

## **Registration of foreign companies representative offices**

Our company is specialized with providing legal services in registration of National companies, branches and representative offices of operating foreign companies in Iraq for it is licensed by ministry of Trade as companies registration's agent under No. (580).

In addition to the mentioned above, our company has a role in handling the license of classifying the Iraqi contracting companies issued by ministry of planning – department of contractors' classification and Federation of Iraqi contractors as well as obtaining identifications of merchants from all chambers of Trade in Iraq .

### *Documents of a Foreign Company Registry in Iraq*

#### **The required documents to register a representative office for a foreign company in Iraq**

- ◆ A certified copy of the Company or the Mother Institute Corporation Contract, the Basic System or any relevant document that should contain the names of members of Directors' Board who are authorized to sign on its behalf.
  - ◆ A certified copy of the Company or the Institute valid Registration Certificate issued by the country of origin.
  - ◆ A certified copy of the Company or the Institute final accounts along with the report of Directors' Board attached to this accounts, including a copy of the Auditor's Report.
  - ◆ A commitment letter issued by the Mother Company to bear all the financial and legal responsibilities of its office.
  - ◆ A certified copy of the authorization letter that authorizes the Manager who is assigned to run the representative Office in Iraq. The authorization letter should be issued by the Company or the Institute Administration and showed his

financial, administrative and legal authorities ((in accordance with the attached sample without any changes)).

- ◆ A certified Attorney for the Legal Services Agent ((The Lawyer)), who will finalize the registration process of the representative office with the Iraqi Financial Authorities ((in accordance with the attached sample without any changes)).

**Important Note:**

- ◆ All above mentioned documents should be certified by the competent departments and the Iraqi Embassy in the Mother Company Country of Origin.
- ◆ the activity of the company should be preferably in the field of constructions and the infrastructure of electricity, water, communications and others in addition to the trade business.

**The required Information for registration**

- 1- The Legal Name of the Company:
- 2- The Trade Name of the Company
- 3- The Kind of activity
- 4- The address of Company's office in Iraq.
- 5- Work phone numbers in Iraq (Fax mail- E mail)
- 6- The Address of the representative office in Iraq (Phone numbers- emails- fax mail)
- 7- The name of the lawyer in the company's country of origin.
- 8- The name of the Executive Manager in the Country of Origin (address/ phone/ e-mail).

- 9- The authorized capital in the country of origin (specify the currency).
- 10-Names of persons who has 10% or more of the company's stocks.
- 11- Contract of tenancy of the representative office of the company in Iraq.

## **Sample of Appointing the Manager of the Company's representative Office**

I am, the Managing Director of the company or Chairman of Board of the Company or the Institute / Company Name-----  
----- in addition to my post, I appointed and authorized Mr./  
The person name----- as a Manager of the  
Company's representative office in Iraq to be its true and legal  
representative and act on its behalf in the following authorities:

### **Financial Authorities:**

- A- To open the current accounts, deposit and withdraw amounts on behalf of the company's name and signature.
- B- To have the right to receive, vend and purchase.
- C- To have the right to open the saving accounts, deposit and withdraw from these accounts.

### **Administrative Authorities:**

- A- To have the right to lease and rent.
- B- To appoint all employees, promote them or end their services.
- C- To contact all the official and non official offices and represent the company in front of the governmental ministries, authorities, institutes, persons and companies in Iraq.

## **Legal Authorities:**

To contact official and non official offices, sign applications and requisitions, contact foreign transfer exchange offices, the Tax Income Offices, customs and all other Taxes offices in order to fulfill all procedures, make objections against all its decisions, review the appeal procedures and he has the right to attend all courts stages, raise claims in these courts in general, in addition to the right to approve, abandon, reconciliation, arbitration, direct, reject or accept oath.

He has the right to answer Judges and raise claims against them, send warnings through the Notary Publics, inform about the personal right or abandon it. He has the right to attend the executive offices to execute its decisions and all executable documents and has the right to veto their issued decisions, ask for the provisional and executive seizure or remove it, put the debtor into jail or release him, make up concerning the all debt or part of it.

He has the right to review all the contest means in addition to the right in receiving money, purchasing, vending, renting and leasing and the right to authorize others with some or all authorities.

**Sample of The Power of Attorney of the (Lawyer) the Legal Services Agent**

We, the Managing Director or chairman of Director's Board/ The company name----- in addition to my job, authorized the Lawyer/ Mr. Ammar Hashim Mohammed Al-Zubaidi who resides in The Republic of Iraq, to have a general Power of Attorney to contact the Ministry of Trade in the Republic of Iraq/ The Foreign Companies Registry Office; this gives him the right to sign on the company's behalf to register the company representative office in Iraq and general commission For Taxes. He has the right to sign on our behalf on whatever could be necessary to perform the Company 's office registration in the Republic of Iraq with all required applicable fees.