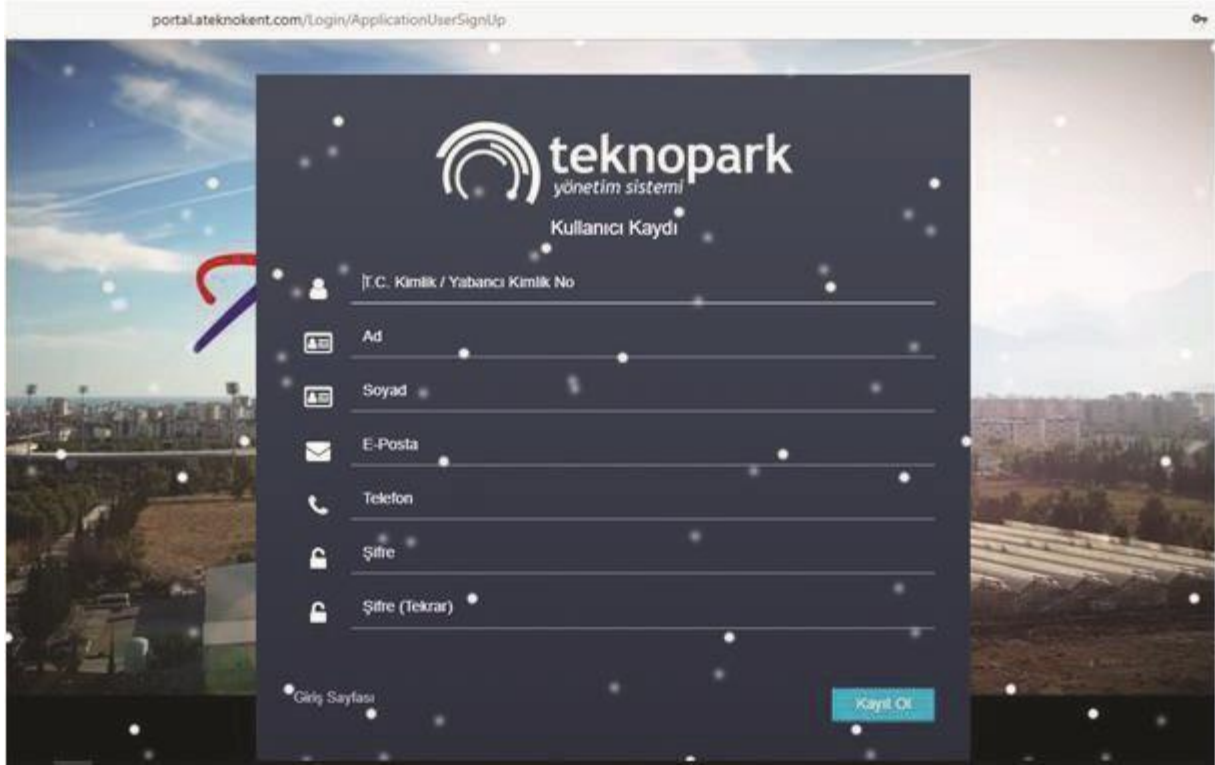




**Project  
Application Guide**

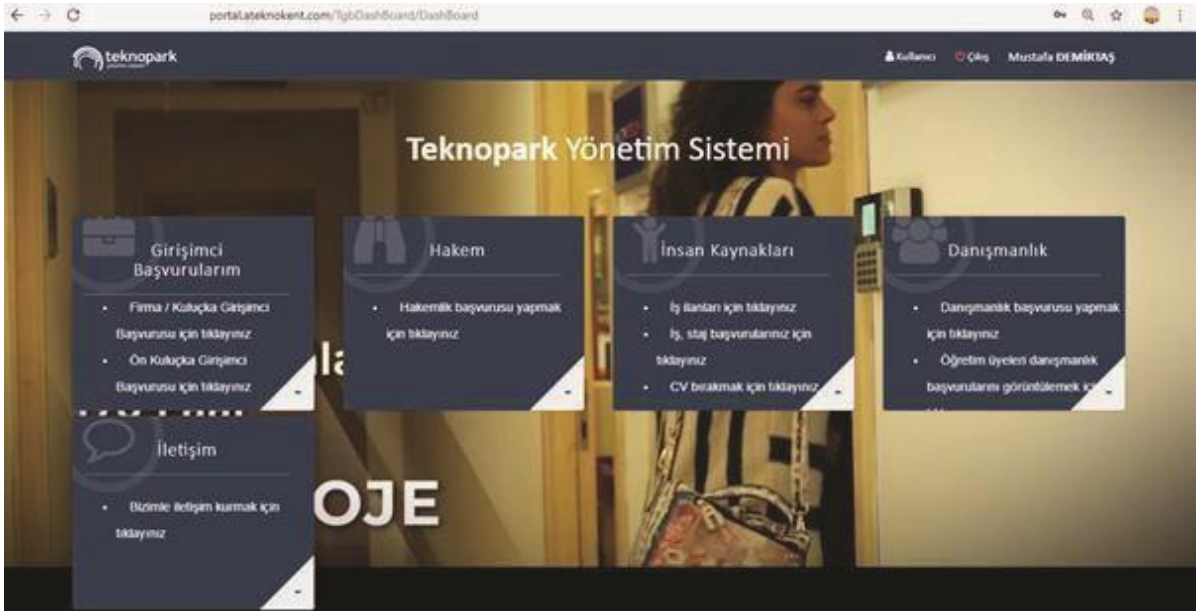
**2025**

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.



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.



You can start the application process by clicking on the "Firma/Kuluçka girişimci başvurusu için tıklayınız (Click to Company/Incubation entrepreneur application)" option and then selecting the "Yeni firma/Kuluçka Başvurusu Yap (Apply For A New Company/ Incubation)" option.

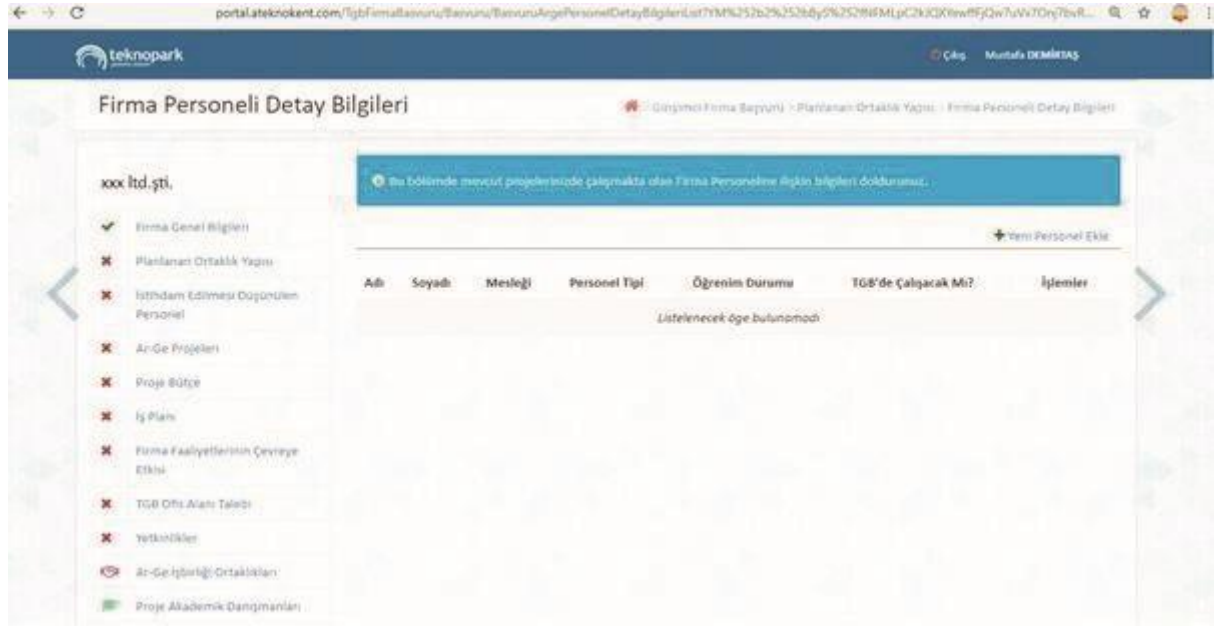
## 1.Firma Genel Bilgileri (The Company General Informations)

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 Düşünülen 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.

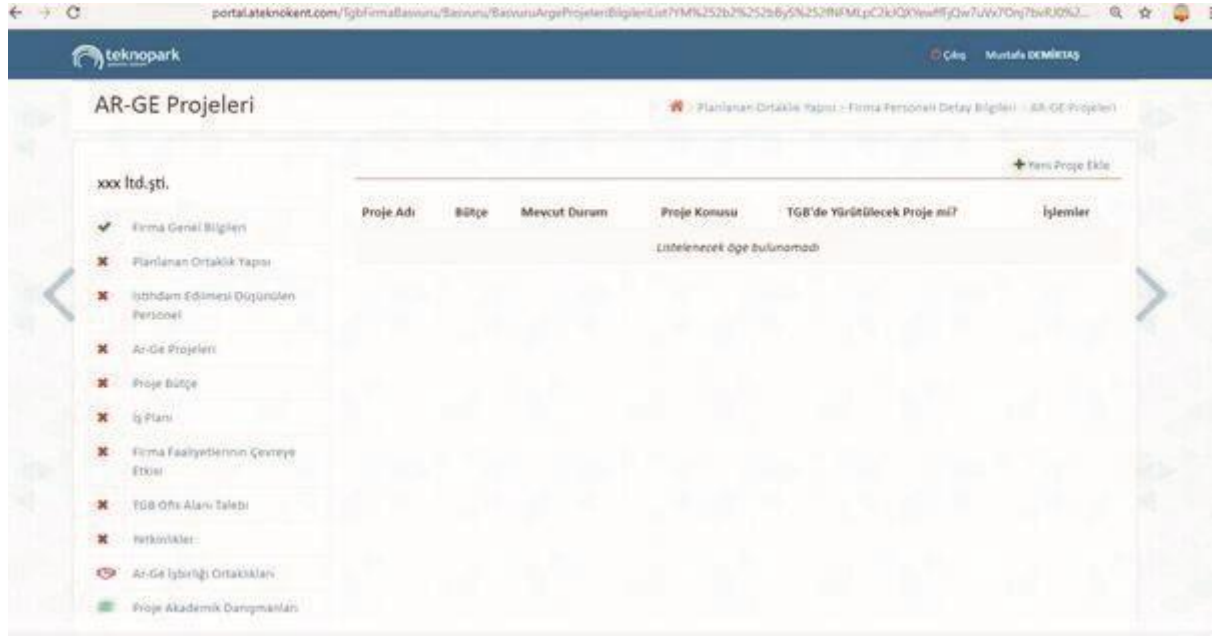
**Tasarım Personeli (Design Personnel):** Designers and technicians directly involved in design activities.

**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

xxx İtđ.đtđ.

✓ Firma Genel Bilgileri

✗ Planlanan Ortaklık Yapısı

✗ İşbirliği Edilmesi Düşünülen Personel

✗ Ar-Ge Projeleri

✗ Proje Bütçe

✗ İş Planı

✗ Firma Faaliyetlerinin Çevreye Etkisi

✗ TGB Ofis Alanı Talebi

✗ Yetkililer

✗ Ar-Ge İşbirliği Ortaklıkları

✓ Proje Akademik Danışmanları

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

Bütçe Ekle

| Proje                       | Bütçe Türü | Tutar | İşlemler |
|-----------------------------|------------|-------|----------|
| Listelenecek öge 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

xxx İtđ.đtđ.

✓ Firma Genel Bilgileri

✗ Planlanan Ortaklık Yapısı

✗ İşbirliği Edilmesi Düşünülen Personel

✗ Ar-Ge Projeleri

✗ Proje Bütçe

✗ İş Planı

✗ Firma Faaliyetlerinin Çevreye Etkisi

✗ TGB Ofis Alanı Talebi

✗ Yetkililer

✗ Ar-Ge İşbirliği Ortaklıkları

✓ Proje Akademik Danışmanları

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

İş Planı Ekle

| Proje Adı                   | İş Paketi Adı | Başlangıç Tarihi | Bitiş Tarihi | İşlemler |
|-----------------------------|---------------|------------------|--------------|----------|
| Listelenecek öge bulunamadı |               |                  |              |          |

İş Planı Ek Belgeler

| Proje Adı                   | Belge Açıklaması | Belge | İşlemler |
|-----------------------------|------------------|-------|----------|
| Listelenecek öge 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.

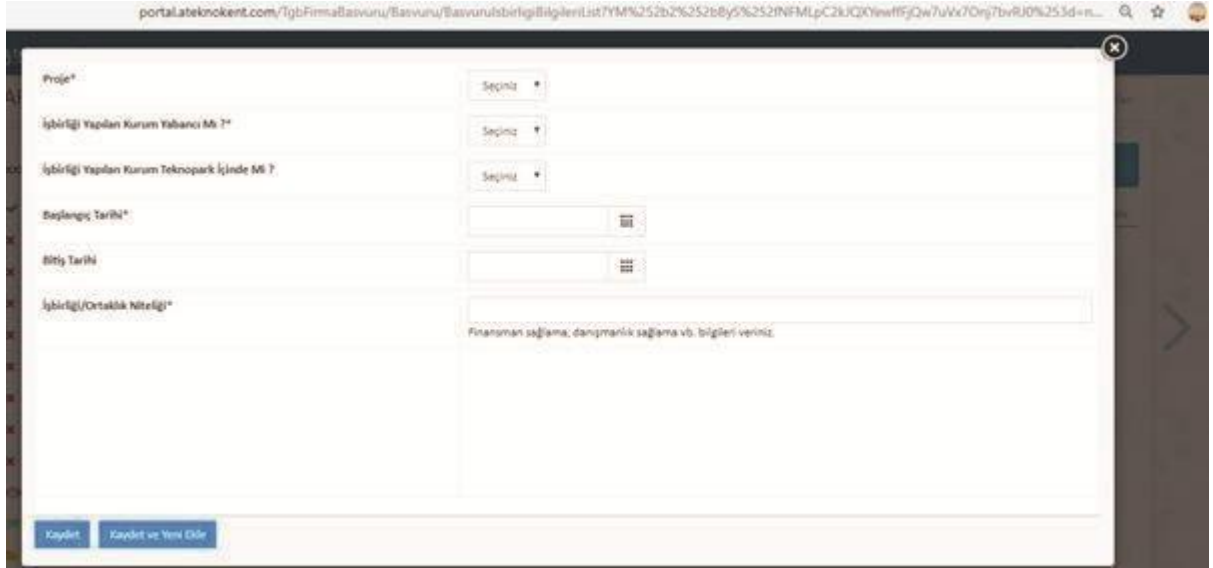
## 9. Yetkinlikler (Qualifications)

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.



portalateknokent.com/TgbFirmaBasvuru/Basvuru/BasvuruisbirligibilgileriList?YM%252b2%252b8y5%252bFMlpC2kUQXewfFjQw7uVx7Onj7bvRJO%253d=n...

Proje\*

İşbirliği Yapılan Kurum Yabancı Mİ ?\*

İşbirliği Yapılan Kurum Teknopark İçinde Mİ ?

Başlangıç Tarihi\*

Bitiş Tarihi

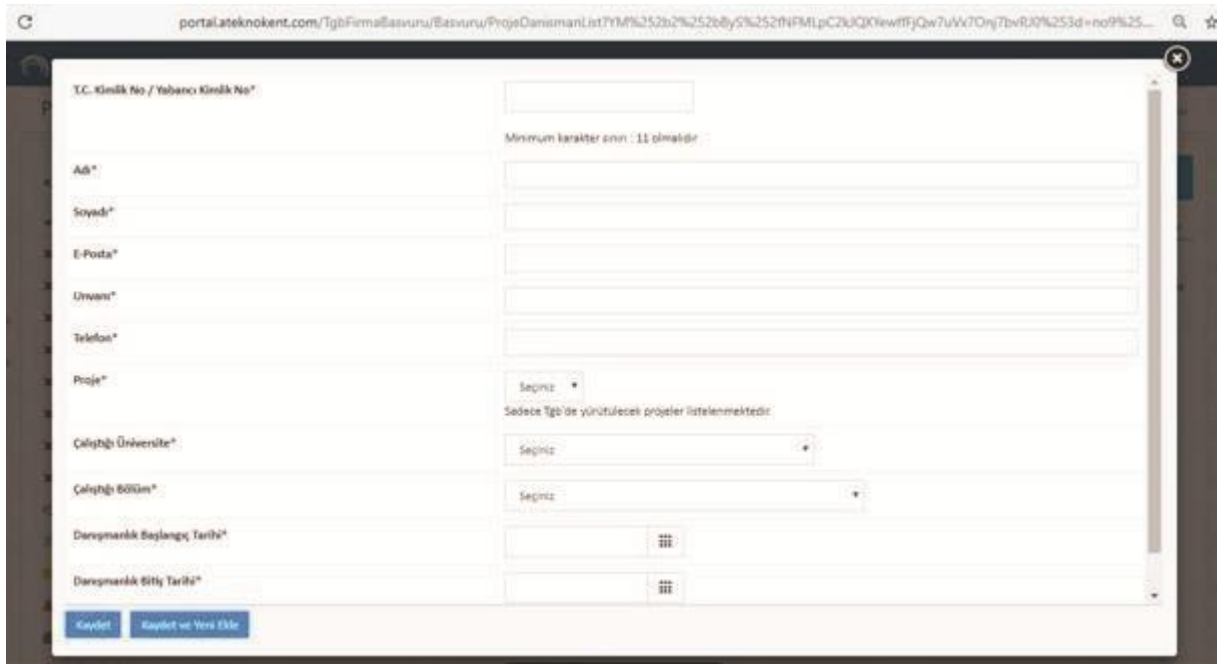
İşbirliği/Ortaklık Hitteliği\*

Finansman sağlama, danışmanlık sağlama vb. bilgileri veriniz.

Kaydet Kaydet ve Yeni Ekle

### 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.



portalateknokent.com/TgbFirmaBasvuru/Basvuru/ProjeDanismanList?YM%252b2%252b8y5%252bFMlpC2kUQXewfFjQw7uVx7Onj7bvRJO%253d=no9%25...

T.C. Kimlik No / Yabancı Kimlik No\*

Adı\*

Soyadı\*

E-Posta\*

Unvan\*

Telefon\*

Proje\*

Çalıştığı Üniversite\*

Çalıştığı Bölüm\*

Danışmanlık Başlangıç Tarihi\*

Danışmanlık Bitiş Tarihi\*

Kaydet Kaydet ve Yeni Ekle

### 12. Başvuru Ekleri (Application Attachments)

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

**Required Documents:****If the company has not yet been established:**

- Organizational Chart
- Application Fee
- Project Manager's CV

**If the company has been established:**

- Trade Registry Certificate
- Tax Certificate
- Organizational Chart
- Signature Circular
- Certificate of Activity
- Application Fee • Project Manager's CV

**NOTES:****1. Application Fee:**

Incubation application fee: 6,000 TL + VAT

Existing company application fee: 8,000 TL + VAT

First company application fee: 10,000 TL + VAT

Project application fee for academicians: 4,000 TL + VAT

Project completion certificate application fee: 5,000 TL + VAT

**2. Account Information for Application Fee Payment:**

Account Name: Antalya Technopark Management and Operation Inc.

Bank: HALK BANK KONYAALTI BRANCH IBAN: TR57 0001 2001 2700 0010 1001 23

**3. Project Duration:**

Minimum 6 months, maximum 24 months.

**4. Submission of Application Documents:**

After the preliminary review of your project report is approved, the final version will be sent to you for signature via e-mail. It must be printed in two copies, each page initialed and signed, and the General Information (Form 2) page must be stamped (wet signature required). The uploaded documents and the signed application petition must then be submitted to the Technopark Management Office in hard copy. The application date will be considered as the date on which the documents are physically delivered to the management office.