

## **Documents and procedures required to opening a branch of a foreign company in Kurdistan Region:**

Procedures are proceeded through the website of the Directorate General for Registration of Companies in the Region as follows:

### **1- All the documents of the main company as follows:**

- A) The contract of incorporating the main company
- B) Report of incorporation meeting of the main company.
- C) Certificate of incorporation of the main company.
- D) Other securities of the company.

E) A letter from the company addressed to (General Directorate for the Establishment of Companies in Kurdistan Region) as follows:

We are the company (.....) we are willing to open a branch of our company in (.....) city and nominate Mr. (.....)As the assignee director of the branch vested with all administrative, financial and legal powers, and nominate Mr. (.....) as the legal consulter of the company the legal representative for the procedures of opening the company branch.

F) The main Company's budget for the last year.

- The above articles must be translated into Arabic and ratified by the notary public, and by the Foreign Ministry and the Iraqi Embassy in the mother country.

- Ratification of the abovementioned documents by the Directorate of External Relations and by the Ministry of Justice in the Region.

2- **The company's headquarters disclosure** as follows:

A) Submission of the application to the Registrar of Companies to proceed with the disclosure of the company's headquarters procedures, accompanied by a certified lease contract of company headquarters.

B) Payment of fees and wages for disclosure.

C) The disclosure shall be carried out by the Disclosure Committee on the specified time and there must be a furnished office of the company.

D) Arranging a report, that the location of the company is appropriate, by the Disclosure Committee signed by its three members and the director of the company or his fiduciary in charge of the establishing procedures.

**3. Contributors' personal documents are** as follows:

- Passport of non-Iraqi contributors.

- In case that the authorized director is foreign, there must be the approval and residency for the authorized director and he must be in Kurdistan Region for this purpose.

- If the authorized director is Iraqi, an undertaking must be ratified by the Legal Department of the Registrar of Companies that he is not an employee in any State or Public sector.

**4 - Procuration from the authorized director of the branch** for the lawyer in charge of the procedures authorizing the opening of a branch of the company.

**5. Submission of an application for establishment** as follows:

A) Submitting a request to establish a company signed by the lawyer in charge of incorporation procedures accompanied by the documents mentioned in articles (1, 2, 3 and 4) to the Registrar of Companies.

B) The request shall be transferred to the Foreign Companies Department, where the priorities shall be fully audited.

C) Payment of official fees.

D) The dossier shall be sent in full to the General Directorate of Registration of Companies in Kurdistan Region (Foreign Companies Section).

**6 - The full auditing of the dossier** is repeated at the General Directorate of Registration of Companies.

Release fees are paid and then the decision to approve the opening of the foreign company's branch is taken permitting the registration of the foreign company's branch. And the decision document is signed exclusively by the General Director of the Companies Registration.

**7. Legal Consulter:** An agreement is made with the legal consulter under a written contract ratified by the Lawyers Syndicate, and it includes the work performed by the legal consulter and his monthly salary.

**8- Company's accountant:** An agreement is made with an accountant belonging to the Accountants Syndicate in Kurdistan Region under a written contract ratified by the Accountants Syndicate and it includes the work performed by the accountant and his monthly salary.

**9 – Company's engineer:** An agreement is made with an engineer belonging to the Engineers Syndicate in Kurdistan Region under a written contract certified by the Engineers Syndicate and it includes the work performed by the engineer and his salary monthly (in case contracting is the activity or part of the activities of the company, an engineer is needed).

10. The abovementioned contracts shall be submitted to the General Directorate of Registration of Companies.

