

Ministry Of Trade
Registration Of Companies Department
Foreign Companies Section

**Required Documents to Incorporate a Branch or a Representation
Office of a Foreign Company In Iraq**

1-A copy of the memorandum of incorporation and articles of association of the mother company or corporation or any equivalent document provided it should imply the board of directors names and the person authorized to sign.

2-A copy of the form of the licence request.

3-A copy of a valid registration certificate of the company or the corporation issued from the country of origin.

4-A copy of the latest final accounts of the company or the corporation together with the board of directors report attached with these accounts and also must imply:-

a)A copy of the auditor report .

b)A letter from the mother company to bear financial and legal responsibility of its branch.

5- A copy of the power of attorney of the branch or office manager in Iraq who actually reside therein issued from the company or corporation management .

6-The authorization of the representative for filing with the Registrar of Companies..

7- A confirmation letter from the government departments or contractual sources clarifying the contract nature or the rendered services together with the commencement and expiry date of contract and the maintenance period, if any, concerning the companies which are subject to get a branch licence only, and that includes also the companies which are investing in the governorates and regions in compliance with Investment Law No.13 Of 2006. Otherwise the company can be registered as a representation office aiming at studying the market ,probabilities of work and production or to introduce it's products and services or to facilitate contacts with it's headquarters.

NOTES:-

1- The above documents should be certified from the competent authorities (sectorial source like the Notary Public + Ministry of Foreign Affairs + Iraqi Embassy) in the country of origin and should be translated to Arabic language if these documents are in foreign language.

2- A copy of the branch or office manager passport(for foreigners only) and identity card for Iraqis.

3- Identity card for the representative of filing with the Registrar of Companies.

4- The branch or office manager and the representative of filing with Registrar of Companies must reside in Iraq. .

MINISTRY OF TRADE

REGISTRATION OF BRANCHES AND TRADE REPRESENTATION OFFICES BY FOREIGN COMPANIES

1-Legal name :	7- Will business in Iraq be involved in Yes No											
2-Trade name :	a. land ownership ? _____ _____ b. natural resource extraction or initial processing _____ _____ c. Retail sales? _____ _____											
3-Type of business activity :	8- name of chief executive officer in home country of establishment :											
4-Business address of offices in Iraq: City : Governorate : Postal code: Business telephone in Iraq : Business facsimile in Iraq: Business e-mail :	Business address: Local address: City : Province/state: Postal code: Country: Business telephone: Business facsimile: Business e-mail :											
5- name of chief management official in Iraq (must reside in Iraq) : Local address: City: Governorate: Postal code: Telephone number:												
6-Name of authorized representative for filing with the registrar (must reside in Iraq) : Local address: City: Governorate: Postal code: Telephone number:	9- Amount of authorized capital (specify currency) :											
	10-Name and address of owners of 10% or more of company equity : <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:50%; text-align:center">Name</th> <th style="width:50%; text-align:center">Address</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>		Name	Address								
Name	Address											

Continuation of any items above (please make note of item number from page (1)

Continuation of item ()

Continuation of item ()

Continuation of item ()

Continuation of item ()

Continuation of item ()

Continuation of item ()

Under the penalty of law, I hereby declare that all information contained in this form and other submitted materials is correct complete and authentic.

Printed name
(authorized representative for filings)

Signature
(authorized representative for filings)

Date (DD/MM/YYYY)

REGISTRAR USED ONLY BELOW THIS LINE

Checklist for receipt of other required items

Initials of
Official

1-Authenticated certificate of registration from home country of origin

2-Copy of the company's charter or equivalent , authenticated by competent authority in home country of origin

3- Financial statements of company for the last fiscal year

4- Copy of power of attorney of the authorized director of the company branch or office in Iraq and a copy of the original passport for non-Iraqi.

5-Copy of the civilian identification card of authorized representative for filings with the registrar

Temporary tracking number for application

Registrar official information : Printed name

Signature

FORM NUMBER: _____
 TRACKING NUMBER: _____

KURDISTAN REGION – MINISTRY OF FINANCE AND ECONOMY – DIRECTORATE GENERAL OF TRADE
Branches and Trade Representative Offices
 FOR FOREIGN COMPANY REGISTRATION ONLY

Type of Filing	
<input type="checkbox"/> Registration	<input type="checkbox"/> Amendment of Registration Initially Filled _____ (Company Registration Number: _____)

INSTRUCTIONS:
 Complete this form only if you are attempting to register or change information about a branch or trade representative offices of a foreign company.

Do not complete this form without referring to the most recent version of Ministerial Instructions No. 149 and Order 39 on Foreign Investment (Coalition Provisional Authority, 19 September 2003) for information as to required updates and other matters relevant to the filing of this form.

Type or write all information in black or blue ink. When all information has been entered, please submit this form to the Registrar of Companies, in Baghdad - Al-Mansour – Baghdad international fairground, or in Erbil at Sixty (60) Street, subroad opposite to the Ministry of Industry, or in Sulamaniyah at the Industrial Area – near the Silo Factory. The application should be submitted together with the documents indicated in the Registrar's checklist on page four. The application, supporting documents and applicable fee may be submitted by personal delivery, mail or delivery service or, except for fees, fax or e-mail (scan required documents and signatures).

NOTE: Section 6(1) of Order 39 on Foreign Investment provides foreign investment may take place with respect to all economic sectors in Iraq, with certain exceptions or conditions noted there and elsewhere in that Order as to specific activities, including natural resources extraction and initial processing, real estate ownership, retail trade, banking and insurance.

1. Form of Foreign Investment	
Check one below	
a. Branch <input type="checkbox"/>	b. Trade Representation Office <input type="checkbox"/>

2. Names of the Company	
Legal Name in Home Country	Trade Name intended for use in Iraq

3. Business Addresses in Iraq (if more than one, report all, but indicate places of principal offices; if no office at time of initial registration, use business address of person in items 6, 7 or 8 but regular main office must be reported within 7 days of its opening or change; if other locations also later established, report on additional locations no later than year end.)			
a. Street Address			
b. City	c. Governorate	d. Postal Code	e. Website
f. Office Telephone	g. Fax Number	h. E-Mail Address	

4. Activities of the Company in Iraq	
a. International Standard Industrial Code(s) (ISIC) for activities planned for Iraq	
b. Please describe the activities of the company generally and those intended for Iraq	

FORM NUMBER: _____
 TRACKING NUMBER: _____

KURDISTAN REGION – MINISTRY OF FINANCE AND ECONOMY – DIRECTORATE GENERAL OF TRADE

Branches and Trade Representative Offices
FOR FOREIGN COMPANY REGISTRATION ONLY

5. Will the Company Engage in Retail Sales in Iraq?

Check one below

a. Yes

b. No

6. Chief Management Official in Iraq

a. Name

b. Street Address

c. City

d. Governorate

e. Postal Code

f. Website

g. Office Telephone

h. Fax Number

i. E-Mail Address

7. Authorized Representative for Filings with the Registrar

a. Name

b. Street Address

c. City

d. Governorate

e. Postal Code

f. Website

g. Office Telephone

h. Fax Number

i. E-Mail Address

8. Agent for Service of Legal Process in Iraq

a. Name

b. Street Address

c. City

d. Governorate

e. Postal Code

f. Website

g. Office Telephone

h. Fax Number

i. E-Mail Address

9. Chief Executive Officer In Home Country

a. Name

b. Street Address

c. City

d. Jurisdiction

e. Country

f. Postal Code

g. Website

h. Office Telephone

i. Fax Number

j. E-Mail Address

10. Amount of Charter or Authorized Capital in Foreign Currency

a. Amount

b. Currency

11. Foreign Company Net Worth at Close of Most Recent Financial Period

a. Amount

b. Currency

a. Date of close of period

12. Name and address of owners of 10% or more of foreign company's equity (Owner 1)

a. Name

FORM NUMBER: _____
 TRACKING NUMBER: _____

KURDISTAN REGION – MINISTRY OF FINANCE AND ECONOMY – DIRECTORATE GENERAL OF TRADE

Branches and Trade Representative Offices
FOR FOREIGN COMPANY REGISTRATION ONLY

b. Street Address			c. City
d. Jurisdiction	e. Country	f. Postal Code	g. Website
h. Office Telephone		i. Fax Number	j. E-Mail Address

13. Name and address of owners of 10% or more of foreign company's equity (Owner 2)

a. Name			
b. Street Address			c. City
d. Jurisdiction	e. Country	f. Postal Code	g. Website
h. Office Telephone		i. Fax Number	j. E-Mail Address

14. Name and address of owners of 10% or more of foreign company's equity (Owner 3)

a. Name			
b. Street Address			c. City
d. Jurisdiction	e. Country	f. Postal Code	g. Website
h. Office Telephone		i. Fax Number	j. E-Mail Address

15. Attestation

Under the penalty of law, I hereby declare that all information contained in this form and other submitted materials are correct, complete and authentic.

a. Printed Name (authorized representative for filings with the Registrar, person in item 7)
b. Signature (authorized representative for filings with the Registrar)
c. Date (DD/MM/YYYY)

THIS SECTION IS FOR REGISTRAR USE ONLY

Checklist for receipt of other required items

Initials of Official

FORM NUMBER: _____
 TRACKING NUMBER: _____

KURDISTAN REGION – MINISTRY OF FINANCE AND ECONOMY – DIRECTORATE GENERAL OF TRADE

Branches and Trade Representative Offices
FOR FOREIGN COMPANY REGISTRATION ONLY

1. Certificate of registration or establishment from foreign company's home country, authenticated by competent authority of that country.	<input type="checkbox"/>
2. Copy of the company's charter or equivalent, authenticated by competent authority of home country.	<input type="checkbox"/>
3. Letter from authorized director or officer of foreign company calling for operation of business in Iraq. The letter should be on the stationary of the applicant foreign company signed by an authorized officer or director of the company, should authorize the registration of the foreign business entity in Iraq, consent to service of process in Iraq and identify the foreign company's chief management official in Iraq, the authorized agent(s) for service of legal process in Iraq and the individual(s) authorized to submit the registration application on behalf of the company. There is no requirement that different persons fill these last two roles only that whoever does should reside in Iraq.	<input type="checkbox"/>
4. Documentation from a licensed bank in Iraq of \$100,000 deposit in a non-interest bearing account (only necessary if answer to question five is yes and retail activity to commence in 30 days.)	<input type="checkbox"/>
5. Financial statements of company for its last fiscal year (balance sheet and earnings statement; cash flow statement and statement of changes in equity if available.	<input type="checkbox"/>
6. Copy of passport or civilian identification card of authorized representative for filings with the registrar.	<input type="checkbox"/>
Application accepted – I hereby declare that this application is complete and the necessary fee of ID 200,000 has been paid. Application approved – I hereby declare the remainder of the application fee as been paid upon approval of this registration.	<input type="checkbox"/>
Company registration number	
Date of initial registration	
Temporary tracking number for application:	
Date of amended registration	
Name of Registrar official processing this application	
Signature	
Date (DD/MM/YYYY)	

OFFICIAL REGISTRATION STAMP – ONLY IF APPROVED