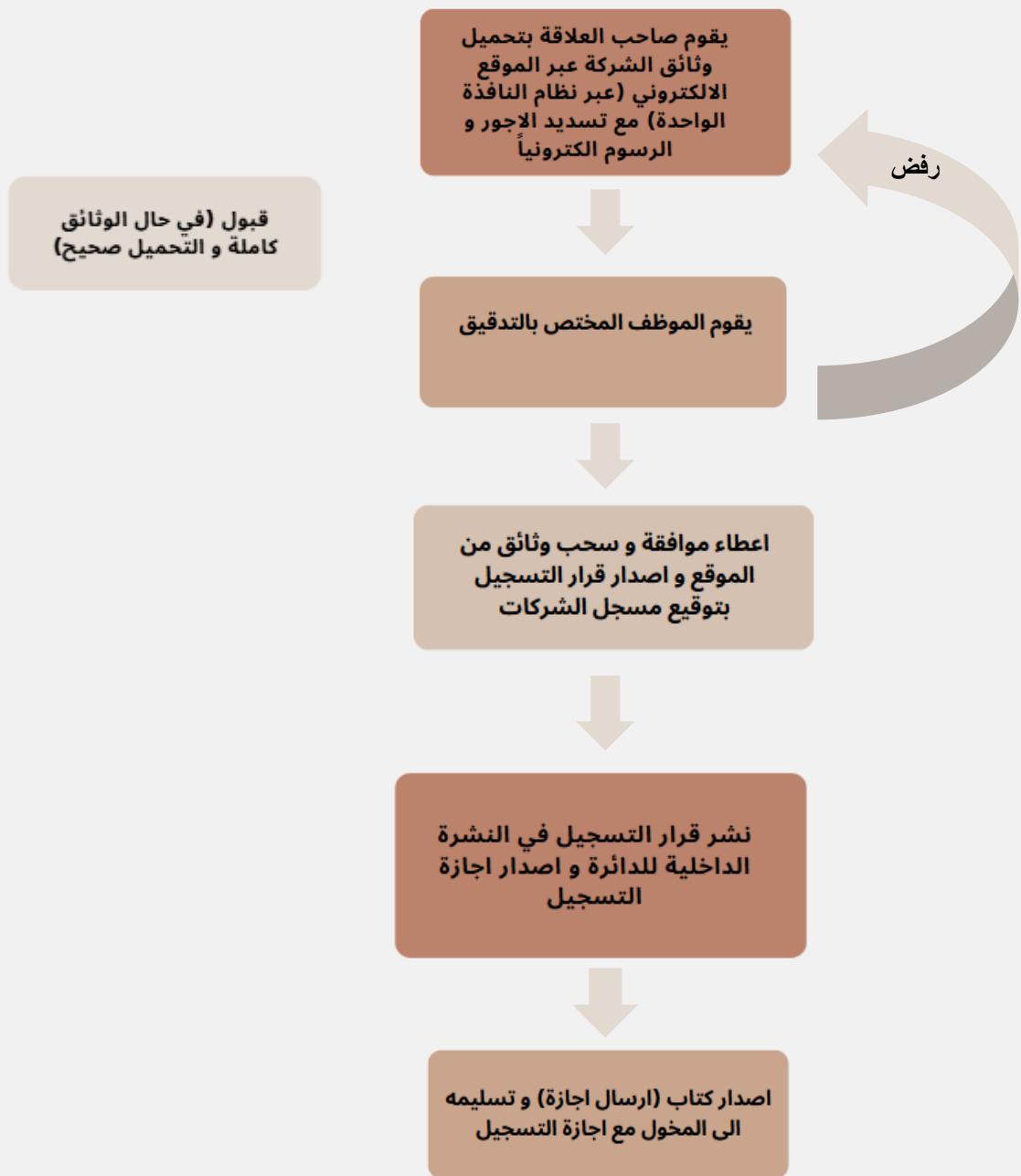


# خطوات تسجيل فرع شركة أجنبية



## ملاحظة:

- 1- يتم تقديم عقد ايجار مصدق قبل اصدار كتاب (ارسال اجازة).
- 2- في بعض الحالات يتم مفاتحة بعض الجهات القطاعية بخصوص الانشطة التي تتطلب ذلك.
- 3- يجب ان تكون الوثائق مصدقة و مترجمة حسب الأصول عند رفعها الى الموقع.

## Steps for Registering a Branch of a Foreign Company

The concerned party shall upload the company's documents through the electronic website via the One-Stop Shop system, and pay the fees and charges electronically.

The competent employee shall review and verify the documents.

Acceptance (in the event that the documents are complete and correctly uploaded).

Issuance of approval, withdrawal of the documents from the system, and issuance of the registration decision, duly signed by the Registrar of Companies.

Publication of the registration decision in the internal bulletin of the Directorate, and issuance of the registration license.

Issuance of a covering letter for dispatch of the license and delivery thereof, together with the registration license, to the authorized person.

### Notes:

1. A duly certified lease contract must be submitted prior to the issuance of the license dispatch letter.
2. In certain cases, correspondence shall be made with relevant sectoral authorities regarding activities that so require.
3. All documents must be properly authenticated and translated in accordance with applicable procedures before being uploaded to the website.