



SOCAR TÜRKİYE

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Date of Issue	30.03.2022
Revision Number	0
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PROCEDURE FOR STRATEGIC AND OPERATIONAL PLANNING FOR GOVERNMENT RELATIONS

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1. PURPOSE

The purpose of the Procedure for Strategic and Operational Planning for Government Relations ("Procedure") is to ensure that the Directorate determines the purposes, duties and responsibilities of the business line, which carries out the strategic and operational planning activities, and the internal and external implementation methods, and that it makes the same applicable.

The strategic planning ensures the relationship and coordination of SOCAR Turkey Group Companies with any and all kinds of public institutions and organizations under the strategic plans for the pre-investment and investment period and the strategic plans and studies for the operating period, and also it ensures the sustainability of such relationship.

2. SCOPE

The duties and responsibilities of the Directorate cover to plan, coordinate and audit the activities with respect to improving the competency of SOCAR Turkey Group Companies, and increasing the efficiency in their management, and preparing the plans and programs for initiatives to be performed with the public institutions and organizations within the strategic plans received from the SOCAR Turkey Management Office based on the interests of the company, and monitoring the realizations regarding the establishment activities, and ensuring achievement of the program targets by comparing the programs and realizations, and designing and implementing the systems that will ensure the healthy and rapid performance of the public works, in accordance with the purpose, principles and instructions as determined by SOCAR Turkey. 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 Government Relations Group Directorate and/or department employees reporting to the SOCAR Turkey Communications and Government Relations Directorate.

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

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 municipalities, for the purpose of providing the public services.

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



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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.

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

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

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

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

SOCAR Turkey Management Office: shall mean the department that manages the SOCAR Turkey Group Companies, by reporting directly to the SOCAR Turkey CEO.

Office of Chief Commercial Officer of SOCAR Turkey shall mean the office of chief officer of SOCAR Turkey which carries out the commercial activities thereof.

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.

SOCAR Turkey Procedure for Relations with the Public Institutions and Non-Governmental Organizations: shall mean the procedure drawn up by the Directorate, in which management of the relations of SOCAR Turkey Group Companies with the public institutions and NGOs is regulated.

Strategic plans: shall mean the processes and policies of the SOCAR Turkey Group Companies with the public authorities regarding the pre-investment and operating periods of the potentially new projects and investments.

Operational plan: shall mean management of the notifications served to the public institutions with respect to the investments of the SOCAR Turkey Group Companies during the operating period.

Required time: shall mean the reasonable feedback time regarding the information, documentation, opinions, suggestions and requests as required by the public institutions.

Trade policy defense tools: shall mean the anti-dumping measures, anti-subsidy measures and surveillance measures, which are provided under the relevant agreements of the World Trade Organization (WTO) and under the internal legislation as specified in Article 4 of the Import Regime Decision, and which are sought in order to prevent any (serious) damage to the domestic producers that produce similar or directly competitive goods due to the imports.

Other import policy practices: shall mean the suspension, quota and tariff quota practices, and the additional customs duty and the additional financial obligation practices.

Commercial activity assessment and rating: shall mean the country-based rankings, which are created by the various Non-Governmental Organizations and Public institutions and organizations through such data as annual production, export and employment of SOCAR Turkey Group Companies, and the awards thereof within such rankings.



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Institutional opinions: shall mean the institutional approval and/or compliance letters as required under the permit planning for the investment period.

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Bureaucratic process: shall mean any and all processes carried out with the public institutions for and on behalf of SOCAR Turkey Group Companies.

National/International Publications: shall mean any and all data sources monitored by the Commercial Groups regarding the activity industries of the subsidiaries.

3.2 TERMS AND ABBREVIATIONS

Code	Definition
SOCAR	State Oil Company of Azerbaijan Republic
WTO	World Trade Organization
NGO	Non-Governmental Organizations
TPM	Total Productive Maintenance

4. RESPONSIBILITIES, ROLES AND AUTHORITY

Government Relations Group Directorate: shall be responsible for fulfilling the requirements hereunder.

5. IMPLEMENTATION

The duties and responsibilities under the SOCAR Turkey Procedure for Strategic and Operational Planning for Government Relations have been regulated under two main functions, and the duties and responsibilities, which are required to be fulfilled by the Directorate in order to ensure the sustainable and successful operation of the system established, are summarized as follows.

- The applicable strategic plans for any and all processes with the public institutions and organizations are created by the Directorate based on the vision, target and principles drawn up by the SOCAR Turkey Group Companies.
- It shall obtain the national/international economic and political changes regarding the industries, in which the SOCAR Turkey Group Companies operate, from the Office of Chief Commercial Officer of SOCAR Turkey and national/international publications, and it shall create policies for initiatives to be performed by the public institutions and organizations.
- It shall ensure the coordination regarding preparation of the information and data requests received from the public institutions and organizations with respect to the industries, in which the SOCAR Turkey Group Companies operate, within the required period of time, and it shall transmit the relevant data.
- It shall carry out their processes with the public institutions and organizations based on the SOCAR Turkey Procedure for Relations with Public Institutions and Non-Governmental Organizations, by being involved in the cost-decreasing, value-creating and financially contributive project groups of the public institutions and organizations.
- It shall initiate, carry out and finalize the commercial policy measures against the national and international unfair competition conditions, under the strategic plans of the SOCAR Turkey Group Companies for the operating period.
- It shall initiate, carry out and finalize the other import policy practices under the strategic plans of



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SOCAR Turkey Group Companies for the operating period.

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- It shall participate in the draft studies of the Free Trade Agreements of the Republic of Türkiye and/or it shall provide its opinion, with respect to the industries in which the SOCAR Turkey Group Companies operate, based on the interests of the Company and the Procedure for Management of Amendments to Legislation and Regulations on Government Relations. Accordingly, it shall provide its opinion based on the sources as defined in the second article.
- It shall coordinate the preparation and presentation processes of the public institutions and organizations with respect to the industries in which the SOCAR Turkey Group Companies operate.
- It shall initiate, carry out and finalize the commercial activity assessment and rating processes of the SOCAR Turkey Group Companies with the public institutions and organizations.
- It shall inform the stakeholders under the trust-based management responsibility and sustainable relationships and sustainable relations with the stakeholders within any and all commercial and operational processes that are carried out in order to provide the maximum benefit to SOCAR Turkey and/or Group Companies.
- It shall systematically carry out the works of the foreign stakeholders and local authorities with respect to any and all public commercial and operational activities of SOCAR Turkey and/or Group Companies.
- It shall carrying out the process for consultancy with any and all stakeholder categories and local authorities with respect to the commercial and operational matters concerning SOCAR Turkey and/or Group Companies in accordance with the Government Relations Policy and based on the stakeholder consultancy guide.
- SOCAR Turkey Group Companies shall create the public strategic plans for the investment period with respect to the road map to be observed within the public institutions and organizations regarding the investment decisions made by the board of directors.
- It shall prepare the business plan, which includes the permits, authorizations, licenses and institutional opinions regarding the investment period of the SOCAR Turkey Group Companies, and it shall manage and coordinate the processes under the compliance with the plan prepared.
- In order for the SOCAR Turkey Group Companies to take advantage of any and all kinds of incentives allowed by the legislation with respect to their new projects and investments, it shall ensure that the internal and external coordination is provided in order to assess the appropriate incentive opportunities, and that the applications are filed to the relevant authorities, and that such applications are monitored.
- It shall ensure that the SOCAR Turkey Group Companies' notifications arising from the legislation during the operating period are fulfilled under the operational plan.
- It shall ensure that the necessary documents (industrial registration documents, capacity reports, expertise reports, etc.), which are required to be obtained under the continuity of the operational activities of the SOCAR Turkey Group Companies during the operating period, are obtained.

5.1 STRATEGIC PLANNING FUNCTIONS

The Government Relations Group Directorate Strategic Planning shall be represented by two main function groups: investment period and operating period.

5.1.1 Investment Period Government Relations Group Directorate Strategic and Operational Planning

- The new investment decision, which has been approved by the Board of Directors of SOCAR Turkey and/or SOCAR Turkey Management Office, shall be submitted to the Directorate.
- The permit analysis studies regarding the new investment process initiated shall be carried out by the



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Directorate.

- After determining the compliance of the investment, as planned, with the legislation, a project permit analysis report shall be created.

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- In the event that the project is within the SOCAR Private Industrial Zone, then the permit planning shall be performed and implemented under the Private Industrial Zone status.
- In the event that the compliance with the legislation regarding the new investment process initiated by the management is not essential, then the communication and management process shall be initiated by the Directorate with the public institutions and organizations.
- During the process carried out with the public institution officials, in the event that a new regulation is required for the relevant project, then a proposal for the regulation shall be created by the Directorate, and it shall be submitted to the public institution.
- Upon submission of the preliminary study, which is carried out by the Directorate under the project planned, and the compliance with the legislation, and the legislative proposal suitable for the project to the relevant public institution, the legislative basis shall have been created in order to realize the project.
- In consequence of the incentive analysis, which is carried out by the Directorate under the existing incentives or new incentive options with respect to the project planned by the management, the project-based investment incentive options shall be determined, and an incentive application report shall be created.
- Following the preliminary studies carried out, the Directorate shall file an application for incentives to the relevant Ministry, and the communication and management process shall be initiated with the public institutions and organizations.
- The incentive process shall have been finalized by the Directorate in consequence of the approval, by the relevant Ministry, of the appropriate incentive option for the project planned.
- The compliance with the periods regarding the permits, authorizations, licenses, investment land and incentive processes, as determined within the strategic plan, shall be carried out as specified under the Strategic Plan.
- The SOCAR Turkey Government Relations Directorate shall be responsible for resolving any and all bureaucratic problems that have arisen and/or are likely to arise under the Strategic Plan.

5.1.2 Operating Period Government Relations Group Directorate Strategic and Operational Planning

The Government Relations Group Directorate Operating Period Strategic and Operational Planning shall contain the processes in three subcategories.

5.1.2.1. Public Institution(s) Notification, Information and Document Management Operational Planning

- The national/international publications with respect to the industries, in which the SOCAR Turkey Group Companies operate, and the opinions and suggestions received from the NGOs, of which they are members, and the feedback obtained from the NGO representatives, and the data obtained from the meetings and notifications of the SOCAR Turkey Commercial Directorate shall be submitted to the Government Relations Group Directorate.
- Following assessment of the feedback obtained from the national/international sources, which are periodically monitored, and from the NGOs, in the event that the Directorate has any data of high importance, then the commercial policy verification management and the amendments to the legislation, to which it is obliged, shall be determined, and the feedback shall be provided, accordingly.
- Based on any data of high importance, the documentation, which is drawn up with respect to the notification obligation, shall be sent to the competent public institution.
- The necessary data collection process shall be carried out by the Directorate for the obligation



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based on the detailed study request received from the public institutions and organizations by means of the official letter or by e-mail under the notification obligation. The Directorate shall be responsible for responding the incoming requests within the validity period, and for maintaining the electronic media and/or official letter documents with respect to the relevant requests.

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- The necessary documents, reports and additional statements with respect to any data, as requested by the public institution, shall be drawn up by the relevant SOCAR Turkey departments and the Directorate along with the data consolidated, and they shall be submitted to the competent public institution. In addition, the data requests received from the other departments shall be submitted to the relevant public institutions and organizations as soon as possible under the nature of the request, and the process shall be completed, accordingly.
- Any information shall be transferred to the relevant units of the SOCAR Turkey Group Companies only under necessary conditions within the preparations for Strategic Plan for the Operating Period.
- In accordance with the plans prepared, the implementations shall be initiated, and the relevant groups shall be coordinated, and the process shall be carried out.
- The Directorate shall be responsible for the processes with the public institutions and organizations with respect to the Operating Period activities.
- Any and all information requests received from the public institutions and organizations shall be collected at the Directorate. The Government Relations Group Directorate shall be responsible for responding the incoming requests within the validity period, and for maintaining the electronic media and/or official letter documents with respect to the relevant requests.
- In the event that the information requests received from the public institutions and organizations are submitted to the other units involved in the SOCAR Turkey Group Companies, then the request received is required to be transferred to the Directorate immediately, regardless of time restriction. Accordingly, the period for submission of any and all data requests, which are delivered to the other units, to the Directorate has been determined as 1 business day at most.
- In the event that the strategic planning for operating period is required, then the Directorate shall ask the other departments involved in the SOCAR Turkey Group Companies for their opinions based on the requests, opinions and suggestions submitted.
- The data requests received from the other units shall be submitted to the relevant public institutions and organizations as soon as possible under the nature of the request, and the process shall be completed, accordingly.

The Directorate shall be responsible for, and carry out, the process for response to the requests, as received from the public institutions and organizations, under this process definition.

Any and all kinds of information, documentation, opinions, suggestions and requests delivered to the SOCAR Turkey Group Companies from the public institutions and organizations are required to be submitted to the Government Relations Group Directorate.

5.1.2.2 Operational Planning for Trade Policy Verifications

- The preliminary assessment report and analyses, which are drawn up through the data obtained from the target sources under the strategic plans for operating period, as drawn up in accordance with article two, shall be submitted for the opinion of the Ministry of Commerce.
- The preliminary data study shall be carried out by the Directorate in consequence of determination of the important data with respect to the commercial policies of SOCAR Turkey, upon periodical monitoring of the national/international sources, and examination of the feedback received from the NGOs, and performance of the market analysis.
- The preliminary TPM report, which is created in consequence of the studies carried out, shall be submitted to the Ministry of Commerce under the responsibility of the Directorate with respect to the preliminary examination process. In respect of the feedback received from the Ministry of Commerce in consequence of examination of the documents submitted, the Directorate shall take



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any necessary action and responsibility in consequence of stating that the verification for the data is required.

- Based on the verification request received from the Ministry of Commerce, the Directorate shall request the application file data, by coordinating the relevant departments. The information and documentation, as required for the application file, shall be provided to the Directorate by the Commercial Team, while the budget-related data shall be provided to the Directorate by the Finance Team.
- The application file shall be drawn up under the responsibility of the Directorate in consequence of collection of the necessary information and documentation, and it shall be submitted to the Ministry of Commerce.

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- Based on the approval, by the Ministry of Commerce, of the application file, the final result shall be published by the public institution. In case of any data, which is required to be verified, with respect to the application file, then the public verification meetings shall be held by the Ministry of Commerce. During the relevant meetings, the Directorate shall involve in provision of any data, information and documentation in accordance with the public communication and management functions.
- In consequence of the verification of the necessary data and documentation, the final decision of the Ministry of Commerce shall enter into force, by being promulgated on the Official Journal, and the Directorate shall be responsible for monitoring the decisions. The duties and responsibilities of the Directorate shall finalize upon promulgation of the final decision.
- The road map to be observed shall be determined, and any of the commercial policy defense tools, which will provide the most benefit, shall selected, under the guidelines of the Ministry of Commerce.
- A comprehensive application file shall be drawn up, and an official application shall be filed to the relevant Ministry.
- After the application is promulgated on the Official Journal, any and all intermediate processes, as determined under the relevant legislation, shall be completed, and the process shall be completed, accordingly.
- The short-, medium- and long-term measure effects shall be examined under the strategic plans; the new and more effective road maps shall be created by negotiating with the Commercial Groups and the Ministry with respect to its continuity in the event that the measure is effective, and with respect to determination of the new road map in the event that the measure is not effective.

The SOCAR Turkey Group Companies Economic Indicator data shall be obtained from the Financial Groups for 'On-Site Verification Studies' under this process definition. The Financial Groups shall be responsible for the process for transfer of the accuracy of the data regarding the budget provided to the authorities through the systems. The Directorate shall be responsible for coordination of the entire process.

5.1.2.3 Import Policy Practices and Operational Value Creation Processes

- The process for the scope of work shall begin with the import regime decisions as promulgated on the Official Journal. The Directorate shall be responsible for monitoring the relevant decisions.
- The new suspension lists and/or application files for objection to the suspension lists shall be submitted to the relevant supply chain units of SOCAR Turkey Group Companies in order to use the Suspension System effectively with respect to any and all raw materials and chemicals, which are of production inputs nature, and any and all products within the SOCAR Turkey Group Companies. The maximum period for the relevant units to submit their feedback to the Directorate shall be 3 business days.
- The application files shall be forwarded to the Office of Chief Commercial Officer of SOCAR Turkey for the effective use of the quota and tariff quota system with respect to any and all raw materials and chemicals, which are of production inputs nature, and any and all products within SOCAR Turkey Group Companies. The maximum period for the relevant departments to submit their feedback to the Directorate shall be **3 business days at most**.
- The Directorate shall finalize the process by creating the final version of the application file based on the requests and by submitting the same to the Ministry of Commerce.
- The Directorate shall be responsible for monitoring the import policy regime as published by the



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Ministry of Commerce in the end of each year. The regulation published shall be examined, and the road map for the regime shall be determined, accordingly. The preliminary application file for each subject included in the import regime shall be published by the Directorate.

- In case of any quota or suspension regarding the imports, then the Directorate shall be responsible and liable for drawing up the documentation, as required for each product, which is included in the list published, and which is produced by SOCAR Turkey Group Companies, and for coordinating the process.

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- The application file, which is created in consequence of taking the necessary actions with respect to the import regime list and of preparing the relevant data and documentation, shall be uploaded to the Ministry system by the Directorate, and the quota-related process shall be completed, accordingly.
- In the event that the public support is required for the new value creation, savings or revenue increase projects to be initiated by the Office of Chief Commercial Officer of SOCAR Turkey, then the Directorate shall assume the necessary responsibility, and it shall carry out the government relations and management. The legislative research for the project shall be carried out, and the necessary action steps shall be finalized by the Directorate.

6. REFERENCES

- SCC-GVR-PRC-0003 Procedure for Relations with Public Institutions and Non-Governmental Organizations
- SCC-GVR-PRC-0001 Procedure for Management of Amendments to Legislation and Regulations on Government Relations

7. ATTACHMENTS

N/A

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