

# **REGULATION ON INDEPENDENT AUDITING IN INSURANCE AND REINSURANCE COMPANIES AND PENSION COMPANIES**

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Issued By: Prime Ministry (Undersecretariat of Treasury)

## **PART ONE**

### **Objective, Scope, Basis and Definitions**

#### **Objective and Scope**

##### **ARTICLE 1**

(1) The objective of this Regulation is to regulate the principles and procedures regarding the qualifications, operations and licensing of the independent audit agencies to audit the consolidated and non-consolidated financial statements to be published within the framework of insurance and pension legislation, by insurance and reinsurance companies established in Turkey, or by Turkish organizations of insurance and reinsurance companies established abroad, as well as by pension companies; the temporary or permanent suspension of the licenses granted to the audit agencies; the content of independent audit contracts, and the liabilities of the parties of independent audit contracts.

#### **Basis**

##### **ARTICLE 2**

(1) This Regulation has been prepared pursuant to the second paragraph of Article 18 of the Insurance Law No. 5684 and dated 3/6/2007, and Article 21 of the Private Pension Savings and Investment System Law No. 4632 and dated 28/3/2001.

#### **Definitions**

##### **ARTICLE 3**

(1) The following expressions in this Regulation shall have the following respective meanings;

- a) Association: Association of the Insurance and Reinsurance Companies of Turkey,
- b) Auditor: Authorized professionals assigned to the auditing, on behalf of the agency, of the agencies covered under this Regulation,
- c) Agency: Independent audit agencies authorized to carry out audits as per Article 7 of this Regulation,
- ç) Undersecretariat: Undersecretariat of Treasury ,
- d) Company: Insurance and reinsurance companies established in Turkey, Turkish branches of insurance and reinsurance companies established abroad, and pension companies,
- e) TÜRMOB: Union of Chambers of Certified Public Accountants and Sworn-in Certified Public Accountants of Turkey.

## **PART TWO**

### **Principles Regarding the Attributes, Licensing and Operations of Independent Audit Agencies**

#### **Attributes of agencies to carry out independent audits**

##### **ARTICLE 4**

- (1) The agencies to carry out independent audits within the framework of this Regulation are required;
- a) To have obtained independent audit licenses in accordance with the Capital Market Law No. 2499 dated 28/7/1981, and the Banking Law No. 5411 dated 19/10/2005 and the regulations and communiqués issued on the basis of the said laws,
  - b) To obtain license in accordance with the Law of Certified Public Accountants and Sworn-in Certified Public Accountants No. 3568 dated 1/6/1989, and to satisfy the following requirements for their employees;
    - 1) The responsible partner lead auditors and/or lead auditors are required to have completed insurance training offered by the agency/agencies to be determined by the Undersecretariat,
    - 2) Senior auditors and auditors are required to have completed insurance training offered by the agency/agencies to be determined by the Undersecretariat, and to pass the exam held at the end of the training,
  - (c) All auditors to carry out independent audits within companies within the framework of this Regulation are required to have completed training on international financial reporting standards, international auditing standards, risk management and internal control, corporate governance and information technologies.

#### **Information and documents required during application**

##### **ARTICLE 5**

- (1) The agencies intending to carry out independent audit activities within companies within the framework of this Regulation shall attach the following to their application petitions to the Undersecretariat:
- a) A copy of the charter of the agency and the audit firm registration certificate obtained from TÜRMOB,
  - b) Documents to verify the information regarding the issues specified in Article 4,
  - c) Documents attesting the partners' and auditors' titles of certified public accountant or sworn-in certified public accountant as per the provisions of the Law of Certified Public Accountants and Sworn-in Certified Public Accountants No. 3568, and registration with the relevant professional chamber,
  - ç) Documents attesting that the auditors have the professional experience specified in Article 6,
  - d) Declarations by partners and auditors other than assistant auditors and intern assistant auditors that;
    - 1) They are not partners of or a member of the board of directors or an auditor in more than one agency (Annex: 1),
    - 2) *(This sub-paragraph was amended by the Regulation published in the Official Gazette dated February 26, 2010 and No. 27505)* They have not been affiliated with banks, insurance and reinsurance companies and pension companies, as well as the agencies whose independent audit licenses for companies subject to Capital Market Law were cancelled, excluding the cancellation of licenses as per the sixth paragraph of Article 24 of this Regulation, with the title of partner or an auditor in the audit which led to the cancellation of the license (Annex: 2),
    - 3) They do not engage in commercial activities other than professional activities (Annex: 3)
      - e) "Information Form Regarding the Agency" (Annex: 4), "Information Form Regarding Partners and Auditors" (Annex: 5) and "Criminal Registry Records Including the Archived Records" (Annex: 6), copies of which are provided as annexes herein.

#### **Titles of professionals**

##### **ARTICLE 6**

- (1) The titles to be accorded to the auditors employed in independent audit agencies are, in the order of seniority, the responsible partner lead auditor, lead auditor, senior auditor, auditor, assistant

auditor and intern auditor.

(2) Responsible partner lead auditor is a shareholder in the independent audit agency, who has the lead auditor title, who is responsible personally for the audit activity carried out on behalf of the agency, and who is authorized to sign the independent audit reports on behalf of the agency.

(3) In order for the lead auditor title to be ascribed, at least 10 years of actual professional experience is required, while the requirement for senior auditor title is 6, and for the auditor title 3 years of actual professional experience. The period spent as assistant auditor shall be taken into consideration with respect to the experience requirement. Those who do not meet the knowledge, experience and skills requirements of a more senior title shall not be promoted to the title in question by the authorized bodies of the independent audit agency, even if they meet the actual experience requirements.

(4) Auditors may, in addition to their aforementioned titles, use the titles they receive in accordance with the Law No. 3568 in relation with the representation of the agency.

### **Granting of license for independent audits in companies**

#### **ARTICLE 7**

(1) The Undersecretariat shall grant, to those who meet the requirements of this Regulation after the necessary review and evaluation of the information and documents submitted to it upon the application by those wishing to be licensed for independent audits in companies, the licenses for independent audit licenses in companies.

(2) The Undersecretariat shall announce, to companies through the Association, the agencies licensed for independent audits, and shall disclose them to the public on its website.

(3) Agencies, which are granted within the framework of this Article licenses to audit, are required to notify the Undersecretariat about all changes regarding their establishment, addresses, partners, directors and auditors other than assistant auditors and intern auditors, within one month following the change.

(4) The agencies shall be subject to Undersecretariat's oversight in issues regarding this Regulation.

### **Principles of operation**

#### **ARTICLE 8**

(1) The operations of the companies shall be carried out by professionals licensed as per the Law of Certified Public Accountants and Sworn-in Certified Public Accountants No. 3568, employed in the agency under the leadership of the lead auditor.

(2) The auditors are required to continuously monitor the relevant insurance and pension regulations and international standards, and to update their knowledge base.

### **Advertisement ban**

#### **ARTICLE 9**

(1) The agencies are banned from activities which may be interpreted directly or indirectly as advertisement, and from soliciting business.

(2) However, the agencies may prepare and distribute brochures containing introductory information, place ads for hiring employees for themselves or their clients, publish scientific publications on professional matters, or organize meetings such as seminars or conferences on professional issues, or provide training.

### **Unfair competition**

#### **ARTICLE 10**

(1) Notwithstanding the unfair competition cases provided in other regulations, the agencies and auditors shall not engage in competition to an extent or manner to affect negatively the quality of the audit activity or to harm colleagues; in particular they shall not engage in acts in breach of professional rules, ethics and principles in matters regarding the audit fee, personnel and hiring.

### **Responsibility regarding the acceptance of tasks**

#### **ARTICLE 11**

(1) The agencies shall not engage in any independent audit services they cannot complete in accordance with their organization, personnel and professional expertise. Reference to the opinion of experts from outside the agency, and having additional research carried out by such persons shall

not be considered as an indicator of the inadequacy of either the organizational structure of the agency or the expertise of the auditor.

### **Quality assurance systems**

#### **ARTICLE 12**

(1) The agencies are required to establish a quality assurance system in line with the quality assurance principles and practices they shall determine, in order to confirm that the auditors comply with professional principles and relevant regulations, and that the audit reports reflect the facts.

(2) The scope of the review of quality assurance system shall cover the selection and testing of some audit files and the comparison of the quality and quantity of the compliance with appropriate auditing standards and independence principles and the resources allocated with the audit fee paid. Information regarding the policies and practices shall be disclosed on the website of the licensed audit agency.

(3) Quality assurance audits should be carried out at the agencies, at least once every six years. An agency which carries out audits of publicly owned corporations is required to have a quality assurance report prepared at least triennially.

(4) A responsible partner lead auditor to be appointed by the board of directors of the agency shall be assigned to the task of ensuring a healthy operation of the quality assurance system, and monitoring continuously the effectiveness of the system.

(5) A committee entrusted with the review of the quality assurance system of three persons with independent auditor title and at least three years of experience in companies and financial agencies shall be established by the responsible partner lead auditor appointed with the responsibility regarding the establishment and operation of the quality assurance system. The members of the committee shall not take part in the quality assurance reviews of the companies of which independent audit process they carry out.

(6) The responsible partner lead auditor appointed with the responsibility regarding the quality assurance system shall take measures to ensure access to standards related to quality assurance, monitoring of national and international developments regarding quality assurance, updating standards in line with possible changes, informing the auditors of the changes regarding the standards, and circumstances to negatively affect compliance with professional principles or legal regulations.

## **PART THREE**

### **Attributes of Independent Audit Contract and Obligations of the Parties of the Contract**

#### **Issues to be taken into consideration prior to the independent audit contract**

##### **ARTICLE 13**

(1) While selecting the agency to carry out the independent audit activity, the companies shall take its facilities, expertise and experience into consideration.

(2) Prior to the execution of the independent audit contract with companies, the agencies shall carry out the preliminary research required to determine the scope and planning of the independent audit, and the risk they shall incur for the independent audit they shall undertake.

(3) Within the framework of the preliminary research, information regarding the grounds of the change of the audit agency and the existence of issues which may favorably or negatively affect the audit process may be requested from agencies which carried out the audit in the previous periods. The companies shall inform the agency for the previous period of the title of the agency they shall sign a contract with for the current period, and authorize the provision of the requested information. The former audit agencies shall provide the information requested from them within this framework.

#### **Independent audit contract**

##### **ARTICLE 14**

(1) The independent audit activity shall be carried out within the framework of a written contract to be executed by and between the agency and the company. The independent audit contract

constitutes evidence that a complete agreement is reached among the parties on the content and scope of the audit to be carried out.

(2) As a minimum, the independent audit contracts are required to include the following elements;

- a) The names of the responsible partner lead auditor, lead auditor, senior auditor to be appointed for the audit, as well as substitutes thereof,
- b) The purpose, scope and specific reasons, if any, of the independent audit,
- c) Services to be provided by the agency within the framework of the contract,
- ç) Liabilities and obligations of the parties,
- d) Provision to the effect that unlimited access shall be provided to all records, documents and other information requested in relation to the audit,
- e) The independent audit fee including a detailed extract of the titles and estimated man-hours of the independent auditors appointed to the audit team, as well as the fees to be charged for each,
- f) Beginning and end dates of the audit,
- g) The date on which the audit report shall be delivered,
- ğ) The confidential nature of the information received in relation to audit activities.

### **Obligations of companies**

#### **ARTICLE 15**

(1) The companies are obliged to send, within 15 days following the convening of the general assembly, to the Undersecretariat the contracts they sign with the agency to carry out audits for the accounting period in question, annexes thereof, and any future amendments, within ten business days of the execution of the contract or the amendment. However, the Undersecretariat may decide to exempt the companies of which licenses for all branches have been cancelled, and the companies whose licenses to execute new insurance and reinsurance contracts have been revoked, from the obligation to undergo independent audit.

(2) The companies may sign contracts with any single agency for a maximum of seven consecutive accounting periods. At least two accounting periods are required to pass in between, in order to execute a new independent audit contract with the same agency. The audit contracts executed at the end of the maximum period mentioned above, with another agency which is affiliated with the previous one inside or outside the country, albeit with a different partnership and independent auditor structure, shall be considered to have been executed with the same licensed audit agency.

(3) Independent auditors which carry out independent audits on behalf of the agency may work on the audits of a single company for a maximum of five consecutive accounting periods.

(4) The auditor or the responsible partner lead auditor of the audit shall not be appointed in the management of the audited company for a period of 2 years following the conclusion of the audit.

(5) Independent audit contract executed with the selected agency shall enter into effect after signing by the board of directors of the company.

(6) The companies are required to carry out their obligations against the agencies in accordance with the principles determined in the Regulation on the Principles of Independent Audit for Insurance.

### **Obligations of agencies**

#### **ARTICLE 16**

(1) Audits of the financial statements of companies and the preparation of independent audit report shall be carried out by agencies. The agencies are required to complete the annual independent audit reports within ten weeks following the accounting period, and the interim independent audit reports within six weeks following the accounting period.

(2) A copy of the independent audit report prepared, along with a letter signed by the signatories of the agency authorized to represent and bind the agency shall be sent to the chairman of the board of directors of the company, taking the period specified in the second paragraph of Article 20 into consideration, and two copies prepared in the same manner to the Undersecretariat on the date of sending to the company, provided that the period of one week following the completion of the report is not exceeded.

## **Actuarial review requirement**

### **ARTICLE 17**

(1) The agencies are required to employ an adequate number of actuaries registered with the Undersecretariat, or outsource such services, in order to enable a review of the technical accounts and reserves of companies.

(2) *(This paragraph was added by the Regulation published in the Official Gazette dated March 1st, 2009 and No. 27156, with effect from 31.12.200 )* In case market conditions do not allow the employment of actuaries, the agencies may instead work with intern actuaries or assistant actuaries.

## **Termination of the independent audit contract by the company**

### **ARTICLE 18**

(1) The companies, by providing reasonable reasons subject to the approval of the Undersecretariat, may terminate the contract through an application to the Undersecretariat providing the evidence, and receiving its approval. In such cases the companies shall notify the Undersecretariat about the new agency with which a contract shall be executed, and receive the approval of the Undersecretariat to enable the agency to carry out the audit.

(2) In case the company wishes to terminate the contract, the agency shall notify the Undersecretariat about the reasons of termination of the audit contract.

## **Termination of the independent audit contract by the agency**

### **ARTICLE 19**

(1) In case the scope of the work of the auditor is limited substantially in violation of the provisions of the contract, in case information and documents regarding financial statements cannot be obtained, or in case similar circumstances arise, or in case of abuse or suspicion of abuse, the agency may terminate the contract by providing written justification. The agency shall immediately notify the Undersecretariat, along with the justification of the resignation from audit. In case of resignation, the agency is obliged to submit to the Undersecretariat its working papers and all required information, for transfer to the replacement agency.

(2) In case the agency resigns from audit, the company shall inform the Undersecretariat about the grounds of resignation and the new agency with which a contract shall be executed, and shall receive the approval of the Undersecretariat to enable the new agency to carry out the audit.

(3) Accounting practices or differences of opinion regarding the management of independent audit shall not constitute grounds for termination of the contract.

## **Announcement of reports**

### **ARTICLE 20**

(1) The conclusions of the independent audit, along with the relevant financial statements, shall be published by the companies within the framework of the regulations regarding the publication of financial statements.

(2) In accordance with Article 362 of the Turkish Commercial Code No. 6762 and dated 29/6/1956, financial statements to be disclosed to the public as a result of the annual audit, and the conclusions of the independent audit shall be made available to the shareholders at least fifteen days prior to the general assembly meeting in which the financial statements which serve as the basis of the audit for the relevant year shall be discussed, and the conclusions of the independent auditor shall be read in the said general assembly.

(3) The agencies shall determine whether the financial statements they audited and formed their conclusions on are announced without modifications, and if otherwise, shall report to the Undersecretariat.

## **Transparency report**

### **ARTICLE 21**

(1) The agencies are required to publish annual transparency reports on their websites within three months following the end of each accounting period,

(2) The transparency report shall be signed by the Chairman of the Board of Directors of the Agency.

(3) As a minimum, the transparency report to be prepared in relation to the agency should cover the following;

- a) Information regarding the legal organization and shareholders of the agency,
- b) In case the agency is affiliated to a group inside or outside the country, the description of legal and organizational features of the group,
- c) Description of the organizational structure of the agency,
- ç) *(This sub-paragraph was revoked by the Regulation published in the Official Gazette dated March 1st, 2009 and No. 27156, with effect from 31.12.2008 ),*
- d) Description regarding the quality assurance system and the effectiveness of the system,
- e) *(This sub-paragraph was revoked by the Regulation published in the Official Gazette dated March 1st, 2009 and No. 27156, with effect from 31.12.2008 ),*
- f) Internal evaluation of the compliance with independence requirements,
- g) Information regarding the policy adopted by the agency for the continuous training of the auditors,
- ğ) *(This sub-paragraph was revoked by the Regulation published in the Official Gazette dated March 1st, 2009 and No. 27156, with effect from 31.12.2008 ),*

## **PART FOUR**

### **Miscellaneous and Final Provisions**

#### **Validity of the independent audit**

##### **ARTICLE 22**

- (1) The validity of the independent audit is conditional upon the compliance with the Regulation on the Principles of Independent Audit.
- (2) In case where the violation of the Regulation on the Principles of Independent Audit cannot be eliminated, the independent audit carried out shall be considered invalid.
- (3) In case the independent audit report regarding the independent audit considered invalid has been announced previously with the financial statements, the invalidity of the independent audit, along with the relevant financial statements shall be announced within the framework of the same methods and principles.
- (4) Where no clear provisions are available in this Regulation, the principles and standards set by the relevant professional association as per the Law No. 3568, and the principles adopted with respect to the independent audit standards for capital markets shall apply.

#### **Legal liability**

##### **ARTICLE 23**

- (1) The agencies and the responsible partner lead auditors specified in the independent audit contract, who sign the independent audit report, shall be jointly liable for the damages to be incurred by companies or third parties due to non-compliance with the Regulation on the Principles of Independent Audit when carrying out the independent audit, without prejudice to general provisions.

#### **Warning of agencies, temporary or permanent suspension of the license to carry out independent audits for companies**

##### **ARTICLE 24**

- (1) Agencies found to be in violation of the provisions of this Regulation and/or the Regulation on the Principles of Independent Audits for Insurance shall be warned, or their license to carry out independent audits for insurance and reinsurance companies and pension companies shall be revoked on a temporary or permanent basis, by the Undersecretariat, in consideration of the nature of the violations observed.
- (2) In case one or more of the following are observed, the agencies shall be warned by the Undersecretariat.
  - a) Preparation of deficient or erroneous reports, which do not reflect the facts, provided that the said errors do not exceed a rate of 5 per cent of all assets of the company, 20 per cent of the ledger account items, or 10 per cent of the equity capital for the profits or losses after taxes,

- b) Non-compliance with the notifications specified in Article 7 of this Regulation,
- c) Non-compliance with the operation principles specified in Article 8 of this Regulation,
- ç) Direct or indirect advertisement activities in breach of Article 9 of this Regulation,
- d) Engaging in unfair competition practices in breach of Article 10 of this Regulation,
- e) Non-compliance with the issues to be taken into consideration prior to the independent audit contract, in breach of Article 13 of this Regulation,
- f) Exclusion of the minimum required elements of an independent audit contract in breach of Article 14 of this Regulation,
- g) Failure to complete the independent audit reports within the periods specified in Article 16 of this Regulation, or to send in due form to the relevant recipients the reports,
- ğ) Failure to carry out the checks regarding the announced reports in breach of Article 20 of this Regulation.

(3) In case one or more of the following are observed, the agencies' license to carry out independent audits of companies shall be revoked by the Undersecretariat on a temporary basis.

- a) *(This sub-paragraph was revoked by the Regulation published in the Official Gazette dated March 1st, 2009 and No. 27156, with effect from 31.12.2008),*
- b) Appointment of a responsible partner lead auditor in audits, other than those submitted to the Undersecretariat,
- c) Temporary revocation of the license to carry out independent audits of banks or companies subject to the Capital Market Law,
- ç) Persistence regarding the issues for which the Undersecretariat had issued a warning, including those mentioned in the paragraph above,
- d) Failure to implement necessary changes within the Agency, in case the training requirement specified in Article 4 of this Regulation is no longer met,
- e) Non-compliance with the provisions of Article 6 of this Regulation with respect to the titles used by independent auditors,
- f) Acceptance of work in breach of Article 11 of this Regulation,
- g) Failure to employ actuaries within the framework of the agency, or to outsource the service, in breach of Article 17 of this Regulation,
- ğ) Performance of operations in breach of Article 19 of this Regulation,
- h) Non-compliance with the provisions of the Regulation on the Principles of Independent Insurance Audits, or with the professional principles.

(4) The agencies whose licenses to carry out independent audits are revoked on a temporary basis shall not carry out independent audits of companies;

- a) for a period to be determined by the Undersecretariat, provided that the said period is no less than six months following the date of revocation of the license, and more than four accounting periods, in case the license was revoked exclusively by the Undersecretariat,
- b) for a period to be determined by the Banking Regulation and Supervision Agency or Capital Market Board, in case the Undersecretariat revokes the license on the basis of a decision by the said agencies.

(5) In case one or more of the following are observed, the agencies' license to carry out independent audits of companies shall be revoked by the Undersecretariat on a permanent basis.

- a) Permanent revocation of the license to carry out independent audits of banks or companies subject to the Capital Market Law,
- b) Persistence in the issue which has constituted the grounds of temporary revocation by the Undersecretariat,
- c) Petition by the agency for the revocation of the license, provided that it has no independent audit contracts within the framework of this Regulation in effect, or its existing contracts are terminated,
- ç) *(This sub-paragraph was revoked by the Regulation published on the Official Gazette dated February 26, 2010 and No. 27505)*

(6) *(This sub-paragraph was added by the Regulation published on the Official Gazette dated February 26, 2010 and No. 27505, and the following sub-paragraphs were re-arranged accordingly)*In case no independent audits of companies are carried out for five consecutive accounting periods, the license of the agency to carry out independent audits of companies may be revoked by the Undersecretariat on a permanent basis.

(7) The written defense statement of the licensed audit agency shall be sought prior to the temporary or permanent revocation of the license or issuance of a warning. In case no defense statements are provided within one month following the date of the notice served by the Undersecretariat



requesting such defense statement, the right to defense shall be deemed to have been waived.

(8) Agencies whose licenses to carry out independent audits are revoked by the Undersecretariat on a temporary or permanent basis shall be announced to the companies by the Association, and shall be disclosed to the public on the website of the Undersecretariat.

(9) Agencies of which licenses are revoked on a temporary or permanent basis and the justification of revocation shall be submitted by the Undersecretariat to the relevant professional chamber for an investigation regarding professional ethics and discipline, and also to the Banking Regulation and Supervision Agency and the Capital Markets Board.

### **Regulation abolished**

#### **ARTICLE 25**

(1) The Regulation on Independent Auditing in Insurance and Reinsurance Companies published in the Official Gazette No. 25223 and dated 8/9/2003 is abolished.

### **Transition period**

#### **PROVISIONAL ARTICLE 1**

(1) *(This paragraph was added by the Regulation published in the Official Gazette dated March 1st, 2009 and No. 27156, with effect from 31.12.2008 on)* The agencies licensed prior to the publication of this Regulation shall ensure the compliance with Article 4 and 12 of this Regulation by 31/12/2011, and with Article 17 by 31/12/2010.

(2) The licenses of the agencies which fail to submit to the Undersecretariat the documents attesting the compliance shall be revoked automatically.

### **Restrictions regarding maximum periods**

#### **PROVISIONAL ARTICLE 2**

(1) The period specified in the second paragraph of Article 15 shall be taken into consideration from the accounting period of 2003.

### **Entry into Force**

#### **ARTICLE 26**

(1) This Regulation shall enter into force on the date of its publication, with effect from 14/6/2008.

### **Enforcement**

#### **ARTICLE 27**

(1) The provisions of this Regulation shall be executed by the Minister in charge of the Undersecretariat of Treasury.

## **ANNEXES**

**Annex: 1**

### **THE DECLARATIONS REQUIRED TO BE SUBMITTED BY PARTNERS and AUDITORS-1**

I hereby declare that I am not a partner of more than one independent audit agency, and that I am not employed as a director or auditor at another independent audit agency.

Date

Signature

Name-Surname

**THE DECLARATIONS REQUIRED TO BE SUBMITTED  
BY PARTNERS and AUDITORS-2**

I hereby declare that I have not been a responsible partner lead auditor, lead auditor, senior auditor, or auditor in the audit which led to the revocation of the license to carry out independent audits of banks, insurance and reinsurance as well as pension companies, or companies subject to the Capital Market Law, nor have I been a partner in such agencies.

Date

Signature

Name-Surname

**LETTER OF UNDERTAKING**  
**UNDERSECRETARIAT OF TREASURY**

I hereby declare and undertake that I do not engage in any commercial operations other than independent audits.

...../...../.....

SIGNATURE  
NAME-SURNAME  
TITLE

INFORMATION SHEET FOR THE AGENCY

<b>AGENCY'S</b>				
TITLE :				
REGISTERED ADDRESS :				
ADDRESS OF THE BRANCH :				
PHONE NUMBER :				
FACSIMILE NUMBER :				
WEBSITE :				
E-MAIL ADDRESS :				
ESTABLISHMENT DATE :				
TAX OFFICE AND NUMBER :				
FIELD OF ACTIVITY :				
<b>PARTNERSHIP STRUCTURE OF THE AGENCY</b>				
	<b>PARTNERS</b>	<b>TITLE (CPA- SCPA)</b>	<b>SHAREHOLDING PERCENTAGE (%)</b>	<b>SHARE VALUE (TRY)</b>
1				
2				
3				
4				
5				
6				
7				
8				
	<b>TOTAL</b>	-----	<b>%100</b>	
<b>OTHER INDEPENDENT AUDIT LICENSES and TEMPORARY REVOCATIONS</b>				
	<b>AGENCY</b>	<b>DATE OF LICENSE</b>	<b>TEMPORARY REVOCATION (If any)</b>	
	BRSA			
	CMB			
<p><b>DETAILED STATEMENT OF THE SIGNIFICANT LEGAL DISPUTES THE AGENCY IS CURRENTLY A PARTY TO:</b></p>    				

<b>AUDITORS EMPLOYED AT THE AGENCY</b>			
	<b>AUDITOR</b>	<b>TITLE</b>	<b>COMMENCEMENT DATE OF EMPLOYMENT</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			
<b>6</b>			
<b>7</b>			
<b>8</b>			
<b>9</b>			
<b>AUDITS CARRIED OUT IN THE LAST 5 YEARS IN THE INSURANCE and REINSURANCE COMPANY</b>			
	<b>YEAR OF AUDIT</b>	<b>COMPANY</b>	<b>AUDIT CARRIED OUT</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			
<b>6</b>			
<b>7</b>			
<b>8</b>			
<b>9</b>			

**SIGNATURE:**

**DATE OF DECLARATION:** ...../...../.....

**NOTES**

- 1) Additional forms may be used in case the spaces allocated in the present form do not suffice.
- 2) In case of changes concerning the information provided in the form, the form should be filled out again, and required documents should be attached.

## INFORMATION SHEET REGARDING PARTNERS AND AUDITORS

(Excluding assistant auditors and intern auditors)

<b>NAME and SURNAME:</b>		Photo
<b>PLACE &amp; DATE OF BIRTH::</b>		
<b>NATIONALITY:</b>		
<b>MOTHER'S NAME:</b>		
<b>FATHER'S NAME:</b>		
<b>WORK PHONE NUMBER:</b>		
<b>CELL PHONE NUMBER:</b>		
<b>FACSIMILE NUMBER:</b>		
<b>E-MAIL ADDRESS:</b>		
<b>R.T. ID. NUMBER:</b>		
<b>RESIDENCE ADDRESS:</b>		
<b>EDUCATION STATUS</b>		
	<b>SCHOOL and DEPARTMENT</b>	<b>GRADUATION DATE</b>
<b>BACHELOR'S DEGREE</b>		
<b>GRADUATE</b>		
<b>Ph.D.</b>		
<b>INSURANCE TRAINING OFFERED BY INSTITUTIONS</b>		
<b>DETERMINED BY THE UNDERSECRETARIAT</b>		
<b>INSTITUTION</b>	<b>TRAINING PERIOD</b>	<b>DATE OF TRAINING</b>
<b>AGENCY CURRENTLY EMPLOYED AT</b>		
<b>TITLE AND ADDRESS:</b>		
<b>EMPLOYMENT COMMENCEMENT DATE:</b>		
<b>TITLES AND EMPLOYMENT DATES AT THE AGENCY CURRENTLY EMPLOYED AT</b>		

	<b>JOB TITLE</b>	<b>FROM</b>	<b>TO</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			

**PREVIOUS EMPLOYMENT**

	<b>EMPLOYER</b>	<b>FROM</b>	<b>TO</b>	<b>JOB TITLE</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				

**TITLES OBTAINED AS PER LAW NO. 3568 AND EMPLOYMENT PERIODS**

	<b>EMPLOYMENT PERIODS</b>	<b>DATE and NUMBER OF LICENSE</b>
<b>INTERN CPA</b>		-----
<b>CPA</b>		
<b>SCPA</b>		

**DEBTS OWED TO LEGAL AND NATURAL PERSONS OTHER THAN BANKS**

**WHETHER THERE IS AN ONGOING PUBLIC PROSECUTION CASE AGAINST THE PERSON; SUBJECT MATTER OF THE CASE:**

**WHETHER THERE IS AN ONGOING LAW SUIT OTHER THAN PUBLIC PROSECUTION CASES AGAINST THE PERSON; SUBJECT MATTER OF THE CASE:**



**DETAILED STATEMENT OF THE SIGNIFICANT LEGAL DISPUTES THE PERSON IS CURRENTLY A PARTY TO:**

**SIGNATURE:**

**DATE OF DECLARATION: ...../...../.....**

**NOTES**

- 1) Additional forms may be used in case the spaces allocated in the present form do not suffice.
- 2) In case of changes concerning the information provided in the form, the form should be filled out again, and required documents should be attached.

**ANNEX: 6**

**GENERAL DIRECTORATE OF CRIMINAL RECORDS AND STATISTICS  
(PUBLIC PROSECUTOR'S OFFICE)**

.....

I hereby request an extract of my criminal records including the archived records to be provided to me for submittal to the **Undersecretariat of Treasury**.

...../...../.....

Signature

Name-Surname

SURNAME:  
NAME:  
FATHER'S NAME:  
MOTHER'S NAME:  
PLACE AND DATE OF BIRTH:

**CIVIL REGISTRY AT**  
PROVINCE:  
COUNTY:  
QUARTER/VILLAGE:  
VOLUME NUMBER:  
FAMILY ROW NUMBER :  
ROW NUMBER:  
ADDRESS: