

**TURKISH RED CRESCENT (TRC)  
SHIPPING INSTRUCTIONS**

First of all please be kindly advised that due to our fundamental principles, we do not accept second hand/used items in respect to human dignity of beneficiaries. We also do not accept expired items or items to be expired within 6 months. For all sorts of relief materials to be sent to Turkey, whether they are going to be used in Turkish Camps or go transit to Syria, the NGO/donor should take the following steps shown below depending on the intended way of transportation.

**Documentary Requirements**

**For All Types of Relief Items to be Donated to TRC:**

1. Gift/donation certificate for items,
2. Packing list showing the full list of items, price and expiry dates (if any),
3. Invoice/pro-forma invoice for items showing the unit & total prices (excluding the shipping/handling/insurance costs),

After providing above mentioned documents and receiving the approval from TRC to send the items, also please provide one copy of bill of lading (BOL)/air way bill (AWB).

**For All Types of Relief Items to be Sent to Syria:**

1. Letter of donation/intention addressed to “Turkish Red Crescent”, stating the way of transportation (by air/sea) with estimated departure and arrival dates,
2. Packing list showing the full list of items and expiry dates (if any),
3. Invoice/pro-forma invoice for items showing the unit & total prices (excluding the shipping/handling/insurance costs),
4. The name and contact details of the correspondent person who will take over the items in Turkey, as well as the name of the border point where the items shall be handed over to the correspondent by our teams.

After providing above mentioned documents and receiving the approval from TRC to send the items, also please provide one copy of bill of lading (BOL)/air way bill (AWB).

**SHIPMENTS BY AIR**

| <b>For Gaziantep Consignments</b>   | <b>For Adana Consignments</b>  |
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| <b>Consignee Name and Address:</b><br>Türk Kızılayı<br>Gaziantep Suriye Ülke Alan Koordinatörlüğü<br>Mucahitler Mah. No: 6/11<br>Şehitkamil/GAZİANTEP<br><br><b>Destination Point/Address:</b><br>Gaziantep International Air Port<br>Customs Code: 270100<br><i>Notify Person: Suat ÇITLAK</i><br><i>Position: Head of Border Relief Operations</i><br><i>Tel. number: +90 (542) 720 86 73</i><br><i>Email address: <a href="mailto:suatac@kizilay.org.tr">suatac@kizilay.org.tr</a></i> | <b>Consignee Name and Address:</b><br>Türk Kızılayı<br>Akdeniz Bölge Afet Yönetimi Müdürlüğü<br>Sinanpaşa Mah. Kozan Cad. No: 104/A<br>Yüreğir/ADANA<br><br><b>Destination Point/Address:</b><br>Adana Şakirpaşa International Air Port<br><br><i>Notify Person: Yılmaz TOKMAK</i><br><i>Position: Disaster Management Employee</i><br><i>Tel. number: +90 (543) 902 13 51</i><br><i>Email address: <a href="mailto:yilmaz.tokmak@kizilay.org.tr">yilmaz.tokmak@kizilay.org.tr</a></i> |

**SHIPMENTS BY SEA**

| <b>For Mersin Consignments</b>   |
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| <b>Consignee Name and Address:</b><br>Türk Kızılayı<br>Akdeniz Bölge Afet Yönetimi Müdürlüğü<br>Sinanpaşa Mah. Kozan Cad. No: 104/A<br>Yüreğir/ADANA<br><br><b>Destination Point/Address:</b><br>Mersin International Sea Port<br><br><i>Notify Person #1: Yılmaz TOKMAK</i><br><i>Position: Disaster Management Employee</i><br><i>Tel. number: +90 (543) 902 13 51</i><br><i>Email address: <a href="mailto:yilmaz.tokmak@kizilay.org.tr">yilmaz.tokmak@kizilay.org.tr</a></i> |

**SHIPMENTS BY LAND**

| <b>For Gaziantep Consignments</b>  |
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| <b>Consignee Name and Address:</b><br>Türk Kızılayı<br>Gaziantep Suriye Ülke Alan Koordinatörlüğü<br>Mucahitler Mah. No: 6/11<br>Şehitkamil/GAZİANTEP<br><br><b>Destination Point/Address:</b><br>Gaziantep International Airport Customs<br>Customs Code: 271100<br>Havalimanı Yolu Oğuzeli Kavşağı 4.km SANKO Depoları<br>Oğuzeli/GAZİANTEP<br><br><i>Notify Person: Suat ÇITLAK</i><br><i>Position: Head of Border Relief Operations</i><br><i>Tel. number: +90 (542) 720 86 73</i><br><i>Email address: <a href="mailto:suatac@kizilay.org.tr">suatac@kizilay.org.tr</a></i> |

## Notes

- Full set of documents (above mentioned) to be e-mailed to [serkan.yilmazkurt@kizilay.org.tr](mailto:serkan.yilmazkurt@kizilay.org.tr)
- **Please do not send humanitarian aid items before the approval of TRC**

After receiving the approval from TRC, you may mention the following names and address lines on the customs papers, depending on the intended way of transportation for relief items.

For further information please contact with:

Contact name: Serkan YILMAZKURT

Position: International Programmes Officer

Tel. number: +90 (312) 293 61 95

Fax. number: +90 (312) 293 61 99

Email address: [serkan.yilmazkurt@kizilay.org.tr](mailto:serkan.yilmazkurt@kizilay.org.tr)