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. .