

# TURKISH CONTRACTORS ASSOCIATION

## MEMBERSHIP ADMISSION REGULATION

### ARTICLE 1

#### Scope

Applications for the full membership to the Turkish Contractors Association (TCA) shall be finalized by the TCA Board of Directors in line with the provisions of this Regulation prepared in accordance to the Article 22 of the TCA Statute.

### ARTICLE 2

#### Full Member – Definition

Full members are real and legal persons accepted into full membership by the Board of Directors, who undertake all membership responsibilities, meet the membership requirements, enjoy membership rights, agree to make all payments defined in this statute and comply with obligations of the Internal Regulations of the Association.

Full member has the right to vote and stand for election, can take part in all the governing bodies of the TCA and benefit from the activities and services enjoying all rights and authorities.

### ARTICLE 3

#### Membership – General Terms and Conditions

Real and legal persons applying for TCA membership shall;

- a. Accept the TCA objectives and fields of activities defined in the Statute,
- b. Agree to comply with the "Professional Code of Ethics" set by the General Assembly,
- c. Have the financial power to pay regular fees as well as contributions that form the basis of the TCA revenues,
- d. Agree and guarantee to abide by the provisions of the internal regulations of the TCA,
- e. Possess qualifications and meet requirements stated in the Membership Admission Regulation,
- f. Agree on the accession conditions with regards to the payments of predetermined admission fee, annual fees and other expenditures related to the activities and their shares therein,
- g. Be recommended to the membership by at least two of the actual full members.

### ARTICLE 4

#### Membership of Legal Persons – Terms and Conditions

Legal persons wishing to become the TCA member shall;

- a. Meet the requirements set out in the "General Terms and Conditions for Membership",
- b. Take decision regarding the TCA membership at the company's Board of Director's meeting and report the name of the authorized representative in writing,

- c. Operate in the fields of construction, installation, manufacturing and assembly contracting and prove this by the related document to be obtained from the Chamber of Commerce and/or Chamber of Industry,
- d. Operate as a contracting company for at least 5 years,
- e. Hold at least one valid certificate, like ISO-9001 "Quality Management System", ISO-14001 "Environmental Management System" and OHSAS-18001 "Occupational Health and Safety Management System", as from the date of application,
- f. Meet at least one of two of the criteria listed below:
  - As from the date of application, to have completed totally 350 million TL of construction works domestically and internationally for the last 10 years,  
**(January 2021 update: 1 billion 114 million TL)**
  - As from the date of application, to have totally 150 million TL of ongoing and at least 50% completed construction works domestically and internationally.  
**(January 2021 update: 478 million TL)**

The values of the works completed internationally shall be converted according to the exchange rate on January, 2<sup>nd</sup> of the respective application year.

The values have been determined by 2011 prices and shall be increased each year in January in line with the Consumer Price Index (CPI) rates to be announced annually by the Turkish Statistical Institute (TurkStat).

### **Membership of Real Persons – Terms and Conditions**

Real persons wishing to become the TCA member shall;

1. Meet the requirements set out in the "General Terms and Conditions for Membership",
2. Be over 18 (eighteen) years of age and be able to exercise their civil rights,
3. Be recommended in writing by one of the TCA members (legal person). Only two real persons as the company's partner, board member or senior executive having the authority to represent and bind can become members of the TCA by Decision of the Board of Directors.

In this context, member of the TCA (legal person) which recommended this/these real person/s for the TCA membership undertakes to pay any debts of this/these real person/s to the TCA.

## **ARTICLE 6**

### **Full Membership - Procedures**

#### **A. Procedures of the Legal Persons Membership to the Association**

1. Candidates (legal persons) wishing to become the full TCA member shall accept the Association's objectives and working conditions together with the Statute provisions and submit to the TCA Board of Directors the "Membership Application Form" indicating membership requirements together with the documents listed below:

- ✓ 2 copies of the Membership Application Form,
- ✓ Company factsheet to be obtained from the Chamber of Commerce including information such as the date of establishment of the company, trade registry, capital, etc.,
- ✓ Company factsheet to be obtained from the Chamber of Industry demonstrating company's contracting activities in the fields of construction, manufacturing and assembly,
- ✓ Company's address, telephone, fax, e-mail and website information,
- ✓ Names, titles and personal information of the company representatives,

- ✓ Detailed information on the company's completed and ongoing activities for the last 10 (ten) years at home and abroad, containing other requirements stated in the Article 4f of this Regulation,
  - ✓ Company brochures if any,
  - ✓ Company's balance sheets for the last 3 (three) years and annual turnover data,
  - ✓ Information on the company's field of expertise, annual operational capacity, machinery and other information on its activities,
  - ✓ Same list of documents as above for the affiliates of the company if any,
  - ✓ Decision of the Board of Directors regarding the appointment of the company's representative at the TCA including address, telephone, fax and e-mail.
2. The Board of Directors shall either approve or reject the membership application and inform the candidate in writing within 30 days following the application. Decision to approve the membership application shall be taken unanimously by the members present in the meeting.
  3. The membership registration procedures are finalized upon approval of the membership by decision of the Board of Directors and payment of the admission fee by the candidate within 30 (thirty) days. In case of the failure to pay the admission fee within 30 (thirty) days, the candidate will not be qualified for the TCA membership.

#### **B. Procedures of the Real Persons Membership to the Association**

1. Candidates (real persons) wishing to become the full TCA member shall accept the Association's objectives and working conditions together with the Statute provisions and submit to the TCA Board of Directors the "Membership Application Form" indicating membership requirements together with the documents listed below:
  - ✓ 2 copies of the Membership Application Form,
  - ✓ Reference letter from a TCA member (legal person) with corporate seal and authorized signature,
  - ✓ Real person's address, telephone, fax and e-mail.
2. The Board of Directors shall either approve or reject the membership application and inform the candidate in writing within 30 days following the application. Decision to approve the membership application shall be taken unanimously by the members present in the meeting.
3. The membership registration procedures are finalized upon approval of the membership by decision of the Board of Directors and payment of the admission fee by the candidate within 30 (thirty) days.

#### **ARTICLE 7**

##### **Confidentiality**

Information submitted to the TCA by the candidate for membership as per the provisions of this Regulation shall be kept confidential and returned to the applicant in case the application has been rejected.

#### **ARTICLE 8**

##### **Membership Validation**

The membership shall be validated in case the applicant pays to the Association the admission fee determined by the Board of Directors within 15 (fifteen) days following the receipt of the written notification about membership application approval and under any circumstances, not later than 30 (thirty) days following the Board Decision.

In case of failure to pay the admission fee within the required timeframe, the application shall become null and void and the applicant concerned shall be notified accordingly in writing.

**ARTICLE 9**  
**Membership Fees**

Turkish Contractors Association's admission fee and annual membership fee for the term 2021-2023 is 100.00 TL (one hundred thousand Turkish Liras) and 66.000 TL (sixty six thousand Turkish Liras) respectively.