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| --- |
| **Application Information** |
| **Issue:** | **Import Of Unmanned Aerial Vehicle****☐ UAV0 ☐ UAV1 ☐ UAV2 ☐ UAV3** | **SHGM Service Standards** **Maximum Processing Time** | 15 Days  |
| **Applicant:**  |  |
| **Application date:** |  | **Number of application:** |  | **SHGM EBYS reference:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Issue** | To be filled by the applicant | To be filled by SHGM |
| **Presented** | Explanation | Appropriate | Explanation |
| **Y** | **N** | Y | N |
| 1 | Application letter that clearly contains the request and explains the entire process related to the subject with reference to relavent articles. (UAV 0,1,2,3) Please see: Example Petition (Appendix 1) | **☐** | **☐** |  | **☐** | **☐** |  |
| 2 | Product catalog that includes technical specifications of UAV and its systems.(UAV 0,1,2,3) | **☐** | **☐** |  | **☐** | **☐** |  |
| 3 | Preform invoice with brand, model and serial number information and availability of HS code (UAV 0,1,2,3) | **☐** | **☐** |  | **☐** | **☐** |  |
| 4 | Information on UAV and its systems’ manufacturer country and year of manufacture (UAV 0,1,2,3) | **☐** | **☐** |  | **☐** | **☐** |  |
| 5 | Contact information of legal/company person importing UAV and its systems (UAV 0,1,2,3) | **☐** | **☐** |  | **☐** | **☐** |  |
| 6 | “Unmanned Aerial Vehicle Declaration or Statement of Conformity ” (UAV 0,1,2,3) | **☐** | **☐** |  | **☐** | **☐** |  |
| 7 | Unmanned Aerial Vehicle Technical Conformity Application Service Fee Receipt (UAV 0,1,2,3) | **☐** | **☐** |  | **☐** | **☐** |  |
| 8 | Document indicating that the UAV and its systems were produced no more than 5 years before the date of application(UAV 2,3) | **☐** | **☐** |  | **☐** | **☐** |  |
| 9 | Airworthiness Certificate in the register of the exporting country or equivalent document /Restricted Type Certificate /Airworthiness Certificate / Private Flight Permit Certificate (UAV 2,3) | **☐** | **☐** |  | **☐** | **☐** |  |
| 10 | Restricted Type Certificate and technical data list issued by General Directorate or the authority of the relevant country (UAV 3 ) | **☐** | **☐** |  | **☐** | **☐** |  |
| 11 | Airworthiness Certificate or equivalent document issued by competent authority of the exporting country published at most 2 months ago (UAV 3) | ☐ | ☐ |  | ☐ | ☐ |  |
| 12 | Results of standardized tests of UAV and its systems performed by an independent certification authority (UAV 3) | **☐** | **☐** |  | **☐** | **☐** |  |
| **The Applicant’s Commitment:**I declare that the above information is complete and accurate. |
| Name and surname of the Applicant / Name and surname of the Applicant organization’s offical  | Signature | Date |
|  |  |  |
| **SHGM Assessment:** Required documents according to SHT-UAV and SHGM Service Standards, |
| **☐** Are in the file, the application has been assessed in compliance with the requirements. | **☐** Are not in the file, the application has not been assessed in compliance with the requirements. |
| Reviewer Name and Surname –Title  | Signature | Date |
|  |  |  |

**Appendix:1**

 **DIRECTORATE GENERAL OF CIVIL AVIATION**

 **ANKARA**

**Issue:** UAV importation **Date:**

 I have bought total …. in number ………. brand ……… model unmanned aerial vehicle. I kindly request to have the required processes completed related to taking this unmanned aerial vehicle from …………………….. Customs Office.

 Name - Surname

 Signature

 Date

**Turkish Identification Number :**

**Address:**

**Email:**

**Telephone:**

**Appendix:**

1. Product catalog including technical specifications of UAV and its systems.
2. UAV and its systems’ manufacturer country and year of manufacture
3. Preform invoice (signed and stamped by the seller) with brand, model, serial number information and availability of HS code
4. Declaration of Conformity indicating the standards used in manufacture of UAV and its systems issued by the manufacturer or importer/purchaser .Available on UAV Registration Web-Site
5. Service Fee Receipt (Service fee payment processes are to be completed by generating confirmation number through takas.shgm.gov.tr)

**Note:**

1. Appendix 1 and 4 are not required for DJI brand Unmanned Aerial Vehicle.
2. Incomplete and unsigned application documents will not be considered appropriate.