



**KAMUYU AYDINLATMA PLATFORMU**

**İŞ GAYRİMENKUL YATIRIM ORTAKLIĞI A.Ş.**  
**Corporate Governance Information Form**  
**2018 - Annual Notification**

**Summary Info**

Corporate Governance Information Form



## 1. SHAREHOLDERS

Related Companies []

Related Funds []

1. SHAREHOLDERS	
<b>1.1. Facilitating the Exercise of Shareholders Rights</b>	
The number of investor meetings (conference, seminar/etc.) organised by the company during the year	The Company did not organize any conferences . The Company attended one investor conference abroad and met with 22 investment companies at the Company's headquarter.
<b>1.2. Right to Obtain and Examine Information</b>	
The number of special audit request(s)	0
The number of special audit requests that were accepted at the General Shareholders' Meeting	0
<b>1.3. General Assembly</b>	
Link to the PDP announcement that demonstrates the information requested by Principle 1.3.1. (a-d)	<a href="https://www.kap.org.tr/tr/Bildirim/662135">https://www.kap.org.tr/tr/Bildirim/662135</a> <a href="https://www.kap.org.tr/tr/Bildirim/669516">https://www.kap.org.tr/tr/Bildirim/669516</a>
Whether the company provides materials for the General Shareholders' Meeting in English and Turkish at the same time	All General Assembly Documents (invitation, agenda, power of attorney, informative document, profit distribution proposal, board members nominees), except meeting minutes and list of attendants, are disclosed at the same time.
The links to the PDP announcements associated with the transactions that are not approved by the majority of independent directors or by unanimous votes of present board members in the context of Principle 1.3.9	-
The links to the PDP announcements associated with related party transactions in the context of Article 9 of the Communique on Corporate Governance (II-17.1)	<a href="https://www.kap.org.tr/tr/Bildirim/714727">https://www.kap.org.tr/tr/Bildirim/714727</a> <a href="https://www.kap.org.tr/tr/Bildirim/681060">https://www.kap.org.tr/tr/Bildirim/681060</a>
The links to the PDP announcements associated with common and continuous transactions in the context of Article 10 of the Communique on Corporate Governance (II-17.1)	-

The name of the section on the corporate website that demonstrates the donation policy of the company	Investor Relations/ Corporate Governance/ Policies
The relevant link to the PDP with minute of the General Shareholders' Meeting where the donation policy has been approved	<a href="https://www.kap.org.tr/tr/Bildirim/192006">https://www.kap.org.tr/tr/Bildirim/192006</a>
The number of the provisions of the articles of association that discuss the participation of stakeholders to the General Shareholders' Meeting	Article 22
Identified stakeholder groups that participated in the General Shareholders' Meeting, if any	Besides shareholders and their representatives, all Members of the Board of Directors and the representative of the independent audit firm attended the General Assembly Meeting. Also, by informing the Company, the representative of the rating company and Company employees participated in the General Assembly Meeting without the right to take the floor.
<b>1.4. Voting Rights</b>	
Whether the shares of the company have differential voting rights	Hayır (No)
In case that there are voting privileges, indicate the owner and percentage of the voting majority of shares.	-
The percentage of ownership of the largest shareholder	% 47,44
<b>1.5. Minority Rights</b>	
Whether the scope of minority rights enlarged (in terms of content or the ratio) in the articles of the association	Hayır (No)
If yes, specify the relevant provision of the articles of association.	-
<b>1.6. Dividend Right</b>	
The name of the section on the corporate website that describes the dividend distribution policy	Investor Relations/ Corporate Governance/ Policies
Minutes of the relevant agenda item in case the board of directors proposed to the general assembly not to distribute dividends, the reason for such proposal and information as to use of the dividend.	Our Company distributed cash and stock dividend to shareholders regarding 2017 year profit.
PDP link to the related general shareholder meeting minutes in case the board of directors proposed to the general assembly not to distribute dividends	-

#### General Assembly Meetings

								The link to the related PDP

General Meeting Date	The number of information requests received by the company regarding the clarification of the agenda of the General Shareholders' Meeting	Shareholder participation rate to the General Shareholders' Meeting	Percentage of shares directly present at the GSM	Percentage of shares represented by proxy	Specify the name of the page of the corporate website that contains the General Shareholders' Meeting minutes, and also indicates for each resolution the voting levels for or against	Specify the name of the page of the corporate website that contains all questions asked in the general assembly meeting and all responses to them	The number of the relevant item or paragraph of General Shareholders' Meeting minutes in relation to related party transactions	The number of declarations by insiders received by the board of directors	general shareholder meeting notification
21/03/2018	0	% 69,55	% 0,03	% 69,52	Investor Relations/General Assembly/Resolutions Made At The Annual General Assembly	Investor Relations>General Assembly>Meeting Invitation&Agenda>Documents Regarding General Assembly Meeting Dated 21 March 2018>The answers of the questions asked at the GAM	-	174	<a href="https://www.kap.org.tr/tr/Bildirim/662135">https://www.kap.org.tr/tr/Bildirim/662135</a>

## 2. DISCLOSURE AND TRANSPARENCY

2. DISCLOSURE AND TRANSPARENCY	
<b>2.1. Corporate Website</b>	
Specify the name of the sections of the website providing the information requested by the Principle 2.1.1.	"Corporate" and "Investor Relations" sections.
If applicable, specify the name of the sections of the website providing the list of shareholders (ultimate beneficiaries) who directly or indirectly own more than 5% of the shares.	We have no real person shareholder who directly or indirectly own more than 5% of the shares. Shareholder structure of the Company is provided in "Corporate> Shareholder Structure" section of the website.
List of languages for which the website is available	Turkish and English
<b>2.2. Annual Report</b>	
<b>The page numbers and/or name of the sections in the Annual Report that demonstrate the information requested by principle 2.2.2.</b>	
a) The page numbers and/or name of the sections in the Annual Report that demonstrate the information on the duties of the members of the board of directors and executives conducted out of the company and declarations on independence of board members	"Board of Directors", "Senior Management" and "Declaration of Interest by Independent Board Members"
b) The page numbers and/or name of the sections in the Annual Report that demonstrate the information on committees formed within the board structure	Board of Directors/ Working Principles of Board of Directors Committees
c) The page numbers and/or name of the sections in the Annual Report that demonstrate the information on the number of board meetings in a year and the attendance of the members to these meetings	Boards of Directors/ Board Meetings
ç) The page numbers and/or name of the sections in the Annual Report that demonstrate the information on amendments in the legislation which may significantly affect the activities of the corporation	Changes in Legislation during the Reporting Period
d) The page numbers and/or name of the sections in the Annual Report that demonstrate the information on significant lawsuits filed against the corporation and the possible results thereof	"Additional Information Required by CMB Regulations / Lawsuits Initiated Against the Company during the Reporting Period"

<p>e) The page numbers and/or name of the sections in the Annual Report that demonstrate the information on the conflicts of interest of the corporation among the institutions that it purchases services on matters such as investment consulting and rating and the measures taken by the corporation in order to avoid from these conflicts of interest</p>	<p>"Main Service Providers/ Disclosure of Any Conflicts of Interest Between the Company and Its Service Providers"</p>
<p>f) The page numbers and/or name of the sections in the Annual Report that demonstrate the information on the cross ownership subsidiaries that the direct contribution to the capital exceeds 5%</p>	<p>There is no cross ownership subsidiaries.</p>
<p>g) The page numbers and/or name of the sections in the Annual Report that demonstrate the information on social rights and professional training of the employees and activities of corporate social responsibility in respect of the corporate activities that arises social and environmental results</p>	<p>"Human Resources" and "Corporate Social Responsibility"</p>

## 3. STAKEHOLDERS

3. STAKEHOLDERS	
<b>3.1. Corporation's Policy on Stakeholders</b>	
The name of the section on the corporate website that demonstrates the employee remedy or severance policy	Investor Relations/ Corporate Governance/ Policies
The number of definitive convictions the company was subject to in relation to breach of employee rights	-
The position of the person responsible for the alert mechanism (i.e. whistleblowing mechanism)	Committee for Audit
The contact detail of the company alert mechanism	<a href="https://www.isgyo.com.tr/contact/ethic-line-contact-form/">https://www.isgyo.com.tr/contact/ethic-line-contact-form/</a>
<b>3.2. Supporting the Participation of the Stakeholders in the Corporation's Management</b>	
Name of the section on the corporate website that demonstrates the internal regulation addressing the participation of employees on management bodies	-
Corporate bodies where employees are actually represented	-
<b>3.3. Human Resources Policy</b>	
The role of the board on developing and ensuring that the company has a succession plan for the key management positions	Company's organizational chart and the current promotion application require that employees are placed under each management who are trained and regarded as the manager candidates while promotions to key positions are under the authority of the Board of Directors.
The name of the section on the corporate website that demonstrates the human resource policy covering equal opportunities and hiring principles. Also provide a summary of relevant parts of the human resource policy.	Human Resources/ Human Resources Policy
Whether the company provides an employee stock ownership programme	Pay edindirme plani bulunmuyor (There isn't an employee stock ownership programme)

<p>The name of the section on the corporate website that demonstrates the human resource policy covering discrimination and mistreatments and the measures to prevent them. Also provide a summary of relevant parts of the human resource policy.</p>	<p>Human Resources/ Human Resources Policy</p>
<p>The number of definitive convictions the company is subject to in relation to health and safety measures</p>	<p>-</p>
<p><b>3.5. Ethical Rules and Social Responsibility</b></p>	
<p>The name of the section on the corporate website that demonstrates the code of ethics</p>	<p>Investor Relations/ Corporate Governance/ Code of Ethics</p>
<p>The name of the section on the company website that demonstrates the corporate social responsibility report. If such a report does not exist, provide the information about any measures taken on environmental, social and corporate governance issues.</p>	<p>The Company does not have Corporate Social Responsibility Report. The Company carries out various activities to contribute to the social life and the environment within the scope of its corporate social responsibility concept. In addition to the activities carried out in the sector, the Company provides gratuitous support to projects in areas that it regards within the scope of its social responsibility such as education, health , culture, law, art, scientific research, environmental protection, and sport. Activities in relation to the social responsibility initiative launched in 2016 to manifest our attitude for seeking solutions to social issues, needs and expectations as the Company continued throughout 2018. In line with the Company's policy to carry out social investments that will be a model for all segments of the society, the sector and the business world and will create tangible benefits, a Corporate Social Responsibility Policy was formulated, which puts giving</p>



children equal access to educational, cultural, environmental and social means in its focal point, and targets to equip children with enhanced qualifications within the frame of priority topics. The said Policy was also disclosed to the public.

Any measures combating any kind of corruption including embezzlement and bribery

An Ethical Hotline has been established for the stakeholders to report the transactions considered to be contradictory to the laws and the Company's ethical values. The Company's Code of Ethics regulates this subject. Internal regulations of the Company also stipulates a ban to offer benefits regarding the employees. All of these factors are scrutinized by the current supervision activities of the Company.

## 4. BOARD OF DIRECTORS-I

4. BOARD OF DIRECTORS-I	
<b>4.2. Activity of the Board of Directors</b>	
Date of the last board evaluation conducted	-
Whether the board evaluation was externally facilitated	Hayır (No)
Whether all board members released from their duties at the GSM	Evet (Yes)
Name(s) of the board member(s) with specific delegated duties and authorities, and descriptions of such duties	<p>According to the assignation of duties and responsibilities; Board Members Mr. Ömer Karakuş and Mr. Süleyman H. Özcan were elected as the Chairman of the Board of Directors and as the Vice Chairman , respectively. Also, elections to committee seats were held as required by CMB Corporate Governance Communiqué and working principles of the Committees. Independent Board Member Ms. Prof. Dr. Arzu Erdem was elected as the Chairman of the Corporate Governance Committee and the member of the Committee for Early Recognition of Risk; Independent Board Member Mr. Nihat Uzunoğlu was elected as the Chairman of the Committee for Audit; Independent Board Member Mr. Haluk Büyükbaş was elected as the Chairman of the Committee for Early Recognition of Risk and the member of the Committee for Audit; Vice</p>

	Chairman Mr. Süleyman Özcan and Board Member Mr. Murat Doğan were elected as members of the Corporate Governance Committee. Neither a Nominating Committee nor a Remuneration Committee has been set up. The functions of these committees are performed by the Corporate Governance Committee. There is no delegation of authority other than the distribution of tasks.
Number of reports presented by internal auditors to the audit committee or any relevant committee to the board	7
Specify the name of the section or page number of the annual report that provides the summary of the review of the effectiveness of internal controls	Internal System Audit Group
Name of the Chairman	Ömer Karakuş
Name of the CEO	Hasan K. Bolat
If the CEO and Chair functions are combined: provide the link to the relevant PDP announcement providing the rationale for such combined roles	-
Link to the PDP notification stating that any damage that may be caused by the members of the board of directors during the discharge of their duties is insured for an amount exceeding 25% of the company's capital	The Company has insurance for any damage that may be caused by the members of the board of directors during the discharge of their duties. But no PDP notification is made regarding this issue.
The name of the section on the corporate website that demonstrates current diversity policy targeting women directors	-
The number and ratio of female directors within the Board of Directors	There are 2 female Board Members in the Board. The ratio is 22%.

#### Composition of Board of Directors

Name, Surname	Whether Executive	Whether Independent	The First	Link To PDP Notification That Includes	Whether the Independent Director	Whether She/He is the Director Who	Whether The Director Has At Least 5 Years'
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of Board Member	Director Or Not	Director Or Not	Election Date To Board	The Independency Declaration	Considered By The Nomination Committee	Ceased to Satisfy The Independence or Not	Experience On Audit, Accounting And/OR Finance Or Not
Ömer Karakuş	İcrada Görevli Değil ( Non-executive )	Bağımsız üye değil ( Not independent director)	16/05/2017	-	-	-	Evet (Yes)
Süleyman H. Özcan	İcrada Görevli Değil ( Non-executive )	Bağımsız üye değil ( Not independent director)	08/12/2014	-	-	-	Evet (Yes)
Aysel Tacer	İcrada Görevli Değil ( Non-executive )	Bağımsız üye değil ( Not independent director)	11/04/2016	-	-	-	Evet (Yes)
Prof. Dr. Arzu Erdem	İcrada Görevli Değil ( Non-executive )	Bağımsız üye ( Independent director)	21/03/2018	<a href="https://www.kap.org.tr/Bildirim/742906">https://www.kap.org.tr/Bildirim/742906</a>	Değerlendirildi ( Considered)	Hayır (No)	Hayır (No)
Haluk Büyükbaş	İcrada Görevli Değil ( Non-executive )	Bağımsız üye ( Independent director)	24/03/2016	<a href="https://www.kap.org.tr/Bildirim/742906">https://www.kap.org.tr/Bildirim/742906</a>	Değerlendirildi ( Considered)	Hayır (No)	Evet (Yes)
Nihat Uzunoğlu	İcrada Görevli Değil ( Non-executive )	Bağımsız üye ( Independent director)	24/03/2016	<a href="https://www.kap.org.tr/Bildirim/742906">https://www.kap.org.tr/Bildirim/742906</a>	Değerlendirildi ( Considered)	Hayır (No)	Evet (Yes)
İ. Hakkı Akşener	İcrada Görevli Değil ( Non-executive )	Bağımsız üye değil ( Not independent director)	21/03/2018	-	-	-	Evet (Yes)
Mehmet Türk	İcrada Görevli Değil ( Non-executive )	Bağımsız üye değil ( Not independent director)	21/03/2018	-	-	-	Evet (Yes)
Murat Doğan	İcrada Görevli Değil ( Non-executive )	Bağımsız üye değil ( Not independent director)	08/12/2014	-	-	-	Evet (Yes)

## 4. BOARD OF DIRECTORS-II

4. BOARD OF DIRECTORS-II	
4.4. Meeting Procedures of the Board of Directors	
Number of physical board meetings in the reporting period (meetings in person)	7
Director average attendance rate at board meetings	% 100
Whether the board uses an electronic portal to support its work or not	Hayır (No)
Number of minimum days ahead of the board meeting to provide information to directors, as per the board charter	As a rule under the general practices of the Company, care is taken to send the information and documents relevant to the agenda of the board meetings to all board members at least one week in advance.
The name of the section on the corporate website that demonstrates information about the board charter	"Investor Relations/ Corporate Governance/ Articles of Association" and "Corporate/Board of Directors/Board of Directors Working Principles"
Number of maximum external commitments for board members as per the policy covering the number of external duties held by directors	There is no policy covering the number of external duties held by directors. Assumption of external commitments by the Board members has been subject to the general provisions since the foundation of the Company, and the board members are required to get the permission of the General Assembly for having transactions with the Company and borrowing from the Company under the Article 395 of Turkish Code of Commerce (TTK) and noncompetition with

	the Company under the Article 396 of TTK. Average number of external commitments of the present Board members of our Company stands at 1.5.
<b>4.5. Board Committees</b>	
Page numbers or section names of the annual report where information about the board committees are presented	Board of Directors/ Operating Principles of the Board of Directors and Board of Directors' Assessment of the Efficiency of Board of Directors Committees and the Company's Internal Systems sections and "Committee for Audit Report" section
Link(s) to the PDP announcement(s) with the board committee charters	<a href="https://www.kap.org.tr/tr/Bildirim/363253">https://www.kap.org.tr/tr/Bildirim/363253</a>

#### Composition of Board Committees-I

Names Of The Board Committees	Name Of Committees Defined As "Other" In The First Column	Name-Surname of Committee Members	Whether Committee Chair Or Not	Whether Board Member Or Not
Kurumsal Yönetim Komitesi (Corporate Governance Committee)		Prof. Dr. Arzu Erdem	Evet (Yes)	Yönetim kurulu üyesi (Board member)
Kurumsal Yönetim Komitesi (Corporate Governance Committee)		Süleyman H. Özcan	Hayır (No)	Yönetim kurulu üyesi (Board member)
Kurumsal Yönetim Komitesi (Corporate Governance Committee)		Murat Doğan	Hayır (No)	Yönetim kurulu üyesi (Board member)
Kurumsal Yönetim Komitesi (Corporate Governance Committee)		Ayşegül Şahin Kocameşe	Hayır (No)	Yönetim kurulu üyesi değil (Not board member)
Riskin Erken Saptanması Komitesi (Committee of Early Detection of Risk)		Haluk Büyükbaş	Evet (Yes)	Yönetim kurulu üyesi (Board member)
Riskin Erken Saptanması				

Komitesi (Committee of Early Detection of Risk)	Prof. Dr. Arzu Erdem	Hayır (No)	Yönetim kurulu üyesi (Board member)
Riskin Erken Saptanması Komitesi (Committee of Early Detection of Risk)	Murat Doğan	Hayır (No)	Yönetim kurulu üyesi (Board member)
Denetim Komitesi (Audit Committee)	Nihat Uzunoglu	Evet (Yes)	Yönetim kurulu üyesi (Board member)
Denetim Komitesi (Audit Committee)	Haluk Büyükbaş	Hayır (No)	Yönetim kurulu üyesi (Board member)

## 4. BOARD OF DIRECTORS-III

4. BOARD OF DIRECTORS-III	
4.5. Board Committees-II	
Specify where the activities of the audit committee are presented in your annual report or website (Page number or section name in the annual report/website)	"Board of Directors/ Working Principles of Board of Directors Committees" and "Board of Directors Assessment of the Efficiency of Board of Directors Committees and the Company's Internal Systems" sections and "Committee for Audit Report" section
Specify where the activities of the corporate governance committee are presented in your annual report or website ( Page number or section name in the annual report/website )	"Board of Directors/ Working Principles of Board of Directors Committees" and "Board of Directors Assessment of the Efficiency of Board of Directors Committees and the Company's Internal Systems" sections
Specify where the activities of the nomination committee are presented in your annual report or website (Page number or section name in the annual report/website)	"Board of Directors/ Working Principles of Board of Directors Committees" and "Board of Directors Assessment of the Efficiency of Board of Directors Committees and the Company's Internal Systems" sections
Specify where the activities of the early detection of risk committee are presented in your annual report or website ( Page number or section name in the annual report/website )	"Board of Directors/ Working Principles of Board of Directors Committees" and "Board of Directors Assessment of the Efficiency of Board of Directors Committees and the Company's Internal Systems" sections





Names Of The Board Committees	Name of committees defined as "Other" in the first column	The Percentage Of Non-executive Directors	The Percentage Of Independent Directors In The Committee	The Number Of Meetings Held In Person	The Number Of Reports On Its Activities Submitted To The Board
Kurumsal Yönetim Komitesi (Corporate Governance Committee)		% 75	% 25	11	6
Riskin Erken Saptanması Komitesi (Committee of Early Detection of Risk)		% 100	% 67	7	7
Denetim Komitesi (Audit Committee)		% 100	% 100	4	4