# CORPORATE GOVERNANCE PRINCIPLES COMPLIANCE REPORT

## 1. Statement of Compliance with Corporate Governance Principles

In the fiscal year ending 31 December 2016, the Company worked as necessary to achieve full compliance and complete implementation of the Corporate Governance Principles published by CMB, and efforts continued to achieve compliance,

understanding and implementation of these principles.

Pursuant to the CMB's Communiqué No: 17.1, dated 3 January 2014 on the Corporate Governance, in 2015, all structural revisions and principles have been fully implemented that were stipulated as compulsory in the said Communiqué, including amending the Company's articles of incorporation, setting up the Committees specified in the principles, restructuring Company organs as stipulated, developing the infrastructure needed so that announcements are made subject to the principles.

We hereby declare that efforts will be persisted to achieve significant compliance with these principles.

#### **Part I- Investors**

#### 2. Investor Relations Unit and Coordination of the Corporate Governance Implementation

Our Company carried out the following activities within the frame of the efforts to achieve full compliance and complete implementation of the provisions of Article 11 related to the CMB Corporate Governance Communiqué Serial: II No: 17.1:

- An Investor Relations Unit is set up, which works for the exercise of shareholding rights at our Company whose shares are
  traded on the Borsa İstanbul (BİST). This Unit reports to the Board of Directors and maintains the communication between
  shareholders and the Board of Directors. During the reporting period, Deniz Bal, who functions as the Financial Affairs
  Director at the Company and who holds "Capital Market Activities Advanced Level License" and "Corporate Governance
  Rating Expertise" license served on this Unit. (Tel: +90-216-666 6767, e-mail: <a href="mailto:deniz.bal@celebiaviation.com">deniz.bal@celebiaviation.com</a>)
- Tolga Akdoğan, a full-time employee of the Company who holds both "Capital Markets Advanced Level" and "Corporate Governance Rating Specialist" licenses, was appointed to the position of "Investor Relations Unit Employee" during the reporting period. (Tel: +90-216-666 6767, e-mail: <a href="mailto:tolga.akdogan@celebiaviation.com">tolga.akdogan@celebiaviation.com</a>)
- Deniz Bal, who holds both "Capital Markets Advanced Level" and "Corporate Governance Rating Specialist" licenses and
  serves in the capacity of Investor Relations Unit Manager, performed the additional duties of fulfilling obligations arising from
  capital market laws and regulations, of coordinating corporate governance practices, and of reporting on such matters to
  the Company's general manager during the reporting period.

## 3. Shareholders' Exercise of Their Right to Obtain Information

During the reporting period, there were a limited number of verbal requests made by our Company's shareholders and investors for information about the performance of our Company's shares on the BİST, about the amounts and timings of dividend payments and share capital increases, about investments in progress, and about publicly disclosed financial statements and their footnotes. These requests were responded verbally and/or to in light of any information that had previously been publicly disclosed by means of special circumstance announcements within the framework of CMB regulations and on the basis of information provided in the "Questions and Answers" section of the Company's corporate website.

Shareholders' electronic access to information concerning the exercise of their rights through the Company's corporate website at www.celebihandling.com and investor relations website at www.celebiyatirimci.com was at the level stipulated in the corporate governance principles announced by the Capital Markets Board. At the same time, developments related to shareholders' exercise of their rights were also publicly disclosed by means of special circumstance announcements as required by CMB regulations and through newspaper announcements as required by law.

Moreover, in 2016, 13 informational meetings were held so as to keep brokers and analysts well informed on the Company's activities and financial performance.

A request to have a special auditor appointed is not an individual right provided for under our Company's articles of incorporation. There were no requests for the appointment of a special auditor in 2016.

## 4. General Meetings

General meetings held during		% of shares in	
the reporting period	Date	attendance	Meeting announcements and invitations
Ordinary General Meeting	20 April 2016	86.21%	Place, date, time and agenda of the Annual General Meeting were announced via:
			1- Material event disclosure placed on the Public Disclosure Platform (KAP) on 28 March 2016
			2- Announcements published in the 29 March 2016 issue of the Turkish
			Trade Registry Gazette no: 9042 and the Milliyet newspaper dated 29
			March 2016
			3- Announcement on the Company's website
			4- Letters sent to registered shareholders
			5- Announcement made through the Electronic General Meeting system

The Company's annual general meeting was held on 20 April 2016 during which the following resolutions were passed:

- The Board of Directors' annual report and the independent auditors' report are approved.
- The financial statements for the fiscal year 2015 are approved.
- TL 80,068,500.00 of the TL 83,058,187 that descends as net current profit in the Company's consolidated financial statements dated 31 December 2015 will be distributed as indicated below and that the remaining TL 2,989,687.00 will be retained in the Company as extraordinary reserves:

In this framework, in compliance with CMB regulations pertaining to profit distribution and with respect to the period beginning on 1 January 2014 and ending on 31 December 2015:

- Shareholders who are resident corporate entities and shareholders who are non-resident corporate entities but earn dividends through a place of business or permanent representative based in Turkey will be paid a 300.00% cash dividend corresponding to TL 3.00 gross (which is equal to TL net) for each share of stock with a nominal value of TL 1.00 that they hold;
- Other shareholders will be paid a 300.00% cash dividend corresponding to TL 3.00 gross for each share of stock with a nominal value of TL 1.00 that they hold, which amount is equal to a 255.00% cash dividend corresponding to TL 2.55 net for each share of stock with a nominal value of TL 1.00 that they hold, and that 27 April 2016 will be set as the dividend payment date.
- · The members of the Board of Directors and the Company's statutory auditors are acquitted of their fiduciary responsibilities
- Board of Directors members Can Çelebioğlu, İsak Antika, Canan Çelebioğlu, Mehmet Murat Çavuşoğlu, Mehmet Yağız Çekin, and Turgay Kuttaş, whose terms of office have expired, are elected to serve as board members for a period of one year (the period between two consecutive annual general meetings).
- Feyzi Onur Koca and Adil İlter Turan are elected to serve as independent board members for a period of one year (the
  period between two consecutive annual general meetings).
- Independent board members are to be paid a monthly fee/honorarium of gross TL 5.000.00 but no such fees or honoraria are to be paid to board members other than the independent ones.
- Güney Bağımsız Denetim ve Serbest Muhasebeci Mali Müşavirlik Anonim Şirketi ("Ernst&Young") is designated as the independent audit firm ("Auditor") to carry out the independent audit of the financial statements for 2016 fiscal year and other activities falling under the arrangements in the said laws.
- "Article 6 Capital and Type of Share Certificates" of the Company's articles of incorporation is to be amended.
- An upper limit of TL 500,000.00 is set on charitable donations that are to be made by the Company during 2016 (1 January 2016 – 31 December 2016).
- Shareholders holding management control, the members of the Board of Directors, senior executives and their spouses and
  relatives by blood or marriage unto the second degree have been authorized, as per Article 395 of the Turkish Commercial
  Code no. 6102, to deal in transactions with the Company and its subsidiaries that might lead to conflict of interest, and to
  deal with the Company on their own or others' behalf.

Information was also provided to shareholders about;

- the guarantees, pledges, and mortgages granted and the revenues and benefits received by the Company to/from third parties during 2015 fiscal year,
- related-party transactions engaged in 2015 fiscal year, and
- TL 309,474.85 worth of charitable donations to various foundations, associations, professional chambers, and public agencies and organizations during the period beginning on 01 January 2015 and ending on 31 December 2015.

## Participation in general meetings

The Ordinary General Meeting held on 20 April 2016 was attended by shareholders responding either in person or in proxy to invitations sent out, as well as by two members of the Company's Board of Directors, senior managers, Company's Investor Relations Unit personnel, and representatives of a number of media organizations.

#### Entries in the shareholders' register

There is no period of time stipulated in the Company's articles of incorporation in which the holders of registered shares must have entries made in the shareholders' register in order to take part in general meetings. The provisions of the Turkish Commercial Law (TCC) governing such matters are complied with by the Company. Shares corresponding to more than 99% of our Company's capital have been duly registered as required by Capital Markets Board regulations. Shares belonging to our shareholders are retained in custody in the investor subaccounts of our Company as issuer and/or of brokerage concerns held by the Central Registry Agency.

#### Information announced to shareholders

With regard to the agenda of the Annual General Meeting on 20 April 2016, the Board of Directors membership candidate list, the Board of Directors' annual report for 2015 calendar year, the Company's remuneration policy, the resolution for profit distribution for 2015 calendar year and amendment of "Article 6- Representing and Binding the Company" of the articles of incorporation were all made available to shareholders and other stakeholders for their review through the Electronic General Meeting system and the Company's website on the date on which the general meeting was announced.

## Shareholders' exercise of their right to ask questions at general meetings

The shareholders exercised their right to ask questions at the ordinary general meeting held on 20 April 2016, these questions were answered by the Company board members and executives that attended the meeting.

# Motions made by shareholders at general meetings

During the Annual General Meeting on 20 April 2016, a total of 9 resolutions as listed below were made by shareholders, three of which were accepted unanimously and six were accepted by majority of votes:

- While the annual report of the Board of Directors was made available for shareholders to examine before the general meeting and handed out to those present at the meeting, and because the 'profit distribution' section of the annual report is also to be read during the discussion of item 7 on the agenda, the general meeting agrees that it would suffice to read the Independent Auditors' Report on the consolidated financial statements for the discussion of item 3 on the agenda.
- While the annual report of the Board of Directors was made available for shareholders to examine before the general meeting and handed out to those present at the meeting, the general meeting agrees that it would suffice to read the opinion section of the Independent Auditors' Report on the annual report of the Board of Directors for the discussion of item 4 on the agenda.
- While the balance sheet and income statement included in the annex to the annual report were made available for shareholders to examine before the general meeting and both were handed out to those present at the meeting, the general meeting agrees that a reading of the main headings of both balance sheet and income statement would suffice for the discussion of item 5 on the agenda.
- A decision is to be made for acquittal of the members of the Board of Directors who served during the reporting period.
- A decision is to be made for the acquittal of the auditors who served during the reporting period.
- The candidates designated to serve as members of the Board of Directors until the next ordinary general meeting are hereby elected; Mrs. Canan Çelebioğlu, Mr. Mehmet Murat Çavuşoğlu, Mr. Mehmet Yağız Çekin and Mr. Turgay Kuttaş are to be elected as board members representing Group A shareholders (Çelebi Havacılık Holding A.Ş.) and Mr. Can Çelebioğlu and Mr. İsak Antika as board members representing Group B shareholders.
- Feyzi Onur Koca and Adil İlter Turan are to be elected as independent Board members to serve until the next Annual General Meeting to be held to fill the seats of independent Board members, whose terms of office expired.
- Elected independent board members are to be paid remuneration, while board members elected to represent Group A and B shareholders shall not be paid any wages for this period.
- · An upper limit of TL 500,000.00 is set on charitable donations that are to be made by the Company during 2016.

## Action taken to facilitate participation in general meetings

To facilitate participation in general meetings, a material event disclosure concerning them is made as required by CMB regulations while invitations announcing the meetings are published within the framework of the provisions of TCC and the Company's articles of incorporation at least twenty-four days before the meeting date in the Turkish Trade Registry Gazette and one newspaper published in the place where our headquarters are located and announced in our Company's internet site. Media organizations are also contacted to have the meeting announced in the press and electronic media.

## Availability of general meeting minutes for inspection by shareholders

After they have been registered in accordance with applicable laws, regulations, and administrative provisions, general meeting minutes are published in the Turkish Trade Registry Gazette and are always available for the inspection of stakeholders at our Company's headquarters and on its corporate website.

Presentation of information to shareholders regarding the amount and recipients of grants and donations during the reporting period under a dedicated agenda item in the general meeting

At the Ordinary General Meeting held on 20 April 2016, information has been presented to shareholders about the donations and grants made during the reporting period to various foundations, associations, chambers, public institutions and organizations amounting TL 309,475.

While there is no specific policy for donations and grants that is approved by the General Assembly of Shareholders, grants and donations are made subject to the provisions of Article 3.9 of the Company's articles of incorporation, which reads "Donations and grants may be made to social foundations, associations, universities and similar institutions and public institutions subject to the principles set forth in the CMB legislation, by providing information to the shareholders at the general meeting and by complying with the public disclosure obligation pursuant to the Capital Market Legislation."

## 5. Voting Rights and Minority Rights

According to our Company's articles of incorporation, none of our Company's shares incorporate special voting rights. Three categories ("A", "B", and "C") of shares have been issued representing the Company's capital. Of these, only the owners of "A" and "B" shares have the right to designate candidates to be elected as Company directors and statutory auditors.

There are no reciprocal shareholding interests between our Company and our corporate entity shareholders.

Minority shareholdings interests are not represented in the Company's administration because there is are no minority shareholders who have been designated as candidates in elections for Company directors or statutory auditors and elected to such positions.

The Company's articles of incorporation contain no provisions concerning the representation of minority shareholding interests on the Board of Directors or governing the accumulated voting method.

# 6. Entitlement to Dividends

## Special rights concerning participation in the Company's profits

There are no special rights concerning anyone's participation in the Company's profits.

# Dividend payment policy

On 8 April 2014 our Company's Board of Directors passed a resolution to approve the revision of the Company's Dividend Policy pursuant to the requirements of Capital Markets Board Dividend Communiqué II-19.1, which went into effect with its publication in issue 28891 of Trade Registry Gazette dated 23 January 2014; to publicly disclose this revision; and to submit this revised Dividend Policy for the consideration and approval of shareholders at the upcoming annual general meeting. At the annual general meeting held on 8 May 2014, the Board of Directors resolution concerning the Dividend Policy passed on 8 April 2014 was discussed and unanimously approved by shareholders.

Celebi Ground Handling Inc. Dividend Policy

- Taking our Company's medium- and long-term strategies, its investment and financing policies, and its profitability and cash situation into account and in the absence of any extraordinary developments in our Company's investment and/ or financing needs and/or occurrences in its industry or the economy, at least 50% of net distributable profit shall be paid out as a dividend. When determining the dividend rate, attention shall be given to medium- and long-term investments that may require short-term cash outflows, material events that affect our Company's financial structure, and significant developments in the sector and/or in the economy and/or in markets.
- Dividends whose payment has been decided upon may take the form of cash, of bonus shares, or of some mix of the two.
- Dividend and payment-timing Board of Directors resolutions shall be in compliance both with this Dividend Policy and with currently applicable laws, regulations, and administrative provisions and then publicly disclosed. Board of Directors dividend and payment-timing proposals shall be considered and decided upon by shareholders convened in a general assembly. The payment of dividends shall begin within thirty days of the date of the general meeting at which the decision to pay them is taken and in all cases within statutorily-mandated periods of time. The Board of Directors may decide to have dividends paid in installments provided that a general assembly of shareholders shall have authorized it to do so.
- Provided that a general assembly of shareholders shall have authorized it to do so, the Board of Directors may decide to have advances paid against dividends and may effect the payment of such advances subject always to the Capital Markets Law and Capital Markets Board regulations and decisions and to the Company's own articles of association.

With the decision of the Board of Directors on 1 April 2016, our financial statements, prepared on the basis of our legal books of account dated 31 December 2014, show a net current profit of TL 80,491,719.59 remaining after the deduction of all taxes and other legal obligations.

Since there is no prior year loss that needs to be deducted from the net profit for the period and no first legal reserves that need to be set aside pursuant to the Turkish Commercial Code (TCC), the net distributable profit that can be paid out as a dividend on the basis of our legal books of account was TL 80,491,719.59.

According to our Company's independently-audited consolidated financial statements dated 31 December 2015 prepared in accordance with Turkish Accounting Standards & Turkish Financial Reporting Standards (TMS/TFRS) and in CMB-specified formats pursuant to the requirements of CMB Communiqué II:14.1 Concerning Financial Reporting Principles In Capital Markets, the net current profit remaining after the deduction of taxes and other statutory obligations amounts to TL 83.058.187.00.

Within the framework of CMB legislation, since there is no Prior Year Loss that needs to be deducted from the Net Profit for the Period and no first legal reserves that need to be set aside pursuant to the Turkish Commercial Code (TCC), the net distributable profit is TL 83,058,187.00.

Accordingly the Board of Directors has resolved with the majority of present votes to submit the following matters for the consideration and approval of shareholders at the annual general meeting to be convened on 20 April 2016:

- That TL 80,068,500.00 of the TL 83,058,187.00 that descends as net current profit in the Company's consolidated financial statements dated 31 December 2015 be distributed as indicated below and that the remaining TL 2,989,687.00 be retained in the Company as extraordinary reserves;

ÇELEBÎ HAVA SERVÎSÎ A.Ş. F	Profit Distribution Table for 2015 (TL)	
	According to CMB legislation	According to legal records
Net Profit for the Period	101,837,213.00	99,213,834.40
Prior Year Loss (-)	0	0
General Legal Reserves	0	0
Taxes (-)	20,435,300.00	18,722,114.81
Net Distributable Profit for the Period	83,058,187.00	80,491,719.59
First Dividend to Shareholders	1,215,000.00	1,215,000.00
Second Dividend to Shareholders	71,685,000.00	71,685,000.00
General Legal Reserves	7,168,500.00	7,168,500.00
Transferred to Extraordinary Reserves	2,989,687.00	423,219.59

In this framework, in compliance with CMB regulations pertaining to profit distribution and with respect to the period beginning on 01 January 2015 and ending on 31 December 2015:

- Shareholders who are resident corporate entities and shareholders who are non-resident corporate entities but earn
  dividends through a place of business or permanent representative based in Turkey will be paid a 300.00% cash dividend
  corresponding to TL 3.0000 gross (which is equal to TL net) for each share of stock with a nominal value of TL 1.00 that
  they hold;
- Other shareholders will be paid a 300.00% cash dividend corresponding to TL 3.00 gross for each share of stock with a
  nominal value of TL 1.00 that they hold, which amount is equal to a 255.00% cash dividend corresponding to TL 2.55 net for
  each share of stock with a nominal value of TL 1.00 that they hold, and
- 27 April 2016 will be set as the dividend payment date.

At the annual general meeting held on 20 April 2016, all of the above resolutions have been ratified and dividends payments have been made.

#### 7. Transfer of Shares

The Company's articles of incorporation contain no provisions restricting the transfer of shareholding interests.

## **Part II- Public Disclosure and Transparency**

#### 8. Disclosure Policy

Pursuant to the provision of Article 23 of the CMB Communiqué Serial: VIII, No: 54 on the Principles of Public Disclosure of Material Events and within the frame of efforts carried out to achieve full compliance with the Corporate Governance Principles published by the CMB, and to fully implement the same, the Company's Board of Directors resolved on April 30<sup>th</sup>, 2009 to approve the Information Policy developed by the Company's General Management, to post it on the corporate website and present it for the information of shareholders at the immediately following general meeting. Enforced as of the same date, the Company Information Policy aims at communicating the Company's past performance and future expectations within the frame of generally accepted accounting principles and CMB provisions, on the principles of completeness, fairness, accuracy, timeliness and intelligibility, making them equally available to all "stakeholders" such as national/foreign shareholders, stakeholders, investors and capital market institutions, and targets to maintain an active and transparent communication and to ensure that necessary information and disclosures other than trade secrets are made available to all stakeholders including shareholders, investors, employees and customers in a timely, accurate, complete, and intelligible manner, easily accessible at low cost.

The Company's "Information Policy" can be accessed at the corporate website at <a href="www.celebiyatirimci.com">www.celebiyatirimci.com</a> under the main heading "Information".

During 2016, Deniz Bal was responsible for the execution of the Information Policy, who functions as the head of the Investor Relations Unit at the Company and who holds "Capital Market Activities Advanced Level License" and "Corporate Governance Rating Expertise License". In addition, Tolga Akdoğan, a full-time employee of the Company who holds both "Advanced Capital Market Operations" and "Corporate Governance Rating Specialist" licenses, was appointed to the position of "Investor Relations Unit Employee" during the reporting period.

# 9. Company Internet Site and its Content

The address of our corporate website is <a href="www.celebihandling.com">www.celebihandling.com</a> and the address of Investor Relations is <a href="www.celebiyatirimci.com">www.celebiyatirimci.com</a>. There is an English version of the Company's website and the whole content is available in English.

## Presence on the corporate website of information stipulated in the corporate governance principles published by CMB

Information	Availability
Commercial registry information	Yes
Current partnership and management structure	Yes
Detailed information about preferential share rights	Yes
Current form of the Company's articles of incorporation together with dates and numbers of trade registry gazettes	
in which amendments were published	Yes
Special circumstance announcements	Yes
Annual reports	Yes
Periodic financial statements and reports	Yes
Prospectuses and public offering circulars	n/a
General meeting agendas	Yes
General meeting attendance rosters and minutes	Yes
Proxy form	Yes
Mandatory information forms prepared for proxy solicitation or tender offers	n/a
Minutes of Board of Directors meetings whose decisions might have a material impact on the capital market	
instruments issued by the Company	Yes
Frequently-asked questions/Requests for information, questions, and warnings made to the Company/The	
Company's responses to them	Yes

Stakeholders are presently able to access some information in electronic format on our Company's corporate website at <a href="https://www.celebihandling.com">www.celebihandling.com</a> and on Investor Relations website at <a href="https://www.celebiyatirimci.com">www.celebiyatirimci.com</a>.

#### 10. Annual Report

The Annual Report of the Company's Board of Directors covers the information specified in the CMB Communiqué dated January 03<sup>rd</sup>, 2014, Serial: II No: 17.1 on the Corporate Governance.

#### Part III- Stakeholders

## 11. Keeping Stakeholders Informed

Based on the Company's Board of Directors decision passed on March 19th, 2009, pursuant to the provision of Article 7 of the CMB Communiqué Serial: IV No: 41 on the Principles to be Complied with by Joint Stock Companies Subject to the Capital Market Law, and within the frame of efforts carried out to ensure achievement of full compliance by the Company with the Corporate Governance Principles published by the CMB and to fully implement the same, the Company set up an Investor Relations Unit, which will handle exercising of shareholding rights at our Company that is listed on the BIST, which reports to the Board of Directors, and which will maintain communication between the Board of Directors and shareholders. In this context, Deniz Bal, who has earned the "Capital Market Activities Advanced Level License" and who presently functions as the Financial Affairs Director at the Company was appointed as the head of the Investor Relations Unit as a full-time manager responsible for the fulfillment of the Company's obligations arising from the capital market legislation, coordination of corporate governance practices and reporting thereon to the Board of Directors, and he carried out his duty during 2016.

In 2016, for the purpose of informing stakeholders, our Company's executive director and other members of management gave interviews that appeared in the press and electronic media, took part in TV programs and discussions, and made press statements. Detailed information about the Company and its investments was provided in the course of such appearances and announcements.

# 12. Stakeholder Participation in Management

Airport ground handling services are a part of the civil aviation industry and as such they are a business that imposes stringent demands on specialization and expertise whose rules are specifically spelled out by international aviation agencies and organizations. Partaking in the management of a company engaged in this sector requires expertise in a variety of different areas and for that reason, no significant steps have been taken in the direction of involving the Company's employees, the majority of which are blue-collar workers, in the Company's management.

In matters involving non-technical issues such as employee rights and human resources policies on the other hand, individual workplace meetings are held regularly and at least once a year during which employees' views on the conduct of work and Company practices are solicited. Changes are made where necessary in light of such views and feedback is provided.

#### 13. Human Resources Policy

Our Company Human Resources policy is presented in section "4. Information on Personnel and Human Resources Policy" of our Company's annual report for 2016.

## 14. Rules of Ethics and Social Responsibility

The vision and mission statements that have been adopted by the Company are included in its every publication, on its corporate website, and on the Company intranet. Besides, two publications (Corporate Culture and Our Policies) that have been put out by the Company contain the principles that must apply and to which every employee must adhere in all dealings with Company personnel and outside parties. Copies of these publications are given to every newly hired employee during his orientation.

Every year Company meetings are held in which Company directors and the general manager take part for the purposes of informing senior, middle, and lower management about the Company's ethical values, and short, medium, and long-term strategy within the framework of the mission and vision statements and ensuring that such matters are conveyed through them to all lower-echelon employees.

Regulation on the Code of Ethical Conduct, which is entitled "Code of Ethical Conduct" is posted on our Company's website at www.celebiyatirimci.com.

## Compliance with the European Union ("EU") Environmental Norms

When procuring new equipment, our Company only purchases items that comply with EU environmental norms. Our Company fully complies with all EU standards governing the prevention of noise and pollution.

# Sectoral Responsibility Projects

There is not as yet a particularly great public awareness of the civil aviation industry in our country and for this reason, our Company gives special importance to supporting its sector to promote awareness and appreciation, and to help attract high-quality human resources to the industry.

To this end, the Company directly supports and sponsors:

- Sectoral movies about civil aviation
- The "Career Days" event held each year at the Eskişehir College of Civil Aviation
- The congresses, seminars, and training projects of aviation industry professional organizations.

On the other hand, the Company established cooperation with the Ministry of Transport and Erzincan University to set up a School of Civil Aviation under the university. Under the project, a school building is constructed with a floor area of 4,000 m² and a covered area of 15,000 m² holding 30 classrooms for a student body of 1,500. The official opening of the Erzincan Ali Cavit Çelebioğlu Civil Aviation Academy, construction of which was completed in September 2010, took place ahead of the 2011-2012 academic year. Education continued at the academy during 2015-2016 academic year, and the number of enrolled students reached 246.

# The Environment and Nature

Our Company has an Environment Management System (EMS) that has been developed in order to systematically reduce or eliminate the harm that is or may be caused to the environment. Our Company's EMS aims at identifying environmental factors and at controlling such factors in order to minimize their environmental impact and to improve environmental performance during all the stages from the design of services to their presentation to the customers.

The Environment Management System has been awarded ISO 14001:2004 certification at headquarters offices and at İstanbul Atatürk, Antalya, İzmir, Bodrum, Dalaman and Ankara stations by TSE. With this certification, we declare that we shall:

- · Carry out programs to minimize our waste and achieve compliance with laws and regulations.
- · Carry out programs to minimize resource use.
- Coordinate efforts aimed at more environment-friendly production.

Aware of the need and responsibility on the part of people to use the natural resources they require to maintain a good way of life in a renewable way, which is to say mindfully of future generations as well, our Company engages in the following activities to achieve optimum use of natural resources and to minimize pollution.

## Combat against Climate Change

- · Voluntary calculation and disclosure of our carbon footprint under the Carbon Disclosure Project (CDP),
- Purchasing and using, to the extent possible, electric-powered vehicles (tractors, ladders, push-back, etc.) instead of fossil-fueled vehicles used for apron services,
- Having annual flue gas analysis conducted by accredited organizations and keeping sources of carbon emission under control

#### Efficiency of Natural Resources

- Sorting at source the recyclable (paper, plastic, etc.) and recoverable (waste batteries, toners/cartridges, electronic waste, etc.) waste generated by our Company and having them recycled/recovered via licensed facilities,
- Having high calorific value waste such as waste oil, end-of-life tires that result from activities disposed of at licensed incinerators and ensuring energy recovery,
- · Reducing building electricity consumption by using photocell systems and high energy-efficient light bulbs for buildings,
- · Reducing building water consumption by using photocell sanitary fittings in lavatories in buildings.

#### Waste Management

- Having wastewater analyses regularly conducted by accredited organizations and keeping sources of wastewater under control,
- Having the hazardous waste resulting from our activities, which do not have an economic value, moved and disposed of by firms licensed by the Ministry of Environment and Urbanization, thus preventing damage to the environment thereby.

Being an "an environmentally-sensitive company in the aviation sector" with its implementations, our Company focused on an approach that will preserve and improve the quality of living of its employees and customers in its environment policy.

Waste generated by the business units of our Company is delivered to firms licensed by the Ministry of Environment and Urbanization for disposal/recovery.

Every year, our waste inventory is calculated for reviewing our environmental performance, which is then reported to third parties in the form of "Environmental Performance Reports".

The types of waste delivered in 2016 to licensed firms for ensuring safe disposal and their quantities are presented below

## Recycling:

Waste paper - 22.5 tons

Scrap metal - 31.5 tons

Electronic waste - 254 kg

Waste plastic and glass - 133 kg

## Recovery:

Waste accumulators - 32.2 tons

Waste toners/cartridges - 281 kg

Waste batteries - 138.2 kg

#### Energy Recovery:

Waste oil - 28.9 tons

End-of-life tires - 23.9 tons

Contaminated fabric and packaging - 44.8 tons

Furthermore, the following have been delivered to licensed firms for safe disposal:

Waste oil filters - 2,037 kg

Fluorescent lamps - 182 kg

Pressurized spray can waste - 242 kg

Medical waste - 87 kg

Mud in tank bottoms - 542 kg

Waste de-icing liquid - 47.6 tons

The project "Green Airport" launched in 2009 by the T.R. Ministry of Transport, Maritime Affairs and Communications, Directorate General of Civil Aviation (DGCA) in an effort to systematically reduce and eliminate the actual or potential damage caused to the environment by establishments operating in airports was carried on in 2016. Last year, the Adana Station earned "Green Company" certification, increasing the total number of our certified stations to 7. Incentive mechanisms stemming from this certification entitled the Company to a total discount of EUR 366,450 on our license costs in 2016.

Çelebi Ground Handling has placed the principle of carrying out its operations efficiently and in an environmentally friendly manner as a part of its mission; and it has been fulfilling the necessary requirements for many years. In 2015, the Company received the ISO 14064 verification auditing services from TSE for the purpose of developing its own programs to manage greenhouse gas (GHG) emissions. Following the verification audit, the Company's stations in İstanbul Atatürk, İzmir, Antalya, Bodrum, Dalaman and Ankara were certified according to the ISO 14064 standard.

Under the Carbon Disclosure Project (CDP) initiated by investors representing assets worth USD 100 trillion worldwide, Çelebi Ground Handling has been annually disclosing data on its greenhouse gas emissions and energy consumption, as well as risks and opportunities associated with climate change, to the CDP.

In 2016, we have participated in the CDP and become one of the 5,800 companies worldwide representing 58% of the total world market capital. Our participation in this platform will continue in the period ahead, and it is planned to complete the reporting relating to the previous year until June 2017.

There are no environment-related lawsuits filed against our Company on account of harm caused to the environment in 2016.

# General Social Responsibility Projects

Health services: Our Company has been supporting the Lokman Hekim Health Foundation since 1986. Based in Gebze-Beylikbağı outside İstanbul, this foundation serves low-income people who are in need of health services without any concern for material gain.

Educational Support: The Company and its employees extended active support to various educational projects. Employees representing the Company took part in the 38th İstanbul marathon organized in November 2016. The funds raised by the employees who ran the marathon for the benefit of TOÇEV, a foundation working to enable underprivileged but willing students to continue with their education, were contributed to the educational activities planned to be provided by TOÇEV to students who need financial support for their education.

#### **Part IV- The Board of Directors**

#### 15. Structure and Formation of the Board of Directors

According to "Article 7 - Board of Directors" of our Company's articles of incorporation, the Company's affairs and administration are conducted by an eight-member Board of Directors; six of these members are elected by the General Assembly of Shareholders (four of them from among candidates nominated by a majority of Class A shareholders and two of them by a majority of Class B shareholders) and two independent members are elected by the General Assembly of Shareholders from amongst nominees satisfying the independence criteria. The number, qualifications, nomination and election of independent members who will serve on the Board of Directors are governed by the CMB requirements in relation to corporate governance. Company directors are elected for a maximum term of office of three years. A director whose term of office expires may be reelected.

A director who represents a corporate-entity shareholder must notify the Company if his relationship with that entity terminates, whereupon his seat on the board is vacated.

If a vacancy occurs in the Board's membership before a term of office expires, the remaining directors will chose a new member from among candidates designated by a majority of shareholders of the same class as put the departing member up as a candidate. If the seat of an independent member is vacated, then new member will be elected within the frame of CMB requirements, which will be laid down for approval at the next General Meeting. A member elected to the Board in this way will complete the remaining term of the departing director.

The Board of Directors will set up the Audit Committee and Corporate Governance Committee, Nomination Committee, Early Detection of Risk Committee and Compensation Committee to ensure healthy performance of its duties and responsibilities, in line with the Company's current circumstances and needs. If separate Nomination Committee and Compensation Committee are not created due to the structure of the Board of Directors, then these functions will be fulfilled by the Corporate Governance Committee.

Formation, decision-making process, duties and operating principles of committees are defined in detail and publicly disclosed by the Board of Directors in accordance with the compulsory Corporate Governance Principles of the CMB and in view of the provisions of the articles of incorporation. The Board of Directors may, at any time, revise the duties and operating scopes of committees and it may also make the necessary replacements in their memberships.

According to "Article 8- Representing and binding the company" of our articles of incorporation, the Company is administered and represented by the Board of Directors. The Board of Directors may delegate some or all of its powers to represent and administer the Company to executive directors and/or to managers who are not members of the Board. The individuals with the power to represent and bind the Company and the ways they may do so are determined by the Board and duly registered and announced. In order for any documents issued by the Company or for any contracts that are entered into to be valid, they must be signed, below the Company's legal name, by an individual or by individuals authorized to do so by the Board of Directors.

Members of the Board of Directors elected by shareholders at the Ordinary General Meeting held on 20 April 2016 and their resumes are presented below.

Name	Position	Independent Member or Not
Can Çelebioğlu	Chairman	Non-independent Member
İsak Antika	Vice Chairman	Non-independent Member
Canan Çelebioğlu	Board Member	Non-independent Member
Mehmet Murat Çavuşoğlu	Board Member	Non-independent Member
Mehmet Yağız Çekin	Board Member	Non-independent Member
Turgay Kuttaş	Board Member	Non-independent Member
Feyzi Onur Koca	Board Member	Independent Member
İlter Turan	Board Member	Independent Member
ntor raran	Board Monibor	macponacin member

Can Çelebioğlu Company/Title	Çelebi Hava Se	rvisi - Chairman of the Board	
	•	K Holding - Chairman of the Board	
Education	•	sity/Business Administration	
Experience	1982-	Çelebi Hava Servisi - Chairman of the Board	
	1982-1996	Çelebi Hava Servisi - General Manager	
	1995-	Çelebi Holding - Chairman of the Board	
	1983-1995	Çe-Tur Çelebi Turizm Ticaret - Chairman of the Board	
	2007-2013	Çelebi Marina ve Yat İşletmeciliği - Chairman of the Board	
	1996-	Çelebi Hizmet Gıda İşletmeleri Turizm - Deputy Chairman of the Board	
	1997-	Çelebi Güvenlik Sistemleri ve Danışmanlık - Deputy Chairman of the Board	
	2005-	Çelebi Otelcilik ve Turizm İşletmeciliği - Deputy Chairman of the Board	
	2003-	Çelebi Yatırım Danışmanlık - Chairman of the Board	
	1996-	Çelebi Hizmet Restorant İşletmeleri - Chairman of the Board	
Foreign Language		Çelebi Fizillet Restorant işletinleleri - Chairman or tile board	
Foreign Language	English	**************************************	
E-mail	canc@celebiav	viation.com	
İsak Antika			
Company/Title	Celehi Hava Se	rvisi - Deputy Chairman of the Board	
Company/ Title	-	K Holding - Deputy Chairman of the Board	
Education	Boğaziçi Univer		
Experience		nairman of the Board	
Experience	-		
	Actera Group - Managing Partner Antika Partners - Managing Partner		
		stment Banking - President	
Foreign Language	English	Striett Danking - i Tesident	
E-mail	isak.antika@act	teragroup com	
L-IIIdii	isak.amikawaci	leragroup.com	
Canan Çelebioğlu			
Company/Title	Çelebi Hava Se	rvisi - Member of the Board of Directors	
	Çelebi Havacılı	k Holding - Member of the Board of Directors	
Education	İstanbul Univers	sity/Business Administration	
Experience	2002-2003	Çelebi Hava Servisi - CEO	
	1996-	Çelebi Holding - Deputy Chairperson of the Board	
	1982-	Çelebi Hava Servisi - Deputy Chairperson of the Board	
Foreign Language	English		
E-mail		lu@celebiaviation.com	
Mehmet Murat Çavu	şoğlu		
Company/Title	Çelebi Hava Se	rvisi - Member of the Board of Directors	
	Çelebi Havacılıl	k Holding - Member of the Board of Directors	
Education	Harvard Univers	sity/MBA	
	Stanford University /MS Engineering Economic Systems		
	Virginia Univers	ity /BS Electrical Engineering	
Experience	Çelebi - Membe	er of the Board of Directors	
	Actera Group - Managing Partner		
	Southeast Europe Equity Fund - General Manager		
	Taurus Capital Partners - Principal		
	Fiba Group - CE		
		- M&A & Corporate and Finance	
Foreign Language	English		
E-mail		u@acteragroup.com	
	a.aoavaoogi	a (C. acto. ag. cap.com	

Company/Title	Celebi Havaçılık	Holding - Member of the Board of Directors	
Education	Virginia Tech./MBA		
	Boğaziçi University/BS Mechanical Engineering		
Experience	Actera Group - F		
	•	be Equity Fund - General Manager	
	Taurus Capital Partners - Principal		
	Global Menkul Değerler - Investment Banking		
Foreign Language	English		
E-mail	yagiz.cekin@ac	teragroup.com	
Furnan Kuttaa	, ,	<u> </u>	
Turgay Kuttaş Company/Title	Celebi Hayacılık	Holding - Member of the Evecutive Roard	
Education	Çelebi Havacılık Holding - Member of the Executive Board İstanbul University/Tourism		
Experience	2007-	Çelebi Havacılık Holding - Advisor	
_Apononio	2004-2007	Pegasus - Chief Operational Officer (COO)	
	1999-2004	Havaş - Member of the Board of Directors	
	1997-1999	Circle International - Turkey Director	
	1994-1997	Havaş - Assistant General Manager (Operations)	
	1986-1994	Celebi Holding - Member of the Board of Directors	
Foreign Language	English	3	
E- mail	turgay.kuttas@celebiaviation.com		
-	3 ,		
Feyzi Onur Koca	0.1.1.1.	· · · · · · · · · · · · · · · · · · ·	
Company/Title		visi - Member of the Board of Directors (Independent)	
Education - ·		sity/Electrical Engineering	
Experience	2012-	G4S Güvenlik Hizm. A.Ş General Manager	
	2005-2012	Parker İklim Kontrol Sistemleri A.Ş General Manager	
	2004-2005	Touch Group Plc. (London) - Group Chief Operating Officer (COO)	
	2002-2004	Lanark Resources Ltd Founding Partner	
	2002-2004 1991-2001	Capex Industries Ltd International Sales Coordinator	
Foreign Longuege		Jotun Boya Sanayi Ticaret A.Ş Regional Director - Europe	
Foreign Language E-mail	English		
E-IIIali	kocalar@tnn.ne		
İlter Turan			
Company/Title		visi - Member of the Board of Directors (Independent)	
Education		BA Political Sciences	
	Columbia University/MA Political Sciences		
		ity/Ph.D. Political Sciences	
Experience	1998-2001	İstanbul Bilgi University/Rector	
	1993-1998	Koç University/Professor	
	1992-1993	International Relations/President	
	1984-1993	İstanbul University/Faculty of Political Sciences, Professor	
	1976-1984	İstanbul University/Faculty of Economics, Political Sciences Professor	
	1974-1976	İstanbul University/Faculty of Literature	
	1973-1974	Turkish Armed Forces/Sub-Lieutenant	
	1970-1972	İstanbul University/Faculty of Political Sciences, Associate Professor	
	1966-1970	İstanbul University/Instructor	
	English		

The Members of the Board of Directors have been elected to serve a term of office of one year at the Ordinary General Meeting convened on 20 April 2016, until the next Ordinary General Meeting.

In accordance with the Company's Corporate Governance Principles and Articles of Incorporation, İlter Turan and Feyzi Onur Koca, who were approved for their candidacy of membership of the independent Board of Directors, were elected as independent Board members to serve a term of office of one year (the period between the two General Meetings).

"Declaration of Independence" by the independent Board directors is presented below:

#### I hereby declare that;

- 1. I stand for serving as an "Independent Member" on the Board of Directors of Çelebi Hava Servisi Anonim Şirketi ("the Company") within the scope of the criteria stipulated by the Corporate Governance Principles of the CMB legislation;
- 2. I have not held a seat on the Company's Board of Directors for more than six years in the past ten years;
- 3. Employment, capital or material commercial relationship, either direct or indirect, has not been established in the past five years between corporate entities with which any related party of the Company or shareholders holding, directly or indirectly, 5% or more share in the Company's capital is related with respect to management or capital, and myself, my spouse and my relations by blood or marriage up to third degree,
- 4. I have not worked for or served as a member on the boards of directors of any company conducting, under a contract, the Company's activities or organization in part or in whole, and particularly the firms performing the audit, rating and consultancy of the Company, in the past five years,
- 5. I was not a shareholder, employee or board member for any company supplying service or product of material quantity to the Company in the past five years,
- 6. I hold less than 1% share in the Company's capital and these are not preferential shares/I hold no share in the Company's capital.
- 7. I possess the professional education, knowledge and experience for due performance of the duties I will assume in connection with being an independent board member,
- 8. I am not a full-time employee of public institutions and establishments as at the date of nomination,
- 9. I am considered to be a resident of Turkey as for the purposes of Income Tax Law,
- 10. I am capable of making positive contributions to the Company's operations, maintaining my independence in possible conflicts of interest between the Company's shareholders, making decisions freely taking into consideration the rights of stakeholders, and I possess strong ethical standards, professional credibility and experience that are necessary to do that,
- 11.I will forthwith notify any event that prejudices my independence, if applicable, to the Board of Directors for public disclosure of the same,
- 12. I will not demand any compensation from the Company apart from Board of Directors compensation and attendance fee,
- 13. I will dedicate sufficient amount of time to be able to follow up the operation of the Company's affairs and to fully meet the requirements of the duties I undertake.

At the Company's Ordinary General Meeting held on 20 April 2016, shareholders holding management control, the members of the Board of Directors, senior executives and their spouses and relatives by blood or marriage unto the second degree have been authorized, as per Article 395 of the Turkish Commercial Code, to deal in transactions with the Company and its subsidiaries that might lead to conflict of interest, and to deal with the Company on their own or others' behalf.

## 16. Operating Principles of the Board of Directors

#### Determining the agenda for board meetings

Agendas for Board of Directors meetings may be determined in three different ways. The chairman may determine the agenda on the basis of suggestions received from Company directors; the Company's General Manager may determine theagenda himself; the agenda for the next Board meeting may be determined during a Board meeting that is in progress.

## Number of board meetings during the reporting period

The Company's Board of Directors convened 91 times during 2016.

## Meeting and decision quorums and methods and processes for summoning the meeting

The secretariat of the chairman of the Board of Directors keeps Company directors informed about meeting times and agendas by means of reports sent out regularly prior to the meeting. In 2016, 66 meetings convened with the attendance of 6board members, 22 with 7 members, and 3 with 8 members.

Whether the questions posed by Directors and dissenting members' reasonable and detailed objections during themeeting are entered into the record

The questions posed by the Company directors during the meeting are not entered into record.

## The ability of Company directors to exercise special voting rights or veto board decisions

Our Company's articles of incorporation do not vest any Company director with special voting rights or the ability to vetoboard decisions.

## 17. Numbers, Structures and Independence of Committees within the Board of Directors

On 20 April 2016, the Company's Board of Directors decided to appoint the following board members - who were elected in the Annual General Meeting for the 2015 reporting period - to the following positions in accordance with the related

provisions of the Capital Markets Board's Communiqué on Corporate Governance Principles: Feyzi Onur Koca and İlter Turan as members of the Audit Committee, Mehmet Yağız Çekin and Feyzi Onur Koca as members of the Corporate Governance Committee, and Turgay Kuttaş and İlter Turan as members of the Early Detection of Risk Committee.

Since there are two independent members on the Company's Board of Directors, Feyzi Onur Koca serves both on the Audit Committee and the Corporate Governance Committee pursuant to the CMB Communiqué on Governance Principles, whichstates "All members of the Audit Committee and the heads of other committees are to be elected from among independent board members".

Likewise, İlter Turan, one of the other independent members on the Company's Board of Directors serves both on the AuditCommittee and the Early Detection of Risk Committee. The Company's Audit Committee convened nine times during 2016at which times they interviewed the Company's managers and checked whether or not our publicly disclosed financial statements accurately reflected the true standing of our operational results and whether or not the accounting principles adhered to by the Company were in compliance with CMB laws and regulations. They reached the conclusion that financial statements were correct and had been prepared in accordance with such requirements.

The Company's Corporate Governance Committee convened three times during 2016. The Committee works to determine and remedy non-conformities, if any, with the relevant articles of the CMB Communiqué on the Determination and Implementation of Corporate Governance Principles, reviews the activities of the Company's Investor Relations Unit with respect to their responsibilities arising from the legislation, and spends efforts to detect the Company's operational and financial risks, take necessary steps for identified risks, and manage risk.

The Company's Early Detection of Risk Committee convened six times in 2016 and took the necessary measures in strengthening the early detection of the causes that could threaten the existence of the Company, its development and the continuity of the business unit. The Committee also applied the necessary measures and remedies in this regard, in the management of the risk.

During 2016, there were no related party transactions or transactions of a material nature, which had been laid down for the approval of independent Board members, nor were there any such transactions that were not approved and thus laid down for the approval of the General Assembly of Shareholders.

#### 18. Risk Management and Internal Control Mechanism

The planning, conduct, functioning, and oversight of the effectiveness of risk management and internal control and the conduct of the internal control team's activities within the framework of the plan are the responsibility of the Audit Committee that has been set up by a Board of Directors resolution and as per article 28/A added to CMB communiqué X: 16. The Audit Committee creates a risk management and internal audit system capable of minimizing the impact of the risks that the Company may be exposed to and takes such measures as needed to ensure that this system functions reliably.

## 19. Strategic Objectives of the Company

The Company's Strategic Objectives are described under the section "Company's Mission, Vision and Strategic Objectives" in the 2016 Annual Report.

## 20. Financial Rights

In the Annual General Meeting convened on 20 April 2016, the decision was taken to pay a gross monthly remuneration of TL 5,000 to each of the independent board member and to pay no remuneration to those board members who were elected to represent Group A and B Shareholders. In this context, remunerations were paid to independent board members in 2016.

The Company's Board members have no debts carried forward from 2015; no Board member was lent money (advances on salaries) in 2016. There are no receivables (advances on salaries) to be paid by the Board members as of 31 December 2016.

The Company executives have no debts carried forward from 2016. Salary advances paid to Company managers in 2016 totaled TL 65,000. As of 31 December 2016, the Company was owed TL 20,505 in salary advances by its managers.

The terms of the loans made to Board members and executives were not prolonged nor were their conditions improved; no credit was extended to them under the rubric of personal loan nor were they provided with any guarantees such as surety through any third party.