



The necessary and supporting documents for registration of a branch and office (temporary –locally or representation)

- 1- A copy of establishment's contract and articles of association.
- 2- Decision of The Board of Directors of the company to establish an Office and indication of the liaison party.
- 3- The registration Certificate of foreign artificial person in the Commercial Registration.
- 4- A copy of the director's agency.
- 5- A document evidencing that the paid capital of the company or institution is no less than **50000\$ (fifty thousand U.S. dollar)** or equivalent, this condition excludes foreign non-profitable organizations.
- 6- Financial statements for the last fiscal year of the foreign artificial person at his head office certified by chartered auditor.
- 7- A letter of authorization to the person assigned by the foreign artificial person to process the registration procedures.
- 8- Written commitment of the company's branch in Syria to submit to the Directorate within ninety days of the end of each fiscal year the annual balance sheets and statement with the profit and loss for their work in Syria certified by the office or audit firm and published in the daily newspapers.

These documents must be certified from:

- The competent authorities in the country where the foreign artificial person registered.
- The Syrian embassy in the country of the foreign company.
- The Syrian Ministry of Foreign affairs and Expatriates (in Damascus).

Registration of a branch includes the following:

1. Business name and address.
2. Nationality and place it was set up.
3. The legal form.
4. The head office and its home.
5. Registration Type.
6. Targets that will be conducted in Syria
7. Its capital wither it is company or institution with the exception of non-profitable corporate.
8. Branch or office place or their chosen temporary home.
9. Sub- Branches if found and their home.
10. Name and nationality of the Director-General.
11. Name of the person authorized to pursue the procedures for registration in Syria
12. E-mail address of the foreign artificial person.
13. Detailed data about the partners of the companies or individuals or members of boards of directors in corporate, and money.
14. Foreign artificial person auditor name.
15. Inspector accounts Name.