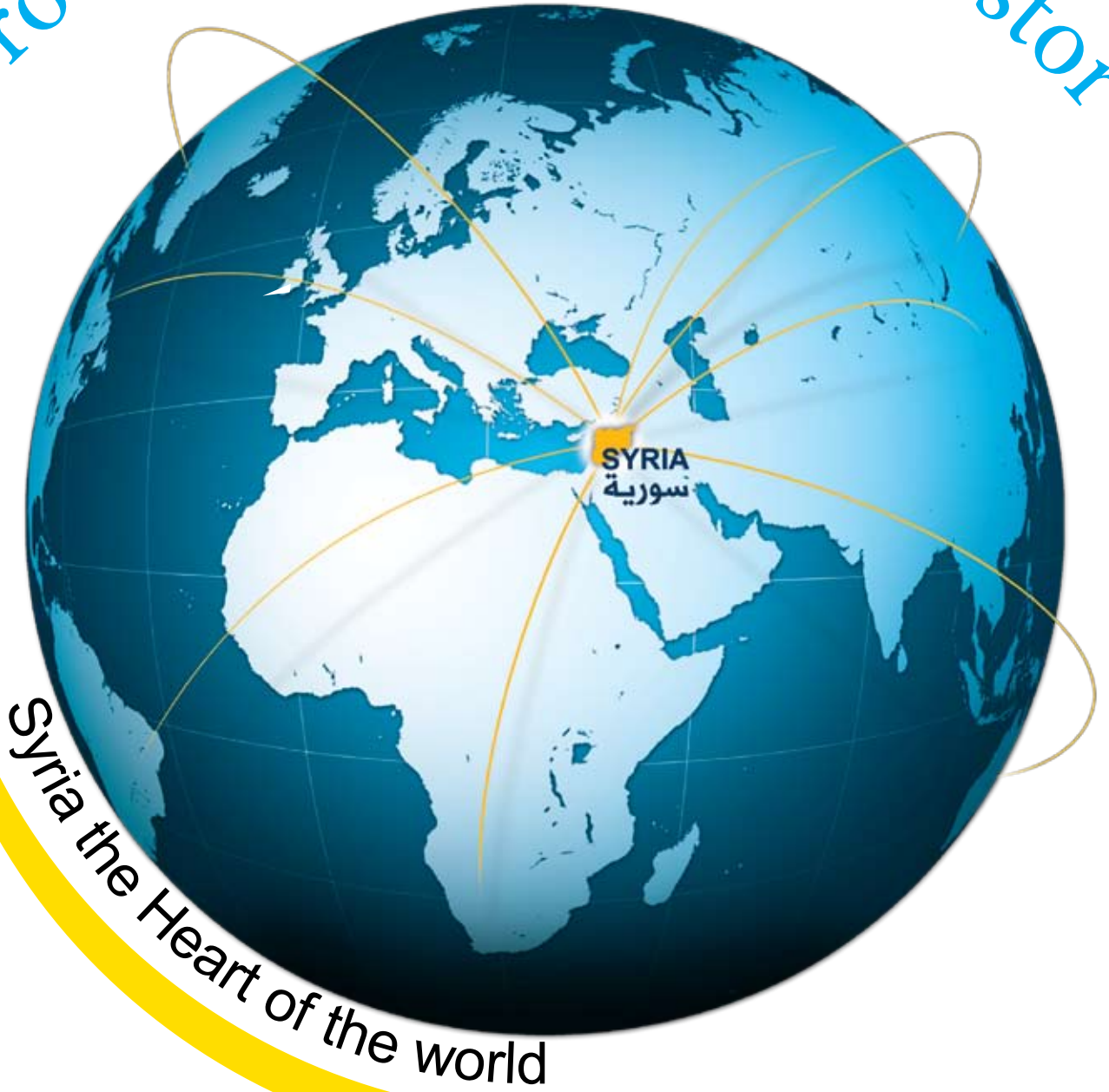




Syrian Arab Republic
Prime Ministry
Syrian Investment Agency

Procedures Guide for Investor



**Syrian Arab Republic
Prime Ministry
Syrian Investment Agency**

Procedures Guide for Investor



"...it is vital to accomplish the appropriate environment to encourage and diversify the investments and forward them to the promising sectors in our country, and to overcome all bureaucratic hindrances, which prevent these targets; particularly that we have developed the laws governing the investment and offered all facilitations.

It is essential to adopt the regional planning in our development policies to orient our future plans towards the right direction by drawing a clear economic, social, educational and investment map in the light of the necessities, on one hand, and the functional tasks of the different regions of the country, on the other hand. And within the framework of achieving the balanced and fair development that is integrated with the trend towards the decentralised administration in our current plans, to guarantee, at the end, the comprehensive development efficiency at the level of each governorate and region in an integrated and harmonised form with the other governorates and regions of the country."

Mr. President Bashar Al-Assad

Dedication

To the investors...

...who invest their money as ideas, visions or missions, which lead their movements to carry out fruitful businesses in a fruitful, incubating, safe and attractive environment that has Syrian roots and identity, where the investment culture blossoms and supports the socioeconomic development in the building process of the Nation.

Syrian Investment Agency

Syria...your right destination for success

Introduction

In the context of its continuous efforts to play a more effective role in the development of the investment climate, the Syrian Investment Agency (SIA) is pleased to introduce its first-born guide to the investors.

With a view to help investors, we introduce this Guide to be their reference in their relations with the SIA, to process their investment dealings and to facilitate and simplify their procedures. We put it as a "compass" for investors to use when starting towards their goals following the shortest and easiest paths.

Investment in Syria is now the title of a vital story; a continuous success story, not only in the volume of direct investment flows, but also, in their direction towards various sectors, especially industry, tourism, financial services and ICT.

This shows to which extent the investment climate has improved in all economic sectors that enjoy high attractiveness and profitability in Syria. It, also, shows the effectiveness of the encouraging policies adopted by the Government to stimulate investments in new production sectors in service of the national economy.

Introducing this first-born Guide, we are aware that, due to the necessity and need and the logic of development and modernisation, we will receive the investors' and concerned people's opinions, which we will deal with constructively to enrich its content and to assure the continuous state of active tendency and longing to the spacious, shining and beautiful future that we, all, have been, and will always be waiting for.

Damascus, 17 April 2010

General Director of the Syrian Investment Agency

Dr. Ahmad Abdol Aziz

Syrian Arab Republic: General Information

Geographic location: the SAR is located on the eastern coast of the Mediterranean Sea, bordered by Turkey from the north, Iraq from the east, Jordan and Palestine from the south, and Lebanon and the Mediterranean Sea from the west.

Capital: Damascus

Official language: Arabic

Area: 185,179 km²

Syria is divided into four natural geographic regions:

The coastal region: it is located between the mountains and the Mediterranean.

The mountain region: it consists of the mountains and heights running from the north to the south of the country in parallel with the Mediterranean.

The internal region: it's called the *plains region*, it includes the plains of Damascus, Homs, Hama, Aleppo, Hassakeh and Daraa; it's located to the east of the Mountains Region.

Al-Badia Region: desert plains suitable as pastures and to grow grass; it's located on the eastern south of the country on the borders with Jordan and Iraq.

Climate: raining winter, dry summer and two short transitional seasons: spring and autumn.

Weather: the average temperature is 32° in summer, 8° in winter and 22° in spring and autumn.

Administrative divisions: Syria is divided into 14 governorates: Damascus, Rural Damascus, Homs, Hama, Aleppo, Idleb, Latakia, Tartous, Deir ez Zor, Rakka, Hassakeh, Daraa, Sweida and Quneitra.

Population: around 21 million.

Major economic resources:

Agriculture: Wheat, cotton, olive, sugar, beef, vegetables and fruits

Mining industry: Oil and gas

Manufacturing industry: textile and chemical industries.

Electric power: 220 volt / 50 hertz

Weights and measurements: meter and kg

Currency: Syrian pound

Official working hours: 08:00 am – 15:30 pm

Weekend: Friday and Saturday

Time: Winter time is from November to March (GMT + 2 hours)
Summer time is from April to October (GMT + 3 hours).

International telephone code: +963

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INVESTMENT CLIMATE IN SYRIA

1. Advantages of the investment climate in Syria

Syria is an important investment gate as it enjoys an encouraging and successful investment climate, to which it pays close attention working hard to provide its continuous development needs.

The main advantages of the investment climate in Syria are mainly:

1. The distinguished geographical location, where the three continents meet.
2. The stable and safe political structure and remarkable national intimacy.
3. Low external indebtedness and stable exchange rate for long years.
4. Special advantages, exemptions, facilitations and guarantees to investment projects.
5. Suitable infrastructure.
6. Equipped and continuously developing industrial cities.
7. Qualified human resources and low wages.
8. Available and diversified natural resources.
9. Low production costs.

2. SIA: Investment institutional and organisational environment in Syria

The SIA was established by virtue of the Decree No.9 of 2007, which constitutes the investment institutional and organisational framework in Syria. It has a legal personality, is autonomous financially and administratively, reports to the Prime Minister, and is located in Damascus. It may create branches or offices inside and outside Syria. The SIA has:

- **Strategic future vision:** creating a suitable investment environment to realise sustainable development.
- **Clear mission:** encouraging and facilitating investment inflows and activate their role in the socioeconomic development.
- **Objectives** oriented to execute the national investment policies.
- **Suitable instruments** to achieve its objectives, which include:
 1. Procedures simplification.
 2. Adopt the Investment Map and promote it internally and externally.
 3. Provide advices, information and data to investors.
 4. Participate in the drafting of investment-related agreements and protocols.
 5. Follow up the implementation of projects and mitigate the obstacles that may hinder their execution and continuity.

6. Carry out all kinds of promotional activities to attract and encourage investments.
7. Cooperate positively with the investors to mitigate the difficulties they may face.

Investment Cooperation Agreements signed between SIA and other agencies in other countries.

Signing agency		Date of signature
Syria	The other party	
SIA	Jordan: Jordon Investment Board	29/06/2006
SIA	Kuwait: Kuwait Investment Authority	12/02/2007
SIA	Kuwait: Inter Arab Investment Guarantee Corporation	18/02/2008
SIA	Saudi Arabia: Islamic Organisation for Investment Insurance and Exports Credit	16/11/2008
SIA	Cyprus: Cyprus Investment Promotion Agency	09/06/2008

3. Investment legislative and legal environment

The SIA knew many decisions and circulars that help it develop its role and functions and overcome the administrative hindrances that it may face; these decisions are:

1. Prime Minister's Decision No.458 dated 28/01/2008 on the re-formation of the SIA Board of Directors.
2. Prime Minister's Decision No.827 dated 12/02/2008 on the establishment of SIA branches in the governorates with a view to perform the SIA functions, and the exemption of the projects licensed by the provisions of the Legislative Decree (L.D.) No.8 of 2007 from submission to the Committee of Communiqué No.10 of 2004.
3. Supreme Investment Council (SIC) Decision No.5055 dated 12/11/2008 on the mechanism of the One Stop Shop.
4. Prime Minister's circular on the involvement of SIA in all investment-related activities carried out by other ministries and bodies.
5. Prime Minister's circular stating that SIA is the competent agency to approve the organisation of conferences, seminars, workshops and other activities in connection with investment promotion, except for tourist investment.
6. Approval of all Licensing applications submitted to the SIA, and abolishing the system of lists of activities not qualified for the advantages and exemptions of the Investment Promotion Law.
7. Issuance of investment projects Licensing decisions and their amendments directly by the One Stop Shop without submitting them to the relevant ministries or the SIA Board.
8. Authorisation of the councils of the industrial cities (Adra, Hassya, Sheikh Najjar and Deir Ezzor) to issue the Licensing decisions and their amendments and to follow up their procedures.
9. Issuance of the working mechanism of the SIA branches in the governorates.

10. Deputy-minister of Foreign Affairs' circular to all Syrian embassies abroad to nominate a delegate at every embassy to take care of and promote investment in coordination with the SIA.

4. Legislations governing investment activities in Syria

1. Law No.21 of 1958 (Ministry of Industry).
2. Supreme Council of Tourism's Decisions No.186 of 1985 and No.198 of 1987 on tourist investment.
3. Decree No.10 of 1986 on investment in agricultural projects.
4. Law No.28 of 2001 on the establishment of private banks.
5. L.D. No.36 of 2001 on the licensing of private universities.
6. Law No.35 of 2005 on the establishment of Islamic banks.
7. Law No.43 of 2005 on the establishment of private insurance companies.
8. Decree No.8 of 2007 on investment promotion.
9. Law No.15 of 2008 on real estate development and investment.
10. Decree No.54 of 2009 on granting a 10-year tax exemption for the Eastern Region projects.
11. Law of the General Organisation for Free Zones on the investment in the free zones.
12. Ministry of Petroleum's regulations regarding the granting of investment to oil companies.
13. The decisions governing the licensing of transport projects.
14. Ministry of Education's decisions on the licensing of private schools.

5. Syria's membership in Arab and international trade and economic organisations

Syria is a member in the following Arab and international trade and economic organisations:

- League of Arab States;
- Council of Arab Economic Unity;
- UNIDO;
- UNDP;
- Islamic Bank for Development;
- IMF;
- OECD;
- MIGA;
- Greater Arab Free Trade Area (GAFTA);
- Arab Association for Investment Insurance;
- UN;
- Islamic Conference Organisation;
- WB;
- ESCWA;
- ANIMA; and
- ICSID.

Tax Incentives Granted to Investment Projects

1. Decree No.8 and the dynamic tax deduction principle

The L.D. No.8 of 2007 on investment promotion states that the investment projects governed by its provisions shall be subject to the dynamic tax deduction according to the provisions of the L.D. No.51 of 2006 on income tax.

The maximum tax rate for projects: the highest level of it amounts, in general, to 28% on net profits.

The tax rate for joint-stock companies offering at least 50% of their stocks for public underwriting is 14%.

2. Bases of tax rate reduction for the projects licensed by the Decree

The projects licensed by the investment promotion laws are subject to a maximum tax rate of 22%, which is reduced as follows:

- Two degrees (2 percent) for industrial projects established in the governorates of Rakka, Deir Ezzor, Hassakeh, Idleb, Sweida, Daraa and Quneitra.
- One degree for the industrial projects employing +25 workers duly registered at the Social Securities Institution.
- Two degrees for industrial projects employing +75 workers duly registered at the Social Securities Institution.
- Three degrees for industrial projects employing +150 workers duly registered at the Social Securities Institution.
- One degree for the projects established within the industrial cities.
- Two degrees for industrial projects licensed according to the provisions of Decree No.8 of 2007 in Hassya or Deir Ezzor Industrial Cities.
- Two degrees for electricity generation projects, alternative energy sources projects, and fertilizers factories.
- Two degrees for the projects enjoying any of the following:
 - Industrial projects whose production depends on local raw materials.
 - Industrial projects that save energy.
 - Industrial projects that use environment-friendly tools, equipment and machines and prevents pollution.
 - Industrial projects that export more than 50% of their production.

- Two degrees for investment projects licensed according to the provisions of Decree No.8 of 2007 in the Eastern Region, which includes the governorates of Rakka, Deir Ezzor and Hassakeh.

3. Granting exemption from the tax on real profits

Legislative Decree No.54 dated 10/9/2009 states that a 10 year exemption from the tax on real profits shall be granted to investment projects licensed after the validity of this Decree if they are established in the governorates of Rakka, Deir Ezzor and Hassakeh including transport projects; the provisions of the Decree shall be valid until 31/12/2012.

4. You ask...the Investment Promotion Law answers

Investment Promotion Law No.8 of 2007 contains many advantages and privileges that investment projects benefit from in the shape of important and necessary rights, allowances, exemptions and guarantees to enable investors to conduct their activities in the areas and sectors that allow them to benefit from these advantages and guarantees. Herein, you ask and the Decree answers, but clearly and transparently.

- **Can a non-Syrian investor own and rent the lands and real estates needed to set up a project?**
 - Yes, according to Article 2-A of the L.D. No.8 of 2007, an investor may own and rent the lands and real estates needed to set up or expand a project even if the area exceeded the ownership ceiling defined in the laws and regulations in effect.
- **Are projects protected against seizure, expropriation or any limitations with regard to their ownership or revenues disposal?**
 - Yes, according to Article 3 of the L.D. No.8 of 2007, projects can't be seized or expropriated, neither could there be any limitations with regard to their ownership or revenues disposal, unless for public utilisation and in return of an immediate and just compensation that is equal to the project current value just before appropriation. Payment should be in a convertible currency for foreign capital. With no violation to the provisions of the Public Funds Collection Law No.341 of 1956, it shall be impermissible to seize a project but via a judicial ruling.
- **May a non-Syrian investor get work and residence licenses?**
 - Yes, according to Article 4 of the L.D. No.8 of 2007, a non-Syrian investor and his family may have work and residence licenses during the project execution and operation life.
- **May an investor re-transfer the outcome of his/her share of a project in convertible currency?**
 - Yes, according to Article 4 of the L.D. No.8 of 2007, the investor may re-transfer the outcome of his/her share of the project in convertible currency.

- **May an investor transfer the profits and interests generated by foreign capital?**
 - Yes, according to Article 5 of the L.D. No.8 of 2007, the investor may annually transfer abroad the profits and interests resulting from the invested foreign capital in a convertible currency. The investor may retransfer his/her foreign capital abroad after six month of its in-transference if difficulties or conditions beyond the investor's ability prevented him/her from investing that capital. Arab and Foreign experts, workers and technicians working for an project, may transfer abroad 50% of their net wages, salaries and bonuses, and 100% of their end-service allowances, in a convertible currency.

 - **May an investor enter and take out the tools used to install the project assets?**
 - Yes, according to Article 5-F of the L.D. No.8 of 2007, the investor shall have the right, to enter and take out the tools used for the installation of the project assets.

 - **May an investor insure his/her project?**
 - Yes, according to Article 6 of the L.D. No.8 of 2007, provisions of international bilateral and multilateral investment and investment insurance-related agreements effective in Syria and signed with other countries or Arab and international organisations, shall be taken into consideration. An investor shall have the right to insure the project at any of the insurance companies licensed in Syria.

 - **How disputes and conflicts, if any, will be settled?**
 - According to Article 7 of the L.D. No.8 of 2007, investment-related disputes between an investor and Syrian public bodies and institutions shall be settled amicably. If the disputing parties could not reach a solution amicably in three months from the date of making a written notification for an amicable settlement by one of the disputing parties, each of them shall have the right to take the case to one of the following:
 1. Arbitration.
 2. Competent Syrian Courts.
 3. Arab Investment Court.
 4. Investment Insurance and Protection Agreement signed by Syria and the investor's country, or any Arab or international organisation.
- All investment-related disputes shall be considered by the competent court as summary proceedings.
- **Which activities and sectors benefit from the Investment Law's guarantees and advantages?**
 - According to Article 7 of the L.D. No.8 of 2007, the following activities and sectors benefit from its advantages and guarantees:
 1. Agricultural and land reclamation projects.
 2. Industrial projects.
 3. Transport projects.
 4. ICT projects.
 5. Environment projects.
 6. Service projects.

7. Electricity, oil and mineral resources projects.
8. Any other project that the SIC decides to cover by this legislation.

○ **May projects import their needs?**

- Yes, according to Article 9 of the L.D. No.8 of 2007, projects shall have the right to import all their needs, without being restricted to the provisions of import suspension, prohibition or restriction, and the direct import from the country of origin system and exchange system provisions.

○ **What are the customs exemptions that projects may benefit from?**

- The imported assets shall be exempted from customs duties including the machines, tools and equipment used in the production process, and non-tourist transportation means.

○ **What are the developing investment regions in Syria?**

- According to Article 10 of the L.D. No.8 of 2007, the developing regions in Syria are just categorized in two areas:

The first developing investment area, which includes the governorates of Damascus, Rural Damascus, Aleppo, Latakia, Tartous, Homs and Hama;

The second developing investment area, which includes the governorates of Daraa, Sweida, Quneitra, Deir Ezzor, Rakka, Hassakeh and Idlib.

The minimum value of the assets in the first area is SYP 50 m, and in the second one is SYP 30 m.

○ **What are the tax exemptions that my project may benefit from?**

- According to Article 8 of the L.D. No.8 of 2007, the projects shall benefit from the exemptions stipulated in the effective Income Tax Law and its amendments, as well as all advantages and guarantees stipulated in this L.D.

○ **Which industries are obliged to set export condition on all of their products?**

- The industries obliged to set export condition on all of their products are following:
 - Synthetic textile industries whose production depends on imported synthetic threads.
 - Pure cotton yarn manufacturing.
 - Wool carpets.

○ **May the projects licensed under the provisions of the Investment Law No.10 of 1991 and its amendments continue benefiting from all exemptions and advantages granted to them?**

- Yes, according to Article 13 of the L.D. No.8 of 2007, the projects licensed under the provisions of the Investment Law No.10 of 1991 and its amendments shall continue benefiting from all exemptions and advantages granted to them until the end of their exemption period.

○ **Can the commercial name be changed?**

- Yes, it can be changed through making an application to the representative of the Ministry of Economy and Trade (MoET) at the One Stop Shop.
- **Can a partner cede, withdraw or be replaced by heirs?**
- Yes, through making an application to the One Stop Shop after taking the approval of the relevant parties and in their attendance.
- **Can the project information be changed?**
- Yes, through making an application to the One Stop Shop.

TYPES OF COMPANIES OPERATING IN SYRIA

ACCORDING TO THE PROVISIONS OF LAW No.3 OF 2008

1. The Law and types of companies

Law No.3 classifies types of companies as follows:

1. **Commercial Companies:** the companies whose purpose is conducting commercial business; they have the form of stock company or limited liability.
2. **Joint Stake Companies:** the companies where the state or any public body have certain percentage of the capital.
3. **Free zone Companies:** the companies located at a Syrian free zone and registered at the Corporate Register of this free zone. The free zone companies assume the shape of a Solidarity company, a limited partnership company, or a limited liability company.
4. **Holding Companies:** a holding company is a stock company whose business is limited to acquiring shares in limited liability companies or stocks in stock companies or to participate to creating and managing the companies they hold shares/stocks in.
5. **External Companies:** the companies whose transactions are restricted to handling contracts and businesses outside the Syrian territories, with no right to engage in any activities inside the country.
6. **Civil Companies:** the companies established by professionals or intellectual experts or focusing on civil activities. They are governed by the Civil Code and their respective regulations, contracts and bylaws

2. Company Legal Forms

Foundation procedures, registration and announcement

Companies set up in Syria may take one of six legal forms: Solidarity, limited partnership, particular partnership, limited liability, stock company and holding company.

1. Solidarity (Collective) Partnership:

1. A Solidarity company is a company operating under a certain title.
2. It comprises two or more partners, who are personally responsible and liable in respect of all their funds for company obligations and debts.
3. A partner in a commercial Solidarity company acquires the title of a trader, and is considered to be engaged in trading businesses personally under the company address.

4. Company bankruptcy leads to personal bankruptcy of all partners.
5. Company name shall consist of the names of all partners or a number thereof, adding the word (and Co.) or other expressions to this effect.

2. Limited Liability Partnerships LLP:

- The limited liability partnership operates under a given title.
- One partner, at least, in a LLP remains an acting partner, in addition to one or more sleeping partners.
- In the LLP, there are two types of partners:

Acting partners: These partners shall be eligible to taking part in the management of the company, and shall be jointly responsible for the company debts and the other commitments incurred with respect to their private funds.

Sleeping Partners: They contribute with shares to the company capital, with no entitlement to company management. They shall be individually responsible for company debts and commitments in proportion with their contributed shares to the company capital.

▪ **Solidarity and limited liability partnerships registration and announcement procedures:**

These companies are registered and announced as follows:

A. Submitting a registration application containing the following:

1. Company address.
2. Names and nationalities of partners and their chosen domiciles.
3. Company concern.
4. Company type.
5. Company head office and branches, if any.
6. Company capital and partners' shares.
7. Company term.
8. Names of managers and other persons authorized to run the company and sign on behalf of it, specifying their jurisdictions and employment periods.

B. Submitting the corporation contract, which contains:

1. Company title
2. Names and nationalities of partners and their chosen domiciles
3. Company concern
4. Company type
5. Company head office and branches, if any

6. Company capital and partners' shares, including in kind contributions or work, specifying method of settlement or submission of these shares
 7. Partners' council quorum and needed majority for decision taking
 8. Company fiscal year and method of profit and loss distribution
 9. Method of resolving partners' arising disputes.
- C. The partners shall apply to the Commercial Registrar for registration. The application along with a copy of incorporation contract, which is prepared by a lawyer, shall both be duly signed by all partners before the Registrar or any one who can act on behalf of him, in order to deposit the contract and announce the company after paying the stamp duty of 0.5% of the capital, as well as the following:
1. Photocopy of the ID card for Syrian partners or of the passport for non-Syrian partners.
 2. Non-convicted certificate for acting partners.
 3. A Real estate deed of the company's head office.
 4. A pledge to provide a work certificate for the non-Syrian partner authorized to sign.
 5. Fee of registration at the Commercial Register (SYP 10,000).

3. Shares Companies:

- The Shares Company is one that is established between two or more persons.
- It is not subject to disclosure to others and its entity is restricted to the contracting parties.
- The shares company does not have a legal personality and is not subject to announcement procedures.
- It may be commercial or civil, according to its subject.

4. Limited Liability Companies LLC:

- A limited liability company is a company consisting of at least two persons.
- A partner's liability is limited to the amount of shares s/he owns of the company capital.
- A limited liability company is regarded as a trading company and is governed by Law of Commerce, whatever its subject is.
- A limited liability company's may not raise its shares for public underwriting, or invite the public to buy thereof, or list its shares at any financial market.
- It may not release negotiable loan bonds.

▪ **Procedures of Limited Liability Company establishment:**

1. The founders shall submit an application to endorse the company Articles of Association to the SIA after the payment of the due fees (SYP 10,000) according to the Form No.1, the Articles of Association shall be attached to the application according to the Form adopted by the MoET.
2. The founders, or the party they authorise, shall deposit (the endorsed Articles of Association, the instrument nominating the managers and auditor, the bank receipts regarding the capital payment, and receipts in regard to publishing the Company registration certificate in the Official Gazette) at the Registrar. They will submit also:
 - A. Photocopy of the ID card for partners authorised to sign, and the passport photocopy for non-Syrian partners.
 - B. A pledge to provide a permanent head office in case the offered one is temporary.
 - C. A Real estate deed of the company head office in case it is a permanent one.
 - D. A pledge to provide a work certificate for non-Syrians (only those authorized to sign).
 - E. Non-convicted certificate for those authorized to sign.
 - F. Fee of registration at the Commercial Register (SYP 10,000).

Syrian Arab Republic
Prime Ministry
Syrian Investment Agency

**Limited Liability Company Establishment Application
To the Syrian Investment Agency**

Applicants:.....
We intend to found a limited-liability company according to the provisions of Law No.3 of 2008 and the provisions of L.D. No.8 of 2007, based on the following information:

1. Company name:Ltd.
2. Purpose: establish and exploit.....Project enlisted under the provisions of L.D. No.8 of 2007 according to Decision No...../ms of 20 .
3. Capital: SYP.....only.....Syrian pounds. Paid according to the provisions of the Corporate Law No.3 of 2008.
4. Duration:.....Gregorian years.
5. Head office: Governorate of.....
6. Temporary head office:..... Phone No.....
7. Names of Managers:.....Auditor:.....
8. In kind contributions and their reasons:.....

Partners	Nationality	Chosen Domicile	Share		No. of ID Card or Passport
			Value (SYP)	% of capital	

We attach to the Application the Draft Articles of Association of the company. We authorise Mr.to sign the Articles of Association and complete the establishment procedures.

Please be informed and endorse
the attached Articles of Association
Damascus201...
Signatures of founders or their authorised person

signed in my attendance
Manager of Legal Affairs
Name:.....
Signature:.....

5. Stock companies:

- A stock company is a company owned by at least 25 stockholders.
- Its capital is divided into equal tradable shares, which may be floated in the stock market.
- It offers part of its shares for public underwriting.
- Stockholders' liability is limited to the nominal value of the shares they own.
- A stock company name may not be that of a natural person unless the company purpose is to use a patent registered under this name.
- The Company name shall be followed by the phrase "stock company".

▪ **Establishment of a stock company:**

1. The founders shall not be less than three.
2. The founders shall submit the Articles of Association certification application to the SIA according to Form No.2 accompanied with the Articles of Association according to the form used by the Ministry of Economy.
3. The application with the Articles of Association shall be submitted to the Ministry of Economy for certification.
4. After publishing the ministerial decision to certify the Articles of Association in the Official Gazette, the founders shall seek the Syrian Commission on Financial Markets and Securities approval to offer the company stocks for public underwriting.
5. After covering the capital offered for underwriting, announcing the Company establishment by the Constituent General Assembly and electing the members of the first Board, the Board, or any of its members, shall deposit the following at the Commercial Registration Secretariat within 30 days as of the date the General Assembly decision to announce the Company establishment:
 - A. The certified Articles of Association.
 - B. The Syrian Commission on Financial Markets and Securities' approval to offer stocks for public underwriting.
 - C. The documents of nominating members of the Board, chairman of the Board and his/her deputy, and the auditor.
 - D. The documents proving payment of capital.
 - E. Notice of publishing in the Official Gazette.
6. A stock company shall declare any amendment of its Articles of Association within 30 days as of certifying the company's amended Articles of the association by the Ministry or within 30 days as of the date of expiry of the deadline set to pay the value of recapitalized stocks.
7. Articles of Association certification fee is SYP 25,000.

Syrian Arab Republic
Prime Ministry
Syrian Investment Agency

**Stock Company Establishment Application
To the Syrian Investment Agency**

Applicants:.....

We intend to found a stock company according to the provisions of Law No.3 of 2008 and the provisions of L.D. No.8 of 2007, based on the following information:

1. Company name:stock company.
2. Purpose: establish and exploit.....Project enlisted under the provisions of L.D. No.8 of 2007 according to Decision No...../ms of 20 .
3. Capital: SYP.....only.....Syrian pounds.
SYP.....of it (.....% of the capital) was underwritten by the founders. The rest (.....% of the capital) offered for public underwriting.
 - Number of share underwritten by founders:.....
 - Number of shares offered for public underwriting:.....
 - The capital is paid according to the provisions of Corporate Law No.3 of 2008.
4. Duration:.....Gregorian years.
5. Head office: Governorate of.....
6. Temporary head office:..... Phone No.....
7. Founders Committee:.....
8. Auditor for establishment phase:.....
9. In kind contributions and their reasons:.....

Partners	Nationality	Chosen Domicile	Underwriting				No. of ID Card or Passport
			No. of shares	Share value (SYP)	Value of Underwriting (SYP)	% of capital	

We attach to the Application the Draft Articles of Association of the company. We authorise Mr.to sign the Articles of Association and complete the establishment procedures.

Please be informed and endorse
the attached Articles of Association
Damascus/...../201...
Signatures of founders or their authorised person

signed in my attendance
Manager of Legal Affairs
Name:.....
Signature:.....

6. Holding companies:

- A holding company is a stock company whose activity is restricted to possessing quotas in limited liability companies or shares in stock companies, or taking part in establishing such companies and participating in the management of the companies in which it possesses shares or quotas.
- A holding company is always a commercial company that is subject to the provisions of the Commercial Law.
- A company name must be followed by the term "holding stock company".

- If a holding company possesses quotas or shares of a company exceeding 50% of its equities, that company will be subordinate to the holding company.
- The holding company shall have to inform the Ministry of having the condition mentioned in the foregoing paragraph in 30 days as of the occurrence.
- A holding company may not possess quotas in Solidarity companies or limited partnerships.
- A holding company may grant loans and guarantees to its subordinate companies; it also may invest in other stocks, bonds and securities.
- A subordinate company may not possess any shares in the holding company.

All stock companies' provisions shall apply to holding companies.

--- 4 ---

REGISTRATION OF BRANCHES, OFFICES AND AGENCIES OF FOREIGN COMPANIES, ORGANISATIONS AND BODIES

ACCORDING TO THE PROVISIONS OF LAW No.34 OF 2008

1. Law No.34 and registration forms

A. Required registration form:

Registration of branches, offices and agencies of foreign companies, organisations and bodies shall be according to the provisions of Law No.34 of 2008, as follows:

1. Foreign companies, organisations and bodies may be registered in one of the following forms: branch, office, agency, and regional office.
2. They shall not have the right to practice their main activity or any commercial business but after registration and obtaining a work permit in accordance with the enforced laws and regulations.
3. Registration shall define the form of the foreign legal person (FLP) and the activity it is entitled to practice in Syria.

B. Registration application and its content:

The registration application submitted to the MoET shall contain the following information:

1. FLP name, business title, nationality and place of establishment.
2. Legal form, head office, domicile and capital.
3. Type of registration.
4. Branch/Office location, temporary chosen domicile and sections, if any.
5. General Manager's name, nationality and chosen domicile in Syria.
6. Name of the person authorised to complete the registration procedures.
7. FLP's e-mail address.
8. Particulars of: partners in the case of partnerships or board members in case of associations of capital
9. Name of the FLP's auditor and name of the auditor in Syria.

C. Attachments to registration application:

The registration application shall be attached with relevant documentation duly attested by the competent authorities in the country where the FLP is registered. These documents must be attested by the Syrian Embassy and

the Ministry of Foreign Affairs in Syria, with a sworn translation into Arabic. These documents are:

1. A duly attested copy of the establishment contract of the company/organisation or of the body's memorandum of association and Articles of Association or any equivalent documentation.
2. Decision of the company's, organisation's or body's board to create a branch/office, stating its respective authority.
3. Commercial registration certificate of the FLP, or equivalent.
4. A copy of the agency agreement whereby the FLP appoints a person residing in Syria as a general manager for the created branch/office authorising him/her to notify on his behalf.
5. A document proving that the paid capital of the company/organisation is not less than fifty million Syrian Pounds or equivalent in other currencies. Such document must be signed and duly attested by the authorized signatory.
6. Last year's financial statement of the FLP at its head office, duly attested by a chartered accounts auditor.
7. An authorization letter issued to the person appointed by the FLP to complete the registration procedures.

2. Registration fees.

Branches, offices and agencies of foreign companies, organisations and bodies shall pay fees according to the registration type as shown in the following table:

Fees of branches, offices and agencies of foreign companies and organisations

Branches of foreign companies and organisations	Fee (SYP)
Branch registration	50,000
Representation office registration	50,000
Regional office registration	50,000
Temporary office registration	25,000
Registration of amendments made to Branch	25,000
Registration of amendments made to Representation Office	25,000
Registration of amendments made to Temporary Office	25,000
Financial or banking institution registration	25,000
Section registration	25,000
Section amendment	5,000
Branch, representation office or temporary office deregistration	5,000
Issuance of a certified photocopy of maintained documents	1,000
Access to a branch or office register	1,000
Certified photocopy	1,000
Agencies	Fee (SYP)
Agency registration	10,000
Agency amendment	5,000

Agency deregistration	1,000
Issuance of a certified photocopy of documents maintained at the Directorate	500
Access to agencies register	500
Intermediary registration	5,000
Intermediary amendment	5,000
Intermediary deregistration	1,000
Certified photocopy	500

--- 5 ---

REGISTRATION OF FOREIGN COMMERCIAL COMPANIES WHOSE HEAD OFFICES ARE LOCATED IN SYRIA

ACCORDING TO THE PROVISIONS OF LAW No.34 OF 2008

1. Foreign companies' registration...where and when?

Foreign commercial companies whose head offices are in Syria, regardless of their nationality:

- Must be registered in the Commercial Register of their head office region.
- Their managers and board members must apply for their registration within the month that follows their establishment.

2. Registration documentation

Registration applicants shall make their application to the Registrar alongside with the following documents:

- A certified copy of the company's memorandum of association or articles of association.
- a two-copies abstract of the memorandum of association or the articles of association containing the stamps, the applicants' signatures, as well as the following information, in particular:
 1. Names and surnames of the partners, save the shareholders, the nationality of each.
 2. The company's commercial name or address.
 3. The company's subject.
 4. Places where the company's head office, branches and business assets are located inside and outside Syria.

5. Names of the partners or third parties, who are authorized to manage the company, run its affair or sign for it.
6. The company's capital and how it is settled.
7. The company's start and termination dates.
8. The company's nature.

3. Conditions of commercial title

A commercial title shall:

1. Consist of the merchant' name, surname and commercial name, if any.
2. Be clearly different from the already registered titles.
3. a merchant shall have the right to add whatever s/he wants to his/her commercial title, provided that such addition does not mislead others with regard to his/her identity, trade importance and reputation, or financial position, or with regard to the existence of a company or its kind.

SERVICES OF THE ONE STOP SHOP AT THE SIA

The One Stop Shop at the SIA provides the investors with the services they need to accomplish their administrative dealings, simplifies their procedures and facilitates their routine to obtain the licenses and permissions required to implement their investment projects from all ministries and public bodies concerned with investment, which authorised their representatives to carry out their functions through the One Stop Shop within their competences and mandates.

1. Investment projects Licensing according to the provisions of the L.D. No.8 of 2007

1. Licensing procedures:

1. Submit a Licensing application to the SIA using the required form (industrial project Licensing, agricultural project Licensing, transport project Licensing); it should contain the following:
 - 1) Information on the project owners.
 - 2) Information on the project.
 - 3) Production information and annual production capacity.
2. The application is made by a relevant person or a legal agent with photocopies of the ID cards and passports.
3. Pay investment service fee (SYP 50,000), (due fees and duties are paid during the establishment period at the cashier of the One Stop Shop).
4. The investor shall make a commitment to provide the correct investment costs as is at the implementation.

2. Licensing decision amendment procedures:

1. An investor shall have the right to change the information of a project licensed by the provisions of investment laws, be it a change in the project purpose, legal form, a partner's addition or withdrawal, location or production information.
2. The investor shall make an application to the One Stop Shop containing the information s/he wants to change.

3. The investor shall pay SYP 10,000 as investment service fee for each change decision (due fees and duties are paid during the establishment period at the cashier of the One-Stop-Stop).

The investor shall obtain the Licensing decision or the Licensing change decision in one day maximum as of the date of application.

2. Sectors: ministries and public bodies represented at the One Stop Shop

The following ministries and public bodies are represented at the One Stop Shop of SIA:

1. Ministry of Industry	8. Ministry of Electricity
2. Ministry of Transport	9. Ministry of Petroleum and Mineral Resources
3. Ministry of Agriculture and Agrarian Reform	10. Ministry of Tourism
4. Ministry of Health	11. Ministry of Finance
5. Ministry of Economy and Trade	12. General Department of Customs
6. Ministry of Irrigation	13. General Organisation of Free Zones
7. Ministry of Local Administration	14. Department of Migration and Passports

These ministries and public bodies provide their investment-related services through their representatives who are authorised to perform the functions and responsibilities of their jobs at the One Stop Shop at the SIA.

I. INDUSTRIAL SECTOR SERVICES

AT THE ONE STOP SHOP

1. Provide the services of decision issuance for investors

The industrial sector at the One Stop Shop provides the services of issuing the decisions needed for investors in Damascus and Rural Damascus; these decisions are:

- Industrial license decision;
- Change decision (of a decision or register);
- Ownership transfer decision (of a decision or register);
- Location change decision (of a decision or register);
- Cancellation decision (of a decision or register);
- Investment costs change decision;
- Expansion decision (of a decision or register);
- Changing a beneficiary decision (of a decision or register);
- Adding an industrial purpose decision;
- Changing the number of work shifts;
- Industrial projects merger decision;
- Decision of expanding project execution duration.

2. License stamp fees

The license stamp fee should be collected for all the aforementioned decisions as follows:

- SYP 50,000 + SYP 36 for industrial projects established as individual organisations.
- SYP 15,000 + SYP 36 for industrial projects established as corporations.
- SYP 1,000 + SYP 36 for expansion decision (individual organisations or corporations).

All fees are paid at the cashier authorised by the Ministry of Finance at the SIA.

3. Decisions issuance...phases, and required documents

A. Obtaining an industrial license decision:

- **Phases:**

After the issuance of the Licensing decision by SIA or its branches, the industrial decision is issued after collecting the due fees, without the list of machines and equipment needed for the project, provided that it is attached later on, and they are attested by Ministry of Industry.

As for other governorates, the decision is issued by the directorates of industry, then the investor complete the phases of project execution at the competent directorate of industry.

○ **Documents required to obtain an industrial register:**

1. An application made by the investor to the competent directorate of industry to obtain an industrial register.
2. A duly attested administrative licensing decision.
3. Certificate from the Chamber of Industry.
4. A duly attested commercial register.
5. A duly attested corporation contract (in case of companies) with photocopies of partners' ID cards or passports for non-Syrian.
6. Photocopies of import licenses, and clearance declarations for imported machines and their catalogues.
7. Pictures and invoices of the machines purchased in the local market, or locally manufactured.
8. Registration stamp fee (SYP 10,000+18) paid at the Finance.
9. Industrial project certificate.

After that, the competent directorate of industry carries out site inspection to register the machines according to license decision; production capacity is determined on reality and samples of the production line are taken to check if they are identical with the Standard of the product. After such identification, the project is granted an industrial project certificate (industrial register).

B. Industrial project's ownership transfer decision:

○ **Phases:**

After the issuance of the project ownership decision by SIA, the industrial ownership decision is issued by the industrial sector at SIA or the competent directorate of industry in the governorates.

○ **Documents required:**

The investor shall provide the competent directorate of industry with the following documents:

1. A sale confirmation document (contract, annex to a company contract, court decision, power of attorney by the Notary).
2. Quittance from the Finance holding the name of the former owner (individual or corporation).

3. ID card of the new owner.
4. Registration stamp fee (SYP 10,000+18).
5. Old project industrial certificate.
6. Certificate from the Chamber of Industry holding the new owner's name.
7. Commercial register holding the new owner's name.
8. Industrial project certificate.

C. Obtaining an industrial project's location change decision:

○ Phases:

After the issuance of the project location change decision by SIA, the location change decision is issued by the Industrial Sector at SIA or the competent directorate of industry in the governorates; then the investor complete the procedures at the competent directorate of industry.

○ Documents required:

1. Administrative licensing decision in the new location.
2. Commercial register in the new location.
3. Certificate from the Chamber of Industry in the new location.
4. Registration stamp fee.
5. The old industrial certificate.
6. Industrial project certificate.
7. Fee of industrial project location change from one governorate to another (SYP 15,000 +36); no fee is due in case of location change within the same governorate.

After the inspection of the new location by the competent directorate of industry, the applicant is granted an industrial project certificate in the new location.

D. Obtaining a decision of industrial project's ownership transfer to heirs:

○ Phases:

After the issuance of the project ownership transfer decision by SIA, the industrial decision to transfer the ownership to the heirs is issued without any financial fees; then the competent directorate of industry is referred to for obtaining an industrial register holding the heirs' names.

○ Documents required:

1. Quittance holding the name of the devisor.

2. Inheritance listing and portioning document with a guardianship decision made by the Sharia judge in case there are minors among the heirs, and photocopies of heirs' ID cards.
3. The old industrial certificate.
4. Certificate from the Chamber of Industry holding the heirs' names.
5. Commercial register holding the heirs' names.
6. Registration stamp fee.
7. An attested corporation contract holding the heirs' names (in case there is more than one heir).
8. Industrial project certificate.

E. Obtaining projects merger decision:

○ Phases:

After the issuance of the merger decision by SIA, the merger decision is issued by the Industry Sector for Damascus and Rural Damascus. As for other governorates, the decision is issued by the directorates of industry, then the investor complete the procedures at the competent directorate of industry.

○ Documents required:

1. Application for the merger of projects.
2. The old industrial project certificate.
3. Certificate from the Chamber of Industry after merger.
4. Commercial register after merger.
5. Industrial project certificate.

F. Obtaining a decision to cancel the projects that obtained an industrial licensing decision but failed to obtain an industrial register:

○ Phases:

A cancellation decision shall be issued by SIA, provided that the project affairs are settled. A cancellation decision may be issued only after obtaining the required documents.

○ Documents required:

- A. a statement from the owner of the project whose Licensing is cancelled, showing the following:
 1. Imported machines, equipment and tools and their value according to the customs declarations used for the clearance of the machines attached to a letter from the General Department of Customs.

2. Machines, equipment and tools purchased in the local market and their value.
3. Identify the option preferred by the owner:
 - a. Re-export the imported machines, equipment and tools according to the effective regulations, and way of disposal of local machines, equipment and tools.
 - b. Set for local consumption and pay the customs duties of these imported machines, equipment and tools.
4. Quantities of cement, steel and other construction materials, as well as the raw materials imported for the project, attached to a letter from the General Department of Customs, or from Omran Establishment regarding cement quantities.

B. The competent body at the Ministry shall:

1. Audit and conform the information stated in the project owner's statement.
2. Audit and compare the information stated in the project owner's statement with the information stated in the industrial licensing decision regarding the number of the industrially licensed machines and equipment, as well as their value and quality.
- If the owner of the cancelled project has not imported anything (machines, equipment, raw materials, construction materials, etc.), the industrial licensing decision shall be cancelled, and the Ministry of Finance, Ministry of Economy and Trade and the Customs shall be informed to take the necessary measures.
- If the project owner has imported, and wants to re-export the machines and equipment, s/he will be asked to provide a quittance from the Finance and banks if the machines are mortgaged or subject to seizure sign before their re-exportation. Then, s/he will be asked to provide the customs documents to prove the re-exportation. In this case, the industrial license cancellation decision shall be issued, and the relevant bodies will be informed to take the necessary measures.
- If the project owner wants to license the machines and equipment imported for the same owner according to the provisions of the effective industrial licensing laws, s/he shall have to submit the following documents:
 1. The customs certificates of the machines, equipment and tools set for local consumption.
 2. The receipts issued by the General Department of Customs by which the customs duties have been settled.
 3. Quittance from the Finance with a letter showing that s/he has been registered among taxpayers.

Then, the competent directorate issues industrial licensing decision according to the effective laws of the Ministry of Industry, after that the industrial licensing procedures are completed.

G. Obtaining a decision to dissolve projects that obtained an industrial decision and register:

Owners of such projects willing to dissolve them shall provide the following documents:

1. Approval of the Finance to the dissolution.
2. Decision of the SIA approving to settle the project affairs, partially or totally.
3. Customs certificates and original receipts proving that customs duties and other due taxes resulting from setting the machines in local consumption have been paid, or providing customs declarations proving that the machines are re-exported, in addition to the approval of the Central Bank of Syria.
4. Sale contracts concluded between the project owner willing to dissolve it and the new investors, so that the competent body at the Ministry of Industry cancels the licensing decision and the industrial register immediately.

If there are other cases where the aforementioned cases do not apply, the Ministry shall be informed to set the necessary instructions.

4. Giving up or replacing some machines and equipment of the projects that have obtained industrial decision and register

Owners of such projects willing to give up or replace some of the machines and equipment of the projects that have obtained industrial decision and register should follow the procedures hereunder detailed, according to the case:

Giving up a machine by sale:

1. Obtain a decision from the SIA to give up the machine(s) specified by the owners.
2. The competent directorate at the Ministry of Industry shall inform the General Department of Customs of the content of the SIA decision and ask it to collect the customs duties and financial bills.
3. Customs certificates and receipts alongside with the sale contract of the machine(s) to the new owners shall be submitted by the relevant person to the competent directorate, which issue a decision to cancel the machines from the licensing decision and industrial register and to cancel these machines allocations of raw materials.
4. Provide a quittance from the Finance and the banks, in case there is a seizure or mortgage sign on the machines.
5. Sent a copy of the sale contract and cancellation decision to the Ministry of Finance to carry out the necessary measure.

Giving up a machine by putting it out of the production process as it is useless.

1. Provide the abovementioned documents 1, 2, 3 and 4.
2. Application to give up a machine.
3. The competent directorate shall put the machine out of the production process according to the duly followed procedures.

Giving up a machine by re-exporting:

1. Provide the SIA approval.
2. Provide the Central Bank of Syria approval.
3. Re-export customs declaration.
4. Customs financial notes that the due duties are paid.
5. Quittance from the Finance for this purpose.

The competent body shall deregister the re-exported machine and cancel its allocations; Ministry of Finance shall be informed of the action taken in this regard.

**Syrian Arab Republic
Ministry of Industry**

Industrial Licensing Decision No.....

Minister of Industry;
Pursuant to the provisions of the L.D. No.8 of 2007;
Prime Minister's Decision No.5055 dated 12/11/2008;
Syrian Investment Agency's Decision No...../ms date
Minister of Industry's Decision No.433 dated 12/02/2009;
And after the collection of the fees by receipts No....., and on ../../201...;
Decides the following:

Article 1: Messrs. (....corporation, under establishment) owners of the.....production project. Nationality:.....in the Governorate of.....are licensed

Their project is licensed by the provisions of the L.D. No.8 of 2007 by the Licensing decision No.....dated ../../201.....

According to the conditions mentioned in it, the list of machines and equipment will be specified later on in accordance with the Ministry of Industry' instructions.

- The actual production capacity will be estimated when the project industrial register is organised by the competent directorate of industry, which will be held responsible for it.

Article 2: This license is an industrial license and does not free the applicant from obtaining the necessary licenses from all relevant bodies according to their regulations.

Article 3: this decision shall be made known to which it may be necessary for execution. It shall be terminated by the end of the period defined to execute the project as specified in the Licensing decision.

Damascus, ../../201...

Minister of Industry
Authorisation to Head of the Industrial Sector
At the SIA

Syrian Arab Republic
Prime Ministry
Syrian Investment Agency

Industrial Project Licensing Application
Under the provisions of the L.D. No.8 of 2007
To the Syrian Investment Agency

1. Project owners' information*					
Name & Surname	Nationality	Address	Telephone	Fax	% of shares

2. Project information**			
Project purpose:			
Selected location to execute the project:		Estimated value of machines, equipment and service transport means:	
Legal form proposed:		Execution duration:	
Total number of workers:	Locals:	Foreigners:	Number of Shifts:

3. Production and annual production capacity information		
Item	Unit	Qty

I herein pledge that the assets value will not be less than SYP 50/30 million, and to abide by the Ministry of Industry's instructions and those of Law No.50 of 2002 on environment. I state that all information and data provided by me in this application are correct and identical with the reality, and I hold full accountability for that.

Damascus/...../...201...

Applicant
Name & surname:.....
Signature:.....

* a photocopy of the ID card or passport to be attached.

** the table can be expanded as needed.

ii. TRANSPORT SECTOR SERVICES AT THE ONE STOP SHOP

The Transport Sector at the One Stop Shop provides the services required for each phase of Licensing and after Licensing, as well as transport investment projects promotion, and exemptions.

1. Licensing phase services

The services provided to investors by the Transport Sector during the Licensing phase are:

1. Follow up the specific Licensing applications (maritime, air) at the Ministry of Transport, which includes proposing the approval of Licensing applications made.
2. Make suitable proposals regarding the Licensing applications of typical transport projects (passenger transport, cargo transport).

2. After-Licensing services

The after-Licensing services are summarized in making suitable proposals regarding:

1. Applications to expand the execution period.
2. Applications to change information (domicile, beneficiary, legal form, investment costs, available operational capacity).
3. Application to cancel a project and settle the status of its imports, or part of it.
4. Application to expand the settlement period granted to cancelled projects.

○ Required documents:

To cover an project by the provisions of the L.D. No.8 of 2007, the following documents are required:

- A. A statement from the competent directorate of transport showing the number of registered vehicles.
- B. Photocopies of import licenses of the registered vehicles.

3. Promotion of transport projects

The Sector, also, promotes the transport investment projects (air, maritime, road and railways) listed on the investment matrix of the MOT, and coordinates among the investors willing to have access to these projects, the

PPP Unit at the MOT and the concerned body within the MOT that owns the project.

4. Exemptions

The exemptions cover:

1. Exemptions of project imports from customs duties.
2. Exemption from Cargo Turn Offices during the project life.

Form No.5

Syrian Arab Republic Prime Ministry Syrian Investment Agency					
Transport Project Licensing Application Under the provisions of the L.D. No.8 of 2007 To the Syrian Investment Agency					
1. Project owners' information*					
Name & Surname	Nationality	Address	Telephone	Fax	% of shares
2. Project information**					
Project purpose:					
Selected location to execute the project:			Estimated value of transport means:		
Legal form proposed:			Execution duration:		
Total number of workers:		Locals:	Foreigners:		
3. Project assets – Transportation means					
Item	Imported assets			Local assets SYP	Total SYP
	Qty	Foreign currency	Equivalence in SYP		
Total					
<p>I herein pledge that the assets value will not be less than SYP 50 million, and to abide by the Ministry of Transport's instructions and those of Law No.50 of 2002 on environment. I state that all information and data provided by me in this application are correct and identical with the reality, and I hold full accountability for that.</p> <p>Damascus/...../...201...</p> <div style="text-align: right; margin-top: 20px;"> Applicant Name & surname:..... Signature:..... </div>					
<p>* a photocopy of the ID card or passport to be attached. ** the table can be expanded as needed.</p>					

iii. AGRICULTURAL SECTOR SERVICES AT THE ONE STOP SHOP

The Agricultural Sector at the One Stop Shop provides the following services:

1. Studies the Licensing applications of agricultural projects according to the hereunder shown form and advises on them, and grants the approval of typical projects (this takes less than 30 minutes as of the receiving of the Licensing application).
2. grants the approval of non-typical (new) projects Licensing, after being studied by the competent directorates of the Ministry; the investor does not have to go to the Ministry of Agriculture (this takes three days as of the date of receiving the application).

Form No.6

Syrian Arab Republic Prime Ministry Syrian Investment Agency					
Agricultural Project Licensing Application Under the provisions of the L.D. No.8 of 2007 To the Syrian Investment Agency					
1. Project owners' information*					
Name & Surname	Nationality	Address	Telephone	Fax	% of shares
2. Project information**					
Project purpose:					
Selected location to execute the project:			Estimated value of machines, equipment and service transport means:		
Legal form proposed:			Execution duration:		
Total number of workers:	Locals:	Foreigners:	Number of Shifts:		
3. Production and annual production capacity information					
Item	Unit		Qty		
<p>I herein pledge to abide by the Ministry of Agriculture's decisions and instructions governing agricultural activities, and those of Law No.50 of 2002 on environment.</p> <p>I pledge that the assets value will not be less than SYP 50/30 million. I state that all information and data provided by me in this application are correct and identical with the reality, and I hold full accountability for that.</p> <p>Damascus/...../...201...</p>					
			Applicant Name & surname:..... Signature:.....		
<p>* a photocopy of the ID card or passport to be attached.</p> <p>** the table can be expanded as needed.</p>					

1. Initial licensing of agricultural projects

Providing the issuance of the initial licensing decision of agricultural projects established in all governorates needs the decision to be prepared at the One Stop Shop as a first step to be issued holding the signature of the minister (this takes one day as of the receiving the documents).

○ Required documents:

1. A copy of the Licensing decision.
2. List of machines, equipment and tools.
3. Photocopy of the ID card.

The initial licensing decision issued by the Minister is free of charge.

2. Final licensing of agricultural projects

After the Licensing and the issuance of the initial licensing decision, the final licensing decisions of agricultural projects are issued by the corresponding governorate.

Minister of Agriculture has authorised the governors to issue the final licensing decisions, except for the decisions of fertiliser and organic fertiliser projects, which are issued by the Ministry; after that, the investor submits the industrial and administrative licensing decisions.

○ Required documents:

The documents required to grant final licenses are listed in the decisions governing the agricultural activities; any investor may look into these decision on the Ministry of Agriculture' website: www.syrian-agriculture.org

3. Agricultural project licensing fees

Licensing agricultural projects, both animal and plant, is free of charge, except for nursery licensing, which is subject to nursery licensing fee of SYP 10,000.

4. Decisions governing agricultural activities

The agricultural projects Licensing decisions are issued by the SIA under the condition that the investor shall abide by the decisions governing agricultural activities, both animal and plant, as explained in the following table:

The decisions governing agricultural activities, both animal and plant

Decision No.	Decision date	Content
--------------	---------------	---------

12/t	03/06/1991	Fisheries
26/t	19/10/1991	Nurseries
38/t	21/06/2001	Horse breeding
8/t	06/02/2003	Aquatic and amphibious reptiles
9/t	06/02/2003	Poultry breeding
17/t	19/02/2003	Ostrich breeding
62/t	25/06/2003	Cow and calf breeding
63/t	25/02/2003	Sheep and goat breeding
70/t	01/08/2003	Turkey breeding
83/t	01/10/2003	Camel breeding
86/t	24/10/2004	Bee breeding
316/t	28/12/2008	Trading, importing and manufacturing chemical compounds
123/t	06/07/2007	Establishing veterinary labs
261/t	29/11/2007	Establishing olive oil presses
22/t	10/02/2008	Modifying the establishment of labs

iv. HEALTH SECTOR SERVICES AT THE ONE STOP SHOP

The Health Sector at the One Stop Shop provides the following services:

1. Introduce investors to the investment environment in the health sector.
2. Promote health projects announced by the Ministry of Health.
3. Provide information on the Licensing conditions of health investment projects (private hospitals, medicine factories).
4. Receive Licensing applications alongside with the technical studies.
5. Follow up the Licensing application at the MoH and the competent directorates in coordination with the Secretary of the Investment Committee at the MoH.
6. Inform the MoH of any Licensing decision by its representative at the SIA.

The investor gets a Licensing decision in 48 hours maximum.

1. MoH Orientations and Licensing Medicine Factories

A. Licensing conditions:

- The MoH orientation, regarding new factories of medicine manufacturing, is towards the production of non-locally manufactured medicine groups, provided that such manufacturing is done upon a franchise from well-known international companies that are duly registered at the MoH.
- These groups are mainly the following: cancer medicines, vaccines, blood derivatives, hormone medicines in the form of injections, biotechnology and modern medicines, spray medicines.
- Directing to manufacture raw materials and medical inputs.
- The global technical conditions of good medicine manufacturing at medicine factories (G.M.P), which are continuously updated, must be met.

B. Required documents:

1. An application submitted by the owners to obtain a license to open the factory under a pharmacist's management.
2. An application submitted by the pharmacist showing his/her will to work as full time manager of the factory.
3. The factory attested layouts showing its location (town, village, district center, governorate center).
4. Approval of the Medicine Technical Committee to license the factory.
5. Identical photocopy of the Minister of Industry's decision, and an industrial project registration certificate.

6. Photocopy of the pharmacist's permanent license.
7. Non-convicted certificates of the pharmacist and the owners, or the person authorised to sign.
8. Photocopies of the ID cards of the pharmacist, the owners and the person authorise to sign.
9. New certificate from the Association of Pharmacists showing the purpose of its issuance.
10. A statement from the General Register of State Workers showing that the pharmacist is not employed.
11. A pledge from the pharmacist to work full time, not to retire and not to work for another body.
12. Inspection report from the competent technical committee showing its inspection of the medicine factory.
13. Leasing contract or a property document of the factory.
14. An 8-cm width file.
15. A syndicate stamp from the Association of Pharmacists (SYP 500).
16. A financial receipt of the stamp fee according to the work location:
 - SYP 2,000 in towns and villages.
 - SYP 5,000 in cities and district centers.
 - SYP 1,000 in governorate centers.

2. Licensing a private hospital

A. Licensing conditions:

1. The project location is in the specified development region or upon the need. Projects of medical cities, specialised medical centers and hospitals, or grand medical complexes can be approved in any location or governorate.
2. The hospital building is independent and the number of beds is 100 minimum.
3. One, at least, of the specialisations must be of distinguished level (e.g. barrenness treatment, surgery...), or new in Syrian hospitals; provided that the technical terms required for each specialisation are completed later on and the specialisations are separated from each other.
4. The hospital must be qualified to contribute to training and HRD.
5. The cost of one bed in the hospital must not be less than SYP 5 million for construction and equipping, without the land value.
6. All regulatory legal conditions and effective instructions of the relevant ministries should be implemented.

B. Documents required before hospital construction:

The documents required to obtain the initial approval of hospital building and construction are:

1. An application, holding a 10-SYP financial stamp, made by the license seeker to the incoming/outgoing registry of the relevant directorate of health; it shall contain the following:

- Hospital location and divisions.
 - Kind of diseases to be treated in it.
 - Number of beds.
 - Real estate number.
 - Hospital owner's name, address and telephone number.
2. Approval of the governorate Executive Bureau to allocate the real estate and change it to a hospital.
 3. 2 copies of the hospital architectural plan signed exclusively by the studying architect, and attested by the Association of Engineers.
 4. 2 copies of the hospital electric plans from the Association of Engineers.

C. Documents required after building the structure:

- An application, holding a 10-SYP financial stamp, made by the hospital technical manager to the incoming/outgoing registry of the relevant directorate of health, to carry out an inspection showing that the hospital has been built. The following documents, as well as the aforementioned approval of the Executive Bureau, shall be attached to the application:
 1. A duly attested copy of the cadastral record of the hospital real estate.
 2. The proper contract between the technical manager and the owners or his/her ownership partners, which is duly attested by the Notary or the directorate of social affairs and labour, or a copy duly attested by the Notary of the owners' lease contract.
 3. 2 copies of the report on all occurrences in the hospital such as divisions, specialisations and number of beds.
 4. A pledge, holding a 10-SYP financial stamp, and signed by the technical manager (registered at the directorate of health) that s/he abides by:
 - Dedicating full time for hospital management.
 - Not working for a public or private body, permanently or temporary, during his/her management of the hospital.
 - Keeping the necessary technical records (data, patient records, and patient file).
 - Sending quarterly and annual statistics to the MoH.
 - Calculate the civil status at each delivery case.
 - Abiding by the prices set by the MoH.
 5. An attested copy of the permanent license and the specialisation certificate of the doctor-technical manager of the hospital, with a financial receipt of SYP 10,000, in case the permanent license is between 22/7/1993 and 2003.
 6. A recent (less than 3 months) certificate on the military status of the technical manager issued by the Military Recruitment Section.
 7. A recent (less than 3 months) non-convicted certificate.
 8. A syndicate certificate addressed to the MoH for the purpose of licensing a hospital showing that the technical manager has settled all fees to date.
 9. A quittance issued by the Retirement Treasury of the Association of Doctors to the hospital.

D. Documents required after equipping and finalising the hospital:

- An application, holding a 10-SYP financial stamp, made by the hospital technical manager to the incoming/outgoing registry of the relevant directorate of health, to carry out an inspection showing that the hospital has been equipped and finalised and ready for opening. The following documents shall be attached to the application:
 1. Recent syndicate certificate of the technical manager containing the same foregoing requirements.
 2. Approval of the Atomic Energy Agency regarding the radiation rooms and devices existing in the hospital.
 3. A financial receipt in return of a private hospital licensing stamp.

V. ECONOMY & TRADE SECTOR SERVICES AT THE ONE STOP SHOP

The Economy & Trade Sector at the One Stop Shop provides the following services:

1. Granting import licenses.
2. Correcting, expanding and abolishing import licenses of investment projects – industrial projects and service projects (cargo transport and groups of tourists) in the governorates of Damascus and Rural Damascus.
3. Deduct a quantity of the industrial allocations required through importation, for the countries, from which importing does not need an import license (Arab states members in the GAFTA) and Free Trade Agreement with Turkey.
4. Provide the services of answering investors' questions and direct them to follow the necessary steps to establish their projects through providing them with the form of corporation articles of association.
5. Provide the services related to the granting of commercial register.

1. Import licenses: granting, correcting, expanding and abolishing

A. Granting import licenses of industrial projects:

○ Required documents:

1. Import license of 8 copies according to the printed form which has a financial value and is issued by the Ministry of Finance. The required stamps shall be pasted on the original copy of the license (financial stamps, local administration stamps, Syrian Arab Red Crescent stamps).
2. A special file containing the license and its documents.
3. Industrial register issued by Damascus or Rural Damascus directorate of industry (for already executed projects), or a pledge to submit the industrial register in 6 months (for under execution projects).
4. Chamber of Industry certificate issued by Damascus or Rural Damascus Chamber of Industry.
5. Quittance from Damascus or Rural Damascus Directorate of Finance.
6. An invoice issued by the exporting company showing: importer's name, type of goods, quantity, values in foreign currency, name(s) of manufacturer(s), name of exporting company, country(ies) of origin and country of source.
7. Lists of the license conditions.

8. Approvals of the relevant bodies regarding the importation of the required materials (MoH, Directorate of Environment in the governorate, MoAAR, and the General Establishment of Telecommunications).
9. Authorisation issued by the relevant persons or specified power of attorney.

B. Granting import licenses of service tourist transport and goods transport projects:

○ Required documents:

In addition to the aforementioned items 1, 2, 4, 5, 6, 7, 8 and 9), the investor should provide:

1. A letter issued by the General Organisation for Foreign Trade showing that the due commission on the vehicles to be imported has been settled.
2. Chamber of Commerce certificate issued by Damascus or Rural Damascus Chamber of Commerce.
3. Attested copy of the commercial register issued by Damascus or Rural Damascus Directorate of Supply and Internal Trade.

C. Correcting or expanding import licenses:

1. The relevant person makes a correction or expansion application attaching to it the 3rd copy of the license (applicant's copy).
2. The application is sent to the Customs Department to collect the correction or expansion fee, if the project is not exempted from the import duty, or if the license materials are not exempted from the import duty. Then the correction or expansion is made.

D. Import license cancellation

1. The relevant person makes an application to cancel the license attaching to it all copies of the license (if a quantity of it is not cleared).
2. If it is cleared, totally or partially, the application is sent to the relevant bank and customs house to list the cleared items of the license, then it is cancelled totally or partially, upon the situation.

In normal cases, finalising all procedures requires 15-60 minutes. When approvals of other bodies are required, the time needed to obtain those approvals shall be added.

2. Deducting a quantity of the industrial allocations required through importation

○ Required documents:

Obtaining a letter to deduct a quantity of the materials to be imported from the countries, from which importing does not need an import license (Arab states members in the GAFTA) and Free Trade Agreement with Turkey, requires the following:

1. An invoice issued by the exporting company showing: importer's name, type of goods, quantity, values in foreign currency, name(s) of manufacturer(s), name of exporting company, country(ies) of origin and country of source.
2. A letter from the bank through which the value is paid containing a letter to deduct the quantity of materials to be imported from the project allocations table, or a similar letter, or a footnote from the customs house at which the goods will be cleared.

Form No.7

<p>Ministry of Economy and Trade One Stop Shop at the SIA</p> <p>No..... Date:.....</p> <p style="text-align: center;">To Bank of..... To Customs House of.....</p> <p>Based on the Ministry of Economy and Trade's Decision No.951 dated 10/08/2004.</p> <p>Regarding your letter No.....dated....../....../20....to deduct a quantity amounting to.....only.....of.....from the annual allocations granted by Rural Damascus Directorate of Industry, to Mr.....or.....Co.</p> <p>Country of origin and source:.....</p> <p>We, herein, inform you that the aforementioned quantity has been deducted from the annual allocations.</p> <p>Please take note and abide by the content.</p> <p style="text-align: right; margin-top: 20px;">Head of Import Licenses Granting Section</p>

Form No.8

Syrian Arab Republic
Prime Ministry
Syrian Investment Agency

SN:.....

Date:.....

Import License Application Form

Applicant name & surname:..... Commercial register No.....

Address:..... Telephone No.....

Business or trade type:..... Cause of application:.....

Type of offer:..... Exporter's name:..... source:.....

Clearance customs house:.....

Customs Item No.	Goods type	Quantity			Total value (SYP)	Value in foreign currency		
		Kg	Number	Unit		FOB value	Spent	Total

The customs status number of the imported goods must be identical with the status number set next to the material which importing is licensed, unless this condition is deleted.

In numbers:.....kg

In weight:.....

In SYP:.....

In foreign currency:.....

Applicant's signature

Data, conditions, remarks		Decision
<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>		Importing is licensed:.....
	
	
	
<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>		This license is valid for.....as of the date of its issuance.
	in.....Manager of Foreign Trade.
		As original Head of Import Control Section
	
SYP	Collected duties	Expansion of license validity
.....	<p>This license validity is expanded until.../.../20...</p> <p>Date:.....in 20.....</p> <p style="text-align: right;">Seal and signature</p>
.....	
.....	
.....	

Remarks

1. this license is personal and by no way can be ceded; any use of an illegal

- license subjects the user to legal penalties.
- 2. Goods can't be cleared by means of the Applicant's Copy only.
- 3. The Original bill of lading and the attested invoice must be submitted to directorates of economy before referring to the Customs to clear the goods. The bill of lading and invoice must hold the name of the importer, or to his/her order, and addressed directly to his/her address in SAR.
- 4. Any correction or cross on the license will be disregarded, unless it is signed by the competent officer.

3. Corporate establishment

The Economy and Trade Sector services with regard to corporate establishment are limited to:

- 1. Answering investors' questions regarding the establishment of their projects.
- 2. Inform the investor of the necessary establishment steps and guide him/her in this process.
- 3. Provide the investor with the articles of association form.

○ Required documents:

- 1. Licensing decision.
- 2. Establishment application.
- 3. Corporate articles of association.
- 4. Photocopies of investors ID cards or passports.
- 5. Power of attorney made by the Notary to the person authorised to sign on the establishment application and articles of association.
- 6. Commercial register of the legal persons sharing in the company, if any.
- 7. Receipt of payment of the articles of association attestation fees.

4. Commercial register services at the One Stop Shop

The Commercial Register, within the Economy and Trade Sector at the One Stop Shop provides the following services:

- 1. Registers and grants new commercial registers to the project licensed by the L.D. No.8 of 2007 and the Investment Law No.10 of 1991, after submitting the listed documents, and after making fax correspondences with the Registrars in the governorates.
- 2. Amends the registers licensed by the Law No.10 of 1991 and the L.D. No.8 of 2007, which are already registered at the Commercial Register when the investment decision is amended.
- 3. Attests the already registered commercial register certificates, after verifying by fax the commercial register in the corresponding governorate, and after completing the documents required.

4. Attests the commercial register certificates of those licensed by the investment laws, and those non-licensed in Damascus and other governorates. (See: Merchant's Registration Form and Company Registration Certificate with the Commercial Register Seal at the One Stop Shop of the SIA.)

Form No.9

<p>Syrian Arab Republic Prime Ministry Syrian Investment Agency</p>	<p>Commercial Registrar of.....</p>
Company Registration Certificate	
<p>The Commercial Registrar of..... witnesses that:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>Commercial Registrar of.....</p>	

Form No.10

<p>Syrian Arab Republic Prime Ministry Syrian Investment Agency</p>	<p>Commercial Registrar of.....</p>
Merchant Registration Certificate	
<p>The Commercial Registrar of..... witnesses that:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>Commercial Registrar of.....</p>	

A. Registration of individuals or individual organisations at the Commercial Register:

- **Required documents:**

1. Real estate deed of the register location, ownership deed, or financial taxation, or lease attested by the corresponding governorate or municipality, or a copy of the cadastral record, or a final court verdict.
2. Photocopies of the ID cards for Syrians.
3. Passports for non-Syrians.
4. A statement of being unemployed.
5. A pledge to provide work certificates for non-Syrians.
6. SYP 50,000 registration fee at the Commercial Register.

B. Registration of Solidarity and limited partnership companies

○ Required documents:

1. Attested company contract.
2. Photocopies of the ID cards of Syrian partners, or passports of non-Syrians
3. Non-convicted statement for acting partners.
4. Real estate deed of the company location.
5. A pledge to provide work certificates for the non-Syrian partner authorised to sign.
6. SYP 10,000 registration fee at the Commercial Register.

C. Registration of Solidarity and limited partnership companies:

○ Required documents:

1. Articles of association with the ministerial licensing decision, and the contract attestation financial receipt.
2. Photocopies of the ID cards of Syrian partners and persons authorised to sign, or passports of non-Syrians.
3. Capital deposit.
4. Receipt of publishing in the Official Gazette.
5. A pledge to provide a permanent head office in case the offered one is temporary.
6. A Real estate deed of the company head office in case it is a permanent one.
7. A pledge to provide a work certificate for non-Syrians authorised to sign.
8. SYP 100,000 receipt for registration at the Commercial Register.
9. Non-convicted certificate for those authorized to sign.

D. Registration of stock companies:

○ Required documents:

1. Articles of association with the ministerial licensing decision, and the contract attestation financial receipt.
2. Photocopies of the ID cards of Syrian partners and persons authorised to sign, or passports of non-Syrians.
3. Capital deposit.
4. Receipt of publishing in the Official Gazette.

5. A pledge to provide a permanent head office in case the offered one is temporary.
6. A Real estate deed of the company head office in case it is a permanent one.
7. A pledge to provide a work certificate for non-Syrians authorised to sign.
8. SYP 100,000 receipt for registration at the Commercial Register.
9. Non-convicted certificate for those authorized to sign members of the board of directors only.
10. The Minister's letter nominating members of the board.

VI. IRRIGATION SECTOR SERVICES AT THE ONE STOP SHOP

The Irrigation Sector at the One Stop Shop provides the following services:

- Provide water sources through granting approvals to drill wells, or directly from dam lakes, or from irrigation channels for the industrial or agricultural project use.
- Follow up investors' applications at the Ministry of Irrigation to the final point, and deliver them to the investors through the incoming/outgoing registry of the One Stop Shop in a period of 4 days maximum.

1. Well drilling and exploitation application

A. License application:

In order to obtain a well drilling and exploitation license, the project owner, or his/her representative, shall make an application to the head of the Irrigation Sector at the One Stop Shop expressing his/her need to drill a well and the quantity of water needed to exploit the project.

- **Required documents:**
 1. Project Licensing decision.
 2. Recent copy of the cadastral record.
 3. Statement of the area of real estate where the well to be drilled.
 4. Survey sketch of the real estate.
 5. Attested study from the relevant public body showing the water quantity needed for the project on a daily basis.
 6. A written pledge attested duly by the Notary and made by the applicant or the one authorised to sign, to:
 - Use the water for the project uses only.

- Install a meter on the well to organise and monitor water pumping, which should be within the licensed quantity.
 - Apply the closed circle principle when it is technically possible.
 - Treat the water after its use in the project and before discharging it, so that the discharged water quality is useable for all kinds of plants according to the Syrian environment standards.
 - Install appropriate pumping devices fitting the hourly water needs of the project.
7. Letter from the municipality.
 8. Letter from the water establishment.
 9. Fees receipt.

vii. LOCAL ADMINISTRATION SECTOR SERVICES AT THE ONE STOP SHOP

The Local Administration Sector at the One Stop Shop provides the following services:

1. Promote investment in industrial zones.
2. Study licensing applications made by investors after getting the required Licensing decision and according to the governorate, alongside with writing two letters:

A. A letter to the governorate in which the project is intended; it contains:

- 1) Project owners' information.
- 2) Administrative unit information.
- 3) Number of the real estate on which the project to be set up.
- 4) Copy of the Licensing decision.

Based on that, the Investment Services Office at the relevant governorate completes the required licensing procedures.

B. A letter to the State Ministry for Environment Affairs, with the following attachments:

- 1) Copy of the Licensing decision.
- 2) Copy of the investor's pledge to abide by the environmental conditions of the industry (the project that the investor intends to set) and the provisions of Law No.50 on environment.

Based on that, the Ministry addresses the directorate of environment in the governorate, where the project will be set, to complete the environment-related procedures.

These procedures take one hour at the One Stop Shop in attendance of the investor.

Thus, the administrative licensing procedures through the One Stop Shop are limited to the follow-up with the competent bodies (governorate, Investment Services Office, the municipality or administrative unit taking its place).

1. Granting administrative license

An administrative license regarding the industries governed by the provisions of the Regulatory Decision No.2680 of 1977, provisions of the Investment Law No.10 of 1991 and Investment Decree No.8 of 2007 needs the following:

A. Administrative licensing application:

- The administrative license seeker, or his legal representative, makes an application to the competent authority, containing the following:
 1. Name, surname and address.
 2. The industry to be practiced.
 3. The place on which the industry will be set up and its borders (the governorate, the administrative unit and real estate number).
 4. Number, type and use way of machines and engines (attested copy of the Licensing decision and its amendments).

B. Required documents:

- Approval of the municipality (or the administrative unit taking its place) showing that the site to be constructed, or the building to be used, does not contradict its regulations with regard to class one and two industries (licensing decision is issued by the executive bureau of the governorate council) within the borders of the municipality (or the administrative unit taking its place).
- Licensing class three industries within the borders of the municipality (or the administrative unit taking its place) is issued by the head of the municipality (or the administrative unit taking its place).

Thus, the industries set up outside the borders of municipalities, or the administrative units taking their places, do not need such approval, for all classes; they are issued by the Executive Bureau of the Governorate Council.

2. Cases of granting temporary administrative license

A temporary administrative license to practice one of the industries governed by the provisions of the Regulatory Decision No.2680 of 1977 may be granted in any of the following cases:

1. When there is no attested Master Plan.
2. When there is no industrial zone specified to set up industries similar to the one to be licensed.
3. When there is a specified industrial zone, but its infrastructure has not been completed yet.

3. Conditions of license granting

In order to grant an administrative license, the following must be obtained:

1. Approval of the directorate of technical affairs in grades one and two municipalities and the administrative units taking their places.

2. Approval of the directorate of technical affairs in grades three and four municipalities and the administrative units taking their places, and the places where there are no municipalities.
3. Approval of the competent bodies depending on the type of industry, e.g. approval of the Ministry of Social Affairs and Labour for foreigners' licensing.
4. Ownership deed of the real estate, on which the industry is intended, or the instrument proving the ownership, which allows him/her to use that real estate (copy of the cadastral record).
5. A pledge to respect all conditions to be met as defined by Decision No.2680 of 1977.
6. Three copies of the sketch of the building to be used or constructed; it should be certified by the governorate Association Of Engineers.
7. Site sketch showing the real estate to be licensed.

Projects licensed by the provisions of the L.D. No.8 of 2007 shall be exempted from submission to the Committee of Communiqué No.10 of 2004 according to the Prime Ministry's Decision No.827 dated 12/02/2009.

viii. ELECTRICITY SECTOR SERVICES AT THE ONE STOP SHOP

The Electricity Sector at the One Stop Shop provides the following services:

1. Study investors' applications.
2. Study and follow up offers and qualification of companies to set up new electric power plants, and the offers to expand the already existing ones.

A. Application for electricity supply:

It is made by the investor to the One Stop Shop to provide the project with electricity.

B. Required documents:

1. A form showing: project name, type and location and the estimated power needed to feed the project.
2. Topographic plan of the project site and locations of the transformation stations adjacent to the project.
3. Duly attested electric study.
4. The Executive Bureau's decision containing the approval to set up the project on the specified real estate (administrative license).
5. Project technology (project description).
6. The existing machines and equipment, and the startup way of the existing engines.
7. A pledge by the project owner to settle all the costs resulting from the provision of electricity to the project.

ix. OIL AND MINERAL RESOURCES SECTOR SERVICES AT THE ONE STOP SHOP

The Oil and Mineral Resources Sector at the One Stop Shop provides the following services:

1. Services (consultations) to investors.
2. Study and approve investment projects.
3. Follow up the strategic investment projects with the Ministry.
4. Follow up the Investment Map.

A. Licensing application:

The Licensing application is studied and approved by the representative of the Ministry of Petroleum and Mineral Resources.

B. Required documents:

The Licensing application only.

X. TOURISM SECTOR SERVICES AT THE ONE STOP SHOP

The role of Tourism Sector at the One Stop Shop is now limited to:

1. Providing information on tourism development in Syria.
2. Informing investors of the major decisions in the field of tourism investment promotion.
3. Attracting investors' attention to the advantages and facilitations and how to benefit from them.
4. Guiding investors to start and complete the tourist licensing procedures.
5. Promoting the investment projects offered by the Ministry of Tourism during the annual investment seminars.

XI. FINANCIAL SECTOR SERVICES AT THE ONE STOP SHOP

The Financial Sector at the One Stop Shop provides the following services:

1. Collect fees.
2. Grant quittance to the new project, which is necessary for importing and other things according to the rules of the Financial Departments.
3. Grant the approval to change an project domicile according to the authorities given to it.
4. Provide financial consultations to investors regarding tax laws in Syria.

1. Financial fees collection

The cashier, authorised by the Ministry of Finance, collects the due financial fees during all project phases; these fees are:

1. Investment service fees of all kinds (Licensing decision issuance fee, cession fee, amendment fee, expansion fee, etc.)
2. Stamp fee (according to company capital, up to SYP 500,000). If the amount is bigger than that, it is collected by the Central Bank of Syria.
3. Treasury revenues (stamp value, industrial license fee, company bylaw attestation fee.)

○ Required documents:

The documents related to the project real estate (regarding the head office of the corporation or individual project to be set up in the Governorates of Damascus and Rural Damascus) are received; mainly:

1. Property deed.
2. A lease according to the provisions of Law No.10 on leases.
3. Loan contract.

xii. CUSTOMS OFFICE SERVICES AT THE ONE STOP SHOP

The Customs Office at the One Stop Shop provides the following services:

1. Grants customs exemptions to the projects licensed by the provisions of Law No.10 of 1991 and the L.D. No.8 of 2007.
2. Settle the status of such projects when they are cancelled.

1. Fee exemption

A. Exemption application:

In order to obtain a fee exemption decision, the investor, or his/her legal representative, shall make an application, holding the investor's seal and a 10-SYP stamp, to the Customs representative at the One Stop Shop showing the following: Licensing decision number and date, number and type of machines and vehicles, quantities of the material to be exempted.

B. Required documents:

1. Copy of investor's ID card.
2. Duly attested copy of the valid power of attorney to the representative.
3. Attested copy of the Licensing decision and the last amendment or expansion decision regarding the exemption period.
4. Attested copy of the decision of the Ministries of Industry or Transport or any other relevant body, which includes a list of machines, vehicles and other materials granted to the project and included in the Licensing decision.
5. A clear photocopy of the import license showing: license number and date, and the machines, vehicles and other materials whose exemption is requested to be imported, or a duly attested invoice if the license is not due.
6. A duly attested copy of the industrial register (if it is an industrial project).
7. Attested copy of the commercial register.

2. Project cancellation

Project cancellation is processed as follows:

1. The cancellation decision of the SIA is viewed and sent to the Ministry of Economy and Trade informing it of the granted cancellation approvals. Other bodies are also informed (project domicile, clearance customs, SIC, Ministry of Transport or Ministry of Industry, and the other relevant bodies.)
2. After receiving the information from the clearance customs, or the corresponding regional directorate, regarding what has been cleared of the exemption approvals (number and value in SYP), the Ministry of Economy (Project Settlement Committee) is informed to approve settling the project affairs, or to take other measures if the investor failed to fulfill his/her obligations.
3. When the affairs settlement decision is issued, it is sent to the project domicile, i.e. to the regional directorate to settle the project affairs.

The time needed to finish the procedures differs from one to another; some take one hour, while others take two, three or even four hours, in order to be accurate and avoid any mistakes in exemption granting.

xiii. FREE ZONES SECTOR SERVICES AT THE ONE STOP SHOP

The Free Zones Sector at the One Stop Shop provides the following services:

1. Promote investment in the Free Zones.
2. Provide information on investment reality and procedures in the Free Zones.
3. Receive applications of those willing to invest in the Free Zones and submit them to the Free Zones board of directors to take a suitable decision in their regard.

Free zones in Syria:

1. Adra Free Zone (close to Damascus).
2. Damascus International Airport Free Zone.
3. Aleppo Free Zone.
4. Tartous Free Zone.
5. Latakia Free Zone.

6. The Syrian-Jordanian Free Zone (on the Syrian-Jordanian borders close to Daraa.)

xiv. MIGRATION AND PASSPORTS SECTOR SERVICES AT THE ONE STOP SHOP

The Migration and Passports Sector at the One Stop Shop provides the following services:

1. Provide granting annual residences.
2. Grant exit visas.
3. Receive the papers and documents required to grant residence to Arab and foreign managers and experts.

Required documents:

▪ From managers:

1. A written application from the SIA associated with the project Licensing decision.
2. Prime Minister's approval.
3. Copy of the company license from the relevant body.
4. A letter from the company or establishment.
5. Approval of the Ministry of Social Affairs and Labour.
6. Residence deed or business location allocation letter.
7. Tuberculosis test (15-60 years).
8. AIDS test (15-50 years).
9. 3 photocopies of the passport.
10. Residence application priced SYP 100 + 4 information leaflets + personal photographs.
11. Stamps (SYP 40).
12. Approval of the Political Security Department.

▪ From Arab and foreign experts:

1. A written application from the SIA associated with the project Licensing decision.
2. A letter from the company or establishment.
3. Approval of the Ministry of Social Affairs and Labour.
4. Residence deed or business location allocation letter.
5. Tuberculosis test (15-60 years).
6. AIDS test (15-50 years).
7. 3 photocopies of the passport.
8. Residence application priced SYP 100 + 4 information leaflets + personal photographs.

9. Stamps (SYP 40).
10. Approval of the Political Security Department

Form No.11

Syrian Arab Republic
Prime Ministry
Syrian Investment Agency

Number:.....
Date:.....

Special Power of Attorney Form
(to submit all applications)

I'm, the hereunder signer.....son of..... Nationality:.....
My ID card/passport No..... Date and place of birth:.....
Issued on:../../201.....
Permanent address and residence:.....
.....
Home phone number:..... Work phone number:.....
Mobile:.....

Authorise Mr.....son of.....holding the ID card of the
National Number:..... Date and place of birth:.....
Issued on:../../201....., Register place and number:.....
Permanent address and residence:.....
Home phone number:..... Work phone number:..... Mobile:.....
To submit all applications related to my investment project which is licensed by the investment laws by virtue of Decision No...../ms dated:../../201..., to receive and attest all relevant documents, licenses and decisions, to pay the due fees except for sale and purchase (cessions) and to cancel the project.

I assume full responsibility for the results generated by this power of attorney with the authorised representative.

../../201...

Licensor Name and signature	Licensee Name and signature
--------------------------------	--------------------------------

Directorate of Legal Affairs
Done in my attendance
Name and surname:.....
Signature:.....

Industrial Cities in Syria

There are four industrial cities in Syria:

1. Industrial City of Sheikh Najjar – Aleppo

It is located 15 km to the east-north of Aleppo between Al-Bab old way and Al-Messelmiah old way.

The total area of this industrial city is 4,412 hectares. It has many industries: textile, engineering and chemical.

2. Industrial City of Adra

It is located in Rural Damascus Governorate, to the north and south of Damascus way, close to Damascus International Airport. It is connected with the highways, the railway, Damascus Greater Junction and Al-Muhallek Al-Shemali (the southern outer highway) to guarantee easy travel, movement and transport of materials and products; which contributes to the reduction of production costs.

The total area of this industrial city is 7,000 hectares. It has all kinds of industries: engineering, textile, chemical and food.

3. Industrial City of Hassya - Homs

It is located to the south of Hassya Town, 47 km from Homs to the east of Damascus-Homs Highway.

The total area of this industrial city is 2,500 hectares specified for industries and green areas. It has textile, food, engineering and chemical industries.

4. Industrial City of Deir Ezzor

It is located to the eastern north of Deir Ezzor (Deir Ezzor-Hassakeh Highway), 15 km from Deir Ezzor.

The total area of this industrial city is 1,260 hectares, while the total area with the expansion is 2,850 hectares. It has a piece of land specified to set up industrial plants and establishments: food, textile, engineering and chemical industries, which would help create 50,000 job opportunities.

Private Banks in Syria

- The Syrian banking regulations give the Central bank of Syria, the Commercial Bank of Syria and the private banks the right to make international transactions and to keep foreign currency deposits outside Syria.
- The Commercial Bank of Syria and the private banks have the right to sell Syrian pounds against foreign currencies inside Syria.
- Public and private banks are allowed currently to provide commercial banking services, including documentary credits (the Minister of Economy and Trade's Decision of April 2005 allowed private banks to issue such documentary credits in USD supported by SYP to export some materials.)

1. Legal forms of private banks

The Law allows the establishment of private banks in three forms of stock companies:

1. Private banks owned completely by the Syrian private sector.
2. Mixed banks, where government financial institutions own 25% and the private sector owns 75%.
3. Banks owned by both foreign institutions (49% maximum of the capital) and Syrian individuals and institutions (51%), this is conditioned by the approval of the Council of Ministers.

2. Conditions of establishing a private bank:

1. The bank's capital is not less than SYP 1.5 billion.
2. All shares of the bank are tradable except for the public sector shares.
3. The shares held by one legal person do not exceed 49%.
4. The shares held by one natural person do not exceed 5%.
5. A share value is not less SYP 500.
6. The value of resident Syrian citizens' shares shall be paid in Syrian currency.
7. The value of the foreigners' shares (including non-resident Syrians) shall be paid in foreign currencies.
8. Founders may not cede their shares of the bank's capital to a third party until and unless three balance sheets are issued showing profits.
9. The bank shall be subject to the foreign exchange regulations in effect.

3. License abolishing

- The license to establish a bank shall be abolished if the bank does not start its activities in one year as of the date of its registration at the bank registry.

4. Bank income tax

- The law defines the bank income tax at a rate of 25% including the war contribution; this tax is exempted from the Local Administration tax.

5. Profit transfer

Article 24 of Law 28 allows the banks to transfer the foreign exchange resulting from their operations on the basis of their duly ratified balance sheets; this includes:

1. Profits and interest generated annually by the contributions and shares held by Arab and foreign nationals, which are originally paid in foreign currency.
2. Remunerations and bonuses due to resident non-Syrian members of the boards of directors.
3. 50% of net wages, salaries and remunerations and 100% of the end-service compensation due to Arab and foreign experts and technicians working with the banks.
4. Amounts of money due from the banks and must be paid and transferred abroad in foreign currency.

Damascus Securities Exchange (DSE)

DSE was established by virtue of the Decree No.55 of 2006. The companies willing to be listed in the organised market shall have to meet the following conditions:

1. The capital is SYP 300 million at least.
2. The profits raised in two successive years are not less than 5% of the paid capital.
3. Number of shareholders is not less than 300.
4. 20% of the capital, at least, is offered for public underwriting.

Easier conditions are imposed on the companies willing to operate in the parallel market; such as:

- The corporate capital is SYP 100 million.
- Number of shareholders is not less than 100 with 2 years at least of work.

2. Customs duties on imports

Syria is one of the countries that signed the GAFTA Agreement, which became effective in January 2005. It, also, signed a Free Trade Agreement with Turkey.

The GAFTA cancelled the customs duties on the goods coming from the Arab countries, and the same will be applied on the Turkish goods according to Free Trade Agreement with Turkey. Syria, also, initialed the Association Agreement with Europe. On other hand, the non-customs barriers deceased from 25% in 2006 to less than 20% in 2007.

3. Conditions of free-of-charge temporary admission

The Syrian Government grants temporary admission that is exempted from all customs duties and taxes to the following parties:

1. Foreign projects:

Foreign companies executing a project in Syria may import temporarily all equipment and vehicles needed to complete the project. When the project is completed, the company must re-export all those equipment and vehicles.

2. International organisations:

International organisations may import vehicles, furniture and other necessary equipment without any customs duties provided that they re-export them when their missions finish.

3. Tourists:

Tourists may bring in tourist cars for three months renewable for one month.

4. Commercial fairs:

Participants in commercial fairs may import temporarily goods for the show; they should be re-exported after the fair.

5. Producers of goods prepared for export:

Local producers are granted temporary admission license of raw material free of any charges if their manufactured products are for export.

4. Dispute settlement system

Syria signed Washington Convention on the Settlement of Investment Disputes between States and Nationals of other Countries on 8 June 2008. In addition to being a member of New York Arbitration Convention, Syria accepted to abide by international arbitration of disputes between foreign investors and the State in the cases where the investment agreement or contract contain such term, otherwise, it is under the competence of local courts. The cases, in which the public sector is a party, fall under the competence of the State Council, which works to guarantee the process integrity.

5. Investment Protection in Syria

Syria has signed the following international conventions:

- Nice Accord Concerning the International Classification of Commercial and Industrial Marks of 2007.
- Washington Convention on the Settlement of Investment Disputes between States and Nationals of other Countries to protect foreign investments from non-commercial risks, 2005.
- Convention concerning the Formation of the World Intellectual Property Organisation 2004.
- Madrid Convention on International Trademarks Registration 2004.
- International Patent Cooperation Treaty 2003.
- Amendment of Paris Convention for the Protection of Intellectual Property 2002.
- International Agency for Investment Insurance 2001.

Syria is, also, a member in the Arab Association for investment Insurance.

6. Individual Property Rights

The Syrian Constitution and laws contain clauses stating the protection of individual property rights. Article 15 of the Constitution states:

"Individual property may not be expropriated except for public interest and in return for just compensation in accordance with the law."

"The public seizure of funds is impermissible."

"Private seizure cannot be effected except through a judicial decision."

"Private seizure ordered by law is permissible in return for just compensation."

7. Intellectual Property Rights

The Syrian legal system acknowledges and facilitates the transfer of property rights, including industrial property rights. Syria is a member in Paris Convention, and intellectual property rights should be registered in advance to ensure pursuing any violation thereof.

The L.D. No.92 of 2004 approved Syria's affiliation to Madrid Accord on Trademarks International Registration and to the Cooperation Agreement on Patents, which organises the registration of new inventions.

In July 2002, Syria joined officially Stockholm Convention on Intellectual Property Rights, and in May 2004, it became a member in the World Intellectual Property Organisation.

Ministry of Economy and Trade assumes traditionally the procedures of patents and trademarks registration, while the Ministry of Culture deals with the Copy Rights.

8. Patents

Patents are issued for 15 years provided that the innovation comes into use in two years. Patents are subject to:

- An annually renewable fee of SYP 60, in the first five years.
- The fee is increased to SYP 105, in the next five years.
- It becomes SYP 150, in the last five years.

The first company that registers a patent locally is the one that holds the intellectual property rights.

9. Trademarks

Trademarks are registered for 10 years, which can be expanded upon an application made 6 months before the termination of the period. The first applicant is always allowed to register.

Syria has registered lots of foreign trademarks. So, the foreigners who own these trademarks have to purchase the rights of these marks from the holders, when they intend to enter the local market.

Syrian Chambers

The Syrian Chambers have close relations with business organisations of all sizes and sectors, which makes them different from other professional organisations representing a specific sector or a certain economic function. Like chambers throughout the world, the Syrian Chambers are organisations of public interest.

- The Syrian Chambers comprise four groups: commerce, industry, agriculture and tourism, each of which has a representing federation at the national level. Law No.35 of 2004 changed the structure of the Chambers in the Syrian governorates, which used to have commerce and industry together in one chamber (except for Damascus and Aleppo, each of which had two separate chambers, one for commerce and the other for industry).
- The Law, also, contains the establishment of the Federation of Chambers of Industry and the separation between commerce and industry in the rest of governorates.
- The Chambers have a common basic task, which is supporting, developing and promoting the economic performance of the members, which is achieved through collective opinions that represent and advocate the Chamber's interests, and through providing high quality services to help the members enhance their competitive capacities and succeed in their businesses. The Chambers, therefore, contribute tremendously to the country's economic progress.

The Syrian Chambers consist of four federations:

1. **Federation of Syrian Chambers of Commerce:** it was established in 1975 and includes 14 chambers: Chambers of Commerce of Damascus, Rural Damascus, Aleppo, Homs, Hama, Quneitra, Daraa, Sweida, Tartous, Latakia, Idleb, Rakka, Deir Ezzor and Hassakeh.
2. **Federation of Syrian Chambers of Industry:** it was established in 2004 and includes 4 chambers: Chambers of Industry of Damascus, Aleppo, Homs and Hama.
3. **Federation of Syrian Chambers of Agriculture:** it was established in 1985 and includes 13 chambers: Chambers of Agriculture of Damascus, Daraa, Sweida, Quneitra, Homs, Hama, Tartous, Latakia, Aleppo, Idleb, Rakka, Deir Ezzor and Hassakeh.
4. **Federation of Syrian Chambers of Tourism:** it was established in 2002 and includes 7 chambers:
 - Chamber of Tourism of Damascus and Rural Damascus, located in Damascus.
 - Chamber of Tourism of the Southern Region (Daraa, Sweida and Quneitra).

- Chamber of Tourism of the Middle Region (Homs and Hama), located in Homs.
- Chamber of Tourism of the Coastal Region (Latakia and Tartous), located in Latakia.
- Chamber of Tourism of the Northern Region (Aleppo and Idleb), located in Aleppo.
- Chamber of Tourism of the Eastern Region (Deir Ezzor, Rakka and Hassakeh), located in Deir Ezzor.

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