

CENTRAL DOCUMENT MANAGEMENT SYSTEM (MDYS) USER MANUAL

■ Document Upload Procedures for Registration and Account Opening Applications

Publication date: 08.05.2026

Version number: 1.0

TABLE OF CONTENTS

A. INTRODUCTION	4
B. REGISTRATION AND ACCOUNT OPENING APPLICATION PROCESS.....	4
1. REGISTRATION.....	4
a. Registration for Real Persons	4
b. Registration for Legal Persons.....	6
2. UPDATING USER INFORMATION FOR REAL AND LEGAL PERSONS	9
3. MDYS ACCOUNT OPENING APPLICATION	11
a. Account Opening Application for Real Persons.....	11
b. Account Opening Application for Legal Persons	12
C. DOCUMENT UPLOAD PROCEDURES.....	15
1. DOCUMENT UPLOAD FOR REAL PERSONS	15
2. DOCUMENT UPLOAD FOR LEGAL PERSONS	16
3. DOCUMENT UPLOAD FOR REAL PERSONS REGISTERED BY INVESTMENT INSTITUTIONS.....	17
4. DOCUMENT UPLOAD FOR LEGAL PERSONS REGISTERED BY INVESTMENT INSTITUTIONS.....	18
D. VIEWING CURRENT AND PREVIOUS APPLICATIONS.....	19

A. INTRODUCTION

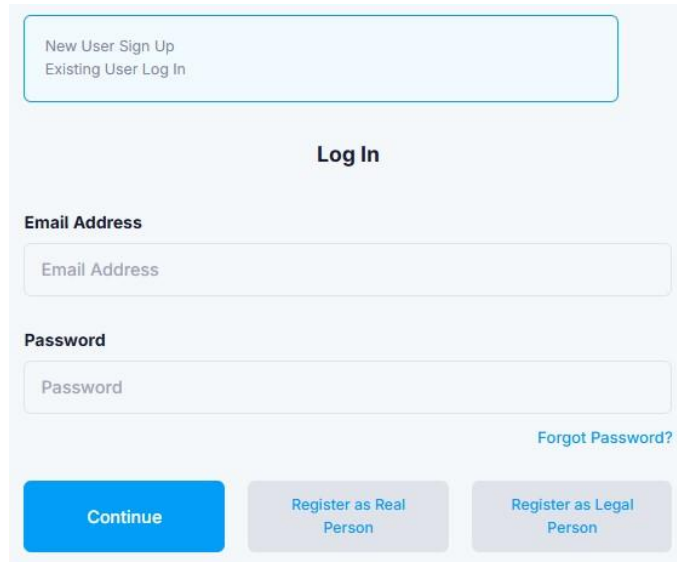
The Central Document Management System (MDYS) is a platform provided by our Organization to facilitate the sharing of documents that individuals and legal entities residing abroad will use during the process of opening investment accounts with Investment Institutions. Through this platform, real and legal persons residing abroad can submit account opening applications and upload the documents required for account opening to the Investment Institutions. Additionally, Investment Institutions can perform transactions on behalf of real and legal persons residing abroad and process approval or rejection decisions based on applications submitted by such individuals.

Investment Institutions conducting transactions via MDYS must be members and users of the MİM360 MKK Communication Center. For guidance on using MİM360, please refer to the user manual available here: [MİM360 User Manual \(TR\)](#)

B. REGISTRATION AND ACCOUNT OPENING APPLICATION PROCESS

1. REGISTRATION

a. Registration for Real Persons



The screenshot displays the MDYS login and registration interface. At the top, a light blue box contains the links 'New User Sign Up' and 'Existing User Log In'. Below this, the 'Log In' section features input fields for 'Email Address' and 'Password', with a 'Forgot Password?' link to the right. At the bottom, there are three buttons: a blue 'Continue' button, and two grey buttons labeled 'Register as Real Person' and 'Register as Legal Person'.

You can access the homepage via the link <https://mdys.mkk.com.tr/investor>. Click the **"Register as a Real Person"** button.

Register as Real Person

User Information

ID Type

Actions

ID Number / Passport

ID Number / Passport

Name

Name

Surname

Surname

Birth Date

Select Date (DD/MM/YYYY)

Nationality

Actions

Email Address

Email Address

Phone

 +90

Tax ID

Tax ID

Notification Language

Actions

Address Information

Country

Actions

City

City

Address

Address

☐ [KVKK Information Notice](#) I have read and approved.

Sign Up

Cancel

After the screen opens and the required fields are filled out, click the **“Sign Up”** button.

Verification codes have been sent to your email address.

Please enter the received code into the "Verification Code" field within 5 minutes and click the "Verify" button.

Email Verification Code

Password

Confirm Password

Verify and Sign Up

[Resend Code](#)

After clicking the "Sign Up" button, the password setup screen appears. Enter the verification code sent to the email address provided during registration in this field. Once the password has been verified, click **"Verify and Sign Up"** to proceed.

When registration is successful, a pop-up window appears with the message: **"Your registration was successful. You can now log in."**

b. Registration for Legal Persons

New User Sign Up
Existing User Log In

Log In

Email Address

Password

[Forgot Password?](#)

Continue [Register as Real Person](#) [Register as Legal Person](#)

You can access the homepage via the link <https://mdys.mkk.com.tr/investor>. Click the **"Register as a Legal Person"** button.



Register as a Legal Person

Company Information

LEI Code

[Query](#)

[Clear](#)

Company Title

Field of Activity

Group Email Address

Tax ID

Country

City

Address

Representative Information

ID Type

Actions

ID Number / Passport

ID Number / Passport

Name

Name

Surname

Surname

Birth Date

Select Date (DD/MM/YYYY)

Nationality

Actions

Email Address

Email Address

Phone

 +90

Notification Language

Actions

Address Information

Country

Actions

City

City

Address

Address

Fill in the fields on the screens that appear, such as company information, representative information, and address details. Here, entering the LEI code of the company will also provide some of the necessary company info, through GLEIF connection. Then, click the **"Sign Up"** button to continue the process.

Verification codes have been sent to your email address.

Please enter the received code into the "Verification Code" field within 5 minutes and click the "Verify" button.

Email Verification Code

Password

Confirm Password

Verify and Sign Up

[Resend Code](#)

After clicking the "Sign Up" button, the password setup screen appears. Enter the verification code sent to the email address provided the representative during the registration process in this field. Once the password has been verified, click **"Verify and Sign Up"** to proceed. A pop-up confirming that the registration was successful appears.

2. UPDATING USER INFORMATION FOR REAL AND LEGAL PERSONS

Log in to the system using your email address and password on the MDYS homepage. Fill in the information on the **User Information** screen, and you can update the relevant fields as needed.

Dashboard

Account Opening Request

User Information

Document Upload Application

User Information

ID Type

Identity Number

ID Number / Passport

123456

Name

TEST

Surname

TESTA

Birth Date

26/03/1977

Nationality

TURK

Email Address

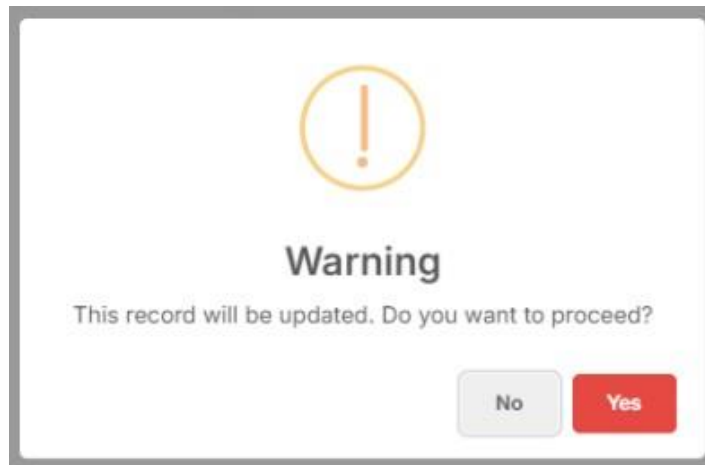
Phone

+90 123 123 12 31

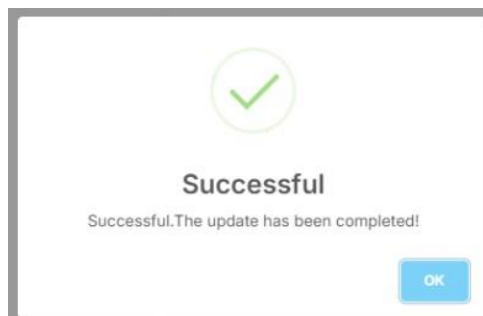
Notification Language

English

Update



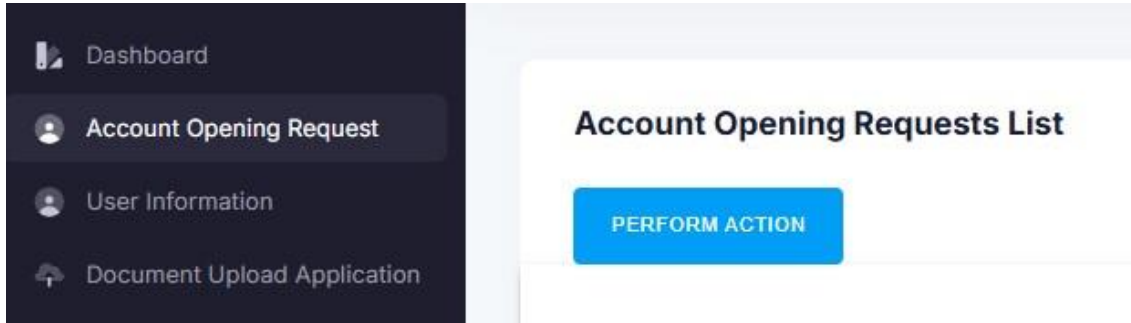
A notification indicating that an update is in progress appears. After confirmation, you will see that the information has been successfully updated.



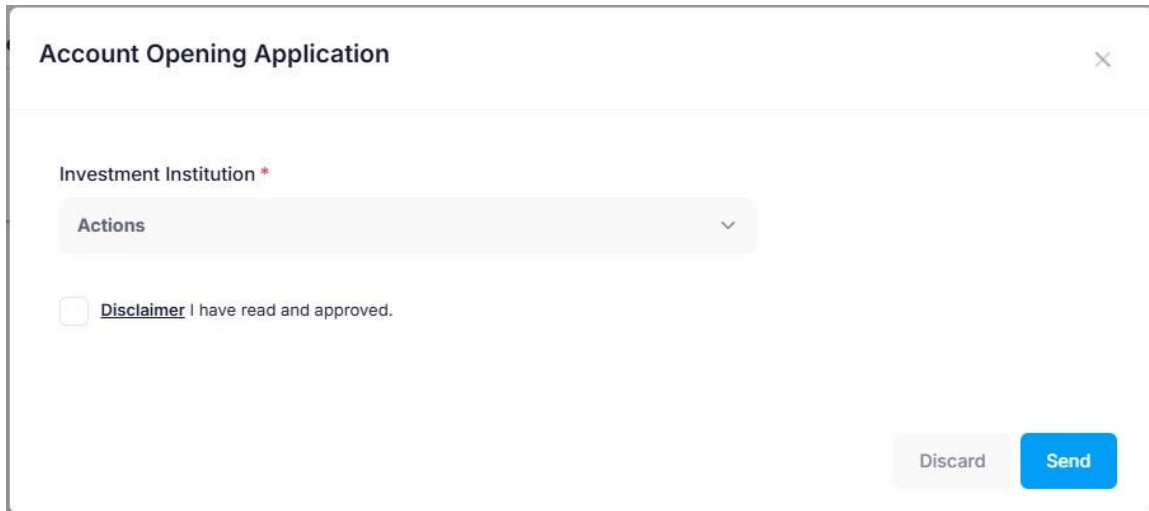
3. MDYS ACCOUNT OPENING APPLICATION

a. Account Opening Application for Real Persons

A real person logs in to MDYS using their email address and password, then selects the account opening request from the panel on the left side of the page.



Click the “**Perform Action**” button on the Account Opening Application screen.



Select the Investment Institution where the transaction will be processed and click the “Send” button. Click “Detail” to view detailed information about the transaction. You will see that the relevant account application request is pending approval at the Investment Institution.

Detailed Information

Process Initiator

TEST TESTA

Selected Investment Firm

Status

Pending approval for the investment institution.

Discard

b. Account Opening Application for Legal Persons

The first representative of the legal person logs into the system using an email address and password.

Since transactions in a legal person account can be conducted by at least two representatives, the first representative must define a second representative by accessing the **"Representative Actions"** field.

Dashboard

Account Opening Request

User Information

Representative Operations

Document Upload Application

Representative Operations

At least 2 and at most 5 representatives can be defined. *

Name	Surname	ID Number / Passport	Email Address	Status	Actions
TESTB	TESTC	123123123		Active	

Rows Per Page 10 1-1 of 1

DEFINE REPRESENTATIVE

Define Representative

ID Type

Actions

ID Number / Passport

ID Number / Passport

Name

Name

Surname

Surname

Birth Date

Select Date (DD/MM/YYYY)

Nationality

Actions

Email Address

Email Address

Phone

+90

Notification Language

Actions

Save

The second representative is set to "Pending Verification" status. The second representative completes the verification process by clicking the link sent to their email address. The second representative will set up their password, and login to the system using their email address and password. After that, both defined representatives will show up as "Active".

Representative Operations					
At least 2 and at most 5 representatives can be defined. *					
Name	Surname	ID Number / Passport	Email Address	Status	Actions
TESTB	TESTC	123123123		Active	
TESTD	TESTE	123124		Active	

Rows Per Page: 10 1-2 of 2

DEFINE REPRESENTATIVE

After one of the representatives logs into the system, they select the "Account Opening Request" tab for the relevant investment institution they have chosen to have their transactions executed on their behalf.

Account Opening Application

Investment Institution *
Actions

☐ [Disclaimer](#) I have read and approved.

Discard Send

When opening an account for a legal person, since one representative can log in and another can approve the process, a representative other than the one who submitted the account opening application must log in to the system and grant approval.

Investment Institution Title	Company Title	Status	DETAIL
	TEST COMPANY	Pending approval for second legal entity's.	

After the other representative logs into the system using their email address and password, they can access the **Account Opening Application** page to process application rejections and approvals.

Detailed Information

Process Initiator	TESTD TESTE
Approver	In progress
Company Title	TEST COMPANY
Selected Investment Firm	
Status	Pending approval for second legal entity's.
Reason for Rejection	

If the second representative wishes to refuse the account opening request, they can enter a reason for rejection and click "Reject". When the "Approve" button is clicked, a final reminder message appears in the pop-up window.



Warning

This registration will be approved. Do you want to proceed?

The account opening application is then submitted to the Investment Institution for approval.



Successful

Successful. The approval process has been completed!

c. Account Opening Application for Real Persons Registered by an Investment Institution

Real persons whose registrations have been made by an investment institution do not need to submit a separate account opening application; they can proceed directly through the document upload section in accordance with the instructions provided to them by the investment institution.

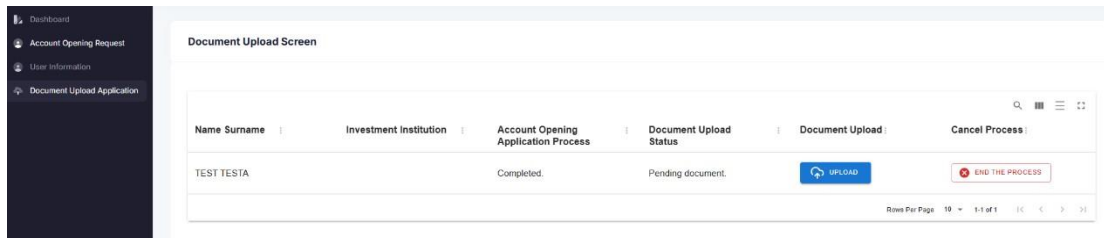
d. Account Opening Application for Legal Persons Registered by an Investment Institution

Legal persons whose registrations have been made by an investment institution do not need to submit a separate account opening application; they can proceed directly through the document upload section in accordance with the instructions provided to them by the investment institution.

C. DOCUMENT UPLOAD PROCEDURES

1. DOCUMENT UPLOAD FOR REAL PERSONS

The real person logs into the system using their email address and password, then accesses the MDYS homepage by entering the verification code sent to their email. After the account opening application is approved by the relevant Investment Institution, they proceed to the document upload phase. The user then accesses the **"Document Upload Application"** section in the left-hand menu.



Name Surname	Investment Institution	Account Opening Application Process	Document Upload Status	Document Upload	Cancel Process
TEST TESTA		Completed.	Pending document.	UPLOAD	END THE PROCESS

When the user proceeds to the **"Upload"** section, a list of documents that can be uploaded appears.



APPLICATION DOCUMENTS	STATUS	DOWNLOAD_UPLOAD
		Download
		Download
		Download

[Abort](#) [Send](#)

Click the **“Upload”** button for each entry displayed on the screen. For each document, click **“Select Files”** to choose the document you want to upload, and the upload will be completed after clicking **“Close.”**

UPLOAD DOCUMENT
✕

You can upload documents in PDF format.

Pick Files

Discard

Save

After uploading the documents and seeing the checkmarks appear under the **“Status”** tab, proceed by clicking **“Send”**.

APPLICATION DOCUMENTS	STATUS	DOWNLOAD_UPLOAD
	✓	
	✓	
	✓	

The document upload application is successfully submitted to the investment firm.

2. DOCUMENT UPLOAD FOR LEGAL PERSONS

The legal person’s primary representative logs into the system and proceeds by selecting the “Upload” option under the **“Document Upload Application”** section.

Document Upload Screen

Company Title

Investment Institution

Account Opening Application Process

Process Approver

Document Upload Status

Document Upload

Cancel Process

TEST COMPANY

Completed.

Pending document.

 UPLOAD

 END THE PROCESS

Rows Per Page: 10 1-1 of 1 < >

The relevant application documents can be uploaded one by one by clicking the arrow icon under the **“Upload”** tab. Once the checkmarks appear under the **“Status”** tab, click the **“Send”** button to proceed.

Once the second representative of legal person logs in and grants approval, the process proceeds to the Investment Institution's approval.

Company Details							Actions	
Company Title	Investment Institution	Account Opening Application Process	Process Approver	Document Upload Status	Document Upload	Cancel Process		
TEST COMPANY		Completed.		Pending approval for second legal entity.	<button>APPROVE</button>	<button>END THE PROCESS</button>		

Rows Per Page 101 of 1

The real person registered by an Investment Institution logs into the system. Since the Investment Institution submitted the account opening application, the Document Upload Process on the document upload screen is in the **"Awaiting documents"** status.

Dashboard
Account Opening Request
User Information
Document Upload Application

Document Upload Screen

Name Surname	Investment Institution	Account Opening Application Process	Document Upload Status	Document Upload	Cancel Process
TEST TESTA		Completed	Pending document.	UPLOAD	END THE PROCESS

Rows Per Page: 10 1-1 of 1

CENTRAL DOCUMENT MANAGEMENT SYSTEM USER MANUAL

APPLICATION DOCUMENTS	STATUS	DOWNLOAD_UPLOAD
	✓	
	✓	
	✓	

Then, the successful completion pop-up appears on screen. The process can be seen to be pending approval from the relevant investment institution.

Document Upload Screen

Name Surname	Investment Institution	Account Opening Application Process	Document Upload Status	Document Upload	Cancel Process
TEST TESTA		Completed.	Pending approval for the investment institution.		

Rows Per Page: 10 1-1 of 1

4. DOCUMENT UPLOAD FOR LEGAL PERSONS REGISTERED BY INVESTMENT INSTITUTIONS

The representative of the legal person registered by the Investment Institution logs into the system. Since the Investment Institution submitted the account opening application, the Document Upload Process on the document upload screen displays the status "**Pending documents.**"

Document Upload Screen

Name Surname	Investment Institution	Account Opening Application Process	Document Upload Status	Document Upload	Cancel Process
TEST TESTA		Completed.	Pending document.		

Rows Per Page: 10 1-1 of 1

On the screen that opens when the "**Upload**" button is clicked, click the corresponding upload button for each document. After the documents have been uploaded and saved, click the "**Send**" button.

UPLOAD DOCUMENT

You can upload documents in PDF format

Pick Files

DiscardSave

D. VIEWING CURRENT AND PREVIOUS APPLICATIONS



HÜKÜMETİ DİŞİŞLERİ BAKANLIĞI
YÖNETİM SİSTEMİ
CENTRAL DOCUMENT
MANAGEMENT SYSTEM

Dashboard

Dashboard

Account Opening Request

Completed Application

User Information

Representative Operations

Document Upload Application

Dashboard

Lists of Completed Applications

Title / Name Surname

Investment Institution Title

Account Opening Application

Document Upload Application

Application Date

Detail

TEST Comp A

ANONİM ŞİRKETİ

Pending approval of the second representative of the legal entity. Cancelled.

-

21/04/2026 14:50:14

TEST Comp A

ANONİM ŞİRKETİ

Pending approval for the investment institution. Cancelled.

-

21/04/2026 14:47:05

Rows Per Page

10

1-2 of 2

<

>