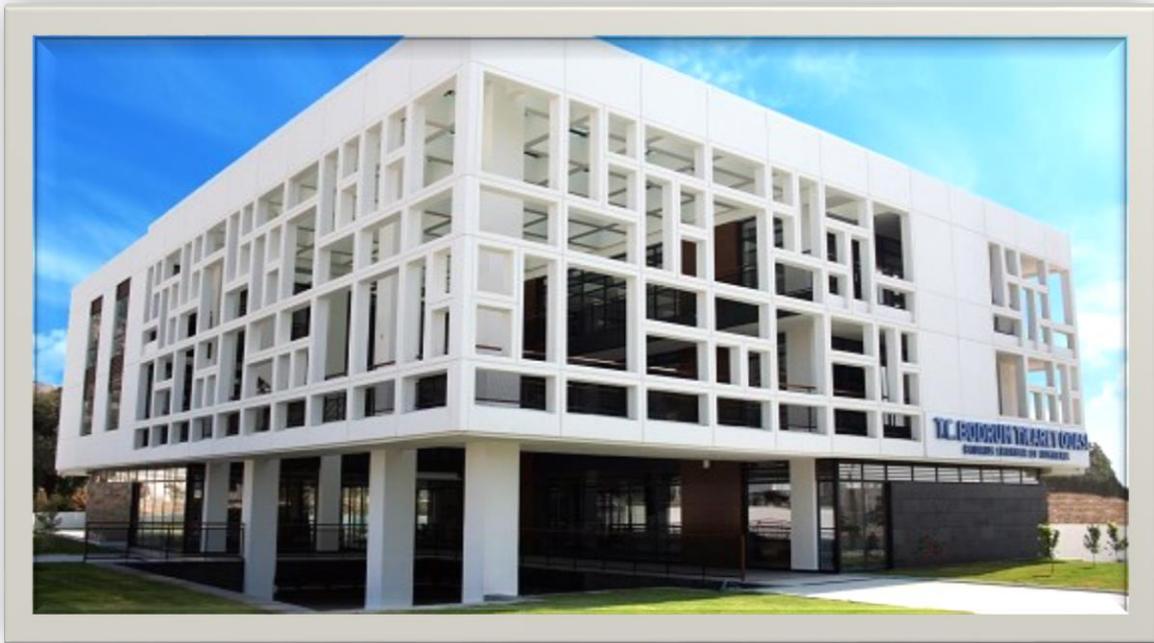




**BODTO**  
T.C. BODRUM TİCARET ODASI  
BODRUM CHAMBER OF COMMERCE

# BODTO MEMBER GUIDEBOOK



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## 1. INTRODUCTION

Dear Member,

Many of our members question the function of the TOBB and the Chambers. I would like to tell you a little about the corporate structure and management of our Chambers, which have an important place in the unification and decoupling of the private sector in Türkiye.

The Union of Chambers and Commodity Exchanges of Türkiye, Article 135 of the Constitution. In the Article organized as a public institution, administrative, representative and consultant, it is the only legal representative of the Turkish private sector at the highest level as a professional top organization with a public legal entity that has performed many tasks of its kind.

TOBB Establishment Law No. 5174 is implemented as TOBB Law No. 5174 dated May 18, 2004. All of our 365 chambers/commodity exchanges affiliated with TOBB are established and operate within the framework of this law. TOBB, which has more than 1 million 400,000 registered members in all sectors throughout the country, provides 18 public services within the scope of the law in our country and is the executor of many national and international studies. TOBB is also the chairmanship of many groups and studies related to the private sector and the economy in our country, as well as representing our country on international platforms. In this context, I wish this script, which was prepared primarily for you to learn about our room and services, can be useful to you.

Best Regards

İLHAN ERSAN

Chairperson of the Parliament

Dear Member,

Our Chamber, which was founded on 27.05.1977 and carried out important works for the Bodrum Peninsula, works to protect and develop the benefits and utilities of its members it represents in every platform, has come to this day with 7 managements so far.

There is no doubt that all segments, from the lowest to the highest, have contributed a great part to the success of our Chamber, both in the region and throughout the country, as described in the book in your hand.

While I would like to thank all my colleagues in the 9<sup>th</sup> Administration, Assembly and Committees, which our Chamber started in May 2018 and will last for 4 years, I think that this publication is a good communication channel to share the basis and sustainability of our work.

As you integrate with our General Secretary and our permanent staff, our success will continue to increase by fulfilling all quality and accreditation requirements.

We must remember that we will achieve success when we all work together. I would like to wish that these and similar publications, in which you will find all the information about BODTO from the past to the future, shed light on other studies as well.

My deepest regards, respectfully,

MAHMUT S.KOCADON

PRESIDENT OF THE BOARD OF MANAGEMENT

Dear Members,

Our chamber is getting ready for the 100<sup>th</sup> year of our Republic. From where our room arrived today, we understand that we did the right thing to create the institutions of the future by starting from the 'FIRSTS' when we were looking for the answers to the questions we mentioned in the first days when I started working in the Bodrum Chamber of Commerce. Thus, we can prepare for the 100<sup>th</sup> anniversary of our Republic with new goals. "BODRUM CHAMBER OF COMMERCE OF THE FUTURE" is now serving these goals in its new building. This is how institutionalization and post-institutionalization start to capture the future. For PROCESS MANAGEMENT applications, it is necessary to learn to be a team first. To be a team, we must first learn how to talk without arguing and communicate effectively with one another. If we didn't have a vision, we couldn't plan for the future, therefore, the strategic plans we have created would not work. The solution to this is that the future plans that we have prepared in our institutions are in a way that teaches "strategic thinking." This is how we prepare the new strategic plan. Based on the results of the 2014-2017 BODTO STRATEGIC PLAN, the third completed plan of our chamber, and the experience and methods it brought to the institution, the 2018-2023 BODTO STRATEGIC PLAN has been expanded to cover all our goals until the 100<sup>th</sup> anniversary of our republic.

Since we believe that the Bodrum Chamber of Commerce is ready to set and achieve longer-term goals, we have decided that "the 100<sup>th</sup> Anniversary OF OUR REPUBLIC Strategic Plan, which includes our GOALS THAT WE HAVE PREPARED FOR THE YEAR, is the "FIRST" among the Chambers. Now I believe that the importance of knowledge and the importance of working using knowledge have been thoroughly understood by all our employees. I would like to thank them all for their contribution to our planned working. I am convinced that we will realize these goals together with all our staff in our new building and with all our representative members by further internalizing the concept of GOVERNANCE more. I wish you a successful 2018-2022 period together.

Cordially,

Prof. Dr. Fuat Önder

Secretary General

## 2. HISTORY OF BODTO

TR Bodrum Chamber of Commerce was established on 27.05.1977 Bodrum Chamber of Commerce, which served 25-30 members with one staff at its first establishment, is the 39th anniversary of its establishment today serves 6,025 members in its year.

During the establishment years, trade registry operations were carried out in Milas, while in 1980, T.R. With permission obtained from the Ministry of Justice and as a requirement of the law, the Commercial Registry Office has been incorporated into our chamber.

In August 1998, the Bodrum Chamber of Commerce, which laid the foundations of a new service building by purchasing 600 m2 of 10 real estate in the Yokuşbaşı neighborhood owned by the treasury in 1996, began to provide services from its own building in 2016, BODTO Management started to build BODTO New Service Building on the land located in Konacık Neighborhood with the slogan “Bodrum Chamber of Commerce of the Future” and aimed to serve its members in a larger and organizational structure.

BODTO moved to its new service building, which was established on an area of 1,801 m2 in Konacık Neighborhood on September 18, 2017, in order to provide better quality and corporate service. The new service building was opened on September 24, 2017.

Bodrum Chamber of Commerce, which has changed five Chairman of the Board of Directors in 40 years, has recently signed many principles with its work.

TR Bodrum Chamber of Commerce was awarded the ISO 9001:2000 Quality Certificate in 2006 and the title of Accredited Chamber by Turkish Loydu Foundation in May 2007. In 2013, as an accredited Chamber in the "A" category, it became one of the first 25 chambers among 365 chambers/exchanges in Türkiye. After an academician was appointed to the General Secretariat in 2014, BODTO received Integrated Management System Documentation in 2016. Thus, the understanding of “Bodrum Chamber of Commerce of the Future”, in which the concept of Governance is implemented together with the employees and external stakeholders, that the Strategic Plan and Strategic Management style becomes effective, will continue to be maintained. In 2018, it has been an accredited chamber in category A for five years.

## 3. VISION-MISSION-QUALITY POLICIES

### MISSION

Established in accordance with the TOBB Chambers and Commodity Exchanges law No. 5174, TR Bodrum Chamber of Commerce; 12 of this law, it offers the tasks given in its article to its members, who are mostly composed of corporatized merchants and traders. Although the

majority of its members are incorporated, since their institutionalization is not at a sufficient level, it aims to ensure their institutional development, increase their business development and competitiveness, strengthen their professional activities, improve their foreign relations in export, tourism and promotion activities, and provide training and similar services.

The mission of our chamber, which continuously develops without compromising the principles of quality service to its members, creates added value and aims at 100% Member satisfaction within the framework of relevant laws and regulations for an original BODRUM, is summarized below:

- Providing the documents their members need to them,
- To meet the needs such as education, project, R&D, innovation and consultancy services in order to raise conscious tourism professionals, producers, manufacturers and traders,
- Providing quality services to its members, customers and stakeholders,
- To produce projects that will create added-value in all sectors,
- Advising its members on Legal and Financial issues,
- To be able to promote Bodrum and its members nationally and internationally,
- Decisively conduct relations between members and the state on the basis of the reign of law and
- To achieve world standards in all fields as an Accredited Chamber in order to produce these services in the best way.

## **VISION**

Bodrum Chamber of Commerce aims to be the first chamber of commerce that can set and realize its goals in the centennial of our Republic.

Our chamber, without compromising its professional principles, impartially and honestly, as a chamber that prevents or plays a role in the resolution of commercial disputes, performs its services in order to be a leader in its region within the sense of social responsibility.

BODTO aims to become a leading “Profession Organization” in Türkiye and around the World for the same purposes, which aims to achieve a modern and original structure by protecting its natural, cultural and historical riches in its region, providing economic growth with the understanding of participatory governance with its members.

Our institution, which wants to become a national and international brand for Bodrum, which is an international brand, aims to be a professional organization that leads, creates awareness, leads and creates awareness in a way that suits it on the Bodrum Peninsula in the future.

- BODTO should be a chamber for Bodrum that has achieved global standards in sustainable development and is constantly renewing itself in the race of perfection.

It should lead Bodrum to become a center of tourism, commerce, education, art and culture.

- BODTO should be a leading chamber in Bodrum that educates its members on sustainability by organizing scientific meetings and panels on tourism-based promotion and marketing.
- It should closely monitor global developments in commercial life and pass them on to its members.
- BODTO should be a chamber that implements the concept of governance together with its members.
- It should be a chamber that organizes activities to increase the participation of its members.
- It should be a chamber that produces projects together with its Interior and Exterior stakeholders.
- It should be a chamber that more actively establishes relationships with its members and Professional Committees.
- Institutionally, it should be a chamber where it, its managers and members are entrepreneurs, encouraging and supporting new entrepreneurs.
- Our chamber should be a leading chamber that creates added value throughout the region by becoming an original institution with our members and staff for all segments of our society.
- As a transparent, participatory, reliable and effective regional professional chamber that makes a difference for all segments of our society, it should continue to expand these characteristics with the concept of quality.
- As a chamber that has completed category A Accreditation, it must be an international chamber in accordance with EU norms.

#### **BASIC VALUES OF BODRUM CHAMBER OF COMMERCE**

- It provides equal, impartial and law-abiding services to protect the rights of members and the advantages of society by taking into account the public advantages.
- It works in accordance with the requirements of ISO 9001:2015 Quality Management System Standard and Accreditation principles.

- It performs communication, interaction and governance based applications while prioritizing teamwork and open cooperation for change-producing services.
- Our chamber is dominated by a corporate understanding that respects itself, respects its members, respects its employees, and respects its environment while coring.
- It fulfills its duties with a transparent and accountable business discipline.
- Employees are committed to their duties with a willing, self-sacrificing, productive and responsible understanding, by grounding on the member benefits.
- It protects the member interests by considering the public welfare.
- It gives trust and shows social responsibility.
- It is innovative as a continuously learning institution.
- It provides service without discrimination.
- Ensures that all personnel work in unity.

### **BODTO QUALITY POLICIES**

Bodrum Chamber of Commerce quality and accreditation studies and strategic plan are carried out within the scope of the 12 policies determined in its activities. These policies have been prepared in order to manage the Bodrum Chamber of Commerce of the future and to ensure institutionalization. BODTO Quality Policies can be summarized as follows;

- \* BODTO Management Policy
- \* BODTO Finance Policy
- \* BODTO Human Resources and Corporate Reputation Policy
- \* BODTO Business Management Policies
- \* BODTO Press-Publication, Public Relations and Communication Policy
- \* BODTO Information Management and Information Processing Policy
- \* BODTO Member/Customer Relations Policy
- \* BODTO Quality and Environmental Policy
- \* BODTO Environmental, Occupational Health and Safety Policies

- \* BODTO Promotion, Representation and Trade Policy
- \* BODTO Information Support and Consulting Policy
- \* BODTO Business Development and Education Policy
- \* BODTO Sustainability Policy

#### **4. BODTO STRATEGIC PLAN AND AIMS**

2018-2023 Strategic plan of Bodrum Chamber of Commerce was prepared on the basis of the participation of all internal stakeholders. This plan, according to our quality policies constant qualified service and in order to achieve the goals that we have set in accordance with the sustainability philosophy, it is a planning feature in its work related to the near future. As a result of the Situation Analysis (Internal and External Environmental Analysis), Stakeholder surveys and all other document studies and determinations, the most important and powerful components of BODTO have been identified as follows:

Having a strong management and competent personnel in the region,

Having effective relations with its members, having a structure that can develop member relations, planning and using its strong financial resources effectively,

Having the awareness that it can improve its services by internalizing the concept of corporate governance and moving its institutionalization forward,

Thus, it can produce awareness projects with its structure that can direct regional development,

Being able to serve the entire Bodrum Peninsula with its new building and infrastructure

Strategic aims prepared by taking the basis of these strong parts and detected as strengthening the weak parts and to get away the dangers strategies.

Based on these points, according to the results of all the studies, the main axes covering the Strategic Objectives of BODTO, which are given in the Strategic Plan in 3 headings, can be grouped as follows:

##### **STRATEGIC AXIS 1**

Strengthening BODTO Policies

To strengthen the system of BODTO EYS an Accreditation

Governance, Corporate Changing and Development

## STRATEGIC AXIS 2

Development of Corporate Cooperation with External Stakeholders

Developing Activities and Services for Members

## STRATEGIC AXIS 3

Improving Business Life

Social Responsibility Projects

Business Plan

## **5. PURPOSE OF ESTABLISHMENTS OF THE CHAMBERS**

The chambers, to meet the collective needs of the members, to facilitate their professional activities, to promote the development in accordance with the general benefits of the profession, members and the public in its relationships with honesty and trust each other to establish the rule of professional discipline, morality and solidarity and maintain written in the law in order to fulfill their given duties of chambers with service legislation established public professional organization with legal personality.

## **6. TR BODRUM CHAMBER OF COMMERCE'S ASSEMBLY**

The chamber assembly consists of members who will be elected for four years by profession. Professional committees are elected by two in groups of five people, three in groups of seven people, four in groups of nine people, five councillors are elected in groups of eleven people. In addition, the same number of substitute member is elected.

The Assembly elects a president and one or two vice-presidents from among its members for a period of four years.

Real persons elected for parliament membership and real person representatives of legal entities may take office in accordance with the Law No. 507 of 17.7.1964 with the assemblies of chambers and commodity exchanges in the same field of activity.

## **7. BODTO BOARD OF MANAGEMENT**

The board of directors of the chamber is five in the chambers with less than twenty council members elected for four years; seven in those between twenty and twenty-nine; It consists

of nine people in those between thirty and thirty-nine, and eleven in those who are forty or more.

The Assembly elects the chairman, actual and substitute members of the board of directors among its members in a single list. The board of directors elects one or two vice presidents and a treasurer for four years from among its members.

## **8. BODTO PROFESSION COMMITTEES**

Chamber professional committees consist of five or seven people who will be elected for four years by the professional group, and five, seven, nine or eleven people in chambers with a number of members exceeding ten thousand. Substitute members are elected much as noble members.

The Committee elects a chairman and a vice-chairman for a period of four years from among its members.

Real persons and real person representatives of legal entities elected as members of the professional committee can only take office in one of the professional committees of chambers and commodity exchanges within the same activity boundaries and the chambers established in accordance with the Law No. 507 of 17.7.1964.

The principles to be followed in the grouping of professions, as well as the determination of the number of members of professional committees and other issues, are regulated by a regulation to be prepared by the association.

Duties of chamber professional committees;

- To make examinations about their professions and propose the precautions they deem useful and necessary to the board of directors for discussion.
- Deciding that the chairman, vice-chairman or appropriate members attend the assembly meeting without voting on the issues on the parliamentary agenda regarding the professional committee,
- If information is requested about the jobs belonging to their profession by the assembly or the board of directors, to conduct research on this issue and to answer the request.

Professional Committee No. 1: food, agriculture, livestock, floristry

Professional Committee No. 2: construction and related productions

Professional Committee No. 3: consumer durables, furniture stationery and printing

Professional Committee No. 4: travel agencies, transport and automotive

Professional Committee No. 5: accommodation

Professional Committee No. 6: food and beverage, restaurant, cafe, bar, entertainment centers

Professional Committee No. 7: textile and personal use products and retail

Professional Committee No. 8: financial firms, jewelers, insurance agencies, banks

Professional Committee No. 9: yacht manufacturing, water and sea sports, marinas

Professional Committee No. 10: all services sector such as architecture-engineering, hospitals, polyclinics

## 9. DUTIES OF THE CHAMBERS

According to the law of the Union of Chambers and Commodity Exchanges of Türkiye No. 5174;

- To protect professional ethics, discipline and solidarity, to develop, to work on the development of trade and industry in accordance with the public benefits,
- Compiling and conveying information and news concerning trade and industry to the relevant parties, providing the information requested by the official authorities within the framework of the relevant laws, and especially giving all kinds of information that the members may need in the practice of their profession, in case of their application, or facilitating their obtaining, guiding their members on electronic commerce and Internet networks. To take initiatives, to establish and operate the necessary infrastructure in these matters.
- To make all kinds of trade investigations, to keep indices and statistics of economic, commercial and industrial activities in their regions, to follow and record the market prices of main materials and to disseminate them by appropriate vehicles.
- To make proposals, requests and applications to the official authorities on issues related to their professional activities, to file a lawsuit on behalf of these members or on their behalf by the decision of the assembly if it is in the professional interest of all or part of their members.
- To identify the commercial and industrial customs and practices within the working areas, To submit and announce for the approval of the Ministry.
- To take mandatory professional decisions to be followed by the members.
- Participating in domestic and international fairs and exhibitions.

- If necessary, to determine and approve the maximum price tariffs for goods and services in accordance with the regulation to be issued by the Ministry for its members.
- Obtaining the documents required by its members and performing the necessary services related to them.
- \* To evaluate the applications to be made about the domestic fairs and to make an offer to the union.
- \* To examine consumer complaints about its members and to carry out other activities in line with the purposes of the organization.
- To organize capacity reports for industrialists who are members of the Chambers.
- To open trade, maritime and industrial related courses under the permission and supervision of the Ministry of National Education, to provide assistance to the courses opened, to meet the needs at home and abroad:

Training students and trainees for the required fields, to carry out professional and technical education and training development and orientation studies

- To be an arbitrator in commercial and industrial disputes, to create arbitration boards at the request of interested parties.
- Approved by the ministry competent in the field of industrial sites, industrial zones, technology development zones, science parks, technology centers, establish and manage; No. 3218 within the framework of the law on free zone founder and operator, or operator, warehouse and operate the fairgrounds, convention centers, trade centers set up, operate, or established ones to participate in.

## **10. ADVANTAGES OF BEING A MEMBER**

- Apart from being a legal obligation, membership in Bodrum Chamber of Commerce has many advantages.
- To take initiative before the necessary authorities and to follow the results by conducting investigations and research in line with the wishes, expectations and problems of our members in professional matters,
- Use of professional and technical knowledge and consulting services on domestic and foreign trade issues,
- Making use of our chamber publications,

- To be informed about changes in legislation and announcements related to commercial life in an urgent manner,
- Issuance, control and approval of exporters' certificates of origin and circulation documents
- Copy approval of all invoices, documents, etc. related to import and export
- Determination of expert and expert witnesses and preparation of reports in cases required by foreign trade transactions,
- To take advantage of the necessary initiatives and mediation services to resolve the conflict in foreign disputes,
- Organizing and approving the capacity reports of the manufacturer members and sending them to the Union of Chambers,
- Verifying whether the invoices requested for approval are fair,
- Examination and conclusion of the reserve and single manufacturer document requests,
- Registration and certification of work machines,
- Fair determination of real estate and securities,
- Issuance of documents based on registration records such as registration certificate, activity certificate, legal residence certificate, representative certificate, signature circulars necessary for various commercial transactions of companies and required to be obtained in some cases,
- Preparation and approval of all BOND-related forms of the owner, partner and officials of the company,
- \* Mastery, cadetship, apprenticeship, etc. making approvals of contracts,
- Informing about international business offers, international fairs and tenders,
- Discounted accommodation in hotels in many parts of Türkiye, Member ID card
- \* Rewarding successful companies,
- Issuance of a Force Majeure Certificate,
- Making formal and customary decisions on issues related to our members,
- Organizing seminars, panels and courses for the needs of our members
- Carrying out works aimed at the promotion of the historical and cultural assets of our district,
- Issuance of Allotment Certificates,
- \* Allocating our conference room to our members for a small fee,

- Granting gratuitous scholarships to poor and successful students who have completed high school and Higher education,
- Ensuring that they benefit from the discount as a result of agreements concluded with companies in various fields of activity,
- Providing documents to official and private organizations that want to conduct an examination on various issues.

## **11. ISSUES THAT MEMBERS SHOULD PAY ATTENTION**

- Merchants registered in the trade registry no 5. According to the article, all natural and legal persons holding the title of industrialist and merchant marine, as well as their branches and factories, must register in the chamber where they are located.

Those who are required to register in the chambers must notify the chambers in which they are registered within one month from the date of their registration of any changes that occur in their situation and must be registered and announced in accordance with the Turkish commercial code.

- The year in the previous two years with members who do not pay dues shorter and situations are detected during this time from addresses, the names of the board of directors, professional groups are deleted from the list of voters.

## **12. RESPONSIBILITIES OF MEMBERS**

Members are responsible for;

- To pay the additional fees and annual dues that they are obliged to pay in June and October every year, without delay, and to pay with the delay increase in case of delay,
- To pay the fees determined for the services rendered,
- Notifying the Chamber as soon as possible of any changes in address, telephone, fax, e-mail addresses or all of them,
- Members who have deleted their registration from the financial register must notify the Chamber no later than one month from the date of leaving the financial work to perform the registration deletion operations,
- To declare the information correctly in any kind of declaration they make to the chamber,
- To comply with professional ethics, discipline and standards,

- Statistical information about companies used in research activities related to commercial and industrial life, or fair: to accurately deliver price information about products used in price determination to the room as soon as possible,
- To notify the Chamber of any changes made by their companies in the Trade Registry no later than: within one month,
- Cooperatives and companies registered in our chamber must inform our Trade Registry Office of their transactions related to shares, authorization, address, capital and general assembly within fifteen days from the date of the decision.

### **13. OUR UNITS AND SERVICES**

#### **13.1 GENERAL SECRETARY**

- Organizing and managing the administrative affairs, internal work and writing affairs of the chamber
- To prepare the documents to be given by the chambers and to collect the information that will be the basis for the preparation of these documents, to prepare the agenda of the organ meetings, to ensure that the meeting invitations and agenda are sent to the members in a timely manner, to prepare the minutes of these meetings, to keep and sign the summary of the decisions, To attend the meetings of the assembly and the board of directors, provided that they do not vote, to keep the schedules and to keep the minute books, decision summaries and the records made with electronic devices for the meetings.
- To follow up and finalize the decisions taken by the bodies and to ensure that the decisions are fulfilled in a timely manner.
- To make suggestions to the board of directors regarding the recruitment, promotion, reward, punishment and termination of the chamber staff.
- Supervising the work of the room staff and giving the necessary orders and instructions to the staff.
- Officially submit his expenses to the approval of the board of directors and inform the board of directors about weekly expenses. To prepare the monthly balance sheet and transfer requests, to make the preparation budget, income statement, final balance sheet and final account and to submit them to the board of directors.
- Ensuring the organization and storage of inventory and shipment records, maintaining archival materials
- Managing publishing works

- To make the necessary preparations for the preparation of an annual report on the activity of the chamber and the economic and industrial situation of its region within one year to be prepared by the board of directors for submission to the Assembly to prepare a draft of the chamber's internal directive and submit it to the board of directors. To use the powers delegated by the Board of Directors to carry out operations related to the keeping, updating and deleting of members' records in accordance with the legislation and the decisions of the relevant body.
- To carry out other duties assigned by this regulation and other legislation and duties to be assigned by the assembly, the board of directors or the chairman of the board of directors within the framework of the legislation.
- BODTO Integrated Management System and Strategic Plan applications, monitoring and control of the Secretary General Unit and its services are as follows;
  - Price sheet confirmation
  - Registration of certificate K
  - Insurance Agency Operations
  - Capacity Report
  - Registration of Construction Equipment
  - Expertise

### **13.2 CHAMBER REGISTRY UNIT**

The Chamber registration unit performs the new registration, modification and cancelment of the members registered in our Chamber. The chamber registration unit is obliged to provide the information and documents requested by our members in accordance with their activities. The operations carried out by the chamber registration unit are as follows;

#### **Anonymous Company**

- Opening
- Changing of Address
- Changing of Main Contract
- General Assembly

- Change of Kind
- Insurance Agent
- Change of Members of the Board of Directors
- New Director Appointment,
- Beginning of Liquidation
- Ending of Liquidation
- Transplantation of Center
- Opening of New Branch

### **Limited Company**

- Opening
- New Director Appointment
- Modification of Main Contract
- Limited Company Changing
- Share Transfer
- Change of Kind
- Beginning of Liquidation
- Ending of Liquidation
- After Liquidation
- Transplantation of Center
- Opening of a New Branch

### **Cooperative**

- Opening,
- General Assembly
- Changing of Main Contract

- Beginning of Liquidation
- Ending of Liquidation
- Transplantation of Center

### **Personal Company**

- Registration
- Transplantation of Center
- Insurance Agent Registration
- Insurance Agent Determination
- Company Disenrollment
- Documents of Persons Participating with Maritime
- Opening of a New Branch

### **Affiliate**

- Anonymous Company Affiliate Opening
- Anonymous Company Affiliate Closing
- Limited Company Affiliate Opening
- Limited Company Affiliate Closing
- Personal Company Affiliate Opening
- Personal Company Affiliate Closing

The documents given by the Chamber Registry Unit are as follows;

- Certificate of Activity
- Copy of chamber of commerce registration
- ATR Circulation of goods certificate
- Partnership Confirmation Certificate
- No Registry Document

- Bid Certificate of Conditions
- Member Signboard
- Member Identity Card
- Form of BAĞ-KUR

### **13.3 TRADE REGISTRY UNIT**

Trade Registry Office; was established to protect the rights and interests of commercial business owners, traders and third persons. The aim of our directorate is to determine the legal status of the merchant, to collect information about the merchants and to present them to the trade world.

You can request sample documents and documents related to registration, modification and cancelment of your commercial business from our service or you can request detailed information about the subject.

You can request documents on the work and transactions performed with or without a certificate. Enterprises can request their own Trade Registry Newspapers from our unit, as well as provide information and documents indicating the latest status of companies within the framework of the relevant rules of disclosure. The transactions carried out by the trade registry directorate are as follows;

#### **Anonymous Company**

- Opening
- Changing of Address
- Changing of Main Contract
- General Assembly
- Change of Kind
- Insurance Agent
- Change of Members of the Board of Directors
- New Director Appointment,
- Beginning of Liquidation

- Ending of Liquidation
- Transplantation of Center
- Opening of New Branch

### **Limited Company**

- Opening
- New Director Appointment
- Modification of Main Contract
- Capital Increase
- Changing of Address
- Share Transfer
- Change of Kind
- Beginning of Liquidation
- Ending of Liquidation
- After Liquidation
- Transplantation of Center
- Opening of a New Branch

### **Cooperative**

- Opening,
- General Assembly
- Changing of Main Contract
- Beginning of Liquidation
- Ending of Liquidation
- Transplantation of Center

## **Personal Company**

- Registration
- Transplantation of Center
- Insurance Agent Registration
- Insurance Agent Determination
- Company Disenrollment
- Documents of Persons Participating with Maritime
- Opening of a New Branch

## **Affiliate**

- Anonymous Company Affiliate Opening
- Anonymous Company Affiliate Closing
- Limited Company Affiliate Opening
- Limited Company Affiliate Closing
- Personal Company Affiliate Opening
- Personal Company Affiliate Closing

While the documents which are given as follows;

- Trade Registration Certificate
- Warrant (to be given to the title deed)
- Central Transfer letters in Article 111
- Branch Letters in the Article 120
- Trade Registry Gazette and its Approval
- Certificate of Bankruptcy and Concordat
- Acknowledgement of BAĞ-KUR Form

### **13.4 PUBLIC RELATIONS AND COMMUNICATION UNIT**

The Chamber creates methods to communicate its activities and the views of the Chamber on economic and social issues to our members, the business community and the public within the framework of the communication strategy.

The services of the public relations and communication unit are as follows;

- Organization of the chamber's domestic and international fairs and fair participation
- Follow-up of the news published about our chamber in local and national newspapers
- Establishing communication with press organizations and their representatives
- Preparation of press releases and news content
- Follow-up of the virtual fair application
- Website development activities
- Follow-up of the publishing of the Bodrum Blue Magazine
- Data processing and information security
- Follow-up of reservations and appointments of members of the Assembly and the Executive Committees
- Secretary services of the Presidency and the General Secretary

### **13.5 FOREIGN TRADE RESEARCH TRAINING AND PROJECT UNIT**

The services provided by the Foreign Trade Research Training and Project unit, where regional research and development activities are carried out to meet the information requests of the members, can be listed as follows;

- Preparing training plans for members
- Making the necessary announcements for trainings and to organize trainings
- Preparing staff training plans and ensuring the implementation of trainings
- Organizing meetings, seminars, conferences, educational meetings
- Informing members about foreign trade and preparing informative publications
- Conducting research on all economic, socio-cultural areas of Bodrum

- Preparing reports on many different topics, especially on the economy of Bodrum and the Region
- Keeping the statistical data of Bodrum in the economic and social field
- Preparing and publishing informational guides by following announcements for members
- Writing projects to receive grants and financial institutions' support for Bodrum
- Execution of the projects which are receiving grant support
- Providing information within the scope of project support and members' business ideas
- Conducting quality studies within the BODTO Corporate structure
- Meeting and following up on information, consulting and business development requests from members
- To meet job seekers and job seekers within the scope of Private Employment Office activities and to follow up on job placement activities
- To follow up on the issues related to quality and accreditation
- KOSGEB Representative Office

### **13.6 FINANCIAL AND ADMINISTRATIVE AFFAIRS UNIT**

Our Chamber carries out the preparation of income and expense budgets, final account issuance, registration of all transactions, healthy and reliable accounting of activities in accordance with the actual nature of the financial statements and the accounting principles and reporting operations. The member makes the collection of payments made to the registration and dues.

You can access the payment information that you have made or will pay to your company by phone and request detailed information.

You can also pay your regular and membership dues accrued to you in the past years by using the appropriate cards from our chamber's bank post machines, over time or by installments.

You can get information and documents on all kinds of payments made by you in the past years.

You can make registration, dues and other payments that have been accrued to you to our room cashier, as well as paying the bank account numbers that you will receive from our unit.

- Accrual and Collection of Member Dues

- Accrual of Mandatory Dues
- Preparation of the monthly layout of the Chamber
- Tracking of the staff salaries
- Preparation and follow-up of the annual budget
- Accreditation officer

You can access all the staff by writing their names and surnames together and sending them to @bodto.org.tr extension. Example: [saadetkabli@bodto.org.tr](mailto:saadetkabli@bodto.org.tr)

### 13.7 BODTO JOINT PROCESSES

The following common processes in BODTO were defined as a support documents in 2014, instructions were written, work flows and task distribution were made by each relevant process, and it started to work by holding periodic meetings since the beginning of 2015. All activities are recorded with meeting minutes.

**1-HUMAN RESOURCES PROCESS:** Personnel affairs, health issues, leaves, used/deserved, retirement and leave procedures, training needs, overtime procedures, compliance with working hours, overtime instruction, internal regulation changes/ compliance of personnel, productivity, accounting and administrative instruction etc. preparing documents, etc. all staff jobs.

**2-PROCUREMENT AND WAREHOUSES PROCESS:** Conducting research on all procurement works, receiving offers, accruals and payments, as well as supplier evaluation, etc. registration systems for all warehouses with jobs, cleaning, protection, adding / dropping to inventory, etc. works.

**3-QUALITY-ACCREDITATION - RISK ASSESSMENT PROCESS:** Management review meetings, Muğla rooms public meetings and the jobs between rooms accreditation, and accreditation BODTO related to integrated management system documentation, revisions, internal trends, member trainings, orientation training, internal audits etc. services on topics. In cooperation with the university, BODTO and external stakeholders plan their training, organize, transport, technical, cleaning, security, etc. of the BODTO Training Center. Entering into relations with the Municipality, dealing with the tracking of services, etc. works. In addition, to implement the Risk Assessment Procedure, to identify the officers, to conduct a risk assessment with Unit Managers and/or Process Managers at least 1 time per year.

**4-TECHNICAL WORKS, EMERGENCY PROCESS:** Task 1: Maintenance-repair-technical, safety, cleaning and control of paints and devices, as well as similar works and warehouse managers and fixtures, as well as inventory processing / drop operations, with security, cleaning, garden

service management and control purchased from outside, purchases from external stakeholders, service purchases and work control. In addition, in our new building, in accordance with the “Building Management System“ documents during and outside working hours and together with the assigned Building Managers, it conducts and controls building safety. Task 2: Emergency, first responders to incidents, carrying out the necessary exercises, planning medical screenings of personnel.

**5-BLUE JOURNAL PROCESS:** All the works related to the preparation and publication of the journal, other booklets and brochures to be printed and similar works.

**6- Data Processing and Web page Process:** the Web page news, announcement input, the e-newsletter of the room, the activities, and all kinds of web development services, corporate advertisements, commercials, celebrations, greeting, holiday messages, mail, SMS, photo shoots, e-newsletters, web announcements to be placed on the trade registry-Registration postings Room, of the services to be taken from external companies monitoring, server monitoring software and hardware faults and other devices, etc. issues.

**7-TECHNICAL SERVICES PROCESS:** Maintenance-repair of all areas inside the building and in the garden, technical safety of paints and devices, etc. together in the work, warehouse managers and fixture managers, it carries out processing / drop operations in the inventory.

**8-CORPORATE EVENTS PROCESS:** Assembly-Management Board meetings (senior management review meetings management training: in conjunction with the accreditation process quality) and new building conference room-meeting room in the staff of the organizations and committee meetings, with any requests meet various boards and social organization, plan, building cleaning, support services, and logistics and similar services to review the control to take a photo, presentation, etc. preparing notes, organizing domestic and international fairs and organizations that members of the parliament will participate in, planning trips. Birthday, engagement, wedding, holiday, etc. in BODTO meals-cocktails, etc. with organizations that will be held on days. Planning meetings, motivational trips and taking photos. In addition, monitoring and controlling of garden maintenance and cleaning activities taken from outside.

**9-SUSTAINABILITY of the PROCESS:** On-premises, local, national and international scale of all the projects that are launched on, ensure the continuity of work, to implement sustainable ideas, Bodrum Chamber of Commerce Member Relations, Public Relations, project stakeholders with ongoing or zero waste and organize sustainable tourism projects, support projects in the fields of trade, and raising awareness trainings, seminars and meetings.