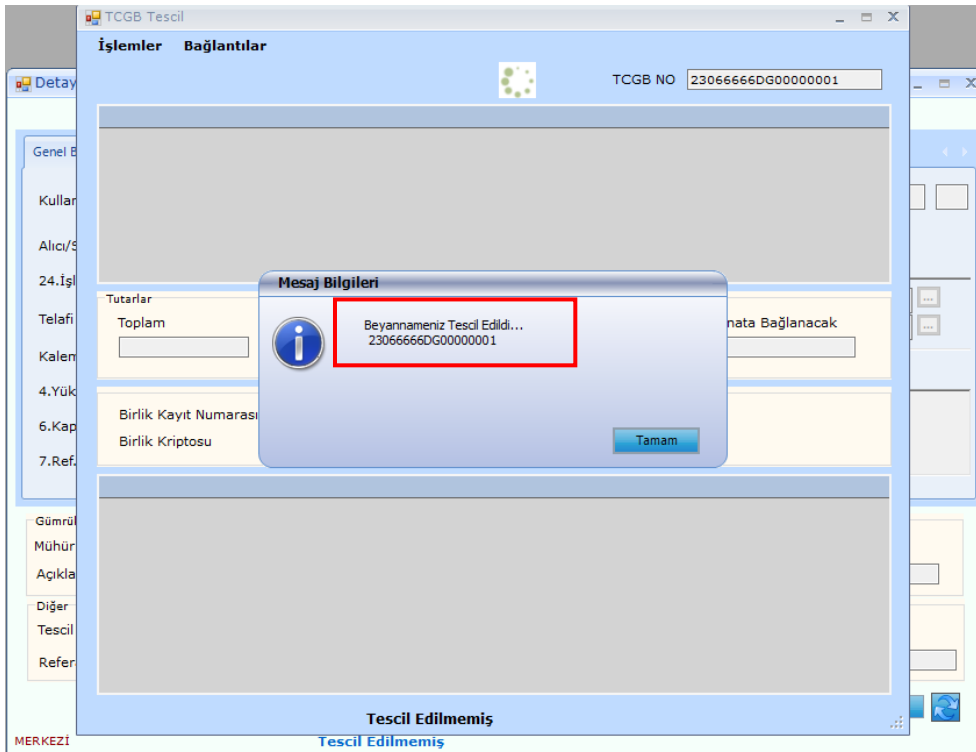
20. In the window that opens, select “Register and Confirm TCGB” from the “Operations” tab.

The screenshot shows the 'TCGB Tescil' (Customs Declaration Registration) window. The 'İşlemler' (Operations) tab is active, and the 'TCGB Tescil Et ve Onayla' (Register and Confirm TCGB) option is selected. The main window displays the 'Tutarlar' (Amounts) section. It includes fields for 'Toplam' (Total), 'Ödenecek' (To be paid), 'Sonradan Ödenecek' (To be paid later), and 'Teminata Bağlanacak' (To be pledged). It also has fields for 'Birlik Kayıt Numarası' (Union Registration Number) and 'Birlik Kriptosu' (Union Cryptocurrency). The 'TCGB NO' (TCGB Number) is displayed as 230666668000000015. The status at the bottom is 'Tescil Edilmemiş' (Not Registered).

21. On the question screen, select "Yes" if you wish to make corrections, or "No" if you do not. If "No" is selected and you choose to proceed, the declaration will be registered.



22. Following this process, a declaration with a 'DG' code that has been assigned a registration number is generated.



a) Transactions within 90 days following the declaration of a state of crisis:

- For international humanitarian aid supplies sent to our country due to the crisis, the list of goods—as specified in Annex 7 of the Communiqué on Customs Exemptions—along with the transport document, must be submitted to the customs office at the border point where the goods first enter the country.
- All information requested in the aforementioned list of goods must be provided clearly and comprehensively. It is particularly important to specify the exact quantities of items such as containers, living containers, and tents.
- Following the delivery of the goods, the customs declaration process is finalized by the customs authorities, who complete an electronic declaration using regime code 8000, the exemption code "GK12F," and the fictitious HS code (GTIP) 9919.00.00.00.17.

b) Procedures following the expiration of the 90-day crisis period:

- Applications and requests submitted to customs authorities regarding international humanitarian aid supplies sent to our country in response to a crisis situation shall first be forwarded to the General Directorate of Customs. Customs procedures must be completed in accordance with the instructions issued by the General Directorate following consultation with the Disaster and Emergency Management Presidency (AFAD). For items classified as relief goods within the scope of the crisis, the customs process shall be carried out by means of an oral declaration, based on the information provided in the form set out in Annex-7.
- When necessary, the General Directorate may also request assessments from relevant institutions and organizations regarding the status of specific types of goods.

c) Transit of international relief goods to an inland customs office and procedures to be carried out at border customs offices:

- Within the framework of Prime Ministry Circular No. 2006/11, published in the Official Gazette dated March 24, 2006, and numbered 26118, only transit operations are conducted at our border customs offices, while customs procedures related to imports and exports are carried out at inland customs offices. Furthermore, the sections of the aforementioned Circular titled "Health Services at Land Border Gates" and "Disinfection" contain provisions concerning epidemics and infectious diseases.
- In the event that goods to be declared as international aid—under the scope of Annex-7—consist of food, medical devices, cosmetic products, Type 1 and Type 19 biocidal products, medicinal products for human use, or foods for special medical purposes, it is not permitted to transport such goods to inland customs offices without first completing the necessary customs procedures and undergoing the required inspections and controls by the relevant institutions and organizations.
- Moreover, the third paragraph of Article 84 of Customs Law No. 4458 stipulates that the transport of goods subject to the transit regime within the Customs Territory of Turkey shall be carried out under the following frameworks: a transit regime declaration, a TIR carnet, an ATA carnet (used as a transit document), Form 302, postal channels (including postal parcels), a CIM consignment note for rail transport, a TR

transfer note for transport via large containers, or a cargo manifest for transport by air or sea. Customs procedures for international relief goods are carried out by submitting to the customs authority the form titled "List of Goods Sent to Those Affected by a Crisis"—numbered 7 and provided in the annex to the Customs Exemption Communiqué (Serial No. 2)—and, where necessary, this form may also be accepted as a declaration for the transit regime, enabling the transfer of international relief goods to the customs authority.

1.2 TEMPORARY IMPORTATION OF RELIEF SUPPLIES SENT FOR CRISIS SITUATIONS

- Article 26 of Decree No. 2009/15481, titled "Relief supplies sent for crisis situations," stipulates that temporary importation authorization shall be granted for relief supplies sent to a public institution—or to an entity authorized by such public institutions—in response to a crisis situation within the Turkish Customs Territory. Furthermore, pursuant to the second paragraph of Article 41 of the same Decree, no security (guarantee) shall be required for relief supplies sent to a public institution, or to an entity authorized by such public institutions, due to a crisis situation occurring within the Turkish Customs Territory.
- In accordance with Circular No. 2009/122 dated 11/12/2009, for goods brought into Turkey on a temporary basis under the scope of Article 26 of Decree No. 2009/15481, an identification verification (confirmation of the goods' identity) is conducted by a committee composed of officials from the AFAD (Disaster and Emergency Management Presidency) Provincial Directorate and the Customs Directorate, under the chairmanship of an individual appointed by the local administrative authority (Mülki İdare Amiri). Entry of the goods is permitted following their delivery to the authorized institution—documented by a list of goods signed by the aforementioned committee (Table 3)—and the submission to the customs administration of a letter of undertaking (Form 1) issued by the receiving institution.

TABLE 2: LIST OF TECHNICAL MATERIALS AND EQUIPMENT TEMPORARILY BROUGHT INTO Türkiye FOR SUBSEQUENT RE-EXPORT

GOOD'S					
Brand	Category	Type	Model	Quantity	Serial Number

**FIGURE 1: UNDERTAKING REGARDING TECHNICAL MATERIAL AND
EQUIPMENT TEMPORARILY BROUGHT INTO TÜRKİYE FOR SUBSEQUENT
RE-EXPORT**

Regarding the goods brought from abroad and received under this letter of undertaking—as declared in the attached list—I hereby declare and undertake that:

- 1- The goods shall be delivered to the customs administration—in accordance with their identity at the time of entry—within a period of, either for the purpose of being re-exported abroad or for placement in a temporary storage facility or a customs warehouse;
- 2- The goods shall be used in accordance with their intended purpose;
- 3- The goods shall not be transferred to another party or location, nor abandoned, without the authorization of the Ministry of Trade;
- 4- The goods shall not, under any circumstances, be made available for use by others for purposes other than those intended;
- 5- In the event that the conditions specified in the above clauses are not fulfilled, the provisions of the Customs Law No. 4458, the Customs Regulation pertaining to this Law, and the Anti-Smuggling Law No. 5607 shall apply.

Full name and address of the public institution receiving the goods, or of the entity authorized by such public institution(s)

.....On behalf of

Date / Signature

- In accordance with the aforementioned Circular, all Regional Directorates of Customs and Foreign Trade are primarily authorized and responsible for ensuring that the relevant procedures are carried out with maximum speed and efficiency, given the urgency of crisis situations. These Regional Directorates are tasked with overseeing and finalizing the implementation in direct coordination with the local Customs Directorates. The "Assistance Commission" mentioned in this document shall perform its duties—as well as those assigned to the committee specified in the aforementioned Circular—in compliance with the principles set forth therein. At customs offices where no such Commission exists, the procedures shall be carried out by a committee established in accordance with the principles stipulated in the Circular.
- A signed copy of the letter of undertaking and its accompanying list of goods shall be provided to the representative of the recipient institution for submission to the customs office of exit.
- The export of goods—which were imported on a temporary basis and are intended for re-export within the permitted period of stay—shall be authorized only after an inspection confirms that the goods correspond to their declared identity.

1.3 ITEMS ACCOMPANYING FOREIGN SEARCH AND RESCUE TEAMS AND HEALTHCARE WORKERS

1.3.1 Customs Procedures for Items Accompanying Foreign Search and Rescue Teams and Healthcare Personnel

- Customs procedures for equipment and other items brought into the country by foreign search and rescue teams and healthcare personnel—arriving under the coordination and with the knowledge of the Ministry of Foreign Affairs and AFAD—shall be carried out without delay.
- Prior to the arrival of these rescue teams and healthcare personnel, the Ministry of Foreign Affairs and AFAD shall provide the customs administration with a list of names, as well as details regarding any equipment or other items being brought in.
- For such equipment and items, customs procedures shall be handled by the "Aid Commission" (Yardım Komisyonu) at customs offices where such a commission exists.
- At customs offices where no such commission exists, the items shall be recorded and documented by a three-member committee—chaired by a Deputy Director of the respective customs office—in conjunction with AFAD personnel.
- The inventory of items prepared by the commission or committee shall serve as the basis for procedures to be followed when the respective teams and healthcare personnel depart from the country, ensuring that their exit processes are carried out without disruption.

1.3.2 Customs Procedures for Medical Devices, Cosmetic Products, Type 1 and Type 19 Biocidal Products, Medicinal Products for Human Use, and Foods for Special Medical Purposes Brought by Foreign Search and Rescue Teams and Healthcare Personnel

- Medical teams arriving in our country from abroad will be permitted to bring in human medicinal products and foods for special medical purposes, provided that the team includes a physician.
- Items falling under the categories of medical devices, cosmetic products, Type 1 and Type 19 biocidal products, human medicinal products, and foods for special medical purposes shall be evaluated in accordance with the provisions of the "Guideline on Donations of Health Products from Abroad in Cases of Disaster and Emergency" (published by the Turkish Medicines and Medical Devices Agency) and the legislation governing human medicinal products subject to control—including those containing narcotic and/or psychotropic substances. Following this evaluation, the quantity and type of such items shall be recorded in official documentation.
- These procedures shall be carried out by the "Aid Commission" at customs offices where such a commission exists. At customs offices where no such commission is present, the procedures shall be conducted by a committee of at least three members—chaired by a Deputy Director of the respective customs office and including representatives from AFAD (Disaster and Emergency Management Presidency) and the Ministry of Health.

1.4 DUTIES, AUTHORITY, AND RESPONSIBILITY REGARDING THE DELIVERY OF GOODS

- In the event of a crisis, international humanitarian aid supplies sent to our country must be imported for use by public institutions and organizations, associations granted the status of "associations working for the public benefit," or foundations granted tax exemption by the President. Alternatively, such supplies may be sent to these entities by individuals, legal entities, or official organizations located abroad.
- The oral declaration form to be prepared for these goods must explicitly designate one of the aforementioned institutions, associations, or foundations as the recipient.
- The list of foundations granted tax exemption can be accessed at <https://www.gib.gov.tr/yardim-ve-kaynaklar/yararli-bilgiler/vergi-muafiyeti-taninan-vakiflarin-listesi>, and the list of associations working for the public benefit can be found at <https://www.siviltoplum.gov.tr/kamu-yararina-calisan-dernekler>. Customs authorities may request that these foundations and associations provide documentation verifying their status.
- In cases where the designated recipient institution or organization is not present at the customs office to take delivery of the goods, the items shall be received by AFAD (Disaster and Emergency Management Presidency).
- The Turkish Red Crescent (Türk Kızılayı) may station a representative at the customs office to take delivery of aid supplies sent in its name, provided that the Ministry has been notified in advance. Within the scope of the Turkey Disaster Response Plan, AFAD—which serves as the primary partner for the "International Disaster Support and Cooperation Group" and is responsible for coordinating international aid—may decide to take delivery of humanitarian relief supplies intended for entities, organizations, associations, or foundations that are not explicitly listed among the eligible recipients in Article 105 of the aforementioned Decision. Following such delivery, AFAD may facilitate the transfer of these supplies to their intended ultimate recipients or dispatch them directly to areas where they are needed.
- In any event, institutions and organizations that act as primary partners within the various working groups of the Turkey Disaster Response Plan may station representatives at customs offices to ensure the necessary speed and coordination for the customs clearance of humanitarian relief supplies—supplies they are tasked with receiving in order to fulfill their assigned duties during a crisis. The contact details of these representatives must be provided to the Ministry of Trade prior to the arrival of the goods.

1.4.1 Relief Commission

- In light of the experiences gained from disasters in our country, and with the aim of minimizing potential delays in the acceptance of incoming aid—specifically food, plant- or animal-based products, medical devices, cosmetics, Type 1 and Type 19 biocidal products, human medicinal products, and foods for special medical purposes—a Commission shall be established. This Commission, authorized to oversee the entry of such goods into the country, shall be composed of representatives from the Ministry of Trade (the relevant Regional Directorate of Customs and Foreign Trade), the Disaster

and Emergency Management Presidency (AFAD), the Ministry of Health (Provincial Health Directorates and the Turkish Medicines and Medical Devices Agency - TİTCK), the Ministry of Agriculture and Forestry, and the Ministry of Family and Social Services—all of which serve as primary or supporting partners under the Turkey Disaster Response Plan regarding the control, acceptance, transport, and distribution of international humanitarian aid supplies.

- During crisis periods, the Commission shall operate on a 24-hour basis.
- Customs procedures for such goods shall be finalized upon the submission of "Annex-7" and the signing of the protocol—provided in the annex to this section—by officials from the Ministry of Trade, AFAD, and the Ministry of Family and Social Services, alongside representatives from either the Ministry of Health or the Ministry of Agriculture and Forestry, depending on the nature of the goods.
- To ensure the necessary coordination for the designation of personnel from other participating institutions, the relevant Regional Directorate shall conduct official correspondence with the local civil administrative authority. The following customs directorates have been designated as locations for the establishment of an Assistance Commission: Adana, Cilvegözü, Çukurova Airport, Dereköy, Esenboğa Airport, Habur, Hamzabeyli, İpsala, İskenderun, Istanbul Airport, İzmir, Kapıköy, Kapıkule, Mersin, Sabiha Gökçen, and Sarp.
- The Ministry of Trade is authorized to decide on the establishment of such a Commission at additional customs directorates, depending on the scale of any potential disaster or crisis, as well as the requests and opinions of the relevant institutions and organizations.
- In the event that relief goods include medical devices, cosmetic products, Type 1 and Type 19 biocidal products, medicinal products for human use, or foods for special medical purposes—or in the case of medicinal products for human use that are subject to control due to containing narcotic and/or psychotropic substances—such goods shall be received by personnel from the Provincial Directorate of Health, who must also sign the delivery record.
- For relief goods containing plant-based or animal-based products, the signature of the representative from the Ministry of Agriculture and Forestry—who serves on the Commission—is mandatory upon the entry of these goods into the country. For all goods arriving on behalf of the Turkish Red Crescent, the signature of an authorized representative of the Turkish Red Crescent is required upon their entry into the country.
- The Aid Commission shall decide on the entry of goods intended for international aid into the Turkish Customs Territory based on the information provided in Annex-7, as well as on the findings from any physical inspection, should such an inspection be deemed necessary. The Aid Commission concludes its duties by recording the details—such as the warehouse, hospital, or field hospital to which the aid is to be delivered—in an official report (minutes).
- In the event that the aforementioned goods are brought in by aid teams, the relevant customs procedures shall be completed by the Commission at the customs offices where it is stationed, based on the official report.
- The Aid Commission may also prepare an official report for the processing of aid goods other than those specified above, should it deem it necessary.

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- For goods that have undergone inspection and control by the Commission, the oral declaration process shall be completed by a customs officer in accordance with the information provided in Annex-7.
 - At customs offices where no Aid Commission has been established, the customs procedures for the aforementioned aid goods shall be carried out in accordance with the other principles set forth in this document.

FIGURE 2: MINUTES OF THE AID COMMISSION DECISION

Republic of Türkiye
Ministry of Trade
..... Regional Directorate of Customs and Foreign Trade
..... Customs Directorate

Date:

Subject: Minutes of the Aid Commission's Decision

The items described below have been inspected and identified, and their entry into the Customs Territory of Türkiye has been approved by the members of the Commission.

Recipient's

Name/Surname:

Institution:

Commission Member	Disaster and Emergency Management Presidency	Ministry of Trade	Ministry of Family and Social Services	Ministry of Agriculture and Forestry	Ministry of Health
Type of goods	All	All	All	Food/Plant-based/animal-based products	Pharmaceuticals and medical supplies

Name/Surname

Title

Signature

Information regarding the goods:

Sender	Recipient (Institution/Entity/Individual/Organization)	Destination Province/Warehouse	Type of Goods	Quantity of Goods

1.4.2. Compilation of Statistics on Relief Items

To ensure the effective tracking and accurate statistical recording of relief goods entering the Turkish customs territory, the data specified in the table below must be recorded by the customs office through which the goods enter. This data—compiled in an Excel format and covering the previous day’s entries—must be submitted to the General Directorate (at ggmmuafiyetler@ticaret.gov.tr) by the end of each business day. When preparing the data, it is essential to use clear and precise language; distinct items and their respective quantities should be entered on separate rows.

The quantities of containers, living containers, and tents must be specified in the table as an exact count (number of units).

The Ministry will share this data with AFAD on a regular basis.

TABLE 3: TABLE OF AID DATA

Entry Customs Office	Date of Entry	Country Sending the Aid	City to Which the Goods Are Dispatched	Name/Address of the Warehouse to Which the Goods Are Dispatched	Type (Vehicle, Clothing/Food/Medicine-Medical Supplies, Blankets/Electrical Appliances, etc. – Please Specify)	Package Details and Quantity (Container/Box, etc.)	Type of Packaging (unit, kg, m ² , container, pallet, parcel, other)	Quantity	Type of Transport Vehicle (vehicle, minibus, truck, semi-truck, aircraft, ship)	Transport Vehicle Details (License Plate, Voyage/Flight Number, Name, etc.)
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1.5 PROCEDURES TO BE FOLLOWED WHEN HUMANITARIAN AID ITEMS CONSIST OF AGRICULTURAL PRODUCTS, FOOD PRODUCTS, OR VETERINARY MEDICINAL PRODUCTS

1.5.1 Procedures to be Followed When International Aid Consists of Agricultural Products, Food Products, or Veterinary Medicinal Products

For goods sent from abroad for aid purposes—for which an official inspection has been requested—upon their entry into the country;

- For processed and/or packaged products, entry may be permitted following a physical (organoleptic) inspection, without the requirement for a certificate.
- For unprocessed plants and plant products subject to agricultural quarantine, entry may be permitted following a macroscopic phytosanitary inspection at the points of entry, without the requirement for a phytosanitary certificate.
- For products subject to veterinary control, entry into the country may be permitted in accordance with the "Regulation on the Organization of Veterinary Controls for Products Entering the Country" and Article 18—under the section on exceptional practices—of the "Regulation on Official Controls of Food and Feed."
- Should any suspicion arise during the inspection of the aforementioned products, laboratory analysis may be requested.
- Unless otherwise announced or notified by the relevant authority, the entry of veterinary medicinal products into the country shall not be permitted.
- The inspection and customs procedures for food-type goods shall, in all cases, be completed only after the necessary examination has been conducted by personnel from

the Ministry of Agriculture and Forestry and the entry of said goods has been deemed appropriate. In locations where an "Assistance Commission"—as described in section 1.4.1—is present, all other inspections, customs procedures, and the onward transport of such goods shall be expedited upon the submission of "Annex-7" (EK-7) and the signing of the relevant official record, with due regard for the risk of spoilage.

- At customs offices where such a Commission is not present, the customs procedures for the aforementioned relief goods shall be completed upon the submission of "Annex-7" (EK-7) and subject to the approval of the Ministry of Trade, the Ministry of Agriculture and Forestry, and AFAD (Disaster and Emergency Management Presidency), following which the goods may be dispatched.

1.5.2 Procedures to be Followed When International Aid Shipments to Our Country Contain Other Goods Alongside Agricultural or Food Products

- In the event that different types of goods are included in a single declaration, priority shall be given to the customs clearance of food items, and the customs procedures for all the goods shall be completed in accordance with the principles set forth in section 1.5.1.
- Should food inspections prove time-consuming, the non-food items may—subject to the preparation of an official record—be moved to a temporary storage facility or another area authorized by the customs administration for the placement of such goods, with their customs procedures to be completed at a later time.

1.6 PROCEDURES TO BE FOLLOWED WHEN HUMANITARIAN AID SUPPLIES CONSIST OF MEDICAL DEVICES, COSMETIC PRODUCTS, TYPE 1 AND TYPE 19 BIOCIDAL PRODUCTS, MEDICINAL PRODUCTS FOR HUMAN USE, OR FOODS FOR SPECIAL MEDICAL PURPOSES

1.6.1 Procedures to be Followed When International Aid Consists of Medical Devices, Cosmetic Products, Type 1 and Type 19 Biocidal Products, Medicinal Products for Human Use, or Foods for Special Medical Purposes

- In the event that no international call for aid—necessitating the arrival of international relief goods—has been issued by the relevant authority, the entry of medical devices, cosmetic products, Type 1 and Type 19 biocidal products, medicinal products for human use, and foods for special medical purposes into the country shall not be permitted, unless otherwise announced or notified.
- International relief goods—specifically medical devices, cosmetic products, Type 1 and Type 19 biocidal products, medicinal products for human use, and foods for special medical purposes—shall be evaluated for compliance with the provisions of the "Guideline on Donations of Health Products from Abroad in Cases of Disaster and Emergency," published by the Turkish Medicines and Medical Devices Agency. Following this evaluation, the quantity and type of such goods shall be recorded in official documentation.

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- The inspection and customs clearance of such goods shall, in all cases, be completed only after the necessary examinations have been conducted by Ministry of Health personnel and the entry of said goods has been deemed appropriate. In locations where an "Aid Commission" (as defined in section 1.4.1) is present, the remaining controls, customs procedures, and onward transport of these goods—taking into account the risk of spoilage—shall be expedited upon the submission of "Annex-7" (Ek-7) and the signing of the relevant official record.
 - At customs offices where no such Commission is present, the customs clearance of the aforementioned relief goods shall be completed upon the submission of "Annex-7" (Ek-7) and subject to the approval of the Ministry of Trade, the Ministry of Health, and AFAD (Disaster and Emergency Management Presidency). Once approved, the goods shall be dispatched to a hospital, warehouse, or field hospital designated by an authorized official from the Ministry of Health. The statistical data compiled by customs authorities shall include detailed information regarding the destination to which the goods are dispatched.
 - Items brought into the country by relief teams and healthcare personnel may be permitted entry, subject to an assessment. Once authorized, the movement of such items shall be facilitated and documented via an official record.

1.6.2 Procedures to be Followed When International Aid Shipments Sent to Our Country Contain Other Goods in Addition to Medical Devices, Cosmetic Products, Type 1 and Type 19 Biocidal Products, Medicinal Products for Human Use, and Foods for Special Medical Purposes

- In the event that a single declaration covers various types of goods, priority shall be given to the customs clearance of medical devices, cosmetic products, Type 1 and Type 19 biocidal products, medicinal products for human use, and foods for special medical purposes; the customs procedures for these items shall be completed in accordance with the principles set forth in section 1.6.1.
- Should the inspection of such goods prove time-consuming, the remaining goods may—subject to the preparation of an official record—be moved to a temporary storage facility or to other areas authorized by the customs administration for the placement of goods, pending the completion of their respective customs procedures at a later time.

1.7 PROCEDURES TO BE FOLLOWED IN CASES WHERE THE TRANSFER OF HUMANITARIAN AID GOODS FROM THE CUSTOMS OFFICE OF ARRIVAL TO A DIFFERENT CUSTOMS OFFICE IS REQUESTED

- For international relief goods brought into our country—where a request is made to transfer them to a customs office other than the one of initial arrival—the customs formalities shall be carried out by the customs office to which the goods are to be transferred, with the customs office of arrival taking the necessary precautionary measures. Such goods may be processed in accordance with the provisions of the transit regime. Furthermore, should the customs office deem it necessary, additional measures may be implemented, such as requiring an official to accompany the vehicle transporting the goods or utilizing an electronic tracking system (ATS) device.

1.8 PROCEDURES TO BE FOLLOWED FOR THE DONATION OF GOODS LOCATED IN WAREHOUSES AND FREE ZONES TO AFAD OR RELEVANT INSTITUTIONS/ORGANIZATIONS

- The transfer of goods located in a customs warehouse to public institutions by way of a donation is permitted only under the following conditions: a written application must be submitted to the Customs Administration; the public institution intended to be the recipient must be informed of this application; the application must be forwarded to the Ministry (General Directorate of Customs) for necessary review; and the subsequent action must be taken in accordance with the response received from the Ministry.
- If, following an assessment conducted in coordination with AFAD (Disaster and Emergency Management Presidency) and other relevant institutions, the donation of goods held in a customs warehouse to a public institution is deemed appropriate, the goods may be transferred to the designated public institution. In such cases, the goods must be delivered exclusively to authorized public personnel who have been designated by the recipient public institution and whose identification details have been previously communicated to the Ministry (General Directorate of Customs).
- Goods held in a customs warehouse—for which the importation is subject to the approval, authorization, or testing of specific institutions—cannot be transferred to public institutions, even by way of a donation, if the required applications for such approvals, authorizations, or tests have resulted in a rejection. For instance, it is not possible to transfer deep freezers—which are subject to product safety inspections but have failed to pass such inspections—to a public institution for the purpose of being sent to a crisis zone. Furthermore, in the case of goods located in warehouses, temporary storage facilities, or customs-controlled areas—which have not yet been subjected to any product safety inspection, testing, conformity assessment, or authorization process—such goods may be transferred to a public institution via donation, provided that a formal donation request is submitted and the Ministry (General Directorate of Customs) deems the transfer appropriate following the necessary evaluations. Pursuant to Article 112 of Decree No. 2009/15481, such transfers may take place without the goods undergoing the aforementioned authorization, conformity, inspection, or testing processes. These goods must be delivered exclusively to authorized public personnel who have been designated by the relevant public institution and whose identification details have been previously communicated to the Ministry (General Directorate of Customs).
- When recording the transfer of goods from a warehouse to a public institution, statistical data—including the type and quantity of the goods, the receiving public institution, and the destination warehouse—must be documented and transmitted to the Ministry (General Directorate of Customs).
- For goods brought into a free zone by the public institutions, organizations, associations, or foundations specified in Article 105 of Decree No. 2009/15481—intended for storage in preparation for potential disasters or emergencies—entry into the free zone is contingent upon the issuance of a "Warehouse Usage Certificate." This certificate shall be issued free of charge by the Free Zone Directorate on behalf of the respective entities to facilitate the tracking of their inventory. Goods brought into a free zone for storage, as well as goods physically present in a free zone at the time of a crisis, must be removed

from the zone using the standard "Free Zone Transaction Form," and the subsequent closure information must be transmitted via the SEBİS (Free Zone Information System).

- For goods sent free of charge by public institutions to a crisis-affected area—specifically those falling under the scope of "goods sent to those affected by crises such as natural disasters," as defined in the twelfth paragraph of Article 167 of the Customs Law—the "Special Account" fee (set at a rate of 0.9%—or 9 per mille—pursuant to Article 41, paragraph 1, clauses 1-(i) and 3-(i) of the Regulation on the Implementation of Free Zones) shall not be charged upon the exit of such goods from the free zone into Turkey.
- Goods located in free zones that have been denied entry into free circulation—due to the inability to obtain the necessary approval (such as product safety clearance) from the relevant authority or institution—cannot be dispatched to a crisis-affected area for the purpose of donation. Furthermore, in the case of goods located in free zones—for which the procedures for entry into free circulation have not yet commenced or been completed, and which have not yet been subjected to any product safety inspection, testing, conformity assessment, or authorization process—such goods may be processed without undergoing these requirements, provided that a formal application for donation is submitted and the Ministry (General Directorate of Customs) determines, following necessary inquiries, that the transfer of the goods to a public institution via donation is appropriate. This is permitted under Article 112 of Decree No. 2009/15481. Such goods must be delivered exclusively to authorized public personnel who have been designated by the relevant public institution and whose identification details have been previously communicated to the Ministry (General Directorate of Customs).
- Goods transferred from customs warehouses to public institutions, as well as goods entering Turkey from free zones as donations, must be declared using the exemption code "GK12F."

1.9 PROCEDURES TO BE FOLLOWED FOR PRIORITY RELIEF ITEMS AND CONSOLIDATED RELIEF ITEMS

- In the event of emergencies or disasters, AFAD (Disaster and Emergency Management Presidency) announces a list of priority items to ensure that the urgent needs of affected citizens are met promptly.
- While these items may vary depending on the nature of the disaster or emergency, lessons learned from the February 6 Kahramanmaraş disaster highlight the following as priority goods: tents, containers, living units (container homes), blankets, heaters, diapers, baby formula, canned food, and unused clothing for infants, children, and adults. Once AFAD announces these lists, they will also be communicated to all Customs Directorates for their information.
- As this list of priority items is shared both domestically and internationally—including through the Ministry of Foreign Affairs—customs procedures for any such items declared under "Annex-7" (Ek-7) will be expedited. If a shipment contains items other than those on the priority list, these will, where feasible, be separated from the priority goods through handling (re-sorting/re-packing) and then dispatched to the affected region in accordance with the criteria outlined in the preceding sections of this document.

- Unsolicited or individual aid shipments sent from abroad are collected at centers designated by our diplomatic missions and announced to the public. The aid materials in question shall be sorted under the supervision and coordination of the Embassy/Consulate General staff, listed in an Excel spreadsheet following the format provided below (Table 5), and transmitted daily by the Embassy/Consulate General staff to the Ministry of Foreign Affairs Crisis and Coordination Center; this process will facilitate the compilation of statistical data and ensure that the collected aid is directed to the appropriate destinations.

TABLE 4: LIST OF RELIEF ITEMS RECEIVED FROM DIPLOMATIC MISSIONS ABROAD

Country	Representative Office	Individual /Company /NGO Providing Aid	Type (Vehicle, clothing, food, medical supplies, blankets, electrical appliances, etc.)	Quantity (Units, kg, m ³ , etc.)	Packaging Type (Container, box, pallet, etc.)	Description (Shipment status, date, etc.)
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1.10 COORDINATED SORTING OF USED GOODS IN THE COUNTRY OF LOADING

- In the event of disasters or emergencies, for shipments of international aid—including used items—destined for Turkey, it is mandatory that the individuals or organizations coordinating the dispatch of such aid notify the Ministry of Foreign Affairs. Furthermore, official documentation from our embassies or consulates abroad, confirming the dispatch of these items, must be submitted to the relevant Customs Directorate either before or during the shipment process.
- Failure to comply with these notification requirements will result in the denial of the importation of used items as relief goods. In cases where such notification has not been provided, if the Disaster and Emergency Management Presidency (AFAD) submits a written notice or message form to the relevant Customs Directorate confirming that the items are suitable for use in disaster-affected areas, the import process shall proceed with AFAD designated as the consignee; the items will then be handed over to an AFAD representative to conclude the procedure.

2. CONTACT INFORMATION

2.1. MINISTRY OF TRADE, GENERAL DIRECTORATE OF CUSTOMS – CONTACT INFORMATION

Relevant Department: Department of Exemptions and E-Commerce Customs Procedures

Phone: +90 312 449 32 40

E-mail: ggmmuafiyetler@ticaret.gov.tr

General Directorate of Customs – Document Fax: +90 312 449 31 01

Ministry of Trade – General Document Fax: +90 312 449 18 18

Address: Ministry of Trade, Eskişehir Road Campus, Block A, Dumlupınar Boulevard No: 151, 9th km of Eskişehir Road, 06800 Çankaya / ANKARA

2.2. CONTACT NUMBERS FOR REGIONAL DIRECTORATES AND CUSTOMS ADMINISTRATIONS

TABLE 5: CONTACT NUMBERS FOR REGIONAL DIRECTORATES AND CUSTOMS ADMINISTRATIONS

Regional Directorate and Affiliated Customs Directorates	Telephone
Batı Akdeniz Customs and Foreign Trade Regional Directorate	0242 259 13 21-25
Antalya Customs Directorate	0242 259 13 24
Antalya Airport Customs Directorate	0 242 330 30 46 - 30 47
Antalya Free Zone Customs Directorate	0242 259 09 42
Dalaman Airport Customs Directorate	0252 792 52 05
Isparta Customs Directorate	0246 223 50 63
Fethiye Customs Directorate	0252 614 20 50
Marmaris Customs Directorate	0252 412 03 03
Bodrum Customs Directorate	0252 313 55 85
Milas Airport Customs Directorate	0252 523 03 07
Alanya Customs Directorate	0242 513 64 61
Kaş Customs Directorate	0242 836 10 11
Finike Customs Directorate	0242 855 45 26
Batı Marmara Customs And Foreign Trade Regional Directorate	0282 263 81 10 0282 263 55 04-25
Tekirdağ Customs Directorate	0282 261 20 24
Çerkezköy Customs Directorate	0282 726 51 07
Çorlu Airport Customs Directorate	0282 682 40 75
Avrupa Free Zone Customs Directorate	0282 265 11 21 - 22
Çanakkale Customs Directorate	0286 217 16 54
Biga Customs Directorate	0286 364 58 87
Marmaraereğlisi Customs Directorate	0282 613 07 00
Doğu Akdeniz Customs and Foreign Trade Regional Directorate	0326 613 81 82 0326 614 00 29 - 30
İskenderun Customs Directorate	0326 614 00 37
Cilvegözü Customs Directorate	0326 432 30 53
Yayladağı Customs Directorate	0326 471 32 11
Antakya Customs Directorate	0326 285 60 03
İsdemir Customs Directorate	0326 758 30 00
Osmaniye Customs Directorate	0328 802 00 45
Zeytin Dalı Customs Directorate	0326 464 12 12

Regional Directorate and Affiliated Customs Directorates	Telephone
Doğu Anadolu Customs and Foreign Trade Regional Directorate	0432 223 40 26 0432 223 40 15
Van Customs Directorate	0432 216 10 27
Esendere Customs Directorate	0438 361 20 02
Kapıköy Customs Directorate	0432 793 21 80
Üzümlü Customs Directorate	0438 547 20 49
Yüksekova Customs Directorate	0438 351 56 21
Derecik Customs Directorate	0438 502 01 41
Doğu Karadeniz Customs and Foreign Trade Regional Directorate	0462 326 74 44 0462 323 09 52
Trabzon Customs Directorate	0462 326 91 87
Giresun Customs Directorate	0454 216 30 02
Doğu Marmara Customs and Foreign Trade Regional Directorate	0262 528 40 95
İzmit Customs Directorate	0262 325 18 21
Derince Customs Directorate	0262 528 84 71
Dilovası Customs Directorate	0262 754 24 00-01
Gebze Customs Directorate	0262 642 64 29
Körfez Petrokimya Customs Directorate	0262 528 4472
Sakarya Customs Directorate	0264 276 94 19
Karadeniz Ereğli Customs Directorate	0372 322 64 23
Zonguldak Customs Directorate	0372 210 02 16
Karabük Customs Directorate	0370 418 25 65
Bartın Customs Directorate	0378 227 17 29
Bolu Customs Directorate	0374 243 82 41
Ege Customs and Foreign Trade Regional Directorate	0232 463 25 46-47-48-49
İzmir Customs Directorate	0232 463 25 47-48-49
Adnan Menderes Customs Directorate	0232 274 35 09
Çeşme Customs Directorate	0232 712 04 28
Manisa Customs Directorate	0236 214 02 54
Aliğa Customs Directorate	0232 625 52 33
Ege Free Zone Customs Directorate	0232 251 26 09
İzmir TIR Customs Directorate	0232 327 33 77
İzmir Free Zone Customs Directorate	0232 842 66 22
İzmir Passenger Lounge Customs Directorate	0232 463 12 96
Dikili Customs Directorate	0232 671 31 35
Alaşehir Customs Directorate	0236 654 30 45
Aydın Customs Directorate	0256 211 31 50
Kuşadası Customs Directorate	0256 614 62 96
Foça Customs Directorate	0232 812 11 56
Denizli Customs Directorate	0258 274 65 51

Regional Directorate and Affiliated Customs Directorates	Telephone
Afyonkarahisar Gümrük Müdürlüğü	0272 223 46 01
Uşak Gümrük Müdürlüğü	0 276 266 71 55
Fırat Customs and Foreign Trade Regional Directorate	0422 323 41 69
Malatya Gümrük Müdürlüğü	0422 502 15 03
Kahramanmaraş Gümrük Müdürlüğü	0344 231 33 29
Sivas Gümrük Müdürlüğü	0346 218 13 67
Elazığ Gümrük Müdürlüğü	0 424 255 12 10
GAP Customs and Foreign Trade Regional Directorate	0342 338 78 84
Gaziantep Customs Directorate	0342 359 10 13
Islahiye Customs Directorate	0342 862 10 17
Öncüpınar Customs Directorate	0348 813 10 50
Şanlıurfa Customs Directorate	0414 351 41 39
Akçakale Customs Directorate	0414 411 24 07
Gaziantep Airport Customs Directorate	0342 582 10 62
Adıyaman Customs Directorate	0416 290 19 16
Karkamış Customs Directorate	0342 561 26 72
Çobanbey Customs Directorate	0348 782 22 66
Ceylanpınar Customs Directorate	0414 502 39 07
Nizip Customs Directorate	0342 359 10 13
Gürbulak Customs and Foreign Trade Regional Directorate	0472 321 23 01-06
Doğubeyazıt Customs Directorate	0472 312 10 20
Gürbulak Customs Directorate	0472 321 24 14
Erzurum Customs Directorate	0442 233 05 77
Dilucu Customs Directorate	0476 425 10 07
Kars Customs Directorate	0474 212 00 13
Iğdır Customs Directorate	0476 518 73 71
İpekyolu Customs and Foreign Trade Regional Directorate	0486 528 70 17
Habur Customs Directorate	0486 528 70 12
Silopi Customs Directorate	0486 528 71 05
Nusaybin Customs Directorate	0482 415 27 20
Batman Customs Directorate	0488 213 50 01
Mardin Customs Directorate	0482 215 24 99
Diyarbakır Customs Directorate	0412 224 38 25
İstanbul Customs and Foreign Trade Regional Directorate	0212 463 69 00 0212 454 08 20
Haydarpaşa Customs Directorate	0216 345 03 01
Erenköy Customs Directorate	0216 364 29 75
Istanbul Leather Free Zone Customs Directorate	0216 394 18 87
Sabiha Gökçen Airport Customs Directorate	0216 585 55 31
Pendik Customs Directorate	0216 392 50 50

Regional Directorate and Affiliated Customs Directorates	Telephone
Atatürk Airport Cargo Customs Directorate	0212 891 94 00
İstanbul Postal Customs Directorate	0212 549 41 80
Muratbey Customs Directorate	0212 778 11 80
Beylikdüzü Fuel Customs Directorate	0212 676 60 62
Karaköy Passenger Terminal Customs Directorate	0212 243 21 79
Trakya Free Zone Customs Directorate	0212 786 60 02
Yeşilköy Customs Directorate	0212 465 80 15-16
Atatürk Airport Free Zone Customs Directorate	0212 465 00 69
Ambarlı Customs Directorate	0212 875 70 71
Zeytinburnu Customs Directorate	0212 679 10 82
Halkalı Gar Customs Directorate	0212 678 47 91
İstanbul Airport Customs Directorate	0212 891 96 88
Istanbul Airport Passenger Lounge Customs Directorate	0212 891 94 00
Kaçkar Customs and Foreign Trade Regional Directorate	0466 351 46 46
Rize Customs Directorate	0464 226 09 73
Hopa Customs Directorate	0466 351 51 40
Sarp Customs Directorate	0466 215 30 00
Türkgözü Customs Directorate	0478 527 12 00
Aktaş Customs Directorate	0478 325 67 62
Orta Akdeniz Customs and Foreign Trade Regional Directorate	0324 241 28 00-01
Mersin Customs Directorate	0324 241 28 87
Mersin Free Zone Customs Directorate	0324 233 15 08
Mersin Fuel Customs Directorate	0324 221 81 11-13
Taşucu Customs Directorate	0324 741 40 39
Adana Customs Directorate	0322 435 91 68
İncirlik Customs Directorate	0322 316 63 44
Botaş Customs Directorate	0322 639 24 65
Yumurtalık Free Zone Customs Directorate	0322 634 20 80
Orta Anadolu Customs and Foreign Trade Regional Directorate	0312 397 77 89-(6 Hat)
Ankara Customs Directorate	0312 812 10 92
Esenboğa Customs Directorate	0312 398 04 15
Konya Customs Directorate	0332 239 13 39
Karaman Customs Directorate	0338 224 14 88
Kayseri Customs Directorate	0352 321 23 35
Aksaray Customs Directorate	0382 266 20 07
Kırşehir Customs Directorate	0386 252 61 60
Ankara Gar Customs Directorate	0312 397 77 89
Nevşehir Customs Directorate	0384 341 44 88

Regional Directorate and Affiliated Customs Directorates	Telephone
Niğde Customs Directorate	0388 225 04 20
Kayseri Free Zone Customs Directorate	0352 311 30 18
Orta Karadeniz Customs and Foreign Trade Regional Directorate	0362 445 25 64 0362 445 01 96
Samsun Customs Directorate	0362 445 15 69
Çorum Customs Directorate	0364 254 93 16
Ordu Customs Directorate	0452 223 16 99
Ünye Customs Directorate	0452 321 10 93
İnebolu Customs Directorate	0366 811 20 12
Sinop Customs Directorate	0368 261 76 66
Amasya Customs Directorate	0358 212 40 00
Ordu-Giresun Airport Customs Directorate	0452 226 28 52
Trakya Customs and Foreign Trade Regional Directorate	0284 215 21 50 -51
Kapıkule Customs Directorate	0284 215 21 50
Kapıkule Gar Customs Directorate	0284 215 21 50
İpsala Customs Directorate	0284 616 15 73
Dereköy Customs Directorate	0288 244 40 50
Hamzabeyli Customs Directorate	0284 215 20 14
Uzunköprü Customs Directorate	0284 513 48 06
Pazarkule Customs Directorate	0284 223 14 14
Uludağ Customs and Foreign Trade Regional Directorate	0224 243 59 50 - 51-52
Bursa Customs Directorate	0224 243 00 43
Mudanya Customs Directorate	0224 544 13 91
Gemlik Customs Directorate	0224 524 85 86-87-88
Bandırma Customs Directorate	0266 714 10 08
Eskişehir Customs Directorate	0222 236 15 64
Yalova Customs Directorate	0226 815 82 76-80
Ayvalık Customs Directorate	0266 312 37 36
İnegöl Customs Directorate	0224 714 99 01
Kütahya Customs Directorate	0274 281 08 17
Balıkesir Customs Directorate	0266 502 65 78
Bozüyük Customs Directorate	0228 202 16 96

