REPUBLIC OF TÜRKİYE
MINISTRY OF TRANSPORT
AND INFRASTRUCTURE

TURKISH POST SERVICE STANDARDS

(MARKED SERVICES ARE PROVIDED IN THIS WORKPLACE)

ITEM NO	MARK	NAME OF THE SERVICE	DOCUMENTS REQUESTED	SERVICE COMPLETION TIME (AT LATEST)
1	☐	Domestic Remittance Acceptance	1-Valid Identity Card, Blue Card 2-T.R. Identity Number / Tax Identification Number 3-Domestic Money Order / Postal Check Instruction 4-Power of Attorney if the attorney will carry out the transaction	2 Minutes
		Domestic Remittance Payment	1-Valid Identity Card, Blue Card 2-T.R. Identity Number / Tax Identification Number 3-Power of Attorney if payment will be made to the attorney	2 Minutes
2	☐	International Money Transfer Acceptance (Western Union / Global AŞ / MoneyGram)	For Western Union; 1-Valid Identity Card 2-T.R. Identity Number 3-Western Union Money Transfer Acceptance / Payment Form For MoneyGram; 1-MoneyGram Money Transfer Acceptance 2-Valid Identity Card 3-T.R. Identity Number For Global AŞ; 1-Valid Identity Card 2-T.R. Identity Number 3-Global AŞ Money Transfer Acceptance	5 Minutes
		International Money Transfer Payment (Western Union/Global AŞ/MoneyGram)	For Western Union; 1-Valid Identity Card 2-T.R. Identity Number 3-Western Union Money Transfer Acceptance / Payment Form For MoneyGram; 1-MoneyGram Money Transfer/Payment Form 2-Geçerli Kimlik Belgesi 3-T.C. Kimlik Numarası For Global AŞ; 1-Valid Identity Card 2-T.R. Identity Number 3-Global AŞ Money Transfer / Payment Form	3 Minutes
3	☐	Opening a Postal Check Account	For Natural Persons; 1-Valid Identity Card 2-Guardianship Certificate to Open an Account on Behalf of an Incapacitated Person 3-Account Opening Form and Postal Check Account Opening Agreement For Legal Persons; For Legal Entities, Companies, Cooperatives Registered in the Trade Registry; 1-Copy of Chamber of Commerce Registration 2-Tax Registration Certificate 3- E-Tax Registration Certificate 4-Notary Certified Signatory Circular of the person authorized to represent the company 5-Notary Certified Power of Attorney if the attorney makes the application For Associations; 1-Statutes of the Association and Letter including the Registry Number issued by the Provincial Directorate of Associations 2-Notary Certified Signatory Circular of the person authorized to represent the association 3-Notary Certified Power of Attorney if the attorney makes the application For Foundations; 1-Articles of Foundation 2-Letter including the Registry Number issued by the General Directorate for Foundations 2-Notary Certified Signatory Circular of the person authorized to represent the foundation 3-Notary Certified Power of Attorney if the attorney makes the application For Trade Unions and Confederations; 1-Statutes of the Organization 2-Letter Based on the Registry issued by the Regional Directorates for Labor of the Ministry of Labor and Social Security 3-Notary Certified Signatory Circular of the person authorized to represent 4-Notary Certified Power of Attorney if the attorney makes the application For Political Parties; 1-Party Constitution 2-Notary Certified Signatory Circular of the person authorized to represent the party 3-Notary Certified Power of Attorney if the attorney makes the application Institutions Without Legal Entity; Management of Apartment/Site/Office Buildings; 1-Notary Certified Minute Book which includes information regarding the institution 2- Notary Certified Minute Book which includes information regarding the authorization status 3-Notary Certified Power of Attorney if the attorney makes the application For Bussiness Partnerships; 1-Notary Certified Articles of Partnership 2-Notary Certified Signatory Circular of the person authorized to represent the partnership 3-Notary Certified Power of Attorney if the attorney makes the application For Public Enterprises; 1-Institutional Sealed Official Letter showing authorization status and specimen signatures of officials 2-For all legal entities, Valid Identity Card(s) of the authorized person(s) 3-Central Civil Registration System (MERNIS) Registration or Address Confirmation Document of the authorized person(s) 4-Account Opening Form and Postal Check Account Opening Agreement	10 Minutes
		Updating the Postal Check Account	1-Valid Identity Card, Blue Card 2-T.R. Identity Number/Tax Identification Number 3-Power of Attorney if the attorney will carry out the transaction 4-Account Update Form	3 Minutes
		Depositing to the Postal Check Account	1-Valid Identity Card, Blue Card 2-T.R. Identity Number/Tax Identification Number 3-Domestic Money Order/Postal Check Instruction 4-Power of Attorney if the attorney will carry out the transaction	2 Minutes
		Transferring Money to a Postal Check Account	1-Valid Identity Card, Blue Card 2-T.R. Identity Number/Tax Identification Number 3-Domestic Money Order/Postal Check Instruction	1 Minute
		Payment to the Postal Check Account	1-Valid Identity Card, Blue Card 2-T.R. Identity Number/Tax Identification Number 3-Power of Attorney if Payment Is to Be Made to an Authorized Representative	2 Minutes
		Closing the Postal Check Account	1-Valid Identity Card, Blue Card 2-T.R. Identity Number/Tax Identification Number 3-Power of Attorney if the intermediary will carry out the transaction 4-Account Closing Instruction	1 Minute
		Postal Check Card Activation (Prepaid PttCard Activation)	Valid Identity Card	2 Minutes
4	☐	UPT Acceptance	1-Valid Identity Card 2-T.R. Identity Number 3-Credit Card Number/Account Number/Personal Credit Number/IBAN 4-Money Transfer Form	5 Minutes
		UPT Payment	1-Valid Identity Card 2-T.R. Identity Number 3-Reference Number	3 Minutes

5		PTT EFT/FAST	1-T.R Identity Number/Tax Identification Number 2-PTT EFT/FAST Form 3-Valid Identity Card, Blue Card	2 Minutes
6		Mobile Remittance Payment	1-Valid Identity Card 2-Verification Code 3-GSM Number/Account Number	2 Minutes
7		Bank Collection Transactions	1-Valid Identity Card 2-T.R. Identity Number 3-Credit Card Number/Account Number/Personal Credit Number/IBAN 4-Mobile Number for Security Verification	2 Minutes
8		Collection of Electricity / Water / Natural Gas / Telephone / Internet / Other Bills	1-Subscriber No. / Service No. / Customer No. / GSM No. / ID No. / Tax No. / Account No. / Tracking No. / Company Code / Installation No. / Meter Card / Tax No. / Registry No. / Declaration No. / Contract No. / Turkish ID No. / Inquiry No.	1 Minute
9		Security Deposit Refund Payments/Quality Compensation Payments	1-Turkish ID No. / Tax No. / Authorization Document / Contract No. / Registry No. / Passport No. / Foreign ID No. / Installation No. / Account No.	2 Minutes
10		Municipal Tax Collections	Valid Identification Document / Subscriber No. / Registry No. / Declaration No. / Document No. / Tax No. / Turkish ID No.	2 Minutes
11		Natural Gas and Water Sales	1-Subscriber Number 2-Subscriber Card	1 Minute
12		Calling Card/Game Code Sales	GSM No./Card No./Reference No.	1 Minute
13		Pttcell Transactions	1-Valid Identification Document 2-Subscription Agreement 3-MERNIS (KPS) Address Printout	7 Minutes
14		Virtual TL/Mobile Lira/Pttcell Balance Loading	Gsm Number	1 Minute
15		e-Government Gateway Password Services (SIM Card Unblocking, Phone Verification with ID, Disabling Two-Factor Authentication, e-Government Password Issuance)	1-Valid Identification Document / Blue Card / GSM Number / Turkish ID No. / Driver's License / National ID Card / Passport For Turkish Citizens Aged 15 and Over; Valid Identification Document / Temporary Identity Document Issued by the Civil Registry Office For Foreign Nationals with ID Numbers Starting with 98 and 99; Residence Permit / Temporary Protection Permit / International Protection Applicant / Status Holder Identification Document / Stateless Person Identification Document / Foreign Mission Personnel ID Card / Foreign Representative Office Personnel ID Card / Work Permit / Turquoise Card / Work Permit Exemption Certificate / Document Showing Work Permit Exemption / Turquoise Card Holder Relative Card	2 Minutes
16		Revenue Administration Tax Collections (Motor Vehicle Tax / Traffic Administrative Fines / Road Transport Fines / Restructured Taxes / Driver's License Fees / Other Taxes)	1-Valid Identification Document / License Plate No. / Barcode No. / Notification Date of the Fine / Date of the Fine / Notifying Authority / Fine Report / Full Name / Address / Relevant Restructuring Law / Document No. / Phone Number / Tax No. / Turkish ID No.	2 Minutes
17		Social Security Institution Payment / Social Security Institution Collection	1-Valid Identification Document / Subscriber No. / Service No. / Customer No. / Contract No. / Workplace Registry No. / Turkish ID No. / Tax No. / Expense Reference No. / Accounting Office Institution Code / Institution Registry No. / Enforcement Office UYAP No. / Withholding Registry No. / Restructuring Reference No. / Original Power of Attorney if a Representative is Appointed by the Right Holder / Original Court Decision if a Guardian is Appointed by the Court for the Right Holder	2 Minutes
18		Ministry of Family and Social Services and Social Assistance Payment Transactions (Allowances under Law No. 2022, Regular Cash Assistance Payments for Needy Soldiers' Families, Regular Cash Social Assistance Payments for Widowed Women, Birth Assistance Payments, Assistance Payments for Orphans and Soldiers' Children, Social Assistance Payments, Conditional Cash Transfers, Chronic Illness Assistance, Türkiye Family Support Program, Electricity Consumption Support, Natural Gas Consumption Support)	1-Valid Identification Document 2-Turkish ID No. 3-Original Power of Attorney if a Representative is Appointed by the Right Holder 4-Original Court Decision if a Guardian is Appointed by the Court for the Right Holder / Social PttKart Number	2 Minutes
19		Social PttCard Activation/Update	1-Valid Identification Document / Original Power of Attorney if a Representative is Appointed by the Right Holder / Original Court Decision if a Guardian is Appointed by the Court for the Right Holder	2 Minutes
20		ASAL Account Activation	1-Valid Identity Card 2-Account Opening Form	2 Minutes
21		PTT Insurance Transactions (DASK -Turkish Catastrophe Insurance Pool- Traffic, Motor Insurance and Other Policy Transactions)	1-Valid Identification Document 2-Turkish ID No. 3-Vehicle Registration Information 4-Residential Property Information (for DASK and Home Contents Insurance) 5-Title Deed Information (for DASK)	3 Minutes
22		Foreign Currency Cash Buying/Selling Transaction	1-Full Name 2-Turkish ID No. / Tax ID No. / Foreign ID No. / Blue Card No. / Fingerprint-LSID / Passport No. 3-Residence Certificate	2 Minutes

23		Intermediating the Credit Transactions	1-Valid Identity Card 2-Credit Application Form 3-Banking Services Agreement and Consumer Loan Agreement 4-Credit Conditions and Repayment Plan 5- Letter of Commitment for Retirees Not to Transfer Their Salary	5 Minutes for Application Processing + 5 Minutes for Loan Disbursement Processing
24		Pre-Application Transactions for Subscriptions	1-Full Name 2-Phone Number / Date of Birth / Turkish ID No.	1 Minute
25		PttBank Internet Banking Application and Password Transactions	For Natural Persons; 1-Valid Identity Card, Blue Card 2-Form and Commitment for PttBank Internet Banking Application For Legal Persons, Companies, Cooperatives Registered in the Trade Registry; 1-Chamber of Commerce Activity Certificate issued by the Chamber of Commerce 2-Tax Registration Certificate 3- E-Tax Registration Certificate 4-Notary Certified Signatory Circular of the person authorized to represent the company 5-Notary Certified Power of Attorney if the application is not made by the person authorized to represent, but by the person authorized by this person 6- Valid Identity Document of the Person Authorized to Represent the Legal Entity For Associations; 1-Statutes of the Association 2-Letter including the Registry Number issued by the Provincial Directorate of Associations 3-Notary Certified Signatory Circular of the person authorized to represent the association 4-Notary Certified Power of Attorney if the application is not made by the person authorized to represent, but by the person authorized by this person 5- Valid Identity Document of the Person Authorized to Represent the Association For Foundations; 1-Articles of Foundation 2-Letter including the Registry Number issued by the General Directorate for Foundations 3-Notary Certified Signatory Circular of the person authorized to represent the foundation 4-Notary Certified Power of Attorney if the application is not made by the person authorized to represent, but by the person authorized by this person 5- Valid Identity Document of the Person Authorized to Represent the Foundation For Industrial Unions and Confederations; 1-Statutes of the Organization 2-Letter Based on the Registry issued by the Regional Directorates for Labor of the Ministry of Labor and Social Security 3-Notary Certified Signatory Circular of the person authorized to represent 4-Notary Certified Power of Attorney if the application is not made by the person authorized to represent, but by the person authorized by this person 5- Valid Identity Document of the Person Authorized to Represent the Industrial Union and Confederation For Political Parties; 1-Party Constitution 2-Notary Certified Signatory Circular of the person authorized to represent the party 3-Notary Certified Power of Attorney if the application is not made by the person authorized to represent, but by the person authorized by this person 4- Valid Identity Document of the Person Authorized to Represent the Party Institutions Without Legal Entity; Management of Apartment/Site/Office Buildings; 1-Notary Certified Minute Book which includes information regarding the institution 2- Notary Certified Minute Book which includes information regarding the authorization status 3-Notary Certified Power of Attorney if the application is not made by the person authorized to represent, but by the person authorized by this person 4- Valid Identity Document of the Person Authorized to Represent the Institution For Business Partnerships; 1-Notary Certified Articles of Partnership 2-Notary Certified Signatory Circular of the person authorized to represent the partnership 3-Notary Certified Power of Attorney if the application is not made by the person authorized to represent, but by the person authorized by this person 4- Valid Identity Document of the Person Authorized to Represent the Partnership For Public Enterprises; 1-Institutional Sealed Official Letter showing authorization status and specimen signatures of officials 2-For all legal entities, Valid Identity Card of the authorized person(s) 3- Form and Commitment for Pttbank Internet Banking Application	4 Minutes
26		PTT Artisan Card Aplication	1-Valid Identity Card , Blue Card 2-MERNIS Address Confirmation Document 3-Certificate of Guardianship to open an account on behalf of a restricted person 4-Account Opening Form and Postal Check Account Opening Agreement	13 Minutes
27		Corporate PttCard Identification and Update	1-Valid Identity Card 2-Form and Commitment for Corporate PttCard Application 3-Company Authorization Certificate	5 Minutes
28		PTTCard Password/Closure/Renewal Transactions	1-Valid Identity Card 2-PTTCard	2 Minutes
29		Prepaid Card Sales, Money Loading, Money Withdrawal	1-Valid Identity Card 2-Mobile Phone Number 3-Pre-Paid Card Number/Account Number/Barcode Number	1 Minute
30		Account Opening Services for Contracted Banks	1-Valid Identity Card 2-T.R. Identity Number 3-Mobile Number for Security Verification 4-Banking Services Agreement 5-Account Opening Agreement Forms	10 Minutes
31		HGS Sales	For Personal Sales; 1-Valid Identity Card 2-Vehicle License or Photocopy For Corporate Sales; 1-Tax Number Declaration / Certificate of Representation 2-Vehicle License or Photocopy For Foreigners; 1-Passport 2-Vehicle License or Photocopy	5 Minutes
		HGS Balance Loading	1- License Plate / Product Number	3 Minutes
		HGS Cancellation / Refund / Update / Correction	1-Valid Identity Card 2-Mobile Number 3-License Plate 4-Automatic Payment Instruction Information Update Form	2 Minutes
32		Türkiye Card Balance Loading	Card Number	1 Minute
		Schemaless Türkiye Card Product Sales	No document required	1 Minute
33		PTT POS Merchant Application	1-Valid Identity Card 2-Tax Certificate 3-Notary Approved Ordinary Partnership Agreement, if Ordinary Partnership 4-Commercial Registry Gazette or Merchant/Chamber Registration 5-Notary Certified Statement of Signature 6-If the Person Signing the Agreement is Not One of the Partners, His/her Authorization Certificate and Signatory Circular 7-Postal Check Account Opening Agreement 8-Member Business Agreement 9-Customer Information Form 10-Bank Risk Report 11-IPC (Interactive Postal Check) Form 12-Certificate of Activity / Certificate of Liability	25 Minutes
34		Application for PTT Smart Artisan	1-Valid Identity Card 2-Tax Certificate 3-Notary Approved Ordinary Partnership Agreement if Ordinary Partnership 4-Commercial Registry Gazette or Merchant/ Chamber Registration 5-Notary Certified Statement of Signature 6-IBAN 7-Bank Risk Report 8-Certificate of Activity /Certificate of Liability 9-Platform Address	15 Minutes
35		Acceptance of Unregistered Mail Items (Letter / Post Card / Greeting Card/ Bulk Items)	1-Manifest depending on the use of a Franking Machine 2-Dispatch Register for unregistered items of public institutions 3-Receipt 4-Posting List for bulk acceptance	2 Minutes
		Delivery of Unregistered Mail Items	No document required	Depending on Transportation Time; 85% D+3

36		Acceptance of Registered Mail Items (Letter / Bulk Items)	1-For Registered Mail; Posting Receipt 2-For Registered Mail with Return Receipt; Posting Receipt together with the Advice of Delivery Card 3-For Bulk Mail; Dispatch Register, Posting List, for Return Receipt Bulk Mail Dispatch Register, Posting List together with the Advice of Delivery Card 4-For Bulk Acceptance; Manifest depending on the use of a Franking Machine	3 Minutes
		Delivery of Registered Mail Items	1-Valid Identity Card 2-T.R. Identity Number	D+1, D+2, D+3 and D+4 Depending on Whether the Acceptance and Delivery Locations Are within Metropolitan Municipalities and Whether They Are City Centers or Districts, excluding Postal Items Originating from or Destined to Exceptional Locations (such as villages, military units, prisons with restricted access, hospitals, etc., and PTT Offices)
37		Acceptance of Legal Notification	1-Notification Documents to be Issued by the Authority Authorized to Issue Notification Documents 2-Posting List	5 Minutes
		Delivery of Legal Notification	No documents are required, and identity verification is carried out.	Delivery of the Legal Notification to the Receiver without any Additional Service is carried out within 5 Business Days (D+4) at the Latest if within the Same Provincial Delivery Area, and within 7 Business Days (D+6) at the Latest if it is within the Different Provincial Delivery Area. It is essential that the "Fast Notification" is delivered within 1 day (24 hours) at delivery area where it was mailed, the next day after acceptance (D+1) at the latest within the provincial borders, within 2 days (D+2) at the latest after acceptance between the provinces. In places subject to rural delivery, it is carried out with the first rural delivery program, regardless of those periods.
		Acceptance of Telegraph (Normal, Urgent vb.)	1-Valid Identity Card 2-Telegraph Text	10 Minutes

38		Delivery of Telegraph (Normal, Urgent etc.)	Valid Identity Card	Ordinary Telegraph: 24 hours; Urgent Telegraph: 6 hours; Telegraph with BGS (Delivery on a Specified Date and Time) additional service: delivered at the date and time requested by the sender.
		Telegraph Inquiry	1-Telegraph Barcode Number 2-Letter of Attorney for Third Person / Written Permission of Sender and Receiver	3 Minutes
39		Acceptance of Tele-Post (Fax)	1-Document Acceptance Form 2- Tele-Post Acceptance Form	4 Minutes
		Delivery of Tele-Post (Fax)	Valid Identity Card	1 Day
40		Acceptance of EMS Courier and Registered Items	For APS Courier; 1-Valid Identification Document 2-Turkish ID No. 3-Sender Address Declaration For Registered Mail; 1-Posting Receipt 2-For Registered Mail with Advice of Delivery; Posting Receipt together with the Advice of Delivery Card 3-For Bulk Mail; Dispatch Register, Posting List, for Advice of Delivery Bulk Mail Dispatch Register, Posting List together with the Advice of Delivery Card 4-For Bulk Acceptance; Manifest depending on the use of a Franking Machine For Bulk Acceptance; 1-Bulk Mail Posting List / Electronic file containing the full name and address details of the sender and recipient	3 Minutes
		Issue of Advice of Receipt Document (Electronic)	No Documents Required	3 Minutes
		Delivery of EMS Courier and Registered Items	Valid Identity Card	D+1, D+2, D+3 and D+4 Depending on whether the acceptance and delivery locations are within metropolitan municipalities and whether they are city centers or districts, excluding postal items originating from or destined to exceptional locations (such as villages, military units, prisons with restricted access, hospitals, etc., and PTT offices).
41		Acceptance of Specialized Courier Items	Electonic Document Including Sender's and Receiver's Address Information	3 Minutes
		Delivery of Specialized Courier Items	Valid Identity Card	D+1, D+2, D+3 and D+4 Depending on whether the acceptance and delivery locations are within metropolitan municipalities and whether they are city centers or districts, excluding postal items originating from or destined to exceptional locations (such as villages, military units, prisons with restricted access, hospitals, etc., and PTT offices)
42		Acceptance of Parcel Post	1-Valid Identity Document 2-Receipt of Courier For Acceptance of Bulk Items; 1-Posting List for Bulk Items /Electronic Document Including Sender's and Receiver's name and address Information	8 Minutes
		Delivery of Parcel Post	Valid Identification Document, Recipient’s Full Name or Contactless Delivery Code	D+1, D+2, D+3 and D+4 Depending on whether the acceptance and delivery locations are within metropolitan municipalities and whether they are city centers or districts, excluding postal items originating from or destined to exceptional locations (such as villages, military units, prisons with restricted access, hospitals, etc., and PTT offices).

43		Acceptance of Outbound International Items	For Turpex; 1-Turpex Shipping Form 2- Invoice regarding the Item Content, if any For EMS; 1-EMS Shipping Form 2-Invoice regarding the Item Content, if any For Parcel; 1-Parcel Shipping Form 2-Invoice regarding the Item Content, if any For Small Packet; 1-Receipt 2-Invoice regarding the Item Content, if any	10 Minutes
44		Opening of a Registered Electronic Mail Service Account	For Natural Persons; 1-Valid Identification Document 2-Online Pre-Application Number (If the applicant has appointed a proxy, Power of Attorney / If the application is made on behalf of a legally incapacitated person, Guardianship Certificate / For minors, Parental Consent Document) For Legal Entities; 1-Valid Identification Document 2-Original Trade Registry Certificate or Activity Certificate obtained from Trade Registry Offices, including the entity's MERSIS Number 3-Notarized Signature Circular and its supporting document (original) 4-Online Pre-Application Number (If the applicant has been appointed as a proxy by the legal representative of the company, Power of Attorney, if appointed as an authorized person, PTT Legal Entity Authorization Document signed by the company's legal representatives and stamped with the company seal) For Other Legal Entities; a) For Foundation Applications; 1-Foundation Deed 2-Official letter indicating the Foundation Registry Number 3-Request letter for opening a KEP account signed by the authorized foundation representative 4-Notarized Signature Circular and its supporting document (original) (A copy will be taken upon presentation of the original) 5-Tax ID Number 6-Valid Identification Document 7-Online Pre-Application Number b) For Union/Federation/Confederation Applications; 1-Articles of Association 2-Official letter indicating the file number of the union/federation/confederation 3-Request letter for opening a KEP account signed by the authorized representative 4-Notarized Signature Circular/Notarized Decision Book and its supporting document (original) (A copy will be taken upon presentation of the original) 5-Tax ID Number 6-Valid Identification Document 7-Online Pre-Application Number c) For Association Applications; 1-Articles of Association 2-Official letter indicating the Association Registry Number 3-Request letter for opening a KEP account signed by the authorized representative 4-Signature Circular/Notarized or institution-approved Decision Book 5-Tax ID Number 6-Valid Identification Document 7-Online Pre-Application Number ç) For Union Applications; 1-Articles of Association/Union Statute 2-Request letter for opening a KEP account signed by the authorized representative 3-Notarized Signature Circular and its supporting document (original) (A copy will be taken upon presentation of the original) 4-Tax ID Number 5-Valid Identification Document 6-Online Pre-Application Number d) For Chamber Applications; 1-Articles of Association 2-Request letter for opening a KEP account signed by the authorized representative 3-Notarized Signature Circular and its supporting document (original) (A copy will be taken upon presentation of the original) 4-Tax ID Number 5-Valid Identification Document 6-Online Pre-Application Number e) For Organized Industrial Zone Applications; 1-Articles of Association 2-Request letter for opening a KEP account signed by the authorized OIZ representative 3-Signature Circular/Sanayi ve Teknoloji İl Müdürlüğü Tarafından Düzenlenen Yetki Belgesi 4-Tax ID Number 5-Valid Identification Document 6-Online Pre-Application Number f) For Political Party Applications; 1-Statute 2-Request letter for opening a KEP account signed by the authorized representative 3-Notarized Signature Circular and its supporting document (original) (A copy will be taken upon presentation of the original) 4-Tax ID Number 5-Valid Identification Document 6-Online Pre-Application Number g) For Joint Venture Applications; 1-Partnership Agreement 2-Request letter for opening a KEP account signed by the authorized representative 3-Notarized Signature Circular and its supporting document (original) (A copy will be taken upon presentation of the original) 4-Tax ID Number 5-Valid Identification Document 6-Online Pre-Application Number ğ) For Site/Apartment Management Applications; 1-Notarized Decision Book 2-Request letter for opening a KEP account signed by the authorized management representative 3-Signature Circular/Notarized Decision Book indicating authorization 4-Tax ID Number 5-Valid Identification Document 6-Online Pre-Application Number h) For Sports Club Applications; 1-Articles of Association 2-Club Information Form indicating the registration number of the sports club 3-Request letter for opening a KEP account signed by the authorized representative 4-Signature Circular/Notarized or institution-approved Decision Book 5-Tax ID Number 6-Valid Identification Document 7-Online Pre-Application Number For Public Institutions; 1-Valid Identification Document 2-Official request letter signed by the senior authorized official of the institution 3-Online Pre-Application Number	12 Minutes + 5 Minutes for Each Authorized Representative Assignment
45		Closure of a Registered Electronic Mail Service Account	For Real Person; 1-Valid Identity Card 2-Petition 3-In case the Remaining Balance in the Account is Requested, Individual Customers (Lawyers, Financial Advisors, etc.) Who Can Issue a Self-Employment Receipt, Issue a Return Self-Employment Receipt to the Company for the Amount Up to the Remaining Balance in the Account; Individual Customers Who Have the Possibility of Issuing a Return Invoice Like a Private Company, Issue Return Invoice to the Company for the Amount Up to the Remaining Balance in the Account; Individual Customers who cannot issue a Return Invoice, Declare this in their Closing Petition. For Legal Entities; 1- Valid Identity Card of Authorized to Close Accounts 2- Petition 3-Signatory Circular and the Original of the Basis 4-In case the Remaining Balance in the Account is Requested, Customers Who Have the Possibility of Issuing a Return Invoice, Issue Return Invoice to the Company for the Amount Up to the Remaining Balance in the Account, Customers (Lawyers, Financial Advisors, etc.) Who Can Issue a Self-Employment Receipt, Issue a Return Self-Employment Receipt to the Company for the Amount Up to the Remaining Balance in the Account. For Public Institutions; 1-Valid Identity Card of the Authorized to Close Accounts 2-Official Letter 3- Customers Who Have the Possibility of Issuing a Return Invoice, Issue Return Invoice to the Company for the Amount Up to the Remaining Balance in the Account.	11 Minutes
46		Update of a Registered Electronic Mail Service Account	For Real Person; 1-Valid Identity Card 2- Application Form/KEP Individual Service Receiving Type Update Document For Legal Entities; 1-Valid Identity Card of the Authorized to Transact on the KEP Account 2- Application Form (The Appropriate Document Will Be Filled in for the Update Process.) - KEP Corporate Account Service Type Update Document - KEP Corporate Account Title/Type Update Document (For Title/Type Update Transaction, Activity Certificate with MERSIS Number or Original Trade Registry Certification is Required.) - KEP Corporate Transaction Authorization Addition Document - KEP Corporate Sub-Transaction Authorization Addition Document - KEP Corporate Account Transaction/Sub-Transaction Authorization Information Update Document - KEP Corporate Account Transaction/Sub-Transaction Authorization Cancellation Document 3- Notary Certified Signatory Circular and the Original of the Basis (Copies Will Be Accepted After the Original Is Shown) 4- PTT Legal Entity Authorization Certificate For Public Institutions; 1-Valid Identity Document of the Authorized to Transact on the KEP Account 2- Official Letter	6 Minutes
47		Receiving E-signature Applications on Behalf of Electronic Certificate Service Providers	1-Valid Identity Card 2-Online Pre-Application Number	6 Minutes
48		Opening National Electronic Notification System Account (UETS)	For Real Person; 1-Valid Identity Card 2-UETS Application Form for Real Person	5 Minutes

49	☐	Update of National Electronic Notification System Account (UETS)	For Information Update for Real Person; 1-Valid Identity Card 2-UETS Information Update Form for Real Person For Information Update of Legal Entities and Public Institutions; 1- Valid Identity Card of the Transaction Authorized Person 2- UETS Legal Entity/Public Institution Information Update Form For Legal Entities Transaction Authorized Person Addition; 1- Valid Identity Card of the Transaction Authorized Person 2- UETS Notification Account Legal Entity Transaction Authorized Person Addition Form and Petition 3- Notary Certified Signatory Circular (Copies Will Be Accepted After the Original is Seen.) For Legal Entities Transaction Authorized Person Deletion; 1- Valid Identity Card of the Transaction Authorized Person 2- UETS Legal Entity/Public Institution Information Update Form For Public Institutions Transaction Authorized Person Addition; 1- Official Letter Signed by the Public Institution Authorized Person 2- Valid Identity Card of the Transaction Authorized Person 3- UETS Notification Account Public Institution Transaction Authorized Person Addition Form and Petition For Legal Entities Transaction Authorized Person Deletion; 1- Official Letter Signed by Public Institution Official 2- Valid Identity Card of Transaction Authorized 3- UETS Legal Entity/Public Institution Information Update Form	4 Minutes + 8 Minutes for Each Authorized Representative Assignment
50	☐	Closure of Electronic Notification System Account (UETS)	For Real Person; 1-Valid Identity Card 2-UETS Information Update Form for Real Person or Petition	4 Minutes

51		Personal Stamp Issue	1-Valid Identity Card 2-Personal Stamp and Special Envelope with Personal Stamp Agreement 3- Personal Stamp Application and Special Envelope Request Form with Personal Stamp 4-Stamp Object 5-Consent of Persons Included in the Stamp Object 6-Certificate of Identity Registry Copy for Making Personal Stamps for First Degree Close Relatives 7-Authorization Certificate / Signatory Circular for Legal Entities 8-Document proving that the fee has been paid	10 Days
		Immediate Personal Stamp Issue	1-Valid Identity Card 2-Immediate Personal Stamp Agreement 3-Immediate Personal Stamp Application Form 4-Document proving that the fee has been paid 5-Stamp Object	30 Minutes
		Issue of Special Envelope with Personal Stamp	1-Valid Identity Card 2-Personal Stamp and Special Envelope with Personal Stamp Agreement 3- Personal Stamp Application and Special Envelope Request Form with Personal Stamp 4-Stamp and Envelope Object 5-Consent and ID Photocopies of the Persons Included in the Stamp and Envelope Object 6- Certificate of Identity Registry Copy for Making Personal Stamps and Envelopes for First Degree Close Relatives 7-Authorization Certificate / Signatory Circular for Legal Entities 8-Document proving that the fee has been paid	30 Days
52		Issue of Special Day Cover	1-Request Petition of Special Day Cover at least 1 Month Before the Circulation Date 2-Commitment of purchase of at least 750 Special Day Cover	30 Days
		Issue of Special date postmarked cover	1-Request Petition of Special Date postmarked cover at least 1 Month Before the Circulation Date 2-Commitment of purchase of at least 500 Special date postmarked cover	15 Days
53		Sale of Philatelic and Other Product	No Documents Required	15 Days
		Philatelic Subscription Services	Subscription Form	5 Days

If documents other than those specified above are requested during the application, if the service is not completed within the specified time despite the application being made with complete documents, or if it is determined that some services are not covered in the table above, apply to the first or the second application point.

First Application Point:	**Second Application Point:**	
Name:	**Name:**	
Title:	**Title:**	
Address:	**Address:**	
Phone:	**Phone:**	
Fax:	**Fax:**	
E-Mail:	**e-Mail:**	