INVOICE INSTRUCTIONS

For Our Suppliers

Marmara Diving Denizaltı Hizmetleri Tic. Ltd. Şti. | Doc. No: QP-106-A02 | Rev. 00 | 15 October 2026

Dear Sir / Madam,

Marmara Diving places a high value on an efficient accounts payable process, as this allows your invoices to be processed internally without delay and paid on time. We therefore kindly ask you to observe the following guidelines when invoicing us.

These instructions form an integral part of the Marmara Diving General Purchasing Terms and Conditions (QP-106-A01).

1. Invoice Requirements

Your invoice must comply with all applicable legal requirements — those of Turkish tax legislation, or of the tax legislation of your own jurisdiction where you are established abroad. These normally include:

- The full name and address of both the Supplier and Marmara Diving;
- The country of establishment;
- The tax identification number and trade registry number;
- The invoice date and invoice number;
- A description of the Products or Services, with quantities and unit prices;
- The currency, the VAT rate applied and any withholding applicable;
- Bank account details (IBAN and, for foreign transfers, SWIFT/BIC).

2. Reference

- The full Purchase Order number must be stated clearly on the invoice. This number is provided to you in advance by our purchasing officer or by the person placing the order.
- Where no Purchase Order has been issued, the invoice must state the Marmara Diving project code together with the name of your contact person at Marmara Diving.
- Each invoice must relate to one Purchase Order number only.

3. Invoice Address

The company name and address stated on the Purchase Order must be reproduced accurately on the invoice, and must match the details recorded in the trade registry. Please note that the use of PO box addresses is not accepted, unless it is the only option available in your country.

Invoices should be sent to info@marmaradiving.com. All other business correspondence should be directed to your usual contact person or to info@marmaradiving.com.

4. Format

- Where you are subject to the Turkish e-invoicing regime, invoices must be issued as e-Fatura or e-Arşiv Fatura through the Revenue Administration system.

- In all other cases, invoices should be submitted by email in PDF format.
- Each invoice must be contained in a single PDF file, together with any relevant annexes.
- One invoice per file, with a maximum file size of 10 MB.
- Please do not send the same invoice more than once, and do not send a paper copy of an invoice already submitted electronically.

5. Supporting Documentation

Under Article 22.3 of the General Purchasing Terms and Conditions, the following must accompany the invoice where applicable to the scope of the order:

- Signed delivery notes or goods receipt notes;
- Approved timesheets for services charged on a time basis;
- Material certificates, test reports and calibration records;
- Declarations of conformity and safety data sheets;
- Any other certification specified in the Purchase Order or the Specification.

6. Payment

Unless the Purchase Order states otherwise, the payment term is forty-five (45) days from our receipt of a valid invoice. An invoice that does not comply with these instructions, or that is not accompanied by the required supporting documentation, is not a valid invoice, and the payment term does not begin until a compliant invoice has been received.

Payment is made to the bank account stated on the invoice. Any change to your bank details must be notified to us in writing, on your company letterhead and signed by an authorised signatory. We do not act on changes to bank details communicated by email alone.

7. Questions

If you have any questions regarding these instructions or the status of an invoice, please contact our accounting department:

- Email: info@marmaradiving.com
- Phone: +90 216 395 70 72
- Address: Marmara Diving Denizaltı Hizmetleri Tic. Ltd. Şti., Tuzla, Istanbul, Türkiye

With kind regards,

Marmara Diving Denizaltı Hizmetleri Tic. Ltd. Şti.
Finance & Administration

Related documents: QP-106-A01 General Purchasing Terms and Conditions | QP-106-A03 Supplier Code of Conduct.

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