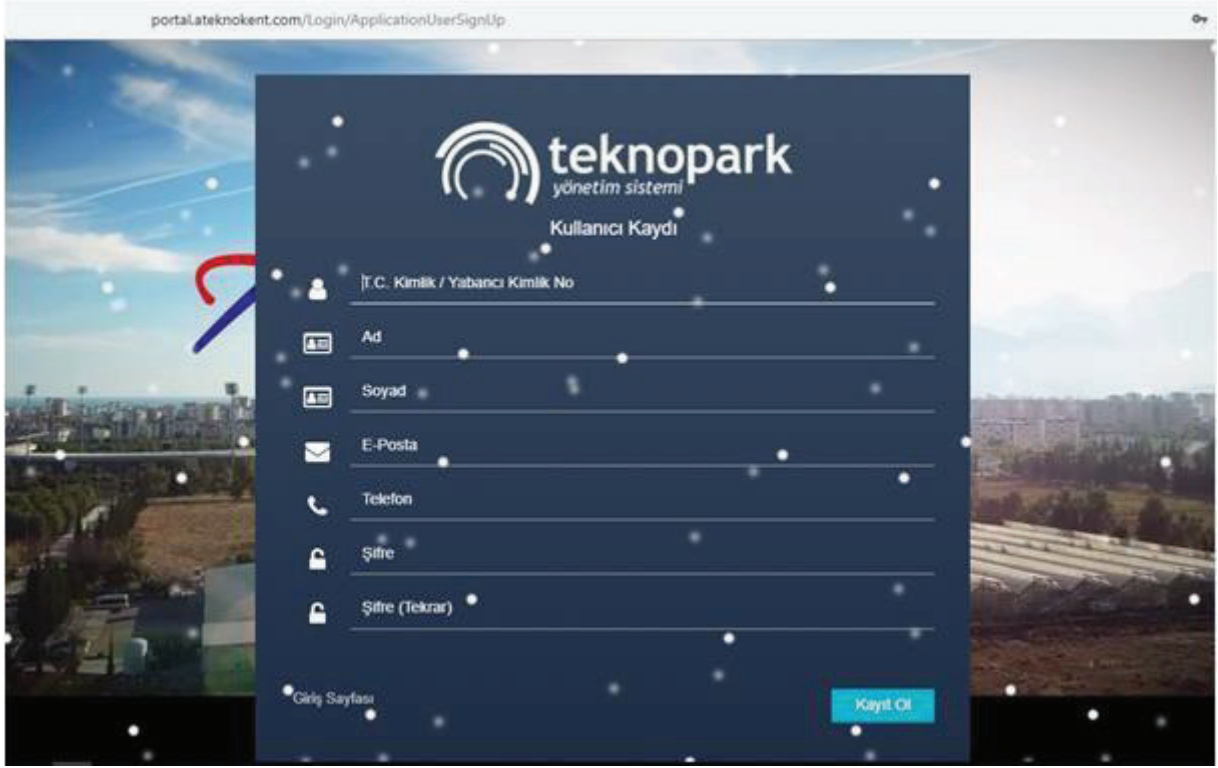




**Project  
Application Guide**

**2024**

Entrepreneurial/Entrepreneurial companies that will be submit in the region for the first time register on the Antalya Teknokent Portal to submit their AR-GE or Tasarım Projeleri (R&D or Design Projects) in order to be located in the region.



portalateknokent.com/Login/ApplicationUserSignUp

teknopark  
yönetim sistemi  
Kullanıcı Kaydı

T.C. Kimlik / Yabancı Kimlik No

Ad

Soyad

E-Posta

Telefon

Şifre

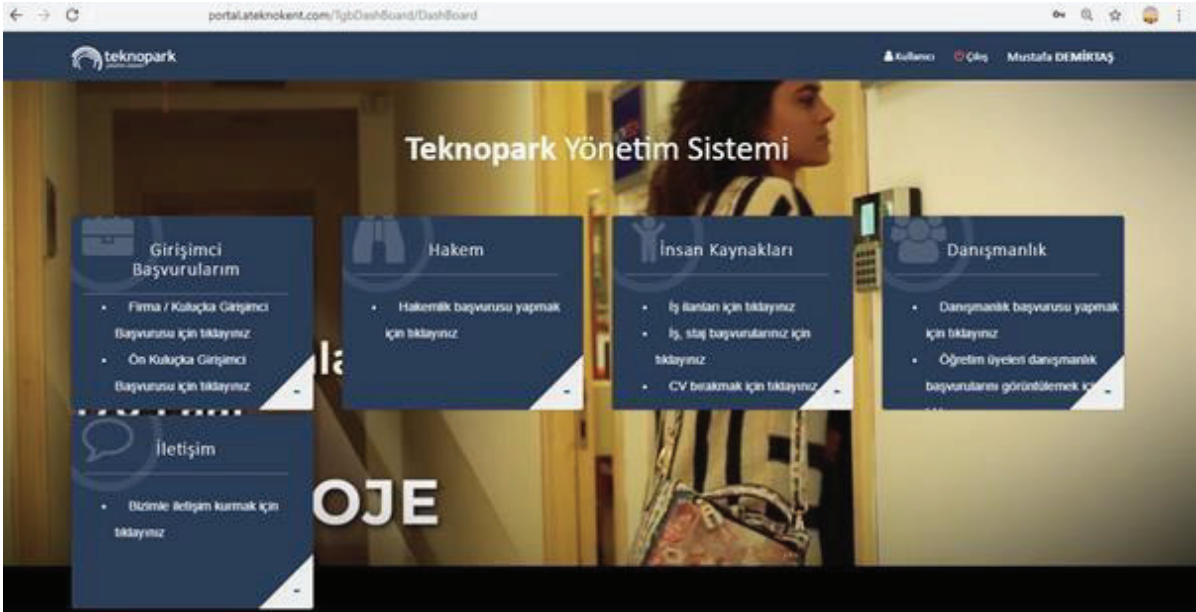
Şifre (Tekrar)

Giriş Sayfası

Kayıt Ol

After the user registration is completed, an activation email is automatically sent to the registered email address by the system. (Activation emails may have been received as spam due to firewall settings in some email extensions.)

Once the user activates the registration, they can log in with the password set during registration. After logging in, the user will be presented with a screen displaying the actions they can perform.



portalateknokent.com/tybDashboard/Dashboard

teknopark

Kullanıcı Çıkış Mustafa DEMİRBAŞ

### Teknopark Yönetim Sistemi

- Girişimci Başvurularım**
  - Firma / Kuluçka Girişimci Başvurusu için tıklayınız.
  - On Kuluçka Girişimci Başvurusu için tıklayınız.
- Hakem**
  - Hakemlik başvurusu yapmak için tıklayınız.
- İnsan Kaynakları**
  - İş İlanları için tıklayınız.
  - İş, staj başvurularımız için tıklayınız.
  - CV bırakmak için tıklayınız.
- Danışmanlık**
  - Danışmanlık başvurusu yapmak için tıklayınız.
  - Öğretim Üyeleri danışmanlık başvurularını görüntülemek için tıklayınız.
- İletişim**
  - Bölgemle iletişime geçmek için tıklayınız.

OJE

You can start the application process by clicking on the "Firma/Kulua giriřimci bařvurusu iin tıklayınız (Click to Company/Incubation entrepreneur application)" option and then selecting the "Yeni firma/Kulua Bařvurusu Yap (Apply For A New Company/Incubation)" option.

### 1.Firma Genel Bilgileri (The Company General Informations)

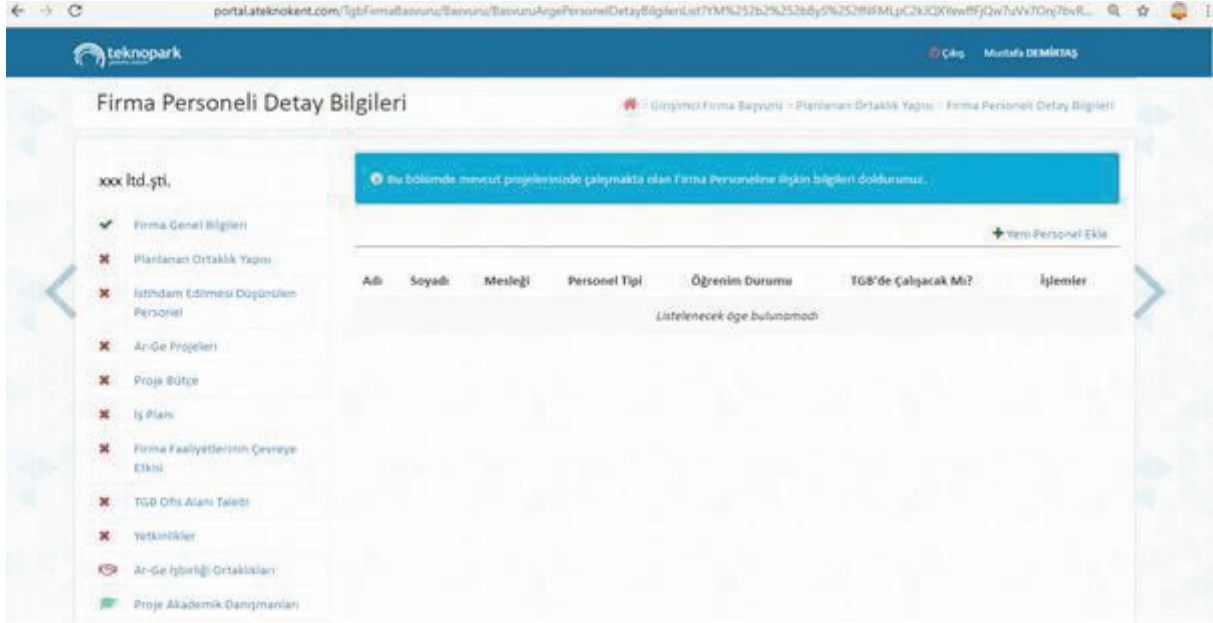
If the relevant section is for an established company, fill in the information according to your current data. If it is for a company that has not been established yet, please fill in the information according to your personal information.

### 2. Planlanan Ortaklık Yapısı (Planned Shareholding Structure)

If it is an established company, fill in the information according to current informations of your company by clicking on the "Yeni Hissedar Ekle (Add New Shareholder)" section. If it is a has not been established company yet, fill in the information according to your planned shareholder informations.

### 3. İstihdam Edilmesi Dřnlen Personel (Personnel Considered to be Employed)

Fill in the information regarding the personnel of the company currently working on your existing projects in this section.



Enter the information according to your company's personnel type by clicking on the "Yeni personel ekle". You can learn the type of personnel from the descriptions below.

**Kapsam Dışı Personel (Outsource Personnel):** Personnel who are not involved in the technopark projects of the company and will not use tax exemptions.

**AR-GE Personeli (R&D Personnel):** Researchers, programmers, and technicians directly involved in R&D activities.

**Tasarım Personeli (Design Personnel):** Designers and technicians directly involved in design activities.

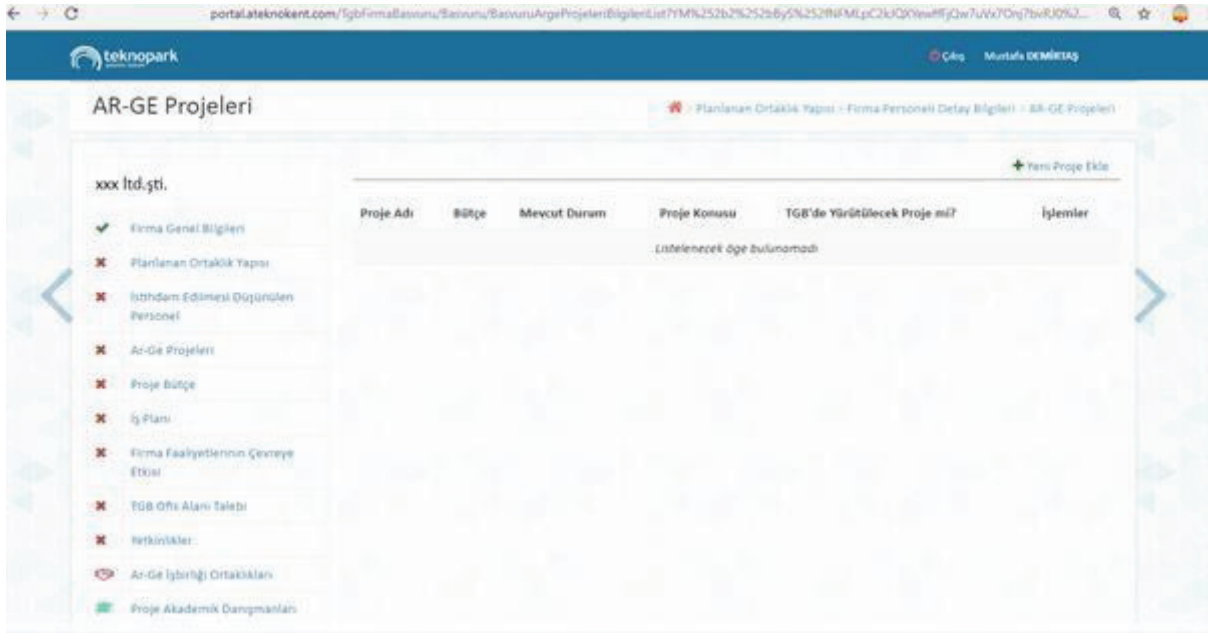
**Destek Personeli (Support Personnel):** Managers, technical staff, laboratory assistants, secretaries, workers, and similar personnel participating in or directly related to R&D or design activities.

**Teknisyen (Technician):** Individuals graduated from vocational high schools or vocational colleges in design, technical, scientific, or health departments, possessing technical knowledge and experience.

#### 4. Ar-Ge Projeleri Bilgileri (Informations of R&D Projects)

Provide information about the R&D Projects conducted by your company or as an individual.





Provide detailed information about your projects by selecting "Yeni Proje Ekle (Add New Project)"

**4.1. Proje Adı (Project Name):** Use a concise and descriptive title summarizing your project.

**4.2. Proje Kodu (Project Code):** Create a code that could serve as an abbreviation for your project and represent it.

**4.3. Projenizin Konusu (Project Topic):** Summarize your project by discussing the desired outputs, rationale of the project, and the original contributions you intend to make.

**4.4. Mevcut Durumu (Current Situation):** Provide information about the current status of your project.

**4.5. Başlangıç Tarihi (Start Date):** Write down the requested start date for your project.

**4.6. Tahmini Bitiş Tarihi (Estimated End Date):** Specify the estimated end date for your project.

**4.7. Proje Sonunda Elde Edilecek Çıktılar (Outputs to be obtained at the end of the project):**

Fill in useful tools/equipment, products, systems, production techniques, etc. in the "Proje sonunda elde edilecek çıktılar (Outputs to be obtained at the end of the project)" section.

**4.8. TGB'de Yürütülecek Proje (Project To Be Conducted With In TGBD):** Please select "Evet (Yes)".

**4.9. Ar-Ge Niteliği (R&D Qualifications):** Elaborate on aspect of the R&D your project. Fill in this section to answer the question "What feature of your project qualifies it as R&D?" Support it with information about project workflows and significant processes as much as possible. Provide additional documentation if necessary.

**4.10. Yenilikçi Yönü (Innovative aspect):** Summarize the innovative aspects, anticipated differences from counterparts in the market and industry (within the company, domestically, or internationally), advantages, and superiorities of the targeted output of the project.

**4.11. Faaliyet Kodları (NACE Rev.2), Activity Codes:** Please enter at least 3 characters to perform a search. The matching records will be listed in the opened list. For example, you can list activity codes related to software by typing "software." You can also expand the activity code by adding dots between two digits. For instance, you can write the activity code "620101" as "62.01.01."

**4.12. Proje Detayı (Project Details):** In this section, provide details describing the rationale, objectives, and goals of your project, as well as the R&D activities and scope within the project.

**4.13. Anahtar Kelimeler (Virgül ile ayırarak yazınız), (Keywords, Separate by comma):** Include keywords that you will use to describe your project, such as technology, product, relevant discipline, target audience, etc.

**4.14. KDV Muafiyeti Talep Ediyor Musunuz? (Are You Requesting VAT Exemption?):** *Select "Evet (Yes)" or "Hayır (No)" according to your request. (In accordance with Law No. 4691 on Technology Development Zones, entrepreneurs operating within technology development zones and specialized technology development zones are exempt from income or corporate tax for the duration of their activities exclusively for the delivery and services of system management, data management, business applications, sectoral, internet, gaming, mobile, and military command and control application software produced solely in these zones, exempt from value-added tax.)*

**4.15. Ticarileşme Potansiyeli (Commercialization Potential):** Provide information about the potential market for the product/service that will emerge as a result of the project, including the market potential, customer structure, and existing competitive environment. Please also specify the target sectors and provide information about the targeted market share.

**4.16. Ar-Ge Destek Kurumu (R&D Support Institution):** If you have received R&D support for your project from any institution, please specify. Otherwise, you can skip this section.

After selecting "Kaydet (Yes)" continue to the next sections.

**5. Proje Bütçesi (Project Budget)**

Enter your budget information for the project to be conducted within the Teknoloji Geliştirme Bölgesi (Technology Development Zone).

Proje Bütçe Listesi

Lütfen TGB'de yürütülecek olan her projeniz için proje bütçe bilgilerinizi bu bölüme giriniz.

| Proje                     | Bütçe Türü | Tutar | İşlemler |
|---------------------------|------------|-------|----------|
| Listelenen öğe bulunamadı |            |       |          |

Bütçe Türleri

| Bütçe Türü  | Yüklenmesi Zorunlu Mu? |
|-------------|------------------------|
| Genel Bütçe | Evet                   |

## 6. İş Planı (Business Plan)

Upload your business plan showing the work packages created in line with the planned R&D stages of your project. Write down the activities you will undertake within the project's start and end dates. If you want to provide detailed information about the work packages, you can perform the operation in the "İş Planı Ek Belge Ekle (Add Additional Document for Business Plan)" section.

İş Planı Listesi

Lütfen TGB'de yürütülecek olan her projeniz için proje iş planı bilgilerinizi bu bölüme giriniz.

İş Planları

| Proje Adı                 | İş Paketi Adı | Başlangıç Tarihi | Bitiş Tarihi | İşlemler |
|---------------------------|---------------|------------------|--------------|----------|
| Listelenen öğe bulunamadı |               |                  |              |          |

İş Planı Ek Belgeler

| Proje Adı                 | Belge Açıklaması | Belge | İşlemler |
|---------------------------|------------------|-------|----------|
| Listelenen öğe bulunamadı |                  |       |          |

## 7. Firma Faaliyetlerinin Çevreye Etkisi (Impact of the Company Activities to Environment)

Write about the potential beneficial or useful impacts of your project on the environment.

## 8. TGB Ofis Alanı Talebi (TGB Office Space Request)

Specify your min-max square meter requirement for the R&D area needed within the scope of the Teknoloji Geliştirme Bölgesi - TGB (Technology Development Zone), along with the min-max duration (in years) you plan to be present in the zone, and provide information regarding any special requirements/preferences (size, thermal/acoustic insulation, ventilation, etc.) with justifications.

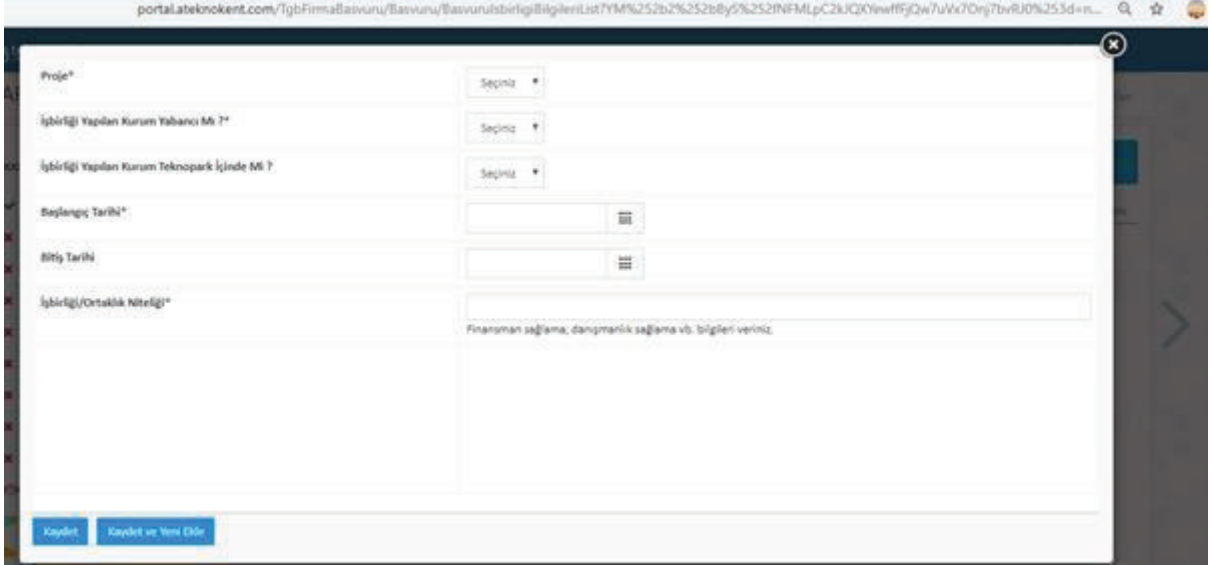
## 9. Yetkinlikler (Qualifications)

Make a selection according to the qualifications you or your company possess.



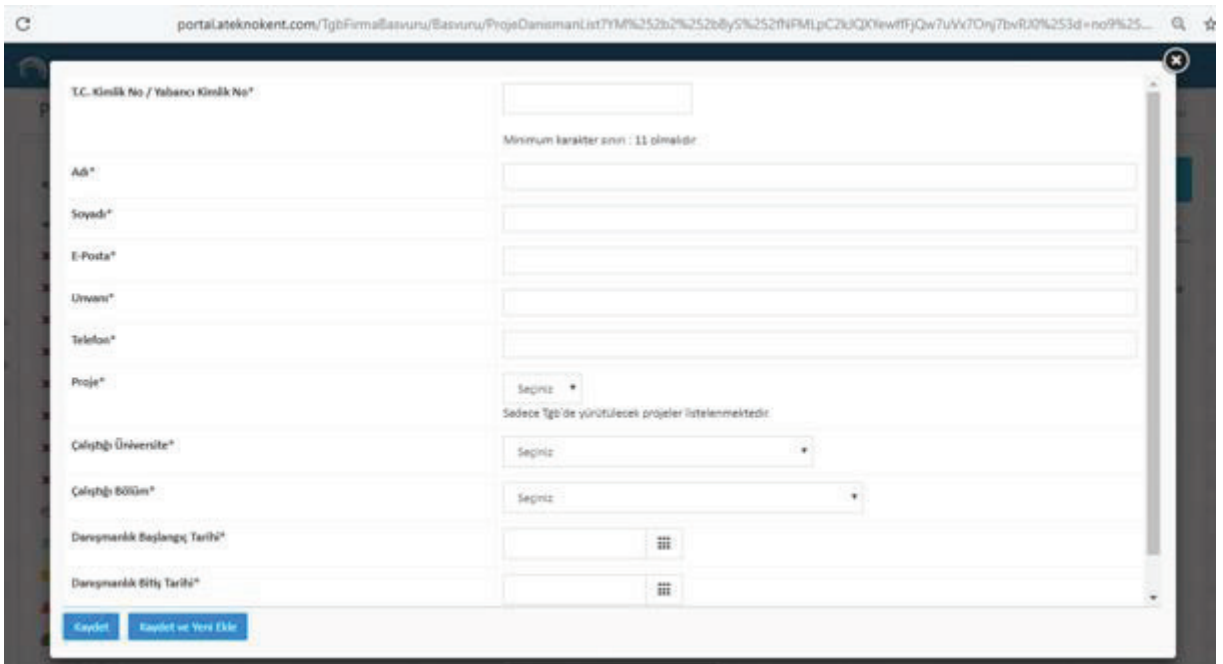
## 10. Ar-Ge İş birliği Ortaklıkları (R&D Collaboration Partnerships)

Describe your collaboration and partnership activities in the field of R&D in this section. Provide information about the level of collaboration with universities, research centers, and other companies within the Batı Akdeniz Teknoloji Geliştirme Bölgesi (Western Mediterranean Technology Development Zone), particularly with Akdeniz University, as well as with companies outside the Technology Development Zone. Use the "Yeni İş birliği Ekle (Add New Collaboration)" section to add new collaborations related to the project.



## 11. Proje Akademik Danışmanları (Project Academic Advisors)

Enter the project advisors for your projects to be conducted within the Teknoloji Geliştirme Bölgesi (Technology Development Zone). Provide detailed information about the academic advisor using the "Danışman Ekle (Add Advisor)" section.



## 12. Başvuru Ekleri (Application Attachments)

Since additional documents can positively impact the application, please include any non-mandatory documents you have if available.

## Zorunlu Belgeler (Mandatory Documents):

If the company has not been established yet:

- Organization Chart
- Application Fee
- Resume of the Project Manager

If the company is established:

- Trade Registry
- Tax Certificate
- Organization Chart
- Şignature Circulars
- Operating certificate
- Application Fee
- Resume of the Project Manager

## NOTES:

### 1. Başvuru Ücreti (Application Fee):

Incubation Application Fee 3000 TL+ KDV (Value-Added Tax)

Established Company Application Fee 4000 TL+KDV (Value-Added Tax)

My First Company Application Fee 7000 TL+ KDV (Value-Added Tax)

### 2. Başvuru Ücretlerinin Yatırılacağı Antalya Teknokent Hesap Bilgileri

**(Antalya Teknokent Account Information Where Application Fees Will**

**Be Deposited):** Antalya Teknokent Yönetici ve İşletici AS.

HALK BANKASI KONYAAL TI ŞUBESİ

IBAN: TR57 0001 2001 2700 0010 1001 23

### 3. Proje Süresi (Project Duration):

It can last a minimum of 6 months and a maximum of 24 months.

### 4. Başvuru Evrak Teslimi (Application Document Submission):

Your application report, after your pre-review process is approved and upon receipt of the approval email sent to you; should be printed in 2 copies from the printer, each page initialed, and stamped with the General Information (Page 2) signed, along with the uploaded additional files and the application letter attached, and submitted to the Management Office.

Your process will continue as of the date your application is submitted in person.