



**SOCAR TÜRKİYE**

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## PROCEDURE FOR PERMIT, AUTHORIZATION AND LICENSE PROCESSES

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**1. PURPOSE**

The purpose of the "Procedure for Permit, Authorization and License Processes" ("Procedure") is to determine and implement the duties and responsibilities of the Directorate regarding the coordination, execution and management of any and all permits, authorizations and licenses that are required to be obtained from the public institutions during the pre-investment, construction and operation periods of the projects carried out or to be carried out by SOCAR Turkey Group Companies.

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## 2. SCOPE

This Procedure covers the duties and responsibilities of the Directorate in order to ensure that any and all works, which will be carried out during the pre-investment, construction and operation periods for the projects carried out or to be carried out by SOCAR Turkey Group Companies, are carried out efficiently and systematically. 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 Officer:** 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.

**Gas Business Unit:** shall mean the Group Companies continuing their natural gas distribution and natural gas and electricity trading activities under the umbrella of SOCAR Turkey.

**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.

**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 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..

**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** 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 Private Industrial Zone of SOCAR Turkey Enerji A.S. 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.

**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 obtaining 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, obtaining of the use permit or performance of subleasing transactions, and receipt of the compliance opinions.

**Forest ownership:** shall mean obtaining 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 assessment of the suspension process and objections, and finalization of the plans in case of the requirement for zoning implementation.

**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.



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**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 damage to 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 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
NGO	Non-Governmental Organizations
EIA	Environmental Impact Assessment
GSM License	Business License
TSE	Turkish Standards Institution

## 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 and license processes are provided as follows:

- Ensuring coordination of, and managing, the projects, which are or will be carried out by SOCAR Turkey Group Companies, with respect to the permit procedures, such as pre-investment, construction and operating period zoning, EIA, ownership, investment incentives, authorization, license, etc., and accordingly, obtaining any and all kinds of official documents from the public institutions, and monitoring and finalizing the bureaucratic process based on Procedure for Relations with SOCAR Turkey Public Institutions and Non-Governmental Organizations;
- Organizing the meetings with the relevant SOCAR Turkey departments and receiving any and all opinions and requests, under creation of the management plans and reports with respect to the pre-investment permit processes for the projects under the targets and strategies of SOCAR Turkey Group Companies;



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- Selecting the consultant company with respect to the pre-construction permits (ownership, zoning plan, EIA, license, etc.) for the projects to be carried out by SOCAR Turkey Group Companies, and ensuring the coordination with the consultant company, and assessing and reporting the budget;

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- Preparing any and all necessary documents, especially preparing the application petition in order to file the necessary applications with the public institutions for the purpose of completion of the permit, authorization and license processes for the investments and projects to be carried out by SOCAR Turkey Group Companies within the periods prescribed, and ensuring the communication with the public institutions;
- Preparing the reports for the risk elements arising from the legislation or bureaucratic processes with respect to the pre-investment, construction and operating periods of the projects, which are or will be carried out by SOCAR Turkey Group Companies, and carrying out the business processes in relation to the activity by ensuring the process coordination between the relevant departments, consultant company/companies, consulting firms and public institutions;
- Ensuring the necessary coordination to be provided by the Directorate in the event that the communication is required with the central public institutions regarding the risk elements arising from the legislation or bureaucratic processes with respect to the pre-investment, construction and operating periods of the projects, which are or will be carried out by SOCAR Turkey Group Companies;
- Ensuring the necessary coordination to be provided by the Directorate in the event that the communication is required with the local public institutions regarding the risk elements arising from the legislation or bureaucratic processes with respect to the pre-investment, construction and operating periods of the projects, which are or will be carried out by SOCAR Turkey Group Companies;
- Monitoring and finalizing the bureaucratic process and the transfer processes of any and all permits required to be obtained from the public institutions, including the operational permits, trade name change and property permits, EIA, zoning plans, permits, authorizations, licenses, and amendments to such documents, before and after the acquisition, in case of acquisition, by SOCAR Turkey Group Companies, of any third company or the shares thereof;
- Carrying out any and all bureaucratic permit processes within the coordination and communication with the public institutions with respect to the zoning status analysis studies, ownership analysis studies, EIA studies, zoning plan and zoning implementation assessment studies, assessment reports regarding the advantages and disadvantages arising from the legislation or bureaucratic processes and regarding risk definitions, and authorization, license and incentive matters, in respect of the pre-investment permit processes of the projects, which will be carried out by SOCAR Turkey Group Companies based on their goals and strategies;
- The advantages and disadvantages, which arise from the legislation or bureaucratic processes, with respect to the projects, which will be carried out by SOCAR Turkey Group Companies based on their goals and strategies, shall be assessed by the Directorate. Making necessary regulation amendment recommendations to the competent public institutions in case of any need for regulatory amendment to the projects;
- Informing the stakeholders 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;
- Informing the relevant stakeholders and local authorities about any and all public matters with respect to SOCAR Turkey and/or Group Companies through a systematic study;
- Managing the service procurement process with respect to the matters such as zoning plan authorship, map authorship, environmental consultancy service, project authorship, etc., and



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carrying out the company selection, coordination and budget assessment processes together with the relevant departments, under the activities carried out with respect to the permit, authorization and license processes of the projects to be carried out by SOCAR Turkey Group Companies;

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- Carrying out 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 in accordance with the Government Relations Policy and based on the stakeholder consultancy guide;
- Submitting any and all necessary information, documentation, projects, maps, layout plans, reports, etc. to the Directorate by the relevant departments based on the project, during any and all permit, authorization and license processes subject to this Procedure;
- Granting a special status to the project area under the vision and goals of SOCAR Turkey Group Companies;
- Examining the correspondence to be performed with the public institutions with respect to the permit processes, and carrying out the compliance checks, and ensuring the necessary coordination, by the relevant departments of SOCAR Turkey Group Companies.
- The departments of SOCAR Turkey Group Companies shall be obliged to inform the Directorate and to seek its opinion with respect to any and all kinds of permits, authorizations and license processes provided under the Procedure.
- The relevant department, which transmits the documentation, shall be responsible for checking any and all documents submitted to the Directorate, and issuing the compliance with use thereof in any and all permit/bureaucratic processes, and providing the necessary technical and administrative support.

### 5.1 SPECIAL PROVISIONS FOR COORDINATION WITH GAS BUSINESS UNIT

- The Directorate shall work in coordination with the business units determined based on the organizational structure of SOCAR Turkey Group Companies. The provisions for coordination and division of labor between the Gas Business Unit and the Directorate have been specially regulated hereunder due to the fact that the permit and authorization activities of the Gas Business Unit (all permits and authorizations such as excavation permit, construction permit, building use permit, which are required to be obtained from the public institutions during the pre-investment, construction and operating periods) are required to be carried out mostly in the local administrations in Kayseri and Bursa, and the applications filed with the local administrations are required to be monitored on site.
- The permit and authorization processes (such as excavation permits, traffic permits), which are carried out with the local administrations in Kayseri and Bursa, are managed and carried out by the relevant departments of Kayserigaz and Bursagaz. The Directorate must be informed about the operational permit processes carried out by the Gas Business Unit with the public institutions and organizations at the local level. In the event that any support is requested with respect to such processes and matters falling under the Directorate's duties and responsibilities, then the Directorate shall support the Gas Business Unit.
- The Gas Business Unit shall inform the Directorate about the permit, authorization and license processes (including but not limited to the work permit, expropriation, electricity and natural gas license applications or renewal processes) to be carried out in the central administration. The Directorate shall be responsible for managing the bureaucratic processes to be monitored in the central administration, and accordingly, obtaining any and all kinds of official documents from the public institutions, and monitoring and finalizing the bureaucratic process based on the "SOCAR Turkey Procedure for Relations with Public Institutions and Non-Governmental Organizations".



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**6. REFERENCES**

- SCC-GVR-PRC-0003 SOCAR Turkey Procedure for Relations with Public Institutions and Non-Governmental Organizations

**7. ATTACHMENTS**

N/A

**8. RECORDS FOR UPDATING**