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## WORKSHOP INTRODUCTORY GUIDE

### WORKSHOP

### ON

“COOPERATION AND EXPERIENCE SHARING AMONG THE TRADE REGISTRY  
AGENCIES OF THE OIC COUNTRIES”

**September 2013**  
**Ankara, Republic of Turkey**

## **I. Introduction**

In several countries, companies at the incorporation stage, establish the first contact with the government through trade registry agencies; and maintain their connections with these agencies during the time of their existence and operations in the market. Trade registries are the monitoring systems covering the safe and detailed information of the companies; any changes in such information as well as those persons held responsible and other similar data. Hence, the importance of trade registry agencies is increasingly growing both in domestic and foreign trade.

The geographical span of authority of the trade registry agencies may vary at national or local levels. In both cases, these agencies have a vital importance in respect of the official procedures that companies are obliged to follow. Since companies are the major actors in the market and trade registry agencies bear an utmost importance for the companies; efforts are exerted towards raising the efficiency of the trade registry agencies that keep the corporate information in a safe environment. Furthermore, current cross-border trade has become unprecedentedly important. This fact shifts the importance of trade registry agencies from a national scale to an international one. In other words, the new role assumed by the trade registries extends beyond the national importance in a manner to cover the rising international importance due to the contributions of world countries to international trade. Given this fact, it would not be wrong to consider a cause and effect relation between the increase of accountability, transparency and accessibility of trade registries and the rise of competitiveness in international markets.

Once the business world has established closer relations and the previous borders have been removed; having perceived the importance of trade registries, several world nations gathered around the purpose of exchanging knowledge towards new formations; developing new mechanisms for raising organizational efficiency and towards the eventual enhancement of trade.

In this framework, the workshop to be held in the Turkish capital of Ankara on 11-12 September 2013 with the participation of OIC member states and relevant institutions, aims at the determination of joint problems of the trade registry agencies of member states; exchange of knowledge and experience and assessment of future-oriented cooperation opportunities.

## **II. The Workshop Targets**

The main target of the workshop is to support the Small and Medium Size Enterprises (SMEs) as the backbone of the economies of several member states. In this manner, the workshop aims at indentifying institutional, human and legal deficiencies of the Trade Registry Agencies interacting with the SMEs, and also at improving the services to be provided to the SMEs. The following deliverables are expected at this workshop:

- Creating a conducive business environment for new corporations;
- Relieving the administrative burdens of companies;
- Enhancing cross-border relations among the companies of the OIC member states; thus, enhancement of international trade among the OIC states;

- Providing an open and transparent market to the members;
- Ensuring the exchange of national experiences while developing an effective trade system.

### **III. The Structure of the Workshop**

The workshop will last for 2 days. Attendance of relevant specialists representing trade registry agencies will be of great significance particularly in respect of learning the system of each country and determining the needs and deficiencies. The following topics will be discussed during the workshop.

#### **a. Working Session One**

At the first working session, the representatives of relevant international organizations are expected to deliver presentations on the below-mentioned topics. The member states are therefore expected to be detailing this session by expressing their views and posing questions.

- The Importance of Trade Registry/Business Registration Practices
- Rising Trends in Trade Registry/Business Registration Practices
- An Overview of Trade Registry/Business Registration Practices in OIC Countries

#### **b. Working Session Two**

At the second working session, the procedures applicable by the member states for the new corporations are planned to be discussed. In this respect, the Representatives of Member States are expected to share the methods and experiences they apply on the business/company records.

- Business Registration Practices

#### **c. Working Session Three**

Company Monitoring may be defined as the practices conducted to verify whether the activities of companies are being properly monitored following their incorporation. Company Monitoring also describes the methods and procedures employed for the purpose of monitoring, in case such companies are being properly monitored. At this Session, the participants are expected to be providing information with regard to the method applicable in their countries and table the joint problems encountered.

- Company Monitoring Practices

#### **d. Working Session Four**

Currently, several corporations/businesses dissolve their activities following a certain period of commercial operation. The monitoring of such dissolved corporations and the procedures applied to such corporations will be detailed in the fourth working session. Representatives of the Member States are expected to be providing information regarding the systems applied in their countries.

- Dissolution of Companies

#### **e. Working Session Five**

The registration practices to be applied to the foreign capital companies remarkably vary from one country to the other. This session aims at searching for the different methods applicable in member states; determining the best examples and practices and contributing to the foreign capital influx into the member states as an ultimate goal. Therefore, the main target of this session is the share of information on the registration practices applicable to foreign capital companies between the representatives of the member states and other participants.

- Registration Practices Applicable to Foreign Capital Companies

#### **f. Working Session Six**

Building mutual trust between companies occupy an important place. Mutual exchange of information and documents between relevant agencies play a facilitating role in building mutual trust between companies. Such examples are observed in some of the developed nations. The sixth session aims at the introduction of a sample case and receiving the views and assessments of the representatives of member states.

- Trade Registries in Cross-Border Movements of the Companies

#### **g. The Closing Session**

The Closing Session is simply devoted to potential future efforts member states to raise the organizational, legal and human capacity of their trade registry/business registration agencies as a result of the two-day discussions and assessments. At this session, it is expected to receive the evaluations and views of the workshop participants on the future-oriented cooperation.

- General Evaluation and Expectations for the Forthcoming Period

Delegates expected to be participating from relevant agencies of the member states are called for providing information on their national practices and examples regarding the topics of the sessions. Instead of presenting information on an individual basis, delegates are expected to be separately provide information regarding these topics. Thus, the current practices faced by the businesses may be gradually considered.

### **IV. Workshop Participants**

Authorized representatives of the agencies of the OIC members states entrusted with the responsibility of keeping and maintaining trade registry/business registration are expected to be participating the workshop.

Furthermore, relevant international organizations and certain representatives of private sector will be invited to the workshop as well.

## **V. Expected Deliverables of the Workshop**

Following are the expected deliverables of the workshop:

- Recognition of the national trade registry agencies, by all participating countries;
- Agreeing on tangible solutions, views, novelties, systems, etc. for the needs of the trade registry/business registration agencies of the countries;
- Exchange of knowledge and experience among trade registry/business registration agencies;
- Simplification of the documentation required by the countries from the companies in international trade; and increasing the international trade volume in the long term;
- Raising long-term mutual trust among the companies having commercial relations by means of exchange of knowledge between the trade registry agencies.

## **VI. Conveners of the Workshop**

The Workshop is hosted by the Ministry of Customs and Trade of the Republic of Turkey and held in cooperation with the Turkish Cooperation and Coordination Agency (TİKA) and COMCEC Coordination Office.

## **VII. Venue and Time**

Ankara/Republic of Turkey; 11-12 September 2013

## **VIII. General Information**

Logistics, institutional information and documentation will be accessed at the website of COMCEC [www.comcec.org](http://www.comcec.org)

**\* The participants are expected to be attaching special importance to the following issues:**

Participants are recommended to receive their visas before leaving their country. Participants, in whose countries no permanent Turkish Diplomatic Mission of Turkey exists, are strongly recommended to submit an application to the Diplomatic Mission in their country Accredited to Turkey by means of the authorized Ministry/Agency in order facilitate visa procedures, in order to avoid any potential difficulties during their travel to Turkey.

Simultaneous Interpretation will be available in Turkish, English, Arabic and French.

## CONTACT

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## **BRIEF INFORMATION ON ANKARA**

### **Climate**

Mostly, a continental climate prevails in Ankara. Since it is autumn in October in Ankara, from time to time the weather may be cool. You are therefore recommended to bring your umbrella and coat. Average temperature is 13 °C at that time of the year. You may access to the recent forecasts on Ankara at [www.mgm.gov.tr](http://www.mgm.gov.tr).

### **Local Time**

Turkey is in the Eastern European Time Zone: GMT+2

### **Electric Current**

Electric current in Turkey is 220 Volt, AC 50. 2 pin round plugs may be used.

### **Visa**

All participants are recommended to check visa requirements at the Consulates of the Republic of Turkey (if any)

### **Prayer Times**

Date	Dawn	Sunrise	Noon	Afternoon	Evening	Night
10 - Tuesday	4:33	6:17	12:57	16:32	19:17	20:47
11 - Wednesday	4:34	6:18	12:57	16:31	19:15	20:45
12 - Thursday	4:35	6:19	12:57	16:30	19:13	20:43
13 - Friday	4:36	6:20	12:56	16:29	19:12	20:41

## DIPLOMATIC MISSIONS IN ANKARA

Afghanistan	Cinnah Cad. No:88 Çankaya/Akara	312 442 25 23
Albania	Ebuziya Tevfik Sk. No:17 Çankaya/Ankara	312 441 61 03 – 04
Algeria	Şehit Ersan Cad. No:42 Çankaya/Ankara	312 468 77 19
Azerbaijan	Diplomatik Site Bakü Sk. No:1 Oran/Ankara	312 491 16 81 – 83
Bahrain	İlkbahar Mah. 612. Sk. No:10 Oran/Ankara	312 491 26 56 - 58
Bangladesh	Birlik Mah. 391. Cad. No:16 Çankaya/Ankara	312 495 27 19 - 20
Egypt	Atatürk Bulvarı No: 126 Kavaklıdere/Ankara	312 426 61 32 312 468 22 40
Gabon (Honorary Consulate)	Kuleli Sk. No:8/1 G.O.P./Ankara	312 447 00 20
Gambia	Hilal Cad. No:31 Yıldız/Ankara	312 442 57 02
Indonesia	Abdullah Cevdet Sk. No:10 Çankaya/Ankara	312 438 21 90 – 92
Iran	Tahran Cad. No:10 Kavaklıdere/Ankara	312 468 28 21
Iraq	Turan Emeksiz Sk. No:11 G.O.P./Ankara	312 468 74 21 – 22
Jordan	Dede Korkut Sk. No:18 Mesnevi A.Ayrancı/Ankara	312 440 20 54 312 440 45 94
Kazakhstan	Kılıçali Sk. No:6 Diplomatik Site 06450 Oran/Ankara	312 491 91 00 312 490 70 32
Kuwait	Reşit Galip Cad. Kelebek Sk. No:110 G.O.P./Ankara	312 445 05 76 – 80
Kyrgyzstan	Turan Güneş Bulvarı 15. Cad. No:21 06450 Yıldız Oran/Ankara	312 491 35 06 – 07
Lebanon	Kızılkulsei Sk. No:44 G.O.P./Ankara	312 446 74 85 – 88
Libya	Cinnah Cad. No: 60 Çankaya/Ankara	312 438 11 10 – 14
Malaysia	Mahatma Gandhi Cad. No:58 G.O.P./Ankara	312 446 35 47 – 48
Mali (Honorary Consulate)	Bestekar Sk. No:28/14 Pk:06680 Kavaklıdere/Ankara	312 418 03 74
Mauritania	Oran Mah. Şemsettin	312 491 70 63



	Bayramođlu Sk. No:7 Çankaya/Ankara	
Morocco	Reşit Galip Cad. Rabat Sk. No:11 G.O.P./Ankara	312 437 60 20 – 21
Nigeria	Uđur Mumcu Sk. No:56 G.O.P./Ankara	312 448 10 77 – 79
Niger (Honorary Consulate)	Cinnah Cad. Kırkpınar Sk. No:9 Çankaya/Ankara	312 442 90 40
Oman	İlkbahar Mah. 606 Sk. No:19 Yıldız/Ankara	312 491 09 40 – 44
Pakistan	İran Cad. No:37 G.O.P./Ankara	312 427 14 10 – 13
Palestine	Kılıçalı Sok. No:5 Diplomatik Site Oran/Ankara	312 490 35 46 – 47
Qatar	Bakü Sk. No:6 Diplomatik Site Oran/Ankara	312 490 45 85 312 490 47 87 312 490 72 74
Saudi Arabia	Turan Emeksiz Sk. No:6 G.O.P./Ankara	312 468 55 40 - 42
Senegal	Hilal Mah. 6. Cad. No:8 Yıldız/Ankara	312 442 00 46
Sierra Leone (Honorary Consulate)	Ataç Sok. No:35/6 Yenişehir/Ankara	312 430 28 80
Somali	Rabat Sk. No:24/2 Pk: 06700 G.O.P./Ankara	312 436 40 28 312 446 32 69 – 76
Sudan	Mahatma Gandhi Cad. No:48 G.O.P./Ankara	312 446 63 28 - 27
Syria	Sedat Simavi Sk. No:40 Çankaya/Ankara	312 440 17 21 312 440 96 57 – 58
Tajikistan	Ferit Recai Ertuđrul Cad. No:20 Diplomatik Site Oran/Ankara	312 491 17 08
Togo (Honorary Consulate)	Hoşdere Cad. Halit Ziya Sk. No:19 Çankaya/Ankara	312 409 97 19 – 20
Tunisia	Ferit Recai Ertuđrul Cad. No:19 Diplomatik Site Oran/Ankara	312 491 96 35 – 36
Turkmenistan	Koza Sk. No:28 Çankaya/Ankara	312 441 71 22 – 24
United Arab Emirates	Turan Güneş Bulvarı Galip Erdem Cad. İlkbahar Mh. 613 Sk. No:13 Çankaya/Ankara	312 490 14 14
Uzbekistan	Sancak Mah. 549. Sk. No:3 Yıldız Çankaya/Ankara	312 441 38 71 – 72
Yemen	Fethiye Sk. No:2 G.O.P./Ankara	312 446 26 37
Bosnia and Herzegovina	Turan Emeksiz Sk. Park	312 427 36 02 – 03

	Blokları B Blok No:3/9-10 G.O.P./Ankara	
Central Africa (Honorary Consulate)	Şair Nazım Sk. Çankaya Konutu Kuleleri D Blok Kat:26 No:54 Çankaya/Ankara	312 441 85 51
Russian Federation	Karyağdı Sk. No:5 Çankaya/Ankara	312 439 21 22
Thailand	Koza Sk. No:87 G.O.P./Ankara	312 437 43 18 312 437 52 48
Turkish Republic of Northern Cyprus	Rabat Sk. No:20 G.O.P./Ankara	312 446 10 36 312 446 01 85
Macedonia	Karaca Sk. No:24/5-6 G.O.P./Ankara	312 439 92 04 - 08