

Türkiye

Business Travel Guide

Compiled by:

Swiss Business Hub Türkiye

Istanbul, March 2024

ARRIVAL AND DEPARTURE

Ordinary and official passport holders are exempted from visa for their travels up to 90 days. Visa is only valid when the purpose of travel is tourism or commerce. For other purposes, such as work and study, visas are given by Turkish Embassies or Consulates. To learn more about visa procedures, please visit www.mfa.gov.tr and contact the nearest Turkish Embassy or Consulate.

Information about the customs' regulations on entry and exit: <http://www.gtb.gov.tr/>

Travel advises for Türkiye, Swiss Foreign Ministry

<https://www.eda.admin.ch/countries/Türkiye/en/home/travel-advice/current-situation.html>

Transfer from the airport to the city center:

Arrival and departure procedures at airports

- Ankara Esenboğa Airport <http://esenbogaaairport.com/en-EN/>
- Istanbul Airport: <https://www.istairport.com/en>
- Istanbul Sabiha Gökçen Airport <https://www.sabihagokcen.aero/homepage>
- Izmir Adnan Menderes Airport <http://www.adnanmenderesairport.com/en-EN/>

HEALTH REQUIREMENTS

Mandatory and recommended vaccinations: Vaccines are recommended for visitors to Türkiye include all normal childhood immunisations, plus typhoid, hepatitis B and hepatitis A. There are no WHO vaccination recommendations regarding Yellow fever and Malaria.

Mandatory medical insurance: Foreign visitors are advised to have medical insurance covering Türkiye. The standards of state hospitals and private health care institutions in major towns are good.

Other mandatory health requirements:

More information about health issues can be obtained from the country report of the WHO (www.who.org).

TIME ZONE

The time difference with Switzerland is +1 hour in summer and +2 hours in winter.

GMT+3 hours (April-September)

GMT+2 hours (October-March)

Same time zone is used all over the country.

BUSINESS HOURS

| | Weekdays | Saturdays | Sundays and Nationals Holidays |
|--------------------|------------------|-----------|-----------------------------------|
| Government Offices | 8:30 – 17:00 | - | - |
| Banks | 8:30 – 17:00 | - | - |
| Shops | No specific time | | |

PUBLIC HOLIDAYS

| | |
|-------------------|---|
| January 1 | New Year holiday |
| April 23 | National Sovereignty and Children's Day |
| May 19 | Commemoration of Atatürk and Youth & Sports Day |
| July 15 | Democracy and National Unity Day |
| August 30 | Victory Day |
| October 29 | Republic Day |

Religious Holidays

The dates of the religious festivals change according to the Muslim lunar calendar and thus occur 10 days earlier each year.

- **Ramadan or Seker Bayrami (the Festival of Fast-Breaking):** 3-day festival.
- **Kurban Bayrami (the Festival of Sacrifice):** 4-day festival.

NATIONAL TRADE FAIR CALENDAR

The dates of the main trade fairs can be obtained from: <https://www.expointurkey.org/tr>

COMMUNICATION: TELEPHONE AND INTERNET

Türkiye's country code is: +90

Local SIM card can be bought at: Turkcell, Vodafone, Türk Telekom

Important phone numbers:

| | |
|-------------------|-----|
| Police | 155 |
| Fire department | 110 |
| Medical emergency | 112 |

ELECTRICITY SUPPLY

Electricity plug and socket:



The voltage in Türkiye is 220-240 V with a frequency of 50 Hz.

Industrial: 400 380 volts; 50 Hz; 3,4 Number of wires (not including the ground wire)

Plugs: European round 2-prong plugs

Lamp Sockets: Screw type

METHODS OF PAYMENT

National currency in Türkiye is the Turkish Lira / TL. US dollar and Euro are also used at tourist shops and hotels for payment.

Exchange rate as of February 1, 2024: CHF 1 = 35.17 TL .

Exchange rates for Lira are quoted by the Central Bank (www.tcmb.gov.tr) and adjusted on a daily basis. TL is easily obtainable upon arrival in Türkiye at any exchange office or bank. There are ATMs throughout Türkiye, particularly in the big cities and around tourist centres. Credit cards (Visa, Master Card, and Diners Club) and travel checks are accepted by most merchants and at hotels. Acceptance of methods of payment:

| | everywhere | almost everywhere | limited | not accepted |
|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| Cash (national currency) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Cash (EUR) | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| MasterCard | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Visa | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| American Express | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Diner | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Apple Pay | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Google/Samsung Pay | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

DOMESTIC TRAVEL, LOCAL TRANSPORT

The most commonly used kind of public transport is Bus, Taxi, Dolmus (a van or mini-bus), tram and metro (in some major towns) are used for inner city transportation in Istanbul.. The quality of the services is excellent. We usually recommend using metro or tram to avoid traffic.

Taxi fare for a 15 km journey: 250 TL / 7 CHF

Main ride hailing apps: Mobbiett, Moovit, Istanbulkart, Metro Istanbul

Main method of payment for taxi and subways: Each taxi is equipped with a taxi-meter. Main method of payment is cash. For subway, Istanbulkart is used.

Car rental with/without a driver can be arranged at numerous companies:

- Avis (without driver)
- Budget (without driver)

ACCOMMODATION, TEMPORARY OFFICE SPACE

Türkiye offers a wide array of very comfortable and modern facilities to any budget. The Turkish Tourism offices can provide a Hotel Guide that lists numerous hotels licensed by the Ministry of Tourism. Licensed hotels and other licensed accommodation establishments in any city can also be found at www.turizm.gov.tr and www.hotelguide.com.tr.

Office spaces can be rented for short periods from several work spaces.

LANGUAGES USED FOR BUSINESS

The official language is Turkish. In business, English is the preferred language for communication. In tourism, German and Russian are most commonly spoken foreign languages which are followed by French, Italian and Arabic. Translators are available at a cost from business service provider companies. The Swiss Business Hub Türkiye gladly advise and support your business in this regard.

BUSINESS PRACTICES

Tips for initiating business contacts:

Attending network events, conferences, tradeshow

Scheduling Meetings:

Meetings are usually held in companies' own premises, in hotel meeting rooms, in some restaurants or through an online platform.

Business attire:

Business dress code in Türkiye does not differ significantly from other areas of the world. As meetings, especially initial meetings, are seen as serious affairs it is probably safest for men to wear a smart suit with a tie and for women to wear a smart business suit with either skirt or trousers.

Introducing yourself:

Greetings in Türkiye is not very different than any other countries. Business cards are commonly used, also some people started to use digital business cards.

Offering and accepting gifts and invitations:

Hospitality is very important in Türkiye, so gifts are also very common in the business world.

Sensitive topics:

Politics and religious practices are always very sensitive subjects in Türkiye because there are people with so many different opinions everywhere.

Swiss Export Risk Insurance SERV insures political and *del credere* risks involved in exporting goods and services.

[Products for exporters](#)

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[Products for financial institutions](#)

The full range of services and products offered by SERV can be obtained at www.serv-ch.com.

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USEFUL LOCAL WEBSITES, ADDRESSES, EMAIL AND TELEPHONE NUMBERS

| | | |
|---|---|---------------------|
| Business news | https://www.hurriyetdailynews.com/ | |
| Customs hotline | https://ggm.ticaret.gov.tr/ | 444 8 482 |
| Presidency of The Republic of Türkiye | https://www.tccb.gov.tr/en/ | +90 (312) 525 55 55 |
| Grand National Assembly of Türkiye | https://global.tbmm.gov.tr/ | +90 (312) 420 50 00 |

ADDRESSES OF EMBASSY AND CONSULATES OF SWITZERLAND

Embassy of Switzerland

Kavaklıdere Atatürk Bulvarı No:247 06690
Çankaya/Ankara+90 312 457 31 00

Opening times:

7:30 – 16:30

Consulate General of Switzerland in Istanbul

1.Levent Plaza, A-Blok Kat:3. Büyükdere Cad. No.
173. 34394 Levent İstanbul

+90 212 283 12 83

Opening times:

7:30 – 16:30

ADDRESSES BILATERAL, NATIONAL AND LOCAL CHAMBER OF COMMERCE

The Swiss Chamber of Commerce in Türkiye

Mecidiyeköy Mahallesi, Ada Residence Şehit Ahmet Sokak No:6-10 Kat:4 Daire:62

Mecidiyeköy Sisli / İstanbul

Addresses of the Embassy and Consulates of Türkiye in or for Switzerland

Turkish Embassy in Bern

Lombachweg 33

Case postale 34

3006 Berne 15

Switzerland

Türkisches Generalkonsulat in Zürich

Türkisches Generalkonsulat Postfach 402, 8042
Zürich

Weinbergstrasse 65, 8006 Zürich

Opening times:

9:00 – 17:30

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9:00 -17:30

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