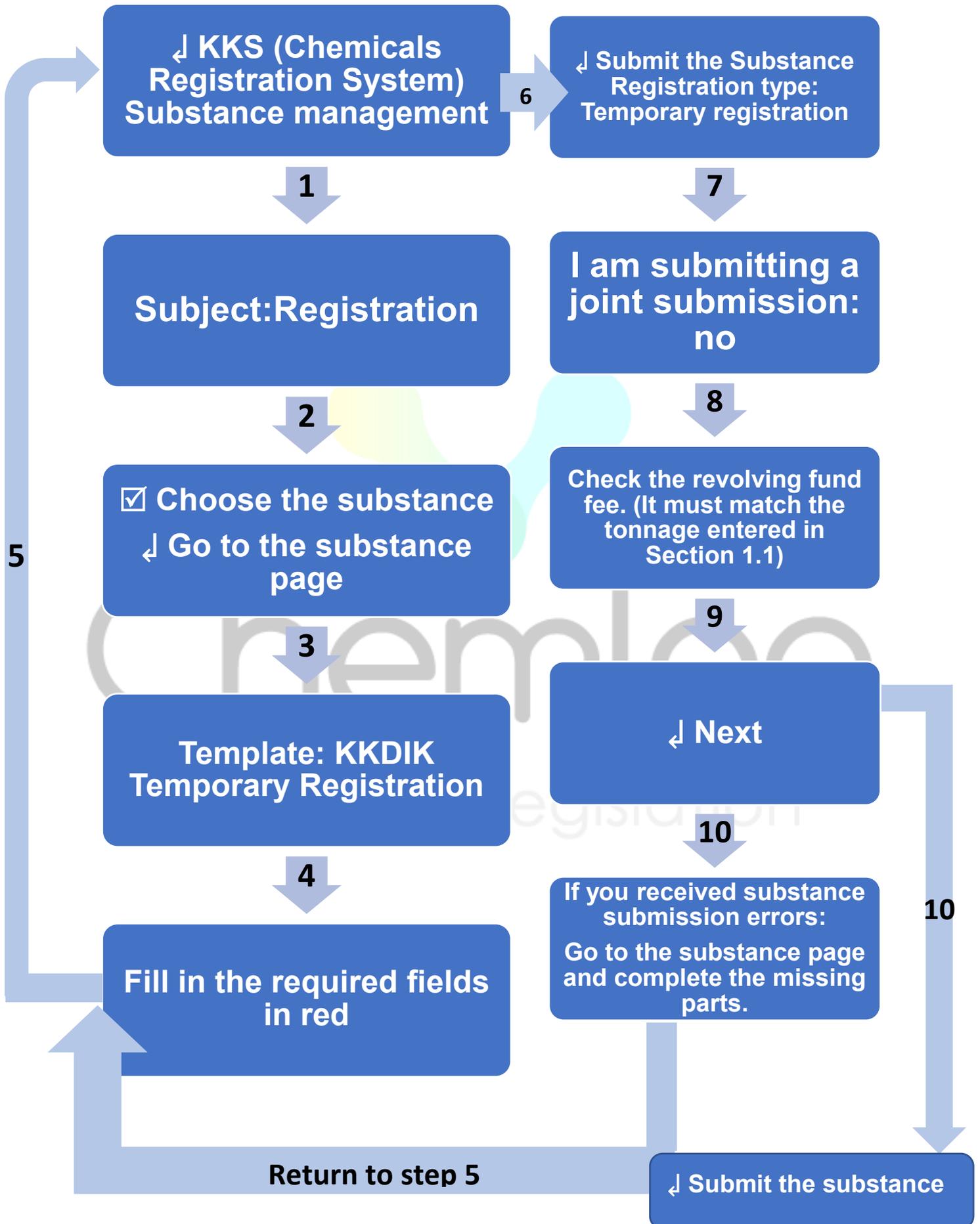


KKDIK Individual Temporary Registration Flowchart



Temporary Registration – Chemicals Registration System (KKS) (Individual)

Temporary Registration Submission Steps for a Pre-registered Substance

1. In the KKS system, go to the **Substance Management (Madde Yönetimi)** section from the left menu.
2. Select **Registration (Kayıt)** as the subject.
3. Select the relevant substance.
4. Click the **Go to Substance (Maddeye Git)** button.
5. From the templates that open, select “**KKDİK Temporary Registration (KKDİK Geçici Kayıt)**”.
6. Fill in the sections specified for temporary registration.
7. Go back to the **Substance Management (Madde Yönetimi)** section.
8. Click the **Submit Substance (Maddeyi Gönder)** button.
9. Select “**KKDİK Temporary Registration (KKDİK Geçici Kayıt)**” as the registration type.
10. Select “**No (Hayır)**” in the **I am submitting a joint submission (Ortak başvuruda bulunuyorum)** section.
11. Confirm that the revolving fund fee generated by the system is consistent with the tonnage band information entered in Section 1.1.
12. Confirm the dossier submission by following the **Next (İleri)** tab and **Submit Substance (Madde Gönder)** steps.

Payment Process

13. After the substance submission, the system assigns a “**Payment Reference Number (Ödeme Referans Numarası)**” specific to the application.
14. At this stage, when the relevant substance is clicked on the **Submitted Substances (Gönderilen Maddeler)** screen, the message “**Payment Made: No (Ödeme Yapıldı: Hayır)**” will be displayed.
15. The payment is made to the bank by declaring the reference number displayed on the screen.
16. After the payment is made, the company must click the relevant substance again on the **Submitted Substances (Gönderilen Maddeler)** screen so that the payment information can be transferred to KKS.
17. When the notification “**Payment Made: Yes (Ödeme Yapıldı: Evet)**” appears in the system, the application is taken into the Ministry’s evaluation process.

Missing Data and Documents

- If any data cannot be obtained while filling in the temporary registration sections, the registration can still be completed by providing a justification in the relevant section. If there are supporting documents related to this, they should be uploaded to **Section 13.2 – Other Assessment Report (13.2 Diğer Değerlendirme Raporu)**.
- The **Chemical Assessment Expert Certificate** should also be added to **Section 13.2 – Other Assessment Report (13.2 Diğer Değerlendirme Raporu)**.