



# LOCAL 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.

#### Company Name Reservation

- In order to save time and reduce the chances of applying for a new company name that already exists, it is important to conduct a preliminary search on existing company names using the Search Company Name function within the online portal. To use the function simply enter the desired company name or part of it in the search field and click on "Search Name". A list of existing company names with a similar phrase will appear, otherwise the company name desired is available.

- Once the new company name has been identified, it is time to apply for name reservation. To login the name reservation application, input the correct user email address and the dedicated UTN.

- The name reservation application requires information about the proposed company name, company type, company main office location and the expected company business activity.

- The company type can be selected from a dropdown menu containing the eligible company forms allowed within KRG, Iraq.

نوع الشركة \*  
Select or search an item...  
None  
شركة محدودة  
شركة مساهمة  
مشروع فردي  
شركة تضامنية  
شركة بسيطة  
شركة عامة

- The company main office location can be selected from a dropdown menu containing the eligible governorates for setting up the company.

المحافظة \*  
None  
اربيل  
دهوك  
السليمانية  
محافظة اخرى

- The company business activity can be selected from a dropdown menu containing the key activities mainly performed in KRG. If others is selected, details must be typed.

النشاط \*  
Activity  
الحج و العمرة  
التق الإلكتروني  
المصيرفة  
التأجير  
النط  
النشطة اخرى  
خدمات مالية  
سياحة و سفر  
صنوعية  
مستشفيات

- The investor (a shareholder in the company) details must be input along with a valid email address which will be the main method of communication.

معلومات المستثمر  
معلومات المستثمر  
البريد الإلكتروني الخاص بالمستثمر \*  
الاسم الأول \*  
اسم الأب \*  
اسم الجد \*  
اللقب \*

- Upon successful submission of the application you will receive an appreciation email sent 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 verification will be conducted at the Federation Chambers of Commerce, KRG and upon the approval of the company name you will receive an email notification stating the approval along with a unique code that is required in order to proceed with the company registration process. The code must not be disclosed to anyone and shall be used as a verification of the trade name ownership.
- In case your application gets rejected, you will receive an email notification on the reason of rejection and you will need to reapply.
- You will be required to start the company registration application within 6 months of your company name reservation otherwise you will lose the reserved name.
- The company name reservation fees will be due at the time of the paying the company registration fees and will be required to be paid at the FCC cashier within the Governorate Company Registration Office.

## Local Company Registration Application

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

1. Trade Name Details: If you have reserved an online company name and have received a special name reservation code, then select “yes” in the name reservation question and input the code which will populate the reserved details.
2. Trade Name Details: If you have reserved a company name manually and have received a name reservation certificate from FCC, then select “no” in the name reservation question and input the details of the company name and attach a copy of the certificate.
3. Shareholders Details: Add a new row and input the details for each shareholder of the company and attach their IDs and personal photos.
4. Shareholders Details: if an established company is a shareholder in the new company, add a new row and input the details for the company shareholder its full set of company documents.
5. Company Address Details: input the company’s main office full address
6. Capital Deposit Confirmation: input the company’s capital in IQD and attach the capital deposit certificate obtained from the Bank
7. 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
8. Company Director: input the details and attach the ID of the company’s appointed director. A foreigner, who wants to set up his own company in KRG, is required to appoint a locally resident director. The foreigner can continue to reside outside KRG
9. Company Lawyer: input the details and attach the ID of the company’s appointed lawyer. Its mandatory to appoint a lawyer for every company in KRG, Iraq. You will need to attach the contract between the investor and the lawyer and attach a non objection letter from the Lawyers Bar Association in KRG.
10. 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 the contract between the

investor and the accountant (optional) and attach a non objection letter from the Accountants Union in KRG.

11. Company Articles of Association: Fill out the details of the Company Articles of Association (AoA) with additional terms and conditions that you have agreed with all the shareholders (if more than one shareholder) unless you adopt model AoA in their entirety
12. Company Board of Directors Minutes: Fill out the details of the Board of Directors Minutes (unless you adopt model Minutes in their entirety). The Minutes are included in the online application to facilitate the procedure for the investors and saves them time of preparing them after the company incorporation.
13. 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
14. 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

