

Time Schedule: YE Closing 2009

Status: 11.11.2009

Nr Measures	Activities	Responsible external	Responsible	Starting Date:	Ending Date:	
01 Close Turkish GAP	Final Payment Run 2009 1. Payment 2010: 9.1.2010	Independent Accountants	Mr. Barut	21/12/2009	21/12/2009	
01 Close Turkish GAP	Accounting Petty Cash Site, Ankara (in Time Delivery of Vouchers etc. necessary)	Independent Accountants	Mr. Soysal, Mr. Barut	23/12/2009	23/12/2009	
01 Close Turkish GAP	Last IC - Invoicing	Independent Accountants	Mr. Barut	21/12/2009	21/12/2009	FIXED DATE, Group wide Closing Guideline
01 Close Turkish GAP	Last IC - Payment	Independent Accountants	Mr. Barut	21/12/2009	21/12/2009	FIXED DATE, Group wide Closing Guideline
01 Close Turkish GAP	Delivery of Group Wide FX Rates for valuation of Foreign Currency Bank Deposits, Debits, Credits etc.		Group Finance		latest 04.01.2010 12:00 Uhr	FIXED DATE, Group wide Closing Guideline
01 Close Turkish GAP	Final Payroll Booking for 2010	Independent Accountants	Mr. Barut	17/12/2009	18/12/2009	
01 Close Turkish GAP	Final Invoicing to 3rd Parties	Independent Accountants	Mr. Barut		29/12/2009	
01 Close Turkish GAP	Confirmation of Intercompany Balances 29.12.2009		Mr. Barut	29/12/2009	05/01/2010	FIXED DATE, Group wide Closing Guideline
01 Close Turkish GAP	Reminder to all Cost - Responsible Persons to approve Invoices for Accounting till 23.12.2009		Mr. Barut	16.12.2009 1. Reminder	21.12.2009 2nd Reminder	
01 Close Turkish GAP	1. Deadline Accounting of all approved Invoices	Independent Accountants	Mr. Barut	-	23/12/2009	
01 Close Turkish GAP	2. Deadline Accounting of all approved Invoices	Independent Accountants	Mr. Barut	-	28.12.2009 at 15:00	
01 Close Turkish GAP	Transmittal of all Bank Account Statements to Independent Accountants	Independent Accountants	Mr. Barut	01/01/2010	01/01/2010	
01 Close Turkish GAP	Accruals for outstanding Invoices	Independent Accountants	Mr. Barut	02/01/2010	02/01/2010	



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Nr Measures	Activities	Responsible external	Responsible	Starting Date:	Ending Date:	
01 Close Turkish GAP	FX Valuation according to Group FX Rates	Independent Accountants		04/01/2010	04/01/2010	
1 01 Close Turkish GAP	End of Accounting Activities for Period 12/2009 um 15:00	Independent Accountants	Mr. Barut	05.01.2010 um 15:00 Uhr	05.01.2010 um 15:00 Uhr	
01 Close Turkish GAP	Finalizing Accounts for 2009	Independent Accountants	Mr. Barut	06.01.2010 um 18:00 Uhr	06.01.2010 um 18:00 Uhr	
01 Close Turkish GAP	Preparation of IFRS Reporting Package	Independent Accountants	Mr. Pap	08/01/2010	08/01/2010	
1 01 Close Turkish GAP	Transmittal of PwC Audit Report on Final Figures	PwC	Mr. Barut		11/01/2010	FIXED DATE, Group wide Closing Guideline
1 01 Close Turkish GAP	Final IFRS Reporting Package	Independent Accountants	Mr. Pap		11/01/2010	FIXED DATE, Group wide Closing Guideline