



FOREIGN COMPANY REGISTRATION GUIDE

General Directorate of Companies Registration

Ministry of Trade and Industry

Kurdistan Regional Government, Iraq

User Registration Application

The process is strictly online and cannot be used for any manual application process

- Fill out the User Registration application with the correct information and ensure that you enter the correct Email Address which will be used as the primary communication tool.
- The system will send you an email notification to verify the Email addressed that has been used in the application.

Verify Your Email Address

- To verify your email address visit the following link.
- If clicking the link doesn't work, you can copy and paste the link into your browser's address window.
- Once the email has been verified the application will be sent to the System Administrator, who will verify the application and confirm your request.

- Upon approval of the application you will receive an email requesting you to visit a link and enter a new password for your newly created account. Along with the email you will receive a Unique Transaction Number (UTN) that will be needed at every E-service applications available through this portal.

Foreign Company Registration Application

Login to the application: To login the name reservation application, input the correct user email address and the dedicated UTN

1. Company Name and Details: Input the foreign company details along with the investor's email that will be used primarily as the mode of communication

2. Company Address Details: input the company's main office full address

3. Company Capital: input the mother company's capital in USD, attach the latest financial statements for the mother company and input the Profit and Loss figures

- Company Director: input the details and attach the ID of the company's appointed director. The Director is required to be a locally resident director.

معلومات مدير الفرع للشركة الأجنبية - ٤

معلومات مدير الفرع للشركة الأجنبية

معلومات مدير الفرع للشركة الأجنبية

اسم الأب *
اسم الأم *

اسم الجد *
اللقب *

الجنسية *
رقم الإقامة إذا كان المقيم اجنبياً *

تاريخ الإقامة إذا كان المقيم اجنبياً *
إلى أين كان المدير اجنبياً *

المحافظة *
Select or search an item... ▾

الرمز البريدي *
رقم الهاتف *

رقم النسخ *
البريد الإلكتروني *

الهوية الشخصية *
التصديق الشخصية *

ATTACH FILES ATTACH FILES

- Shareholders Details: Add a new row and input the details for each shareholder of the mother company and attach their IDs and personal photos.

معلومات المساهمين للشركة الأم - ٥

معلومات المساهمين للشركة الأم يمكن إضافة مساهم عن طريق الضغط على زر "Add New Row"

معلومات المساهمين للشركة الأم

الرقم الشخصية	الجنسية	العنوان	اللقب	اسم الجد	اسم الأب	اسم الأم

ATTACH FILE

ADD NEW ROW DELETE ROW(S)

- Mother Company Documents: Attach the mother company's AoA, Company establishment certificate and an authorization letter. All the documents must be legally translated, attested at the Iraqi embassy and verified at the KRG exterior affairs office.

وثائق الشركة الأم - ٦

وثائق وثائق الشركة الأم مترجمة ومصنفة

وثائق الشركة الأم مترجمة ومصنفة

خط تأسيس الشركة الأم *
شهادة تسجيل الشركة الأم *

رسالة من توقيع الشركاء *
مذكرة من توقيع الشركاء *

ATTACH FILES ATTACH FILES

ATTACH FILES ATTACH FILES

- Company Legal Attorney: Only if a legal attorney is applying on behalf of the investor, input the details and attach the required ID for the company's legal attorney.

معلومات القائم بخدمات العملية القانونية - ٧

معلومات القائم بخدمات العملية القانونية - يجب أن يكون مسجلاً في العراق

معلومات القائم بخدمات العملية القانونية

اسم الأب *
اسم الأم *

اسم الجد *
اللقب *

الجنسية *
رقم الإقامة إذا كان المقيم اجنبياً *

العنوان *
Select or search an item... ▾

الرمز البريدي *
رقم الهاتف *

رقم النسخ *
البريد الإلكتروني *

الهوية الشخصية *
التصديق الشخصية *

ATTACH FILES ATTACH FILES

- Company Lawyer: input the details and attach the ID of the company's appointed lawyer. It's mandatory to appoint a lawyer for every company in KRG, Iraq. You will need to attach a non objection letter from the Lawyers Bar Association in KRG.

- Company Accountant: input the details and attach the ID of the company's appointed accountant. It's mandatory to appoint an accountant for every company in KRG, Iraq. You will need to attach a non objection letter from the Accountants Union in KRG.

- Other Association NOC: In the event the company's activity mandates that there will be additional non-objection certificates (NOC) to be obtained from the respective Associations and Respective Entities in KRG, the applicant must provide the letter in advance and upload it in this section.

- Company Employees Details: Fill out the details of every employee the company has hired and attach their IDs and their salaries. The information is required for every company that has hired employees in advance and it will be shared with the Social Security Authority in KRG.

- Statement of compliance: tick the statement of compliance check box which will hold the applicant legally responsible for the completeness and truthiness of the provided information.

- Upon successful submission of the application you will receive an appreciation email to the email address used in the application along with the transaction number should you need to follow up on the transaction at any time. You can always login to the portal to view the status of your application(s).
- The auditing will be conducted at the General Directorate and upon the initial approval you will receive an email notification stating the approval and the issuance of the invoice.
- Proceed to the Company Registration Office at the Governorate that you wish to open the business in and pay the fees, deliver the original documents and receive your company certificate .
- In case your application get rejected, proceed to the Company Registration Office at the Governorate that you wish to open the business in and follow their instructions on the reasons of rejections and how to rectify the matter.
- You will receive an email with your Tax Authority Company Number and your Social Security Company Number. These numbers will be required to conduct your transactions with the respective authorities.
- You are now set to do business.



REGISTER YOUR BUSINESS ONLINE

Enabling Investors to Register their business
in Kurdistan, Iraq

