

INFORMATION FORM ON TRANSFER PROCEDURES

A) ACTIONS TO BE TAKEN BEFORE TRANSFER PROCEDURE

1. Transfer procedures are carried out by appointment. Appointments can be made by choosing a suitable date on the online transactions' menu at www.emlakkonut.com.tr
2. Customers wishing to transfer delivered independent units must bring an up-to-date, stamped, and signed "no debt letter" from the building complex management.
3. If a Bank Loan was used for the independent unit which will be transferred, customers must bring a loan-closed document from the bank on the date of transfer. **Loan Closed documents must be prepared on relevant Bank letterhead and submitted together with an authorized signatures list.**
4. If the independent unit to be transferred is within the scope of Revenue Sharing, information must be obtained by contacting the contracting company directly. In addition, a company official must be present at Emlak Konut's building at the appointment time to complete the transfer procedures.
5. If the transfer will occur between **Mother, Father and Siblings, a certificate of identity register copy must be brought.**
6. If payments were made to the customer's account who will complete the transfer by other individuals, a deed of consent, as per **Annex 1**, must be completed, and signed copies of the identity cards of these people must be submitted.

B) DOCUMENTS REQUIRED FOR TRANSFER PROCEDURES

Natural Persons:

3 Recent Passport Photographs of the Buyer and the Seller, Republic of Turkey Identity Cards, a "No Debt Letter" from the building complex management if a delivered independent unit is being transferred, a Loan Closed Document if there was a Bank Loan, and a Transfer Cover Letter from the Contracting Company for Revenue Sharing Projects.

Legal Persons:

3 Recent Passport Photographs of the Buyer and the Seller, Republic of Turkey Identity Cards, a "No Debt Letter" from the building complex management if a delivered independent unit is being transferred, a Loan Closed Document if there was a Bank Loan, a Transfer Cover Letter from the Contracting Company for Revenue Sharing Projects, a Company Authorized Signatures List, a Company Tax Certificate, a Business Operation Certificate, and a Trade Registry Gazette.

Non-Turkish Persons:

Foreign nationals must bring their Passport, a Turkish Translation of the Passport (Approved by a Sworn Translator) and their Taxpayer Identification Number obtained from the Tax Office for transfer procedures. In addition, they need to contact our Company Notary before transfer procedures to make an appointment with the Sworn Translator for the day of transfer.

****Customers who will appoint powers of attorney for transfer procedures must prepare their warrants of power of attorney according to the samples in Annex 2 for purchasing or selling.**

C) OTHER PROVISIONS REGARDING TRANSFER PROCEDURES:

****Contracts for independent units which are paid up, delivery ready, and appropriate to receive title deeds cannot be transferred.**

****Transfer procedures can only be completed before the Notary in the General Directorate of Emlak Konut. Transfers completed at any other location will not be valid, and our Company will not bear any responsibility for any such transfer at a different place.**

****1 person cannot be both buyer and seller in sales transactions by proxy.**

D) PROCEDURES TO BE COMPLETED AFTER THE TRANSFER

1. Customers will be able to track their debt status and pay installments by entering their T.C. Identity Number and Customer Number using the 'Online transactions' menu at www.emlakkonut.com.tr at least 2 business days after the independent unit is transferred.

When making a payment, Customer Number, Name & Surname must be written in the explanation.

2. If the independent unit for which transfer procedures are completed has already been delivered:

Reregistry must be completed by informing the building complex management.

Payment of dues with regard to the independent unit must be followed through the building complex management.

3. The Customer number will not change during transfer procedures, and the transferee will use the same customer number.
4. The transferee must register with the building complex management if the independent unit has been delivered.

****Customer Numbers and Republic of Turkey Identity Numbers pertaining to independent units are personal, and it is kindly requested that they are not shared. ***

E) TRANSFEREE BUYERS CAN MAKE INSTALLMENT OR DEBT PAYMENTS TO ONE OF THE BELOW BANK ACCOUNTS:

DOMESTIC BANK ACCOUNTS:

BANK	BRANCH	IBAN	EXPLANATION
GARANTİ BANKASI	ATAŞEHİR BR.	TR45 0006 2000 3910 0006 2942 26	Customer No-Name Surname
VAKIFBANK	KADIKÖY BR.	TR58 0001 5001 5800 7295 8848 41	Customer No-Name Surname
T.C. ZİRAAT BANKASI	ANADOLU KURUMSAL BR.	TR78 0001 0019 4137 4619 5052 17	Customer No-Name Surname
ALBARAKA TÜRK KATILIM BANKASI	KOZYATAĞI BR.	TR90 0020 3000 0146 0969 0000 02	Customer No-Name Surname
HALK BANKASI	CADDEBOSTAN BR.	TR42 0001 2009 8750 00100 000 41	Customer No-Name Surname
AKBANK	BATI KURUMSAL BR.	TR15 0004 6007 8788 8000 0626 61	Customer No-Name Surname

FOREIGN BANK ACCOUNTS:

BANK and	ACCOUNT NAME	IBAN	EXPLANATION
VAKIFBANK KADIKÖY BR.	Cash Machine Account (GBP)	TR98 0001 5001 5804 8000 8796 34	Customer No-Name Surname
	Cash Machine Account (Foreign Exchange) SWIFT	TVBATR2A	Customer No-Name Surname
	Cash Machine Account (USD)	TR93 0001 5001 5804 8000 7446 03	Customer No-Name Surname
	Cash Machine Account (Euro)	TR47 0001 5001 5804 8000 7038 18	Customer No-Name Surname
	Cash Machine Account (Swiss Franc)	TR38 0001 5001 5804 8012 4888 98	Customer No-Name Surname
	Cash Machine Account (SAR)	TR42 0001 5001 5804 8015 0422 54	Customer No-Name Surname

Annex-1

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TO THE GENERAL DIRECTORATE OF
EMLAK KONUT REAL ESTATE INVESTMENT COMPANY INC.

For the independent unit I purchased from your Company under Contract No., I accept full responsibility, now and in the future, for the following individuals' payments to my account in my name.

NAME & SURNAME:

TELEPHONE:

SIGNATURE:

Name & Surname of Payers:

1-.....

2-.....

3-.....

4-.....

5-.....

Attachment: Copy of Signed Identity Card

Annex-2 – On Purchase and Sales of Independent Units via Preliminary Sales Contract:

SAMPLE STATUTORY FORM POWER OF ATTORNEY

PURCHASE:

“I declare as having the authorized power of attorney in my name to purchase real estate, independent units with or without dividends, with or without mortgages, with or without construction servitude or property ownership, with or without levy, with or without limitations, from natural or legal persons at any time and at any cost and terms; pay the sales fees; accept waivers of ownership rights before the Director of Land Registry or authorized official; sign title and land registries and all related documents; request registration; receive title deeds; request converting joint ownership to shared ownership; request making notification to other inheritors to convert joint ownership into shares when necessary by applying to the Land Registry Office; pay notification expenses; accept shareholding principles; buy estates in my name via Estate Preliminary Sales Contracts; organize, sign and terminate if necessary, contracts in any form and term before notaries; affix annotation to the related land registry; pay any kind of fees and taxes; accept the return of any party; accept any real estate donation made in my name; sign title and land registries; issue and correct when necessary statements of list, management plan, project, sketches and plans as per CONDOMINIUM OWNERSHIP ACT NO. 634; convert and register construction servitude into condominiums, take occupancy and use permits for these condominiums; get electricity, water and natural gas service connected to estates which will be purchased; organize and sign contracts before related municipalities, administrations, companies and institutions, to give declarations, deeds of content and petitions; and also to protect my rights and interests about this estate; draw any kind of warning and notice to third parties; carry out, follow and conclude by signing any such transaction or activity in all Official and Private organizations and institutions”.

SELLING:

“I declare as having the authorized power of attorney in my name to sell all or a part of my rights and shares in the immovable property / properties I own/will own as a shareholder at any cost and terms, in parts or as a whole, with or without equity, with or without mortgage to natural or legal persons; pay the sales fees; collect; compromise and release; give waivers of ownership rights before the Director of Land Registry or authorized official; request title and land registries; sign title and land registries and all related documents; request converting joint ownership to shared ownership; request making notification to other inheritors to convert joint ownership into shares when necessary by applying to the Land Registry Office; pay notification expenses; accept shareholding principles; make and sign PRELIMINARY SALES CONTRACTS before Notaries; determine contract terms and penal conditions as they wish and terminate such contracts when necessary, make amendments, correct mistakes; give permission and authorization with regard to annotating the preliminary sales contract to land registry, cancel annotation; transfer and deliver the rights to save and usufruct the immovable property; give classification of type; correct any type of mistake in title and land registries through administrative procedures; sign documents; give notices about the immovable property to authorized official bodies; deposit any kind of fee, tax and expense; object to overpayments and request refund and collect these refunds; carry out, follow and conclude by signing any such transaction or activity”.