

**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 a. land ownership? Yes ___ No ___ b. natural resource extraction or initial processing ___ ___ c. Retail sales? ___ ___								
2-Trade name :									
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 : Name Address								
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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 attprncy 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