CELIKEL CPA

Company Formation Document Checklist 2026

A working checklist for foreign individual and corporate shareholders preparing a Turkish LLC or JSC registration file.

Prepared for foreign companies and international founders

Reviewed by Yigit Celikel, SMMM | celikelcpa.com

A. Decisions Before Documents

[ ] LLC or JSC selected after governance, investor and transfer review

[ ] Company name alternatives and registered address confirmed

[ ] Main and secondary activities described; current NACE code reviewed

[ ] Capital, share allocation, managers/directors and representation rules agreed

[ ] Sector licence, incentive, work permit and bank KYC needs screened

B. Foreign Individual Shareholder

[ ] Valid passport copy and identity details

[ ] Potential Turkish tax number / identity data as required

[ ] Power of attorney if represented

[ ] Apostille or Turkish consular legalization route confirmed

[ ] Official Turkish translation and notarization arranged

[ ] Address and contact evidence available for bank KYC if requested

C. Foreign Corporate Shareholder

[ ] Current certificate of existence / activity

[ ] Competent corporate body resolution approving incorporation

[ ] Resolution states company type, capital, shares and authorized actions

[ ] Current signatory authority and representative evidence

[ ] Power of attorney for Turkey filings

[ ] Apostille or consular legalization completed for each required document

[ ] Original documents, official Turkish translations and notarization arranged

[ ] Ownership chart, beneficial owners and source-of-funds evidence ready for KYC

D. MERSIS and Trade Registry File

[ ] Shareholder and representative data match all source documents

[ ] Articles of association reviewed in MERSIS

[ ] Registry forms, declarations and signatures prepared

[ ] Capital payment evidence prepared where applicable

[ ] Registry appointment and original-document delivery coordinated

E. Separate Bank KYC File

[ ] Group ownership and beneficial-owner documents

[ ] Business plan, expected customers, suppliers and payment corridors

[ ] Source of capital and funds evidence

[ ] Tax residence and operating-address evidence

[ ] In-person verification requirement checked with the selected bank

F. First-Month Compliance

[ ] Tax activation and address verification followed up

[ ] Licensed accounting engagement and document cut-off agreed

[ ] Statutory books, e-signature and e-document applicability reviewed

[ ] Payroll and SGK registration completed before employment where applicable

[ ] Work permit analysis completed for foreign managers or employees

[ ] E-TUYS foreign investment reporting responsibility assigned

Important

Registry documents and bank KYC documents are related but not identical. A completed company registration does not guarantee bank onboarding. Requirements vary by shareholder country, document type, company activity and competent registry.

Official starting point: www.invest.gov.tr/en/InvestmentGuide/Pages/establishing-a-business.aspx

For a document-specific review, visit celikelcpa.com/contact/.