



SOCAR TÜRKİYE

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PROCEDURE FOR RELATIONS WITH GOVERNMENT INSTITUTIONS AND NON-GOVERNMENTAL ORGANIZATIONS

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1. PURPOSE

The purpose of the "Procedure for Relations with Public Institutions and Non-Governmental Organizations" ("Procedure") is to ensure that the Directorate coordinates, administrates and manages the SOCAR Turkey Group Companies from a single center in order to represent the same with the public institutions and NGOs in the best manner, and that it makes the same applicable.

2. SCOPE

This Procedure covers the duties and responsibilities of the Directorate in order to ensure that any and all works regarding representation of SOCAR Turkey Group Companies with the public institutions and NGOs are carried out efficiently and systematically. Government Relations Group Directorate shall fulfill its duties and responsibilities, along with its units situated in Istanbul, Ankara and Izmir, on a location basis.

3. DEFINITIONS, TERMS AND ABBREVIATIONS

3.1 DEFINITIONS

In respect of the following definitions:

Office of Chief Officer: shall mean the Office of Chief Communications and Government Relations Officer of SOCAR Turkey.

Employee: shall mean the natural persons who are adhere to SOCAR Turkey and/or any of its subsidiaries under an employment contract.

Department: shall mean the unit and/or each unit as established within the organizational structure of the Company.

Directorate: shall mean the Governmental Relations Group Directorate and/or department employees reporting to the SOCAR Turkey Communications and Governmental Relations Directorate.

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

Government Relations: shall mean management of any and all relations of the SOCAR Turkey Group Companies with any and all public institutions and organizations.

Procedure for Management of Amendments to Legislation and Regulations on Government Relations: shall mean the procedure which is regulated by the Directorate with respect to systematic management, by SOCAR Turkey, of the regulatory amendments performed by the public institutions.

Public Institutions: shall mean any and all administrative institutions, who have the legal personality, including the Presidency, the Grand National Assembly of Turkey, all Ministries, affiliated, related and associated organizations of the Ministries, and the professional organizations with public institution status, and municipalities, for the purpose of providing the public services.

Assembly: shall mean the Turkish Grand National Assembly

Assembly committee: shall mean the permanent specialized group(s), which is (are) established within the parliamentary structure based on the relevant fields of activity, and which contain a certain percentage of



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deputies from each political party group.

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Regulations: shall mean any and all of the applicable legal rules.

Industry: shall mean the industry (industries), in which the Company operates, and which directly or indirectly affect the activities carried out by SOCAR Turkey Group Companies and/or SOCAR Turkey Group Companies, mainly including the petrochemicals, petroleum, natural gas, electricity and liquefied petroleum gases.

Non-Governmental Organizations (NGO): shall mean a non-profit non-governmental organization, which do not have a public legal entity, and which carries out the political, social, cultural, economic, legal and environmental, etc. works based on its own mission and principles.

SOCAR: shall mean State Oil Company of Azerbaijan Republic.

SOCAR Turkey: shall mean SOCAR Turkey Enerji A.S..

SOCAR Turkey Group Companies: shall mean SOCAR Turkey Enerji A.S. and the group of companies consisting of each Group Company (association company).

SOCAR Turkey Corporate Culture and Values: shall mean the principles of reliance, agility, inclusiveness, passion, efficiency and responsibility,

Company: shall mean SOCAR Turkey Enerji A.S. and/or any relevant Group Company, where appropriate.

SOCAR Turkey Management Office: shall mean the SOCAR Turkey Management Office department reporting to the SOCAR Turkey Strategy Directorate.

Group Company: shall mean each subsidiary, as established in Turkey, of SOCAR Turkey Enerji A.S..

3.2 TERMS AND ABBREVIATIONS

Code	Definition
SOCAR	State Oil Company of Azerbaijan Republic
NGO	Non-Governmental Organizations

4. RESPONSIBILITIES, ROLES AND AUTHORITY

Governmental Relations Group Directorate: Shall be responsible for fulfilling the requirements hereunder.

4.1 RESPONSIBILITY

The Directorate's duties and responsibilities for relations with the public institutions are provided as follows:

- Monitoring, controlling and supporting any and all business, transactions and requests such as correspondence, negotiations, visits, hosting, meetings, etc., which will be carried out with the public institutions, and organizing and managing the representation processes;
- Carrying out the necessary studies and preparations upon the opinions and requests received from the relevant departments with respect to the processes to be carried out by the public institutions;

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- Carrying out the preparatory meetings with the relevant departments in order to determine the representation process to be carried out by the Directorate with the public institutions under the request;
- Organizing the necessary negotiations, meetings and visits with the public institutions upon the request of the relevant departments, and submitting the official letters to the institution;
- Informing the relevant departments about the consequences of the applications, visits and negotiations held with the public institutions;
- Generating the alternative solutions with respect to the initiatives, which are not suitable to be accepted by the public institutions, based on the targets of the SOCAR Turkey Group Companies within their vision and plans;
- Participating directly or indirectly in the studies carried out by the public institutions in order to draw up such plans and policies as the development plans and strategic plans based on the plans and policies of the SOCAR Turkey Group Companies;
- Preparing and presenting any and all correspondences with the public institutions, and performing the compliance checks, and carrying out the process by sharing the same with the departments, if relevant, except for the letters, information and documentation submitted to the public institutions with respect to the matters under the operational activities of the relevant departments of the SOCAR Turkey Group Companies (environmental transactions, waste notifications, SSI transactions, tax transactions, etc.);
- Carrying out the necessary processes, and managing the organization within the public institutions and NGOs with respect to such organizations as the openings, ceremonies, celebrations, etc., which are performed by the SOCAR Turkey Group Companies, under the coordination of the Office of Chief Communication and Government Relations Officer of SOCAR Turkey;
- Monitoring the negotiations with the General Assembly of the Assembly and the Parliamentary Committees (Energy, Forestry, Industry and Environment, Budget committees, etc.), and sharing any matter, which concerns the Company, with the relevant departments, and ensuring the coordination in the event that any action is required to be taken;
- Drawn up the lists of representatives, and ensuring the participation in the working groups, and/or ensuring the coordination as required during the membership/representation processes, which require participation of the relevant departments, under the direct performance or management of the representation processes of the SOCAR Turkey Group Companies with the NGOs, of which it is required to be a member in accordance with the legislation, or NGOs, of which it is become a member upon the approval of the Management Office;
- Assessing the current representative situation within the NGOs, of which it is become a member, and coordinating the process for replacement of the representatives or appointment of the new representatives with the relevant departments;
- Developing and strengthening the relations of the SOCAR Turkey Group Companies with the NGOs through the visits and meetings, by taking into account the opinions of the relevant departments;
- Coordinating the process for payment of the membership fee with respect to the NGOs and public professional organizations, of which the SOCAR Turkey Group Companies are a member, and the accessory amounts (penalty, interest, etc.) that might arise from the membership fees with the SOCAR Turkey Tax and Financial Operations Department, the relevant departments and/or the SOCAR Turkey Group Companies;
- Monitoring payment of the supplementary fees with respect to the public professional organizations, of which the SOCAR Turkey Group Companies are a member, in a coordinate manner



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based on the calculations to be delivered by the SOCAR Turkey Tax and Financial Operations Department;

- Recording any information such as the information about the NGO, membership period, list of representatives;

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- Sharing such documents as the memorandum, presentations, executive summaries, etc. with the Management Office about the NGOs, of which the SOCAR Turkey Group Companies may become members at the level of the board of directors, and coordinating the new membership procedures with the relevant departments;
- Analyzing the possible reputational impact of the requests received from the relevant departments in order to renew, terminate or create the new NGO memberships with the public institutions, and providing support during the membership application processes;
- Supporting the SOCAR Turkey Management Office during the process for execution, by the members of the Board of Directors, of the resolutions of the board of directors of SOCAR Turkey Group Companies;
- Serving notification of, and reporting, the activities in which participated by the NGOs;
- Sharing the meeting and training information obtained from the NGOs with the relevant internal departments of the SOCAR Turkey Group Companies;
- Representing the SOCAR Turkey Group Companies within the NGO management bodies through the guidance of the SOCAR Turkey Management Office;
- Organizing participation of the representative or relevant person in the workshops of the NGOs, and performing the necessary reports and presentations;
- Informing the stakeholders frequently with respect to the matters by establishing the trust-based management responsibility and sustainable relationships with the stakeholder categories within any and all processes that are carried out in order to provide the maximum benefit to SOCAR Turkey and/or Group Companies;
- Informing the relevant stakeholders and local authorities about any and all public matters with respect to SOCAR Turkey and/or Group Companies through a systematic study;
- Carrying out any and all gifts, flowers, promotions, brochures, greeting cards, etc., which will be submitted to the public institutions and NGOs, under the coordination of the Chief Office of Officer and SOCAR Turkey Management Office;
- Creating the lists, which are drawn up by the Directorate with respect to the gift submissions to the public institutions, under the coordination of the Office of Chief Officer, and performing and checking the submissions;
- Monitoring any and all senior and critical manager appointments to be performed within the public institutions and NGOs, and sharing such developments with the relevant parties, and carrying out the congratulation processes;
- Carrying out the process for consultancy with any and all stakeholder categories and local authorities with respect to the matters concerning SOCAR Turkey and/or Group Companies in accordance with the Governmental Relations Policy and based on the stakeholder consultancy guide;
- Monitoring the amendments to the legislation, as performed by the public institutions, based on the Procedure for Management of Amendments to Legislation and Regulations on Government Relations.

5. IMPLEMENTATION

- It should be acted bearing in mind the awareness and the sense of responsibility that SOCAR is a State Oil Company of Azerbaijan Republic, and any impacts and reflections on the relationship between Turkey-Azerbaijan, and the cooperation between the two countries should be taken into



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account with respect to management of the public activities and relations of SOCAR Turkey Group Companies.

- It should be intended to raise awareness about the projects and investments of the SOCAR Turkey Group Companies and to protect their prestige in the industry.

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- Coordination of SOCAR Turkey Group Companies with the public institutions should be carried out by the Directorate, and the unity and integrity should be ensured in terms of representation thereof.
- It is essential to ensure that information exchange is performed accurately, currently and beneficially during the negotiations held by SOCAR Turkey Group Companies with the public institutions and organizations.
- Due care should be exercised to represent SOCAR Turkey in the best manner at any meetings and organizations held with the public institutions, and it should be acted in accordance with "SOCAR Turkey Regulation on Dress Code".
- The directorate shall create and maintain an environment in which the trust and ethical behavior prevail. It shall always avoid misleading and false messages, unrealistic promises, and creation of the false expectations.
- The Directorate shall pay attention to information privacy under the nature of the information obtained from the public institutions and NGOs. It shall attach importance to the confidentiality of any and all kinds of information and documentation, especially those obtained from the public institutions that might directly or indirectly affect the interests of the Company.
- It shall assume the responsibility, and take initiative, and propose and implement effective solutions, with respect to resolving any problem or crisis that might arise.
- The Directorate shall maintain an equal distance from any and all public institutions and NGOs with which it communicate.
- Any and all correspondences and meetings with the public institutions and NGOs must be performed within the knowledge of, and in coordination with the Directorate.
- The Directorate shall work in harmony with any and all departments under the umbrella of SOCAR Turkey Group Companies.

5.1 SPECIAL PROVISIONS FOR COORDINATION WITH GAS BUSINESS UNIT

The Directorate shall work in coordination with the business units determined based on the organizational structure of SOCAR Turkey Companies. The provisions for coordination and division of labor between the Gas Business Unit and the Directorate have been specially regulated hereunder due to the fact that the operational activities of the Gas Business Unit require close and permanent work with the public institutions and organizations.

5.2 It shall organize the negotiations, visits, hosting or meetings with the public institutions and organizations, and it shall carry out the necessary works within the coordination of the owner department/company, in the event that such commercial activities as connection tariffs, social gas project, EMRA R&D projects, BOTAS gas purchase and sale agreement, invoicing, regulation of the specifications and standards, tariff calculation process (and not limited to such business processes), EMRA and other public institutions' "inspection, sanction, warning processes", "public institutions' receivable processes, license expansions for high pressure investments and negotiations with BOTAS and Ministry of Energy and Natural Resources require a senior representation. Accordingly, it shall organize such negotiations, visits, hosting or meetings, and it shall participate therein, if and when required. In this context, the applications and letters, which are drawn up by the relevant departments of the Gas Business Unit, shall be reviewed by the Directorate before they are submitted to the relevant public institutions and organizations.

5.3 The Directorate shall have knowledge about the operational activities carried out by the Gas Business Unit within the local public institutions and organizations (such as excavation permit



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processes, meter reading, customer complaint processes), and it shall support such processes, if and when required.

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5.4 The Directorate shall have knowledge about the activities of the NGO, of which the Gas Business Unit is a member. In respect of the NGO activities, in which the Gas Business Unit officials participate, such document, in writing, as reports, notifications and meeting minutes shall also be shared with the Directorate, and the Directorate shall be informed about such organizations as workshops, meetings and negotiations. In respect of such activities, such matters as appointment of any representative, continuation or termination of the membership, and establishment of a new membership shall be coordinated with the Directorate.

6. REFERENCES

 SCC-GVR-PRC-0001 Procedure for Management of Amendments to Legislation and Regulations

7. ATTACHMENTS

N/A

8. RECORDS FOR UPDATING