

Investor's Guide

Importance and Objectives of the Investor's Guide

According to the provisions of law
of 2021 18 No.
and its Executive Regulations

The importance of the Procedures Guide:

The importance of the Procedures Guide for the investor comes as it is one of the most important means of attraction, guidance and direction for the investor at this stage, which contributes to reaching a competitive investment environment that attracts capital with minimal effort, cost and time.

Thus, it is a prerequisite for ensuring the success of national investment projects that advance the national economy, leading to comprehensive and sustainable development.

It is a process describing the processes and procedures for investment projects, and a way to organize and define tasks and operations inside and outside the Syrian Investment Agency, improve service quality and excellence, and benefit from all the resources that exist inside and outside the Agency, during which business can be performed and all operations and procedures are organized efficiently and effectively.

Objectives of the Guide:

- ☐ Transparency: Disclosing the procedure and linking it to a specific time and cost. The investor should know the notifications, circulars, regulations, laws and structures of the parties involved in the service in order to be able to conduct his transaction.
- ☐ Simplifying the procedures: shortening the stages and time of providing the service, which leads to the speedy implementation of transactions and the satisfaction of the investor and the satisfaction of the public entities providing the service.
- ☐ Securing the documents necessary to carry out transactions from various government entities without the need for the investor to move between them.
- ☐ Elimination of intermediaries: Getting rid of intermediaries and trackers of transactions.
- ☐ Tracking and Protection: The possibility of tracking the movement of transactions and documents and protecting them from loss.
- ☐ Clarity: The presence of services accompanied by clear requirements for each service, as well as work guides for all employees to reduce error and close the door of diligence.
- ☐ Ease of follow-up: Ease of follow-up and supervision by the Agency and the concerned entities
- ☐ Saving and optimizing the use of resources.

First: Investor Guarantees

- It is not permissible to place a precautionary seizure on the project or to impose guardianship on it except by virtue of a judicial decision.

- Not to expropriate the project except for the public interest and with compensation equivalent to the real value of the project, according to the prevailing price at the date of acquisition. The investor is allowed to re-transfer the amount of compensation resulting from the foreign money that he has entered for the purpose of financing the investment, abroad, in a convertible currency.
- Not to subject the project to any new procedural burdens resulting from decisions, circulars and notices issued by any public authority, not included in the Procedural Guide in force on the date of submitting the application for an investment license, except for those related to the environment and public health.
- Not to subject the project to any new financial burdens not mentioned in the Procedural Guide in force on the date of submitting the application for an investment license, during the establishment phase.
- Not to cancel the investment license until after warning the investor of the violations attributed to him that pertain to the project and giving him a period of ninety days to remove the violation starting from the day following the notification of the warning. The cancellation decision shall be justified.

Second : Incentives and Advantages of Investment

customs incentives:

- Imports of machinery, equipment, production lines, and non-tourist service vehicles for projects that have obtained an investment license are exempted from all customs and financial fees and non-customs additions, provided that they are used exclusively for the purposes of the project, and the investor must pay all these obligations if they are used for other than the purposes of the project or assign them to others before the end of its useful life specified in accordance with international accounting standards.
- Imports of building materials, tools, equipment, machinery, non-tourist service vehicles and furniture necessary for the establishment, equipment, furnishing and operation of tourist complexes, hotels and tourist accommodation facilities of the international level and of excellent, first and second class, restaurants, entertainment facilities and tourist services in which they invest, with the exception of shops, are exempted from all customs duties financial and non-tariff additions, provided that the value of imports does not exceed:
- 50% of the estimated investment costs of facilities of the international level and of the excellent class.
- 30% of the estimated investment costs of first and second-class facilities, provided that there is no equivalent in local production.
- 30% of the estimated investment costs for the rehabilitation of damaged facilities by a decision of the Supreme Council for Investment.

● Third: Tax Incentive

- Permanent tax relief of 100% one hundred percent of income tax for agricultural and livestock production projects, provided that the investment license explicitly states that the project is specialized in the field of agricultural and animal production, and does not include any industrial or commercial work that is not considered a requirement or necessary for its practice. It includes activities outside the practice necessary for agricultural and animal production, in which these complementary activities do not

benefit from this exemption, and are subject to commissioning in accordance with the applicable rules.

- Tax deduction of 75% seventy-five percent of the income tax for a period of ten years. Projects that are established in development areas and that fall within the sectors targeted for development, as determined by the Council in the decision to create these areas starting from the date of the actual start of operation, and if the establishment period is extended, the excess period will be deducted For the incorporation period of the exemption period,
 - It is required in this case:
 - The actual start-up of the project should be after the decision to create the development zone
 - That the tax deduction be made for the period in which the work is practiced, even if it is part of the fiscal year.
 - Existing facilities before the decision to create the development zone do not benefit from the advantage of deduction and remain subject to the procedures based on which the license was granted.
 - A tax deduction of 75% seventy-five percent of the income tax for a period of ten years for projects that are established outside the development and specialized areas, starting from the date of actual operation, according to the following:
 - Industrial projects that export 50% fifty percent or more of their production capacity.
 - Tourist complexes, hotels and tourist accommodation facilities of the international level and of the first, first and second classes, restaurants and entertainment facilities in which they invest, with the exception of shops.
 - Tax deduction of 50% fifty percent of income tax for a period of ten years for each of:
 - Industrial projects that use a local component percentage of not less than 50% (fifty percent).
 - Industrial projects that produce a value added of not less than 40% forty percent.
 - Projects with high technical content.
 - Medical industrial projects and human and veterinary medicines.
 - Renewable energy projects.
 - Waste recycling projects using environmentally friendly technologies.
 - Agricultural and livestock manufacturing projects.
 - Industrial projects based on investing patents.
 - Sorting and packaging facilities for agricultural products.
 - Craft facilities
 - Tax deduction of 50%, fifty percent of income tax for a period of ten years, starting from the date of actual operation, for projects that are established in specialized areas

- Tax deduction of 50% fifty percent of the income tax for a period of ten years starting from the date of start of operation for projects outside the development and specialized areas if they are:
- Industrial and uses a local component of not less than 50% fifty percent.
- Industrial and produces a value added of not less than 40% forty percent.
- **Fourth: Non-Tax Incentives**
- Projects that have obtained an investment license and are mentioned in Article /21/ of the law, benefit from “non-tax” incentives, issued by a decision of the Council, with the aim of supporting a specific sector or specific activity, as follows:
- Permission to import as an exception to the provisions of prohibiting and restricting import and the country of origin requirement for production requirements that have no equivalent in local production.
- Benefit from the services of the Local Production and Export Support and Development Fund based on the proposal of the Ministry of Economy and Foreign Trade.
- Benefit from the technical support programs for small and medium enterprises through the Small and Medium Enterprises Development Authority.
- **Fifth: The Rights of The Investor**
- Owning and leasing the lands and real estate needed to establish the project or expand it within the limits of the project's needs after obtaining the approval of the Council in case the ownership ceiling is exceeded.
- Opening bank accounts for his project in Syrian pounds and foreign currency with banks operating in the Syrian Arab Republic.
- Obtaining credit facilities for his project in Syrian pounds and foreign currency from Syrian banks and foreign banks in accordance with the provisions of decisions and instructions issued by the Monetary and Credit Council and the Central Bank of Syria for this purpose.
- Transferring the annual profits and interests and and behaving the proceeds of his share of the project abroad with respect to the invested foreign money, after paying the financial obligations, taxes and due fees and auditing the financial statements from an accredited external auditor, in accordance with the instructions set by the Monetary and Credit Council and the Central Bank of Syria.
- Paying the obligations arising from the project in foreign currency towards abroad through a bank according to documents proving the validity of these obligations, after informing the entity in whose sector the project is located in the event that the laws governing the sector imposed such a procedure.
- Entering the necessary equipment for the installation and testing of the fixed assets of the project, which are not considered part of it, as a temporary entry during the establishment period of the project.
- **Sixth : Investor Services Center**
- **The Investors Service Center undertakes the following tasks:**

- Receiving and studying investors' applications to obtain an investment license and any other decisions related to the investment project such as extension, amendment, cancellation and liquidation.
- Issuing all the necessary licenses and approvals to start the project in coordination with all concerned authorities in accordance with the procedures manual for each investment sector.
- Granting an investment license, so that this license is a permission to start implementing the investment project in accordance with the provisions of this law, and all rights, obligations and benefits related to investment are specified in the license.
- Providing technical support, advice, data and information that necessary to the investor throughout the life of the project.
- Registration of companies and issuance of records with the concerned authorities.

concepts

Investment: investment spending on creating a new economic entity in one of the economic sectors, in accordance with the provisions of this law

Investment license: a document granted by the Syrian Investment Agency after studying the investor's applicant and obtaining all the necessary licenses and approvals to start implementation from all concerned authorities.

Procedures Guide: A document issued by the Agency after coordination with the concerned public authorities, that includes the controls, conditions, technical standards, financial burdens, and licensing procedures that must be adhered to when licensing and establishing a project, and specified with a binding time frame.

Fixed Assets: Assets used to establish the project, including buildings, machinery, tools, fixtures, equipment, and non-tourist means of transportation.

- Activities and sectors that benefit from the incentives, benefits and guarantees stipulated in Investment Law No. 18 of 2021
- Projects in the following sectors enjoy the incentives, exemptions, benefits and guarantees stipulated in the law, which are the agriculture sector - the industry sector - the communications and technology sector - the environment sector - the services sector the electricity sector - the oil and mineral wealth sector - the public works and real estate development sector - the tourism sector - the health sector .
- The activities that fall within the sectors mentioned are determined according to the procedures guide approved by the Board of Directors and the minimum value of fixed assets approved by the Supreme Investment Council.

Minimum limits for the value of fixed assets for investment projects covered by the provisions of Investment Law No. /18/ of 2021 according to the following classifications:

1 - Manufacturing projects:

, the minimum value in billion Syrian pounds	Classification of the activity
3	Engineering Industries
1.5	Food industries
2	Textile Industries
3	Chemical Industries
3	Human Medicines
2	veterinary medicine

Mineral Resources Manufacturing Projects

the minimum value in billion Syrian pounds	Classification of the activity
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3	zeolite manufacturing
10	Silica manufacturing
2	. salt manufacturing
15	Basalt manufacturing
2	Manufacture of volcanic tuff
1	Silica block manufacturing
2	. marble manufacturing
150	Oil shale manufacturing
900	black cement
2	Gypsum board production
2	dolomite refractories
2	pylon production
2	Minimum Wealth Not Included in Rank

– Electricity sector projects

Minimum amount of fixed assets	Classification of activity
(5) billion Syrian pounds	Renewable energy projects (photovoltaic generating stations - hydroelectric generating stations (onshore) - hydroelectric generating stations (marine) - hydroelectric generation projects - biomass projects).
(40) billion Syrian pounds	Conventional generation projects (combined circuit - gas turbines - steam turbines - coal - combined circuit projects (heat and electricity) - oil shale Conventional generation projects (projects of direct burning of waste resulting from garbage cubes)

ICT sector projects:

Minimum fixed assets	Classification of activity
(5) billion Syrian pounds	Establishing a technology complex that includes local and international communications and information technology companies

Service sector projects:

Minimum fixed assets	Classification of activity
(15) billion Syrian pounds	Cleaning projects (collection, deportation and waste treatment)

Tourism Sector :

The minimum value of fixed assets for tourism sector projects is determined according to the following classification:

Tourist complexes, hotels, tourist accommodation facilities of the international level and of the first, first and second degrees, restaurants, entertainment facilities and tourist services in which they invest, with the exception of shops. Rehabilitation of damaged facilities for projects approved by the Supreme Investment Council.

Minimum investment costs	minimum number of rooms	Establishment type and level
35 billion Syrian pounds	100	accommodation facility

		level /5/
12 billion Syrian pounds	50	accommodation facility level/4/
5 billion Syrian pounds	30	accommodation facility level/3/
1 billion Syrian pounds	15	accommodation facility level/2/
250 million Syrian pounds per room	-	Heritage hotels /4/
175 million Syrian pounds per room	-	Heritage Hotels /2-3/

Health sector projects

minimum for capital	Minimum fixed assets	Activity rating
300 million SP per bed	100 beds	hospital (general – specialist)
300 million SP per bed	40 beds	hospital (Specialist)

Agriculture sector:

Minimum Capital	Minimum Asset	Classification of activities
(1) billion Syrian pounds	120 thousand birds for the poultry cycle 100 thousand white birds per cycle 30 thousand turkeys 30 thousand for other types	Create integrated complexes To raise poultry (broilers, turkeys, ostriches,...) to produce meat and eggs
(4) billion Syrian pounds	/100/ imported head according to the established technical and animal health conditions With regard to buffalo / 50 / imported head	Create integrated complexes To raise cows for the purpose of milk production and fattening calves, and a factory can be set up to manufacture their milk products. buffalo breeding
(1) billion Syrian pounds	4000 heads per cycle / cycle 4 months.	integrated complexes Farms for raising male sheep and goats for the purpose of fattening and manufacturing their offal.
-	20 purebred Arabian horses	Stables for breeding and developing purebred Arabian horses
(1) billion Syrian pounds	-	bio fertilizer plant
500 million Syrian pounds	-	One integrated complex To establish laboratories and facilities for the production, processing and packaging of agricultural mushrooms.

(1) billion Syrian pounds	-	Establishing modern workshops For sorting, packing, cooling and packaging agricultural products
(1) billion Syrian pounds	-	Fish farming with floating cages in fresh water
400 million Syrian pounds	-	veterinary hospital

Investor Services Center

An organizational unit in the agency and its branches in which the concerned investment authorities are represented in single window, and it is the direct point of contact with investors to follow up on their affairs.

Public authorities shall abide by the deadlines specified in the procedures guide, provided that the period for deciding on granting the investment license, including all licenses and approvals, does not exceed a period of thirty days starting from the day following the completion of the applicant's completion of submitting the papers specified in the procedures guide, and paying the financial costs resulting therefrom.

Basic Services at The Investor Services Center

1- Granting an investment license

Documents required:

- An application to obtain an investment license submitted by the investor or his legal agent according to the form approved by the Investor Services Center.
- A copy of the investor's ID card or the foreign investor's passport.
- The legal power of attorney (a notary public agency) for the applicant (if he is an agent for the investor or the company) certified and duly registered with an indication of its validity period.
- An economic and technical feasibility study for the project, including a description of the project and a study of all its needs, prepared by an experienced body.
- A real estate registration or a statement of ownership of a property or a registered lease contract for the property on which the project is to be established (not exceeding 3 months) or an allotment document from the cities or industrial areas.
- A satellite image (Google earth) of the site in color with the coordinates if the site is outside the cities and industrial areas.
- A list of needs for the assets necessary for the project, including buildings, machinery, tools, fixtures, equipment, production lines and non-tourist means of transportation, as the case may

be, including any needs necessary for the development, modernization or expansion of the project.

- Duration of the project.
- The time schedule required for establishing the project, including the expected date of commencement of operation.
- Documents of projects implemented by the investor locally and abroad, if any.
- Permission to review the law, instructions and procedures guide, and his responsibility for the validity of the data contained in the application.
- Any other document required by the concerned authority according to the type of activity, as determined by the procedures guide.
- Signing the required undertakings according to the type of activity.
- A written pledge of the investor's commitment to pay the consequent fees upon obtaining the license and his commitment to the provisions of Law 18 of the year according to the form approved by the Investors Service Center.

Requirements:

- The application must be submitted by the person concerned or his legal representative
- The project should be one of the projects that may be subject to Law No. 18 of 2021
- That the project fulfills the condition (the minimum value of the project assets, according to the type of activity).
- To pay a notification of stamp duty and notice of service allowance
- The absence of a seizure sign on the owner of the project or the property on which the project is to be established

If the project site is outside the cities and industrial areas

As a preliminary procedure, it is necessary to issue the permanent committee's recommendation, according to its terms of reference, to inspect the project site to determine the validity of the site for establishing the investment project.

The recommendation is considered a document that the Investors Service Center ensures that it is issued within the deadline set for the committee, as stated in the executive instructions of Law No. /18/

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The total time to complete the service is from 20 days to a month

Fees: (to be paid according to payment notifications at the Commercial Bank Services Office at the Investors Service Center)

Detailed fees:

the value	Fees and stamps
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The value of legal stamps on demand with additions 120 SYP The value of legal stamps for copies is 30 SYP per copy with additions	Legal stamps for the application and for certified copies of the license
2 million Syrian pounds	Investment license service fee
According to the type of service	Fees for approval services required for the project
According to the type of project and the licenses needed for it	Licensing fees required for the project

2- The project obtained the incentives and facilities provided within the import substitution program (Ministry of Economy and Foreign Trade)

Documents required:

- Investment license application according to the approved form at the Investor Services Center
- approval application to grant the facilities and incentives contained within the import substitution program, the investor applicant or his legal agent

Fees:

The value of legal stamps 120 SYP per application (30 SYP financial + 50 SYP war effort + 20 SYP reconstruction on the stamp fee and the war effort + 20 SYP local administration for the stamp fee and the war effort)

Service completion time: 7 days

3- Amending the name of the beneficiary, the legal form, or assignment of part or all of the project

Documents required:

Documents provided by the investor.

- An application submitted by the concerned person or his legal representative.
- An identity copy of the investor or his legal representative.
- A copy of a passport in case the investor is a foreigner.
- Commercial register, if any.

Requirements:

The application must be submitted by the person concerned or his legal representative

- Presence of all parties (The assignor and the assignee)
- In the event of a power of attorney, it is required that the power of attorney be a notary public and duly certified with a recent date not exceeding 3 months
- Absence of a reserve reservation for the concerned party.
- Clearance from social insurance
- Payment notification of stamp fee
- Payment notification of service fee

Total time to complete the service: one work day

Fees:

the value	Fees and stamps
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120 SP (30 SP financial stamp + 50 SP for war effort + 20 SP for reconstruction on stamp duty and war effort + 20 SP for local administration for stamp fee and war effort)	Legal stamps for application (with add-ons)
600 thousand Syrian pounds	Service fee for amending the beneficiary for the first time (when the application is repeated for another time, the fee is doubled)

4 - Amending the purpose of the project

Documents required:

Documents provided by the investor :

An application submitted by the concerned person or his legal representative

An identity copy of the investor or his legal representative

A copy of a passport in case the investor is a foreigner

Commercial register, if any

Documents provided by the Investors Service Center :

Approval of the ministry concerned with the type of activity

Requirements:

- The application must be submitted by the person concerned or his legal representative
- In the event of a power of attorney, it is required that the power of attorney be a notary public and duly certified with a recent date not exceeding 3 months.
- The absence of a reserve reservation for the concerned person
- Clearance from social insurance
- Payment notification of stamp fee
- Payment notification of service fee

Total time to complete the service: one work day

Fees:

the value	Fees and stamps
120 . sp	Legal stamps for application (with add-ons)
million Syrian pounds	Service fee for amending the purpose of the project for the first time (when the application is repeated for another time, the fee is doubled)

5 - Amending the project domicile

Documents required:

Documents provided by the investor:

An application submitted by the concerned person or his legal representative.

Documents provided by the Investors Service Center:

- Approval of the ministry concerned with the type of activity
- Approval of the administrative unit of the governorate to which he is transferred
- Correspond with the Tax and Fees Authority

Requirements:

- The application must be submitted by the person concerned or his legal representative.
- In the event of a power of attorney, it is required that the power of attorney be a notary public and duly certified with a recent date not exceeding 3 months.
- The absence of a reserve reservation for the concerned person
- Clearance from social insurance
- Payment notification of stamp fee
- Payment notification of service fee

Total time to complete the service:

One work day after completing approvals and responses

Fees:

the value	Fees and stamps
120 SP	Legal stamps for application (with add-ons)
5 million Syrian pounds	Service fee for amending the project domicile for the first time (and when the application is repeated for another time, the fee is doubled)

6- Amending project data (expand)

Documents required:

Documents provided by the investor:

An application submitted by the concerned person or his legal representative.

Documents provided by the Investors Service Center

Approval of the ministry concerned with the type of activity

Requirements:

- The application must be submitted by the person concerned or his legal representative
- In the event of a power of attorney, it is required that the power of attorney be a notary public and duly certified with a recent date not exceeding 3 months.
- The absence of a reserve reservation for the concerned person
- Clearance from social insurance
- Payment notification of stamp fee
- Payment notification of service fee
- In the event of an increase in the capital, a stamp fee shall be imposed on the increase.

Total time to complete the service:

One work day after approvals are completed

Fees:

the value	Fees and stamps
120 SP	Legal stamps for application (with add-ons)

2 million Syrian pounds	Service fee for amending project data (expansion) for the first time (when the application is repeated for another time, the fee is doubled)
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7- Amending the project schedule

Documents required:

Documents provided by the investor

- An application submitted by the concerned person or his legal representative.
- In the event that the project is a transportation, the following is required:
- A statement from the Directorate of Transport of the number of registered vehicles certified by a recent date.
- An invoice for projects covered by the provisions of Legislative Decree No. /8/ of 2007.
- Import license project + invoice for the projects included in accordance with the provisions of the Investment Law No. /10/ of 1991 and its amendments.

Documents provided by the Investors Service Center

- Approval of the ministry concerned with the type of activity

Requirements:

- The application must be submitted by the person concerned or his legal representative
- In the event of a power of attorney, it is required that the power of attorney be a notary public and duly certified with a recent date not exceeding 3 months.
- The absence of a reserve reservation for the concerned person
- Clearance from social insurance
- Payment notification of stamp fee
- Payment notification of service fee

Total time to complete the service:

One work day after approvals are completed

Fees:

the value	Fees and stamps
120 sp	Legal stamps for application (with add-ons)
million Syrian pounds	Extension service fee for the first time (when the request is repeated for another time, the allowance will be doubled)

8- Assignment part or all of the project for local consumption

Documents required:

Documents provided by the investor

- An application submitted by the concerned person or his legal representative.
- Commercial register, if any.
- Copies of import licenses.
- A statement from the Directorate of Transport of the number of registered vehicles certified by a recent date in case the project was a transportation.

Documents provided by the Investors Service Center

- Approval of the ministry concerned with the type of activity

Requirements:

- The application must be submitted by the person concerned or his legal representative.
- In the event of a power of attorney, it is required that the power of attorney be a notary public and duly certified with a recent date not exceeding 3 months.
- The absence of a reserve reservation for the concerned person
- Clearance from social insurance
- Payment notification of stamp fee
- Payment notification of service fee

Total time to complete the service:

One work day after approvals are completed

Fees:

the value	Fees and stamps
120 SP	Legal stamps for application (with add-ons)
600 thousand Syrian pounds	Service fee for setting up the project for local consumption, for the first time (when the request is repeated for another time, the fee is doubled)

9- Temporary entering of some of the machinery and equipment necessary for the project and the extension of the period of temporary entering

Documents required:

Documents provided by the investor

- An application submitted by the concerned person or his legal representative.
- A list of machinery and equipment that will be temporarily entered.

Documents provided by the Investors Service Center

- Approval of the ministry concerned with the type of activity

Requirements:

- The application must be submitted by the person concerned or his legal representative.
- In the event of a power of attorney, it is required that the power of attorney be a notary public and duly certified with a recent date not exceeding 3 months.
- The absence of a reserve reservation for the concerned party.
- Clearance from social insurance
- Payment notification of stamp fee
- Payment notification of service fee

Total time to complete the service:

One work day after approvals are completed

Fees:

the value	Fees and stamps
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120 SP	Legal stamps for application (with add-ons)
600 thousand Syrian pounds	Fee for temporary entry service for the project for the first time (when the application is repeated for another time, the fee is doubled)

10- Cancellation the investment project

Documents required:

Documents provided by the investor

- An application submitted by the concerned person or his legal representative.
- Commercial register, if any.
- Copies of import licenses.
- A statement from the Directorate of Transport of the number of registered vehicles in case the project was a transportation.

Documents provided by the Investors Service Center

- Approval of the ministry concerned with the type of activity.
- Correspond with the General Authority for Taxes and Fees.

Requirements:

- The application must be submitted by the person concerned or his legal representative.
- In the event of a power of attorney, it is required that the power of attorney be a notary public and duly certified with a recent date not exceeding 3 months.
- The absence of a reserve reservation for the concerned person.
- Clearance from the financial departments.
- Clearance from social insurance.
- Payment notification of stamp fee.
- Payment notification of service fee.

Total time to complete the service:

One work day after completing approvals and responses

Fees:

the value	Fees and stamps
120 SP	Legal stamps for application (with add-ons)
600 thousand SP	Service fee for project cancellation for the first time (when the application is repeated for another time, the fee is doubled)

11- Cancel the cancellation of the investment project

Documents required:

Documents provided by the investor

- An application submitted by the person concerned or his legal representative

Documents provided by the Investors Service Center

- Approval of the ministry concerned with the type of activity

Requirements:

- The application must be submitted by the person concerned or his legal representative.
- In the event of a power of attorney, it is required that the power of attorney be a notary public and duly certified with a recent date not exceeding 3 months.

- Absence of a reserve reservation for the concerned person.
- Clearance from social insurance.
- Payment notification of stamp fee.
- Payment notification of service fee.

Total time to complete the service:

One work day after approvals are completed

Fees:

In the event of obtaining new licenses and documents instead of the previous licenses and documents, the required fees must be paid.

the value	Fees and stamps
120 SP	Legal stamps for application (with add-ons)
3 million Syrian pounds	Service fee for canceling the project for the first time (when the application is repeated for another time, the fee is doubled)

12- Extension of the project import settlement period

Documents required:

Documents provided by the investor

- An application submitted by the concerned person or his legal representative

Requirements:

- The application shall be submitted by the concerned person or his legal representative.
- In the case of a power of attorney, it is required that the power of attorney be a notary public and duly certified with a recent date not exceeding 3 months
- The absence of a reserve reservation for the concerned person.
- Clearance from social insurance.
- Payment notification of stamp fee.
- Payment notification of service fee.

Total time to complete the service:

One work day after approvals are completed

Fees:

the value	Fees and stamps
120 SP	Legal stamps for application (with add-ons)
600 thousand SP	Service fee for extension the project settlement period for the first time, and when the application is repeated for another time, the fee is doubled

Starting a Business

13 - Establishment of Limited Liability Companies

The minimum capital of a limited liability company: 5,000,000 SP. Only five million Syrian pounds

Documents required:

Documents provided by the Investors Service Center

- A notification from the Syrian Investment Agency that all the necessary approvals for the project of economic activity that the investor establishes have been completed, including determining the minimum capital of the company.

Documents provided by the investor

- The application for establishment with the internal system according to the form approved by the Ministry of Internal Trade and Consumer Protection is requested from the Investor Services Center.
- A duly certified notary power of attorney in the event that the establishment is under a power of attorney, which includes the establishment of companies of all kinds, signing their articles of association, following up the procedures for establishing the company and declaring it with the competent commercial registry secretariat.
- Copies of the founders' ID cards for the Syrian founders, or the passports for the non-Syrian founders, translated if they are foreign, or the articles of association and commercial register duly certified by the legal personality. In the event that the company is a Syrian, the articles of association must be duly certified by the Ministry of Internal Trade and Consumer Protection, and the commercial registry duly certified by the competent commercial registry secretariats. If the company is not Syrian, it must be duly certified by its source and by the Ministry of Foreign Affairs and Emigrants.
- A document appointing directors for the company, signed by the founders.
- A document appointing a legal auditor signed by the founders.
- If part of the company's capital is in-kind advances, the report that includes a report on the value of the in-kind advances, if any, shall be attached. The report must be prepared in accordance with international evaluation standards from an experienced Syrian accountant or an accountancy firm approved by the concerned ministry, including an estimate of the value of these advances. The assessment report includes the value of the in-kind advances issued by the entity that prepared it, indicating that it has taken note of its responsibility with the owner of the in-kind advances for the correctness of its estimates.

Requirements:

- Applicant: the person concerned or the legal representative
- Complete all documents required for establishment and fees required for the service.
- Application for establishment and articles of association according to the form approved by the Ministry of Internal Trade and Consumer Protection, provided that the application includes the following information:
- The names of the founders, their nationalities, their shares in the capital, the value of the share, and the chosen domicile for each of them.

- The name of the company, its purpose, type, term, capital, the specified period for paying the capital, its position and branches.
- A statement of the share or shares in kind in the capital, including its value, according to the assessment report, and the name of the partner who provided it.
- The application may include authorizing one or more persons to sign the articles of association, follow up the establishment procedures, and declare the company.

The company's articles of association must include the following information:

- The name, type, duration, objective and position of the company
- The company's capital and how to pay it.
- How the company is managed and the limits of the managers' powers, particularly in borrowing, selling, mortgaging and disposing of the company's assets, assigning its projects, licenses and privileges granted to it, and providing guarantees.
- How to organize the company's accounts and distribute profits and losses.

Total timeframe: One work day for completed applications

the value	Fees and stamps
/200,000/ SP Two hundred thousand Syrian pounds	Receipt of the company's articles of association certification fee
10,000/ /SP Only ten thousand Syrian pounds	Receipt of fees for studying the company's articles of association
0.4% (four per thousand) of the company's capital value + 10% reconstruction + 5% local administration + 50 SP war effort + 25 martyr stamp + 25 crescent stamp	Company license stamp fee
120 SP	application stamp fee with add-ons

14- Establishment of one-person limited liability company

The minimum capital of a one-person limited liability company 10,000,000 SYP only ten million SYP.

Documents required:

Documents provided by the Investors Service Center:

A notification from the Syrian Investment Agency that all the necessary approvals for the economic activity project that the investor is setting up have been completed, including setting the minimum capital for the company

Documents provided by the investor:

- The application for establishment with the articles of association according to the form approved by the Ministry of Internal Trade and Consumer Protection is requested from the Investors Service Center.
- Copies of the founders' ID cards for the Syrian founders, or the passports for the non-Syrian founders, translated if they are foreign, or the articles of association and commercial register duly attested to the legal personality. In the event that the company is a Syrian, the articles of association must be duly certified by the Ministry of Internal Trade and Consumer Protection, and the commercial registry duly certified by the competent

commercial registry secretariats. If the company is not Syrian, it must be duly certified by its source and by the Ministry of Foreign Affairs and Emigrants.

- A document appointing directors for the company, signed by the founders.
- A document appointing a legal auditor signed by the founders.
- A notary power of attorney for establishment duly certified in case of establishment under an official power of attorney
- If part of the company's capital is in-kind advances, the report that includes a report on the value of the in-kind advances, if any, shall be attached.

Conditions required for the service

- Applicant: the person concerned or the legal representative
- Complete all documents required for establishment and fees required for the service.
- The name of the company may be derived from the name of its owner or its purpose and in accordance with the relevant legal provisions. The name of the company must be followed by the phrase: (One Person Limited Liability Company).
- - If the founder is a legal person, the approval of the legal person submitting the application is required to establish a one-person limited liability company, provided that it is issued by the parent company or authorized to sign in accordance with the powers granted to him and documented in its commercial registry
- The last balance sheet of the company, provided that it is profitable and certified by the auditor
- The purpose of the company must be specific to one activity or one project in addition to all activities related to or related to this project
- The company's articles of association must include the powers of the manager in the event that he is not its founder, so that he is not allowed to dispose of its funds except with the approval of the founder in order to guarantee the rights of others.
- The owner of the capital or the manager of the company may not borrow or borrow from it, and it is not permissible to dispose of the company's funds except to achieve its purposes and at the responsibility of the owner, manager and auditor
- A duly certified notary power of attorney in case the establishment is under a power of attorney: It includes the establishment of companies of all kinds, signing their articles of association, following up the procedures for establishing the company and declaring it with the competent commercial registry secretariat.
- The report must be prepared in accordance with international evaluation standards from an experienced Syrian accountant or an accountancy firm approved by the concerned ministry, including an estimate of the value of these advances. The assessment report includes the value of the in-kind advances issued by the entity that prepared it, indicating that it has taken note of its responsibility with the owner of the in-kind advances for the correctness of its estimates.

Total timeframe: One work day for completed applications

the value	Fees and stamps
/200,000/ SP Two hundred thousand Syrian pounds	Receipt of the company's articles of association certification fee
10,000/ /SP Only ten thousand Syrian pounds.	Receipt of fees for studying the company's articles of association
0.4% (four per thousand) of the company's capital value + 10% reconstruction + 5% local administration + 50 SP war effort + 25 martyr stamp + 25 crescent stamp	Company license stamp fee

15- Establishment of joint stock companies (private - public - holding)

- The minimum capital of a private joint stock company: 15,000,000 SP fifteen million Syrian pounds.
- The minimum public shareholding capital: 100,000,000 SP A hundred million Syrian pounds.
- The Minimum holding capital: 1,000,000,000 SP, one billion Syrian pounds.

Documents required:

Documents provided by the investor:

- The application for establishment with the articles of association according to the form approved by the Ministry of Internal Trade and Consumer Protection is requested from the Investors Service Center.
- Copies of the founders' ID cards for the Syrian founders, or the passports for the non-Syrian founders, translated if they are foreign, or the articles of association and commercial register duly attested to the legal personality. In the event that the company is a Syrian, the articles of association must be duly certified by the Ministry of Internal Trade and Consumer Protection, and the commercial registry duly certified by the competent commercial registry secretariats. If the company is not Syrian, it must be duly certified by its source and by the Ministry of Foreign Affairs and Emigrants.
- A document appointing a legal auditor signed by the founders
- A notary power of attorney for establishment duly certified in case the establishment is under a power of attorney.
- If part of the company's capital is in-kind advances, the report that includes a report on the value of the in-kind advances, if any, shall be attached. The report must be prepared in accordance with international evaluation standards from an experienced Syrian accountancy body or an accountancy firm approved by the concerned ministry, including an estimate of the value of these advances. The assessment report includes the value of the in-kind advances issued by the entity that prepared it, indicating that it has taken note of its responsibility with the owner of the in-kind advances for the correctness of its estimates.
- If part of the company's capital is in-kind advances, the founders or the company shall attach the application to ratify or amend the articles of association with a report prepared in accordance with international evaluation standards from an experienced Syrian accountancy body or an accountancy firm approved by the concerned ministry that includes an estimate of the value of these advances, and the assessment report must include The value of the in-kind advances issued by the party that prepared it indicates that it has taken note of its responsibility with the owner of the in-kind advances for the correctness of its estimates.

Requirements:

- Applicant: the person concerned or the legal representative.
- Complete all documents and fees required for the service.

Total timeframe: One work day for completed applications

The value of the Fee or stamp	Fee or stamp
/ 300,000/ SP Three hundred thousand Syrian pounds	Receipt of the attestation fee for the articles of association of the private joint-stock company
/1000000/ SP million Syrian pounds	Receipt of the attestation fee for the articles of association of the public joint stock company
/1000000/ SP million Syrian pounds	Receipt of the attestation fee of the articles of association of the joint-stock joint-stock holding company
/15000/ SP Fifteen thousand Syrian pounds	Receipt of fees for studying the articles of association of the private joint-stock company
/25000/ SP Twenty-five thousand Syrian pound.	Receipt of fees for studying the articles of association of a public joint stock company
0.4% (four per thousand) of the value of the company's capital, and in the event of offering shares for public subscription by no less than 50%, the fee is reduced by half + 10% reconstruction + 5% local administration + 50 SP war effort + 25 martyr stamps + 25 crescent stamps	Licensing stamp fee for joint stock company
11500 SP	Fee for the stamp of ratification of the articles of association of the joint-stock company with additions
120 SP	application stamp fee with add-ons

16 - Establishment of individual enterprise

Documents required:

Documents provided by the investor:

- Application for registration and authorization of professional trade (the unified form) according to the form approved by the Ministry of Internal Trade and Consumer Protection (two copies) requested from the Investors Service Center.

- A pledge to obtain a work card from the Ministry of Social Affairs and Labor (for non-Syrians).
- A copy of the ID card for Syrians, or a passport for non-Syrians, translated if it is foreign.
- Proof of the commercial store, one of the following documents is sufficient: A copy of a recent identical ownership deed (the original is seen by the representative of the Ministry of Internal Trade and Consumer Protection at the Investors Service Center), or a newly certified copy of the real estate registration, lease or loan contract (authenticated by the Notary Public), investment contract (attested by a notary public or issued pursuant to a court ruling of peremptory degree), investment contract with one of the public authorities, lease contracts with the Endowments Directorate, attached to a letter thereof, or a statement of return from the competent financial directorate attached with a Real estate registration or financial.
- A duly attested notary power of attorney in case the establishment is under a power of attorney, which includes the establishment of a sole proprietorship or the extraction of an individual commercial registry, signing in front of the trade registry trustee, and following up on all establishment and publicity procedures and all related procedures.
- Receipt of publishing the lease, loan or investment contract in a daily newspaper in order to open the store newspaper (Arab Advertising Agency).

Documents provided by the Investors Service Center:

- A notification from the Syrian Investment Agency that all the necessary approvals for the project of economic activity that the investor establishes have been completed, including determining the minimum capital of the company.

Requirements:

- Applicant: the person concerned or the legal representative.
- Complete all documents and fees required for the service.
- Application for registration and authorization of professional trade (the unified form) according to the form approved by the Ministry of Internal Trade and Consumer Protection, in two copies, in which the following is mentioned:
 - 1.- His name and family name.
 - 2- His trade name if it differs from his name and commercial address (Property Protection).
 - 3- His date of birth, place and domicile.
 - 4- His original nationality, and if he had obtained another nationality, he shall indicate the method of obtaining it with mentioning the date.
- The ownership of the neck or the branches must be complete (2400 shares),
- The term of the lease, loan or fixed-term investment contract shall not be less than one calendar year duly certified.
- A letter from the Endowments Directorate regarding endowment lease contracts
- The rest of the requirements stipulated in accordance with the provisions of the Commercial Law No. 33 of 2007

Total time: one work day

The value of the fee or stamp	fee or stamp
120 SP	application stamp fee with add-ons

/11525/ SP eleven thousand five hundred and twenty-five Syrian pounds	The fee for the registration stamp in the Commercial Register with the additions shall be paid to the account of the Ministry of Finance at the Commercial Bank branch at the Investors Service Center
Determined by the Arab Advertising Agency	An advertisement fee to be paid to the Arab Advertising Agency in return for publishing the lease, loan or investment contract

17 - Invitation to the Constituent General Commission

Documents required:

Documents provided by the investor:

- An application signed by the Founders Committee that includes the agenda of the Constituent General commission.

Requirements:

- Applicant: stakeholders or legal representative
- The agenda of the constituent general assembly must be in accordance with the provisions of the Companies Law issued by Legislative Decree No. 29 of 2011

Total timeframe: One work day for completed applications

The value of the fee or stamp	fee or stamp
/3000/ SP only three thousand Syrian pounds.	Fee Receipt
120 SP	application stamp fee with add-ons

18- Granting and certifying the commercial register

Registration of capital companies (limited liability - one person with limited liability - Joint Stock (private - public - holding) with the Secretariat of the Commercial Registry - Internal Trade and Consumer Protection

-

Documents required:

Documents provided by the investor:

- Application for registration and permission to register a company (the unified form) according to the form approved by the Ministry of Internal Trade and Consumer Protection, requested from the Investors Service Center (two copies).

- The decision to certify the articles of association and articles of association of the company after being processed by the relevant Finance Directorate.
- Duly certified attorney, in case the establishment is under a power of attorney, which includes the establishment of companies of all kinds, signing their articles of association, following up the procedures for establishing the company and declaring it with the competent commercial registry secretariat.
- Notification of publishing the articles of association in the Official Gazette (from the Ministry of Finance - Directorate of Legal Affairs).
- A document for depositing the company's capital in the bank duly sealed by the bank, and an assessment of the in-kind share, if any.
- Photocopies of the identity cards of the Syrian founders or passports of the non-Syrian founders, translated if they are foreign.
- A document naming the director, managers or members of the board of directors, as the case may be (for limited liability companies).
- Documents naming the members of the board of directors, the chairman and his deputy, and the name of any person who has powers to represent the company. (Ministry letter issued after the constituent general commission for joint stock companies).
- A declaration signed by each director, managers, members of the board of directors, as the case may be, indicating that they are not working in the state.
- A duly certified criminal record of each director, directors or members of the board of directors, as the case may be.
- A pledge to obtain a work card from the Ministry of Social Affairs and Labor (without Syrian nationality) in the event that a director or authorized signatory of Syrian nationality has not been appointed.
- Identification of the shop, one of the following documents is sufficient: A copy of a recent identical ownership deed (the original is seen by the representative of the Ministry of Internal Trade and Consumer Protection at the Investors Service Center), or a newly certified copy of the real estate registration, lease or loan contract (authenticated by the Notary Public), investment contract (attested by a notary public or issued pursuant to a court ruling of peremptory degree), investment contract with one of the public authorities, lease contracts with The Endowment Directorate, attached to a letter thereof, or a statement of return from the competent financial directorate attached with a record extract real estate or financial. From the Directorate of Real Estate Interests, Lending and Investment Contracts (Notary Public) - Investment (The Competent Court - One of the Public Entities) - The Endowment Directorate (Endowment Real Estate) - The Competent Directorate of Finance
- Receipt of publishing the lease, loan or investment contract in a daily newspaper in order to open the store newspaper from the Arab Advertising Agency.

Requirements:

- The applicant: the concerned person or the legal agent.
- Complete all documents and fees required for the service.
- Full ownership of the property (2400 shares).
- A fixed-term lease, loan or investment contract for a period of no less than one Gregorian year, duly certified.
- A letter from The Endowment Directorate regarding endowment lease contracts.

Total time to complete the service: One work day

The value of the fee or stamp	fee or stamp
\ 135 \ SP	stamps
/11525/ SP eleven thousand five hundred and twenty-five Syrian pounds	Fee for the registration stamp in the commercial register with additions
Determined by the Arab Advertising Agency	An advertisement fee to be paid to the Arab Advertising Agency in return for publishing the lease, loan or investment contract
Determined by the Ministry of Finance	Fees for publishing the articles of association in the Official Gazette
Determined by the Ministry of Finance	Fees or receipt for publishing the company's registration certificate data in the Official Gazette
/120/ SP	application stamp fee with add-ons

19- Granting a true copy of the commercial records (individuals - companies)

Documents required:

- An application signed by the concerned person or the legal agent and by each summoner that guarantees the application to obtain true copies of the commercial records (individuals - companies)

Requirements:

- The applicant: the person concerned or the legal agent and by each summoner
- Complete all documents and fees required for the service.

Total time to complete the service: working day

The value of the fee or stamp	fee or stamp
/120/ SP	Application stamp fee with add-ons
30 SP (10 SP financial stamp + 10 SP reconstruction + 10 SP local administration)	Attestation stamp fee
7000 SP Seven thousand	Fee for a copy of the entries listed in the commercial register (commercial register for individuals)
Fee for a copy of the entries listed in the commercial register (commercial register of companies) according to the categories of capital	
10000 SP Ten thousand Syrian Pounds	Less than fifty million

15000 SP Fifteen thousand Syrian Pounds	From fifty million to less than a hundred million
50000 SP Fifty thousand Syrian Pounds	From a hundred million to less than a billion
100,000 SP, one hundred thousand Syrian pounds	From a billion and more

20- Granting a true copy of the articles of association of the funds companies and the urgent amendments to the articles of association, documents, books and decisions related thereto, the minutes of the meetings of the board of directors and the boards of directors of companies, the minutes of assignments of shares or shares and the minutes of the meetings of the Public bodies of funds companies

Documents required:

An application signed by the person concerned or the legal agent that guarantees the application to obtain true copies of the articles of association of the funds companies and the urgent amendments to the articles of association, documents, books and decisions related thereto, the minutes of meetings of the board of directors and boards of directors of companies, the minutes of assignments of shares or shares and the minutes of the meetings of the public bodies of funds companies.

Requirements:

- Applicant: the person concerned or the legal representative

Total time to complete the service: One work day

The value of the fee or stamp	fee or stamp
120 SP	application stamp fee with add-ons
30 SP	Attestation stamp fee
Fee for a copy of the entries listed in the commercial register (commercial register of companies) according to the categories of capital	
15000 SP Fifteen thousand Syrian Pounds	Less than fifty million
25000 SP Twenty-five thousand Syrian Pounds	From fifty million to less than a hundred million
50000 SP Fifty thousand Syrian Pounds	From a hundred million to less than a billion
750000 SYP Seventy-five thousand SYP	From a billion and more

21- Registration an agency of a foreign company

Documents required:

- A power of attorney contract from the foreign company entrusted with it, which includes the following:

1. Name and commercial address of the foreign company or enterprise
2. Its nationality and place of incorporation.
3. Its head office and full address: (the name and address of the company's branches if the attorney or mediation includes branches as well).

4. The purpose of the company, the subject of the agency contract, and the funds and services covered by the attorney.
5. The type of agency (commission or distribution), its duration, the area of work of the agent, and the origins of its renewal or cancellation.
6. The percentage of commission or wages and how to determine the financial rights of the agent.
7. The subject of the agency, mentioning the items in detail.
8. The agent's detailed business name and address (telephone number, e-mail, fax...).
9. The contract must include that the agent is contacted directly, and that the company declares that it does not have an agent in Syria, and in the event of one, the new agency is not registered until after the old one has been duly canceled.

The power of attorney must be certified by the following authorities:

The Syrian Ministry of Foreign Affairs

- The competent authorities in the country in which the foreign legal person is registered (the Chamber of Commerce or Industry in the foreign country)
- From the Syrian embassy in the country of the foreign company and the translation of the document if it is in a foreign language
- A copy of the commercial register of the foreign company in its home country from the entrusted foreign company with a translation of the document if it is in a foreign language
- Commercial register certified by the Syrian agent from the Syrian agent

Total time to complete the service: four work days

The value of the fee or stamp	fee or stamp
10000 SP	Agency registration fee for a foreign company
1000 SP	National Contribution to Reconstruction
120 SP	application stamp fee with add-ons

22- Amendment to register an agency of a foreign company-

Documents required:

A document from the foreign company entrusted with the required amendment, certified by the following authorities:

- ☐ The competent authorities in the country in which the foreign legal person is registered (the Chamber of Commerce or Industry in the foreign country).
- ☐ From the Syrian Embassy in the country of the foreign company.
- ☐ From the Syrian Ministry of Foreign Affairs.

(Translation of the document if it is in a foreign language.)

Total time required to complete the service: four work days

The value of the fee or stamp	fee or stamp
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5000 SP	Agency registration fee for a foreign company
500 SP	National Contribution to Reconstruction
120 SP	application stamp fee with add-ons

23 - Opening a branch or office (temporary - regional) of a foreign company

Documents required:

- The contract of incorporation of the parent foreign company and its statutes from the parent foreign company, translated if in a foreign language and certified by the following authorities:
 - ☐ The competent authorities in the country in which the foreign legal person is registered (the Chamber of Commerce or Industry in the foreign country).
 - ☐ From the Syrian Embassy in the country of the foreign company.
 - ☐ From the Syrian Ministry of Foreign Affairs.
- The foreign company's board of directors' decision to establish an office or branch in Syria, indicate its affiliation, appoint a manager for it and delegate it with the necessary powers, and authorize the person assigned by the foreign legal person to follow up the registration procedures.
- Certificate of registration of the foreign legal person in the commercial registry.
- A document proving that the paid-up capital of the company or institution is not less than ten million Syrian pounds or its equivalent. An exception is made from this condition for foreign non-profit organizations and institutions.
- The financial statements of the last financial year of the foreign legal person in its head office certified by a legal auditor.

The total time to complete the service: /12/ days

The value of the fee or stamp	fee or stamp
50000 SP (25000) SP in the case of opening a temporary office	Foreign company registration fee
5000 SP SP (2500) in case of opening a temporary office	National Contribution to Reconstruction
120 SP	application stamp fee with add-ons

24 Amendment to a branch or office (temporary - regional) of a foreign company-

Documents required:

The decision of the foreign company's board of directors to amend the company's office or branch in Syria, and authorizing the person assigned by the foreign legal person to follow up the amendment procedures from the foreign parent company, certified by the following authorities:

- ☐ The competent authorities in the country in which the foreign legal person is registered (the Chamber of Commerce or Industry in the foreign country).
 - ☐ From the Syrian Embassy in the country of the foreign company.
 - ☐ From the Syrian Ministry of Foreign Affairs.
-)Translation of the document if it is in a foreign language(

Total time to complete the service: /6/ days

The value of the fee or stamp	fee or stamp
25000 SP	Foreign Company Amendment Fee
2500 SP	National Contribution to Reconstruction
120 SP	application stamp fee with add-ons

Regulatory approvals

In case the project is outside the cities and industrial areas

Securing a water supply - approval to supply the project with electricity - environmental approval

-25A license to drill a well for various purposes

Documents required:

Documents provided by the investor

- Real estate registration statement for the property to be excavated (original copy) / from real estate departments / certified by a recent date and there are no signs preventing licensing
- A real estate plan for the property to be excavated (from real estate departments), and if the license is on more than one property, the properties must be not separated by roads or water courses.
- Survey statement (from real estate departments)

Documents provided by the Investor Services Center

Recommendation of the Standing Committee to propose approval

Requirements:

- The applicant: he must be the owner of the relationship or his legal representative, with the attachment of a proof of the assets of the agent, noting that the person concerned can be an owner, a tenant or a beneficiary, and the majority of the shares are satisfied.
- In case the application for poultry facilities - raising cows and fattening calves - raising sheep the provisions of Resolution 1213 related to production capacity (attached as a table with the minimum production capacity of animal breeding farms for the private sector).
- The duration of the drilling license is one year from the date of obtaining it.
- A special undertaking on drilling, certified by a notary in accordance with the approved model.

- The well is registered in the name of The General Corporation for Drinking Water and Sanitation, a subscription is organized, and the tariff is paid according to the investment system in force at the Water Corporation (half the value of drawing water).

Total time to complete the service: /7/ work days

Fees: (Initial fees to be paid in case of approval of the Standing Committee)

The value of the fee or stamp	fee or stamp
5000 SP	license fee
1000 SP	Independent budget fees (Governorate Fund)
470 SP (300 SP stamp fee + 50 SP for war effort + 25 SP for a martyr stamp + 25 SP for crescent stamp + 40 SP for reconstruction on the stamp and war effort fee + 30 SP for local administration on the stamp fee and war effort)	Fee of a license stamp with add-ons
120 SP	Legal stamps with add-ons

26- A license to invest a well for various purposes

Documents required:

- An application submitted by the concerned person or the legal representative
- Documents secured by the Investors Service Center:
- Drilling license granted.
- Technical inspection report.
- Investment license form.
- A pledge according to the form at the Investor Services Center.

Requirements:

- Submit an application for granting an investment license after the well has been drilled.
- A special undertaking on investment certified by the notary public according to the approved form.
- The duration of the investment license is ten years from the date of obtaining it.

Total time to complete the service: /5/ days

Fees:

The value of the fee or stamp	fee or stamp
120 SP	application stamp fee with add-ons
5000 SP	license fee

1000 SP	Independent budget fees (Governorate Fund)
470 SP	Fee for a license stamp with add-ons

27- Initial approval for electricity supply

Documents required:

- An application for preliminary approval for electricity supply, in which the required capacity of the facility is determined, and the required voltage level is determined (low voltage - 20/0.4 kV transmission center - 20 kV outlet - transfer station)

Documents provided by the Investors Service Center:

- The standing committee's recommendation to propose approval
- Preliminary approval for electricity supply, if the technical possibility is available

Total time to complete the service: /6/ working days

Fees: An application stamp fee with add-ons 120 SP

There are special requirements according to capacity according to the Ministry of Electricity manual

28- An application for an environmental approval license for a project outside the industrial city

Documents required:

- An application for obtaining an environmental approval according to the form approved by the Investors Service Center.
- The environmental form according to the approved form to be filled out (by the investor) and the investor or the project owner is given an environmental form.
- Project site plan (satellite image).
- Sketch of the parts of the project.
- Production process flow chart, raw and final materials chart.
- The energy sources used for the project.

Requirements:

- The project does not need to prepare an environmental impact assessment study and the resulting environmental effects during the construction and investment phases

Thus, the investor or the project owner is provided with all the environmental requirements that must be adhered ((from the Investor Services Center)) to obtain the required environmental approval, and he signs a document undertaking to abide by all the environmental requirements imposed on him before starting the construction, and the facility is temporarily suspended during operation in case violation of the undertaking, and he resumes his work in the facility after full compliance with the environmental requirements required of him.

- The project has important effects on the surrounding environment during construction and investment and may cause significant environmental pollution and therefore needs to prepare an environmental impact assessment study.

In this case, the investor or the project owner (from the Investors Service Center) is provided with lists of environmental experts duly accredited to prepare such studies.

In this case, the investor is required to submit a document of the scope of the study for the project to the body that grants the environmental approval through the Investors Service Center. This document is prepared by the competent environmental expert, and all the environmental information and data contained in the document of the scope of the environmental study of the project is the responsibility of the study body and the owner of the project.

Upon completion of the audit of the study scope document for the project, the initial environmental approval for the project is given and the project is allowed to be constructed.

The project owner must submit the full environmental impact assessment study for the project within a year at most from submitting the study scope document.

The complete environmental impact assessment study of the project submitted by the investor is audited within a period of one month at most. If there are any amendments or observations to the study, the project owner is informed of it to adhere to and abide by it.

The environmental impact assessment study for the project is a legal document through which the investor or the project owner is committed to all that is contained in the study and is committed to implementing all necessary mitigation measures for the negative environmental effects of the project.

These procedures arising from the executive regulations for environmental impact assessment issued by Resolution No./ 818/ dated 7/21/2013, and based on Environmental Law No. 12 of 2012

Total time to complete the service: (3 to 5) work days

The value of the fee or stamp	fee or stamp
120 SP	application stamp fee with add-ons
470 SP	License stamps with add-ons
	environmental protection stamp

Sectoral approvals and licenses

- electricity
- Oil and Mineral Resources
- Industry
- health
- tourism
- Agriculture and Agrarian Reform

Electricity

29- Granting a license/permit to engage in electricity generation/distribution activity.

Documents requireds

Documents provided by the investor

- Investment license application

Documents provided by the Investors Service Center

- The permanent committee's recommendation to approve the site.
- Preliminary approval to connect to the transmission/distribution network from the Transmission and Distribution Corporation for a capacity of more than (10) megawatts, and from the Governorate Electricity Company for a capacity of (10) megawatts and less. In the event of the technical possibility of linking, the investor shall bear the linking expenses.
- Preliminary approval for the transmission of electricity to major subscribers or for the purpose of exporting from the General Organization for Electricity Transmission and Distribution. In the event that there is the technical possibility of transmitting electricity, the investor must pay for using the transmission/distribution network

Approval to grant the license

Documents required:

Documents provided by the investor

- Invested fuel supply agreements from the fuel supplier (certified true copy) in the case of conventional generation.
- The existence of a certified real estate plan to describe the land on which the project will be built.
- A title deed / real estate registration from the real estate department (certified with a recent date and there are no signs preventing the license) or a document proving his right to use the site for a period of no less than five years (the original / a true copy of the document)
- A hard copy and an electronic copy of an economic feasibility study, which requires the following:
 - 1- The project description must be clear and accurate and include all facilities.
 - 2- The equipment must be of good quality, with test certificates attached to it.
 - 3- The study shows the timetable, project implementation stages and critical points.
 - 4- It includes a simulation report completed on one of the internationally accredited programs.
 - 5- That the engineering plans (box plan and general site plan of the project show the thermal plan of the conventional generation project) with a list of definitions for each plan.
- The design study for the project is approved by the Engineers Syndicate, noting that the study prepared by qualified external companies does not need to be approved by the Engineers' Syndicate.
- An original copy of the environmental impact assessment study, and photovoltaic projects with a capacity of 10 megawatts and less are exempted.
- A written undertaking from the investor or his legal representative according to the form approved by the Investor Services Center.
- A recent original copy of the commercial register (if any).
- A true copy of the company's publicity decision (if any).

Documents provided by the Investors Service Center

- Preliminary approval for the preparation of the project study.

- The approval of the Governorate Electricity Company to purchase electricity in the event of working according to the feed-in tariff, according to Article 28 of the Electricity Law.
- Environmental approval (original copy) for projects that require an environmental assessment.

Requirements:

According to Electricity Law No. 32 of 2010 and its amendments

Total time to complete the service: 20-30 work days

Fees: The fees resulting from studying applications for licenses/permits are as follows:

study fee (1,000 SYP)	The type of license or permit required for the project
200	A license for a conventional independent generation project in accordance with paragraph (b) of Article (9) of the law.
200	A license for an independent generation project using renewable energies according to Article (30-b) and Article (28) of the law.
50	Permit for a conventional grid-linked self-generation project.
50	Permit for a conventional off-grid self-generation project.
120 SP	application stamp fee with add-ons

Each license must pay a financial stamp fee of 470 SYP (300 SYP financial + 50 SYP war effort + 40 SYP Reconstruction on the stamp fee and the war effort + 30 SYP Local administration on the stamp fee and the war effort + 25 SYP Martyr stamp + 25 SYP crescent stamp)

The fee for granting a license/permit to practice electricity activities is determined as follows:

License/permit fee (1,000 SYP)	The type of license or permit required for the project
3000	A license for an independent traditional generation project in accordance with Articles (9-a) and (9-b) of the law.
1000	License for an independent generation project using renewable energies Article (30-a) of the law.
200	A license for an independent generation project using renewable energies according to Article (30-b) and Article (28) of the law.
50	Permit for a conventional grid-linked self-generation project.
	A license for a distribution project announced in a governorate, city, town or municipality.

	A license for an advertised distribution project in new residential suburbs, urban development projects, or tourism projects.
120 SP	application stamp fee with add-ons

Each license must pay a financial stamp fee of 470 SYP (300 SYP financial + 50 SYP war effort + 40 SYP Reconstruction on the stamp fee and the war effort + 30 SYP Local administration on the stamp fee and the war effort + 25 SYP Martyr stamp + 25 SYP crescent stamp).

The annual fee for the license/permit to practice electricity activities is determined as follows:

License/Permit Fee (Thousand S.P/Megawatt)	The type of license or permit required for the project
50	A license for an independent traditional generation project in accordance with paragraph (a) of Article (9) of the law.
10	A license for an independent generation project using renewable energies according to paragraph (a) of Article (30) of the law.
25	A license for a conventional independent generation project in accordance with paragraph (b) of Article (9) of the law.
25	A license for an independent generation project using renewable energies according to paragraph (b) of Article (30) of the law.
The value of 10 Syrian pounds for each subscriber for the total number of subscribers.	A license to distribute an advertised project in a governorate or city.
	Distribution project license advertised in town
	A license for a distribution project advertised in a municipality.
	A license for an advertised distribution project in new residential suburbs, urban development projects, or tourism projects.

Each license must pay a financial stamp fee of 470 SYP (300 SYP financial + 50 SYP war effort + 40 SYP Reconstruction on the stamp fee and the war effort + 30 SYP Local

administration on the stamp fee and the war effort + 25 SYP Martyr stamp + 25 SYP crescent stamp).

- ✓ An application for granting an investment license attached to the related agreements and licenses shall be submitted in the following cases and according to the following:
- ✓ ☐ Electricity purchase agreements concluded with the Transmission and Distribution Corporation (certified true copy) if it resulted from an advertisement in accordance with Articles 9-30 of the law.
- ✓ ☐ The agreement concluded with the Transmission and Distribution Corporation for the transmission of electricity to major subscribers/export (certified true copy) in case of transfer to major subscribers/export.
- ✓ ☐ The agreement concluded between the investor and the Electricity Generation Corporation and duly approved in case it resulted from an announcement in accordance with Articles 9-A of the law
- ✓ ☐ With a true copy of all documents and proofs required in the advertisement.
- ✓ ☐ Experience in the field of activity according to the terms of the advertisement
- ✓ ☐ The financial solvency of one of the banks that the investor deals with (original bank letter) according to the terms of the advertisement.

Oil and mineral wealth

30- An application for approval to invest the material for manufacturing purposes

Documents required:

Documents provided by the investor

- ✓ An application from the investor.
- ✓ Commercial Register.
- ✓ Industrial Register.
- ✓ A copy of a personal ID, a passport, or a certified power of attorney submitted by the person concerned or the legal agent.
- ✓ Pay the detection fee.
- ✓ Topographical plan of the site from the General Organization of Geology and payment of the financial cost.
- ✓ Real estate registration No. 2 from The Real Estate Registry.
- ✓ Proof of ownership or lease contract.
- ✓ Undertaking according to a model approved by the General Organization of Geology in accordance with the regulations and laws governing.
- ✓ A bank guarantee for the investor in the amount of 100,000 dollars or its equivalent in Syrian pounds, and for cement factories, with a value of one million dollars.

Documents provided by the Investor Services Center

- ✓ Approval of the Ministry of Agriculture (copies 2).
- ✓ Approval of the Ministry of Water Resources (copies 2).
- ✓ Approval of security authorities.
- ✓ The approval of the Ministry of Defense.
- ✓ Approval of the Ministry of Culture (archaeological areas).

A technical detection committee is required from the General Organization of Geology consisting of (geologist - topographical - engineer) whose mission is to inspect the site and

take samples to refer them to the Directorate of Laboratories for analysis and drawing up the topographic scheme of the investment site.

Total Time Duration: /15/ work days

Fees:

- **According to the instructions contained in the Prime Minister's letter No. 1/7290 dated 18/6/2017 + the institution's operations system No. 334 of 2020.**
- **Application fee of 120 SP with add-ons.**
- **Quarry investment license fees according to the rates specified by the General Organization of Geology.**
- **The value of the state's right of the extracted materials according to the rates specified by the General Organization of Geology.**

Industry

31- An industrial licensing decision for an investment project

Documents required:

Documents provided by the investor

- Permits for a non-state employee for the owners of the project and a pledge to abide by the instructions of the Ministry of Industry according to the form approved by the Investors Service Center, to be signed by the investor or his legal agent, or to attach the approval of the entity in which he works in the state in accordance with the Basic Law for State Workers No. 50 of 2004.
- Approval of the Industrial City Directorate for subscription (in the industrial cities).
- A company contract duly certified in case the license is for a company or the decision to certify the articles of association of the company's founding (duly certified - if any)
- The economic feasibility study must include a technical study of the project, explaining the stages of manufacturing - the necessary machinery and equipment - the products to be manufactured - the local and imported raw materials used - the estimated production capacity - the number of daily working hours.
- Syrian or proposed standard specifications for products (required in case of licensing new industries).

Documents provided by the Investors Service Center

- Investment license application according to the approved form in the investor service center, project data.
- Pre-approval from the relevant ministries according to the nature of the project (health - oil - defense - internal trade - agriculture - communications) representative of the competent ministry at the investor service center (original copy).

Requirements:

- Submitting an application to approve the list of machinery and equipment for the industrial project (service No. 32 according to the guide)

- Approval of the conditions determined by the instructions of the Ministry of Industry for the industry to be licensed (according to the conditions manual for the industry).
- Adoption of the specification proposed by the Syrian Arab Standards and Metrology Authority (in case of licensing new industries)

Fee

- Total license fees: 185070 SYP in the case of the company (+ the number of permit stamps, the number of partners)

Detailed fees

the value	fee or stamp
17350 SP	Fee for a license stamp with add-ons
57600 SP	Stamp fee for granting a license under the Investment Law
100000 SP	Ministry of Industry fees (law services fee 12)
10000SP	fee for national contribution to the reconstruction
120 SP	application stamp fee with add-ons

The total period of time for granting the license:

- 1-2 work days if the license is for a circulating industry and has specific instructions.
- 3-4 work days if the license is for a circulating industry and there are no specific instructions.
- 7-10 work days if the license is for a new industry.

32- Adoption of the list of machinery and equipment for an industrial investment project or any modification thereof

Documents required:

Documents provided by the center

- A summons to be signed by the investor or his legal representative

Documents provided by the investor

- A list of machinery and equipment from the relevant company as mentioned in the project's technical study.
- A legal power of attorney if the applicant is not the owner of the relationship or one of the partners authorized to sign on behalf of the company with the notary at the Investors Service Center, duly registered and certified - and a statement of its validity date - and its content being clear to the licensing authority.

Requirements:

- The applicant, the person concerned, or the partners authorized to sign on behalf of the company, or his legal representative.
- Complete all documents.

- Pay the fees

Other requirements

- That the machinery and equipment correspond with the purpose of the project, the production data and the instructions in force of the Ministry of Industry for the industry to be licensed (according to the conditions manual for the industry).

The total time period to complete the service: 3 actual work days from the moment of submitting the summons, securing the requirements, and issuing the instructions for the required industry, provided that it does not exceed 4 work days.

the value	fee or stamp
15000 SP	Ministry of Industry fees (law services fees 12)
1500 SP	Fee for national contribution to the reconstruction
120 SP	application stamp fee with add-ons

33- Obtaining an industrial licensing decision to amend the licensee of an investment project before obtaining a register

Documents required for the service:

Documents provided by the investor

- A summons according to the form approved by the Investors Service Center, to be signed by the investors or the legal agent.
- A copy of a personal ID or a copy of the passport for non-Syrians for the new owners
- Permits that are not employed by the state for the owners of the project for the new owners according to the form approved by the investor service center to be signed by the investor or his legal agent, or to attach the approval of the entity in which he works in the state in accordance with the basic state workers law No. 50 of 2004.
- A duly certified determination of heirs document with a guardianship issued by the magistrate in the event that there are duly certified minor heirs (when transferring ownership to the heirs).
- A duly certified assignment document, a company contract, a duly certified company amendment contract, or a decision to certify the company's articles of association (duly certified) that can be secured from the Investors Service Center (a representative of the Companies Directorate).
- A legal power of attorney if the applicant is not the owner of the relationship or one of the partners authorized to sign on behalf of the company, a notary at the Investors Service Center, duly registered and duly certified - and a statement of its validity date - and the clarity of its content to the licensing authority.
- A personal photo of the applicant.
- Financial clearance for persons designated for real estate in cities and industrial areas that can be secured from the Investors Service Center (representative of the Ministry of Finance).

Documents provided by the Investors Service Center:

- A valid industrial decision for the investor (original copy).

Conditions required for the service:

- The applicant, the person concerned, or the partners authorized to sign on behalf of the company, or his legal representative.
- Complete all documents.
- Pay the fees.
- The industrial licensing decision is personal and non-negotiable, and the name of the license holder may be changed to heirs or from an individual to a company as long as he is a member of the company and vice versa. It is not permissible to transfer from one group to another without any link between them.
- That the new owner be of Syrian nationality, and in the event that the new owner is not Syrian, this requires obtaining prior approval from the Board of Directors of the Syrian Investment Agency.

Fees:

- The total service fee is 185070 SP in the case of the company (+ the number of permit stamps, the number of partners)
- Detailed fees:

the value	fee or stamp
17350 SP	Industrial License Stamp Fee With add-ons
57600 SP	Stamp fee for granting a license under the Investment Law
100000 SP	Ministry of Industry fees (law services fee 12)
10000 SP	Fee for a national contribution to the reconstruction
120 SP	application stamp fee with add-ons

The total time to complete the service: 1-2 work days

34-Obtaining an industrial decision to amend the place of implementation of the investment project before obtaining an industrial registry

-

Documents required for the service:

Documents provided by the investor

- A copy of a personal ID of the applicant.
- A summons according to the form approved by the Investors Service Center, to be signed by the investors or the legal agent.
- A legal power of attorney if the applicant is not the owner of the relationship or one of the partners authorized to sign on behalf of the company a notary at the Investors Service Center, registered and duly certified - and a statement of its validity date - and the clarity of its content to the licensing authority
- ***Documents provided by the Investors Service Center***
- Approval of the administrative authority for the new location.

- Approval of the administration of the city or industrial zone from which it is transferred, if the project is located in a city or industrial zone.
- A valid industrial decision (original copy).

Conditions required for the service:

- The applicant, the person concerned, or the partners authorized to sign on behalf of the company, or his legal representative.
- Complete all documents.
- Pay the fees.

Fees:

- The total service fee is 185070 SP in the case of the company (+ the number of permit stamps, the number of partners) (transportation outside the governorate)
- The total service fee is 102570 SP in the case of the company (+ the number of permit stamps, the number of partners) (transportation within the governorate)

Detailed Fee:

the value	fee or stamp
17350 SP	Fee for a license stamp with add-ons
57600 SP	Stamp fee for granting a license under the Investment Law
100000 SP	Ministry of Industry fees (law 12 services fee) (when transferring outside the governorate)
10000 SP	National contribution fee for reconstruction (when transferring outside the governorate)
	Ministry of Industry fees (law services fee 12) Application submission
25000 SP	when transferring within the governorate
	National contribution fee for reconstruction

Total time to complete the service: 1-2 work days

35- Obtaining an industrial decision to amend the license data for an investment project before obtaining the industrial registry (for a circulating industry with specific instructions / for a circulating industry and no specific instructions / for a new industry / increasing production capacity).

Documents required for the service:

Documents provided by the investor

- An application to amend the data of an industrial license according to the form approved by the Investors Service Center, to be signed by the investor or his legal agent.
- A pledge to abide by the instructions of the Ministry of Industry according to the form approved by the Investors Service Center, to be signed by the investor or his legal agent
- Permits of a non-state employee for the owners of the project or attaching the approval of the entity in which he works in the state in accordance with the Basic Law of State Workers No. 50 of 2004 (required in the event that the request is an addition or modification to a traded industry and does not have specific instructions).
- A legal power of attorney if the applicant is not the owner of the relationship or one of the partners authorized to sign on behalf of the company a notary at the Investors Service Center, registered and duly certified - and a statement of its validity date - and the clarity of its content to the licensing authority.
- A technical study to amend the project, provided that it includes the stages of manufacturing - the necessary machinery and equipment - the products to be manufactured - the local and imported raw materials used - the estimated production capacity - the number of daily working hours (3 copies are required in the case of an application to add or modify new industries).
- Syrian or approved standard specifications for products certified by the source and an economic feasibility study for the project, copies of /3/ (required in the event of a request for addition or modification for a new industry).

Documents provided by the Investors Service Center

- Pre-approval from the administrative authority (original copy)
- Pre-approval from the relevant ministries according to the nature of the project (original copy)

-

Conditions required for the service:

- 1- The applicant or the partner authorized to sign on behalf of the company or his legal representative

The conditions and format required to accept the agency, if any.

- The agency must be from the party that has the right to sign on behalf of the company
 - That the agency explicitly contains the power of attorney to sign on behalf of the owners of the project to establish the investment project
2. Complete all documents
 3. Payment of fees
 4. Submitting an application to amend the list of machinery and equipment for the industrial project according to the Investors Service Center guide.
 5. Approval of the conditions determined by The Ministry of Industry for the industry to be licensed (according to the conditions manual for the industry).

Fees:

Total service fees: 102,570 SYP in the case of the company (+ number of permit stamps, number of partners)

Detailed Fee:

the value	fee or stamp
17350 SP	Industrial License Stamp Fee with add-ons
57600 SP	Stamp fee for granting a license under the Investment Law
25000 SP	Ministry of Industry fees (law services fee 12)
2500 SP	National contribution fee for reconstruction
120 SP	application stamp fee with add-ons

Total time to complete the service:

- 1-2 working days in the case of an application to add or modify a traded industry with specific instructions.
- From 3-4 working days in the case of an application to add or modify a traded industry that does not have specific instructions.
- From 7-10 working days in the event of an application to add or modify a new industry.
- 1-2 working days in case of an application to increase in production capacity.

36- Obtaining the decision to extend the industrial license for an investment project before obtaining the industrial registry.

Documents required for the service:

Documents provided by the investor

- A summons according to the form approved by the Investor Services Center, to be signed by the investors or the legal agent.
- A legal power of attorney if the applicant is not the owner of the relationship or one of the partners authorized to sign on behalf of the company with the notary at the Investors Service Center, duly registered and certified - and a statement of its validity date - and its content being clear to the licensing authority.
- A personal photo of the applicant.

Documents provided by the Investors Service Center

- An original copy of the approval of the Syrian Investment Agency for the extension
- Pre-approval from the relevant ministries, according to the nature of the project

Conditions required for the service:

- The applicant, the person concerned, or the partners authorized to sign on behalf of the company, or his legal representative.
- Complete all documents.
- Pay the fees.
- The approval of the Syrian Investment Agency on the extension request.

Fees:

- The total service fee is 28,870 SP

Detailed Fee:

the value	fee or stamp
1250 SP	an extension stamp fee with add-ons
25000 SP	Ministry of Industry fees (law services fee 12)
2500 SP	A national contribution fee to the reconstruction
120 SP	application stamp fee with add-ons

The total time to complete the service: 1-2 work days

37- Obtaining an industrial registry and the certificate of registration of the industrial establishment.

Documents required for the service:

Documents provided by the investor

- A summons according to the form approved by the Investors Service Center, to be signed by the investor or his legal representative.
- A legal agency if the applicant is not the owner of the relationship or one of the partners authorized to sign on behalf of the company with the notary public at the Investors Service Center, duly registered and certified - and a statement of its validity date - and its content being clear to the licensing authority.
- A copy of a personal ID of the applicant.
- A newly certified commercial register (a service available at the Investors Service Center).
- Chamber of Industry certificate for the same year, an original copy.
- Application for obtaining a certificate + industrial certificate (publications).
- Original copy of invoices, pictures or catalogs of machinery purchased from the local market for invoices and stamped with the seller's seal.
- Copies of import licenses, clearance data, and catalogs for machinery and equipment.

Documents provided by the Investors Service Center

- A copy of the investment license (newly certified copy).
- An original copy of a valid industrial license decision.
- An original copy of the administrative licensing decision.
- An original copy of a subscription letter to the Social Insurance Institution.
- A list from the General Customs Directorate that includes the imported and actually cleared machinery and equipment out of the original machinery and equipment approved for the project and their import values (in Syrian pounds and foreign currency) / original copy. /

Conditions required for the service:

- The applicant, the person concerned, or the partners authorized to sign on behalf of the company, or his legal representative.

Conditions and form required to accept the agency, if any

- The agency must be from the party that has the right to sign on behalf of the company.
- The agency explicitly contains the power of attorney to sign on behalf of the owners of the project to establish the investment project.

- Complete all documents.
- Pay the fees.

Other requirements

- *The facility conforms to the conditions specified by the instructions of the Ministry of Industry for the required industry (according to the conditions manual for the industry).*
- *As a result of the analysis of production samples in conformity with the Syrian or approved standard specifications, a detection committee is formed in the competent industry directorate from the competent department, and the committee will seek the assistance of whomever it deems appropriate.*

Fees:

- Total fees for the service: 77645 SYP.

Detailed Fee:

the value ¹	fee or stamp
11525 SP	a registration stamp fee with add-ons
50000 SP	Ministry of Industry fees (law services fee 12)
5000 SP	A national contribution fee for the reconstruction
120 SP	application stamp fee with add-ons
5000 SP	Detection fee
6000 SP	Publications
According to the decision of the executive office of each governorate	local administration fee

The total time to complete the service: 3-4 work days

38- Obtaining a letter containing information about the investment project registered in the Industrial Register (raw materials - machinery statement -).

Documents required:

Documents provided by the investor

- A summons according to the form approved by the Investors Service Center, to be signed by the investor or his legal representative.
- Chamber of Industry certificate for the same year (original copy).
- A legal agency if the applicant is not the owner of the relationship or one of the partners authorized to sign on behalf of the company notary at the Investors Service Center, duly registered and duly certified - and a statement of its validity date - and the clarity of its content to the licensing authority.
- A personal photo of the applicant.

Documents provided by the Investors Service Center

- A subscription letter to the Social Insurance Institution (original copy)

Conditions required for the service:

- The applicant, the person concerned, or the partners authorized to sign on behalf of the company, or his legal representative.

. Conditions and form required to accept the agency, if any

- The agency must be from the party that has the right to sign on behalf of the company.
- The agency explicitly contains the power of attorney to sign on behalf of the project owners to establish the investment project.
- Complete all documents.
- Pay the fees.

Other requirements

The enterprise is identical to what is registered in the industrial registry and is ready for work and production.

The date of the inspection is determined from the moment the service arrives at the department, provided that the appointment is on the next day or the next exclusively - in the case of the absence of a recent disclosure, the facility is inspected and the inspection report is prepared according to the approved form. Check the result of the inspection and the extent of the facility's conformity with what is contained in the industrial registry And preparing the required, and in case the enterprise conforms to the industrial registry, the procedure is followed up. In the event that the enterprise violates the register, the representative of the Ministry of Industry at the Investors Service Center is informed to take the necessary measures.

Fees:

- Total fees for the service: 11120 SP

Detailed fee:

the value	fee or stamp
10000 SP	Ministry of Industry fees (law services fees 12)
1000 SP	National contribution fee for reconstruction
120 SP	application stamp fee with add-ons

The total time to complete the service: 3-4 work days

39 - Obtaining a decision on service modes of transport (after obtaining the industrial register)

documents required for the service:

Documents provided by the investor

- A summons according to the form approved by the Investor Service Center, to be signed by the investor or his legal representative.
- A copy of a personal ID of the applicant.
- Chamber of Industry certificate for the same year (original copy).
- A list of the service modes of transportation required for the project by the investor.
- A legal agency if the applicant is not the owner of the relationship or one of the partners authorized to sign on behalf of the company, notary public at the Investors Service Center, duly registered and certified - and its validity date is indicated - and its content is clear to the licensing authority.

- Copies of pledges according to the approved form at the Investors Service Center[

Documents provided by the Investors Service Center

A subscription letter to the Social Insurance Institution (original copy).

Conditions required for the service:

- The applicant, the person concerned, or the partners authorized to sign on behalf of the company, or his legal representative.

. Conditions and form required to accept the agency, if any

- The agency must be from the party that has the right to sign on behalf of the company.
- The agency explicitly contains the power of attorney to sign on behalf of the project owners to establish the investment project.
- Complete all documents
- Pay the fees

Other requirements

- The enterprise is identical to what is registered in the industrial registry and is ready for work and production.
- The list of service modes of transport conforms to the needs of the enterprise and the instructions in force.
- The documents and fees are studied and checked and the disclosure is made after informing the investor of the date of the disclosure and - - The disclosure date is determined from the moment the service arrives at the department, provided that the date is exclusively on the next or following day.
- In the case of absence of a recent inspection, the enterprise is inspected and the inspection report is prepared according to the approved form, checking the result of the inspection, the extent of the enterprise's conformity with what is contained in the industrial register, and the extent of the compatibility of the list of service modes of transport with the enterprise's needs and the instructions in force and the preparation of the required. If the enterprise conforms to the industrial register, follow up The procedure. If the enterprise violates the record, the representative of the Ministry of Industry at the Investors Service Center is informed to take the necessary measures

Fees:

- Total service fee: 120 SYP
- Detailed fees:

the value	fee or stamp
120 SP	application stamp fee with add-ons

The total time to complete the service: 3-4 work days

40- Obtaining a decision to transfer ownership of an investment project that has an industrial registry.

Documents required:

Documents provided by the investor

- Transfer of ownership application to be signed by the investors or the legal agent.
- A copy of a personal ID or a copy of the passport for non-Syrians for the new owners.

- Non-state employee permits for the project owners for the new owners to be signed by the investor or his legal agent or attach the approval of the entity in which he works in the state according to the basic state workers law No. 50 of 2004.
- A duly certified determination of heirs document with a guardianship issued by the judge in the event that there are duly certified minor heirs (when transferring ownership to the heirs).
- A duly certified assignment document, a company contract, a duly certified company amendment contract, or a decision certifying the company's articles of incorporation (duly certified).
- A legal agency if the applicant is not the owner of the relationship or one of the partners authorized to sign on behalf of the company, registered and duly certified - and the date of its validity - and the clarity of its content to the licensing authority.
- A copy of a personal ID of the applicant.

Documents provided by the Investors Service Center

- A valid industrial decision (original copy)
- Financial clearance for the old owner or approval of the finance to transfer ownership to the new owner

Conditions required for the service:

The applicant, the person concerned, or the partners authorized to sign on behalf of the company, or his legal representative.

Conditions and form required to accept the agency, if any

- ☐ The agency must be from the party that has the right to sign on behalf of the company.
- ☐ The agency explicitly contains the power of attorney to sign on behalf of the project owners to establish the investment project.
- Complete all documents.
- Pay the fees.

Other requirements:

- Lifting the signs of mortgage or seizure placed on the industrial registry, if they exist, or the approval of the authority that issued this sign on the process of transferring ownership.
- That the new owner be of Syrian nationality, and in the event that the new owner is not Syrian, this requires obtaining prior approval from the Board of Directors of the Syrian Investment Agency.

Fees:

- The total service fee is 185070 SP in the case of the company (+ the number of permit stamps, the number of partners)

Detailed Fees:

the value	fee or stamp
17350 SP	Fee for a license stamp with add-ons
57600 SP	Stamp fee for granting a license under the Investment Law
100000 SP	Ministry of Industry fees (law services fee 12)

10000 SP	a national contribution fee to the reconstruction
120 SP	application stamp fee with add-ons

The total time to complete the service: 1-2 work days

41- Obtaining an industrial enterprise registration certificate after the issuance of a decision to transfer ownership of an investment project that has an industrial registry.

Documents required:

Documents provided by the investor

- A summons according to the form approved by the Investors Service Center, to be signed by the investor or his legal representative.
- A recent commercial register in the name of the new owner (a newly certified copy).
- Certificate of chamber of industry, the new owner (original copy).
- An original copy of a subscription letter to the Social Insurance Institution in the name of the new owner.
- A legal power of attorney if the applicant is not the owner of the relationship or one of the partners authorized to sign on behalf of the company notary at the Investors Service Center, duly registered and certified - and a statement of its validity date - and the clarity of its content to the licensing authority.
- A copy of a personal ID of the applicant.

Documents provided by the Investors Service Center

- A newly certified copy of the investment license in the name of the new owner.
- Application for obtaining a certificate + industrial certificate (publications).
- Original industrial enterprise registration certificate for the old owner (original copy).

Conditions required for the service:

The applicant, the person concerned, or the partners authorized to sign on behalf of the company, or his legal representative.

The conditions and format required for the agency's acceptance, if any.

- The agency must be from the party that has the right to sign on behalf of the company.
- The agency explicitly contains the power of attorney to sign on behalf of the project owners to establish the investment project.
- Complete all documents.
- Pay the fees.

Other requirements:

- The enterprise conforms to the industrial register.

Documents and fees are studied and checked, and the inspection is conducted after informing the investor of the date of the inspection, amending the industrial registry and preparing the certificate, where the inspection date is determined from the moment the service arrives at the department, provided that the appointment is on the next day or the next exclusively - in the absence of a recent disclosure, the result is checked

Examination and the extent of the enterprise's conformity with the industrial registry. If the enterprise conforms to the industrial register, follow up The procedure. If the enterprise violates the record, the representative of the Ministry of Industry at the Investors Service Center is informed to take the necessary measures.

Fees:

- Total fees for the service: 77645 SYP

Detailed Fees:

the value	fee or stamp
11525 SP	Industrial Registration Stamp Fee With add- ons
50000 SP	Ministry of Industry fees (law services fee 12)
5000 SP	National contribution fee for reconstruction
5000 SP	Detection fee
6000 SP	Publications
120 SP	application stamp fee with add-ons

Total time to complete the service: 3-4 work days

42 - Obtaining a decision to transfer the location of an investment project holding an industrial registry from one governorate to another.

Documents required for the service:

Documents provided by the investor

- A copy of a personal ID of the applicant .
- An application to transfer a location to be signed by the investors or the legal agent.
- A legal power of attorney if the applicant is not the owner of the relationship or one of the partners authorized to sign on behalf of the company, registered and duly certified - and the date of its validity - and the clarity of its content to the licensing authority

Documents provided by the Investors Service Center

- Approval of the Directorate of Industry in the governorate or the industrial city from which it is transferred by virtue of a letter from the Investors Service Center (original copy).
- Pre-approval from the administrative authority to which it is transferred (original copy).
- Approval of the administration of the industrial city from which it is transferred if the project is in an industrial city (original copy).
- Financial clearance or financial approval to transfer the location (original copy).
- A copy of a valid industrial license decision (if the industrial registry is partially implemented).

Conditions required for the service:

The applicant, the person concerned, or the partners authorized to sign on behalf of the company, or his legal representative.

The conditions and format required to accept the agency, if any.

- ☐ The agency must be from the party that has the right to sign on behalf of the company.
- ☐ The agency explicitly contains the power of attorney to sign on behalf of the project owners to establish the investment project.
- Complete all documents.
- Pay the fees.

Other requirements

Lifting the mortgage or seizure signs placed on the industrial register, if they exist, or the approval of the authority that issued this sign on the process of moving the location.

Fees:

The total service fee is 185070 SP in the case of the company (+ the number of permit stamps, the number of partners).

Detailed Fees:

the value	fee or stamp
17350 SP	Industrial license stamp fee with add-ons
57600 SP	Stamp fee for granting a license under the Investment Law
100000 SP	Ministry of Industry fees (law services fee12)
10000 SP	National contribution fee for reconstruction
120 SP	application stamp fee with add-ons

The total time to complete the service: 1-2 work days

43- Obtaining a decision to transfer the location of an investment project that holds an industrial registry within the governorate.

Documents required:

Documents provided by the investor

- An application to transfer a location to be signed by the investors or the legal agent.
- A personal photo of the applicant.
- A legal power of attorney if the applicant is not the owner of the relationship or one of the partners authorized to sign on behalf of the company, registered and duly certified - and the date of its validity - and the clarity of its content to the licensing authority

Documents provided by the Investors Service Center

- Pre-approval from the administrative authority to which it is transferred (original copy/.
- Approval of the administration of the industrial city from which it is transferred if the project is in an industrial city (original copy).
- Financial clearance or financial approval to transfer the location (original copy).
- A copy of a valid industrial license decision (if the industrial registry is partially implemented).

Conditions required for the service:

The applicant concerned or authorized by the partners to sign on behalf of the company or his legal representative.

The conditions and format required to accept the agency, if any.

☐ The power of attorney must be from the party that has the right to sign on behalf of the company.

☐ The agency explicitly contains the power of attorney to sign on behalf of the project owners to establish the investment project.

Complete all documents.

- Pay the fees .

Other requirements:

Lifting the mortgage or seizure signs placed on the industrial register, if they exist, or the approval of the authority that issued this sign on the process of moving the location.

Fees:

The total fee for the service is 11120 SP

Detailed fee:

the value	fee or stamp
10000 SP	Ministry of Industry fees (law services fee 12)
1000 SP	National contribution fee for reconstruction
120 SP	application stamp fee with add-ons

The total time to complete the service: 1-2 work days

44- Adding complementary machinery to the industrial register.

Documents required for the service:

Documents provided by the investor

- A summons to be signed by the investor or his legal representative.
- Chamber of Industry certificate for the same year (original copy).
- Catalogs and invoices of complementary machinery to be added or pledged to submit them later.
- A legal power of attorney if the applicant is not the owner of the relationship or one of the partners authorized to sign on behalf of the company, registered and duly certified - and the date of its validity - and the clarity of its content to the licensing authority.
- A copy of a personal ID of the applicant .
- A pledge to use the machinery exclusively in his enterprise and not to invest them until after they are added to the industrial registry.

Conditions required for the service:

The applicant, the person concerned, or the partners authorized to sign on behalf of the company, or his legal representative.

The conditions and format required to accept the agency, if any.

- ☐ The agency must be from the party that has the right to sign on behalf of the company.
 - ☐ The agency explicitly contains the power of attorney to sign on behalf of the project owners to establish the investment project.
- Complete all documents.
- Pay the fees.

Other requirements:

- The enterprise conforms to the industrial register.
- The required machinery should be (complementary) that improve production and do not increase its production capacity and do not change the purpose of the project.

Total fees: 3570 SP

the value	fee or stamp
120 SP	application stamp fee with add-ons
3450 SP	Industrial Registry Amendment Fee with add-ons

The total time to complete the service: 1-2 work days

45- Obtaining approval to import raw materials to conduct experiments before obtaining the industrial registry.

Documents required:

Documents provided by the investor

- A summons to be signed by the investor or his legal representative.
- A legal power of attorney if the applicant is not the owner of the relationship or one of the partners authorized to sign on behalf of the company, registered and duly certified - and the date of its validity - and the clarity of its content to the licensing authority.
- Chamber of Industry certificate for the same year (original copy).
- A copy of a personal ID of the applicant .
- Invoices, pictures or catalogs of machinery purchased from the local market (original copy of invoices and stamped by the seller).
- Copies of import licenses, clearance data, and catalogs for machinery and equipment.
- A pledge to use raw materials exclusively within the enterprise.

provided by the Investors Services Center

- A copy of the investment license, a newly certified copy.
- A valid industrial license decision (original copy).

Conditions required for the service

- The applicant, the person concerned, or the partners authorized to sign on behalf of the company, or his legal representative.

The conditions and format required to accept the agency, if any.

- ☐ The agency must be from the party that has the right to sign on behalf of the company.
- ☐ The agency explicitly contains the power of attorney to sign on behalf of the project owners to establish the investment project.

- Complete all documents.

- Pay the fees.

Other requirements:

- The enterprise conforms to the conditions specified by the instructions of the Ministry of Industry for the required industry (according to the conditions manual for the industry).
- Installation of machinery, fixtures and equipment in accordance with the decision of the license granted, their readiness for work and production, and the compatibility of the required materials with the implemented machinery.

Studying the project, checking documents and fees, conducting the inspection, and informing the investor of the date of the inspection.

After the inspection, the result of the inspection is checked and its conformity with what is licensed. In the event of conformity with the license, the procedure is followed up, and in case it is in violation, the representative of the Ministry of Industry at the Investors Service Center is informed of that, and another date is set upon the investor's request and he prepares the enterprise .

Fees:

The total fees for the service: an application stamp fee with the add-ons 120 SP

Total time to complete the service: 3-4 work days

46- Obtaining an industrial license decision to amend the legal form of the license holder for an investment project with an industrial registry.

Documents required:

Documents provided by the investor

- A summons to be signed by the investors or the legal agent.
- A duly certified company contract or company amendment contract or a decision to certify the company's articles of incorporation (duly certified).
- A legal power of attorney if the applicant is not the owner of the relationship or one of the partners authorized to sign on behalf of the company, registered and duly certified - and the date of its validity - and the clarity of its content to the licensing authority
- A copy of a personal ID of the applicant.

provided by the Investors Services Center

- An original copy of a valid industrial decision

Service Requirements:

The applicant, the person concerned, or the partners authorized to sign on behalf of the company, or his legal representative.

Complete all documents.

- Pay the fees.

Fees:

The total fee for the service is 27,620 SP

Detailed fee:

the value	fee or stamp
25000 SP	Ministry of Industry fees (law services fee 12)
2500 SP	National contribution fee for reconstruction
120 SP	application stamp fee with add-ons

The total time to complete the service: 1-2 work days

47- Obtaining an industrial enterprise registration certificate after amending the legal form of an investment project that has an industrial register.

Documents required:

Documents provided by the investor

- A summons to be signed by the investor or his legal representative.
- A recent commercial register in the new legal form (a newly certified copy).
- Modern Chamber of Industry certificate in the new legal form (original copy).
- A subscription letter to the Social Insurance Institution in the new legal form, an original copy.
- A legal power of attorney if the applicant is not the owner of the relationship or one of the partners authorized to sign on behalf of the company, registered and duly certified - and the date of its validity - and the clarity of its content to the licensing authority.
- A copy of a personal ID of the applicant.
- Application for obtaining a certificate + industrial certificate (publications).

provided by the Investors Services Center

- A newly certified copy of the investment license in the new legal form.
- Original industrial establishment registration certificate in the old legal form (original)

Requirements:

- Conditions for accepting the application.
- The applicant, the person concerned, or the partners authorized to sign on behalf of the company, or his legal representative.

.The Conditions and format required to accept the agency, if any

- The agency must be from the party that has the right to sign on behalf of the company.
- The agency explicitly contains the power of attorney to sign on behalf of the project owners to establish the investment project.
- Complete all documents.
- Pay the fees.

Other requirements:

The enterprise conforms to the industrial register.

Studying and checking documents and fees and conducting the inspection after informing the investor of the date of detection, amending the industrial registry and preparing the certificate. The date of the inspection is determined (in the absence of a recent disclosure), then the result of the inspection is checked and the extent of the enterprise's conformity with the industrial registry.

In the event that the enterprise conforms to the record, the procedure is followed up, and in the event that it is in violation of the record, the representative of the Ministry of Industry at the Investors Service Center is informed of this to take the necessary action.

Fees:

Total fees for the service: 23320 SYP

Detailed fee:

the value	fee or stamp
3450 SP	a modified registration stamp fee with add- ons
12500 SP	Ministry of Industry fees (law services fee 12)
1250 SP	National contribution fee for reconstruction
6000 SP	Publications
120 SP	application stamp fee with add-ons

Total time to complete the service: 3-4 work days

Health Sector

- 48 Administrative license for a private hospital within the organizational chart (local administration and environment)

Documents required:

- A real estate registration statement from the Directorate of Real Estate Interests that is free of signs that prevent the license from being issued - no more than a month has passed.
- A real estate secretariat scheme from the Directorate of Real Estate Interests, for a period not exceeding one year.
- Sketch of the administrative unit planning not more than a year ago.
- Indication diagram of the administrative unit.
- Organization limit of the administrative unit.
- Clearance from the administrative unit, not more than a month old
- Engineering plans that include all architectural, construction, electrical, mechanical and sanitary plans certified by the Engineers Syndicate branch.
- Soil mechanic certified by the Engineers Syndicate branch.
- A supervisory contract certified by the Engineers Syndicate branch.
- An account memorandum certified by the Engineers Syndicate branch.
- A copy of the identity of the owner or his representative under a duly authenticated power of attorney.

provided by the Investors Services Center

- The approval of the Directorate of Antiquities and Museums in the governorate.
- Approval of the Health Directorate.

Requirements:

- That the applicant be the only person concerned “or his representative under a duly authenticated power of attorney” from the notary, or attach the investment contract if the applicant is an investor.

- The service must be complete with all documents and evidence related to the licensing.
- All fees incurred for entering the licensing service have been paid in accordance with the approved fees.

Total time to complete the service: 7-8 work days

Fees:

Total service fee: 57,940 initial fee + final license fee (variable)

Detailed fee:

the value	fee or stamp
57600 SP	Licensing Sole Enterprise and Establishments According to the Investment Law / Clause 26
It has a variable value depending on the licensed area	License fee, roof molding insurance fee, license insurance fee and social insurance fee
40 SP	Financial Stamp of Undertakings
470 SP	Financial Stamp of Licensing Decision/Section 24
120SP	application stamp fee with add-ons

49 - Initial approval to set up a pharmaceutical laboratory

Documents required:

- Initial approval application according to the approved form at the Investors Service Center. The application is submitted in the name of the concerned person exclusively, and the papers can be delivered and received by the concerned person or his legal agent.
- A copy of the decision to book a partition in the cities or industrial areas, provided that the book decision is issued with a recent date not exceeding 5 days, or a certified copy showing that the book decision is still valid to date, and that the partition is for the pharmaceutical industry.
- It is possible to attach a statement of ownership of the partition or an allocation decision instead of the book decision, with the need to clarify the allowed space for construction.
- A copy of the investor's identity card.
- Attach a copy of the power of attorney for the legal representative.
- In the event that the applicant is a company, the company's data must be submitted (commercial register of the company - articles of association of the company or a duly certified partnership contract).

Requirements:

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- Limiting the establishment of pharmaceutical laboratories within cities and industrial zones - Cabinet Presidency Letter No. 2105/1 dated 6/2/2020 Cabinet Decision No. 426 dated 26/2/2020
- The area starts from 1,000 square meters for a laboratory with one production section, and 500 square meters are added to each additional section according to the approved technical conditions.
- Observing the health and technical conditions for separating departments and buildings according to drug groups and required production lines.
- Initial approvals are granted for a period of three years, not renewable or extendable. In the event that the approval period expires without obtaining the final license, the investor must submit a new application for initial approval with payment of all fees.

The total time to complete the service: 15 work days -

Fees:

- There are no fees or allowances if the required lines are of quality.
- For non-qualitative lines, an initial approval service fee of \$25,000 is collected for each non-qualitative line, to be collected in the Syrian currency.
- Application stamp fee with add-ons 120 SP.

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50 - An Application for an initial license for a hospital

Documents required:

Documents provided by the Investors Service Center:

- The recommendation of the permanent committee includes (the approval of the administrative unit, a book on the needs of the region).
- The approval of the site and the decision of the executive office signed by the head of the executive office in the governorate (a true copy can be accepted).

Documents provided by the investor

- Investment license application.
- An Application for approval to study the project through a written request from the owner, his agent, or a legal investor of the real estate certified.
- Real estate registration statement for real estate department (duly certified) with a recent date issued in the name of the hospital owners (company - legal person - association).
- Architectural plan (certified engineering and technological architectural plans and for mechanical, electrical and sanitation plans) + sketch (duly certified by The Buildings, the Engineers Syndicate and the Administrative unit) Initial approval by a letter from the Buildings Directorate to refer the plans to the concerned administrative unit and the Engineers Syndicate for approval by them. Architectural plans certified by the Directorate The buildings, the Engineers Syndicate and the Administrative Unit, as for the mechanical and electrical plans, are from the Engineers Syndicate.
- A technical management contract between the technical director and the owners (duly certified) with a notary between the investor and the technical director
- An application from the technical director submitted to the concerned health directorate.
- A certified copy of the Syrian Board Certificate for the technical director submitted by the investor or the technical director.
- A certified copy by the permanent license of the technical director.

- A recent union document for the technical director showing the authority to which it is directed and the reason for the grants, and it was found that the doctor's clinic is exclusively in the hospital.
- A recent non-employee document of the investing technical director or technical director.
- Military status statement for the technical director.
- A recent non-judgmental document of the Technical Director
- The 3 commitments of the technical director include:
 - ☐ A pledge to devote himself.
 - ☐ Comply with the regulations and laws issued by the Ministry of Health.
 - ☐ Maintaining records of narcotic drugs and communicable diseases records
- A commercial register in the name of the hospital owners, certified by a recent date and issued in the name of the hospital owners, showing the property and the name of the hospital. It is required if the investor is a company.
- Financial receipts worth (300,000 SP) Decree 9 of 2017
- A copy of the ID of the technical director

An initial inspection committee is required to match the plans with the construction And projecting that on the initial approved detection settings.

Total time to complete the service: 15 work days

Fees:

the value	fee or stamp
500000 SP	From 50 to 150 beds
800000 SP	over 150 beds
10000 SP + 10% reconstruction + 5% local administration + 50 SP war effort + 25 SP martyr stamp + 25 SP Crescent stamp	City license stamp fee
5000 SP + 10% reconstruction + 5% local administration + 50 SP war effort + 25 SP martyr stamp + 25 SP crescent stamp	Area license stamp fee
2000 SP + 10% reconstruction + 5% local administration + 50 SP war effort + 25 SP martyr stamp + 25 SP crescent stamp	Town license stamp fee
120 SP	application stamp fee with add-ons

Tourism Sector

51- A license to establish tourist facilities (accommodation) within the organizational chart

Documents required:

Documents provided by the Investors Service Center

- The permanent committee's recommendation to approve the construction of the project in the specified location

Documents provided by the investor

- A document from the municipality showing the organizational status of the property from the competent administrative unit duly certified.
- Investment license application signed by all owners and attached with copies of their personal identities.
- A document evidencing the ownership of the property or real estate to be licensed by the real estate authorities, certified by a recent date.
- A recent real estate record issued by real estate departments, certified by a recent date, free of anti-licensing signs.
- Duly certified area statement.
- A timetable showing the stages of implementation of the project .
- An organizational chart with a specific scale showing the property to be licensed and the vicinity of the competent administrative unit duly certified.
- A building permit certified by the competent administrative unit or duly authenticated plan and building control system.
- Amending the regulatory status to a tourist by the Ministry of Housing according to the following conditions:
 - ☐ The property is within a tourist area.
 - ☐ To fulfill all the requirements set by the Ministry of Tourism.
 - ☐ There is a point in converting it into a tourist.
- Demolition approval or demolition license from the concerned administrative authority.
- The project plans are issued by the studying engineer and certified by the concerned administrative authority as conforming to the building control system and the Wajab curriculum.

The total period of time to complete the service: two weeks from the date of completing the documents and conditions of the license

Fees:

The value of the fee or stamp	Fee or stamp service Fee
50.000 sp	5 star accommodation
40.000 sp	4 star accommodation
30.000 sp	3 star accommodation
20.000 sp	2 star accommodation

470 sp	License fee with add-ons
120 sp	application stamp fee with add-ons

52- Application for a tourist certificate (accommodation) for a property outside the organizational chart.

Documents required:

Documents provided by the Investors Service Center

- The permanent committee's recommendation to approve the project sites.
- A document proving that the property is located outside the airport campus, ports, military sites, pollution-causing facilities, springs, natural and industrial lakes, roads, archaeological areas, and there is no building ban for any party whatsoever. Provided that the approval of the competent authorities in the country is taken on the location of the facility in cases where The facility is located within the sanctuary of natural and artificial lakes and springs, the protection distance, the roads of all degrees, the protection distance and the sanctuary of archaeological areas and sites (a document from the concerned authorities showing the sanctuary of each of them, with the projection of this on the general site plan submitted by the person concerned and certified by the concerned authority) attested From the relevant administrative unit.

Documents provided by the investor:

- An application to be registered at the Investors Service Center, signed by all owners, with copies of their personal identities attached.
- A document evidencing the ownership of the property or real estate to be licensed by the real estate department, certified by a recent date.
- A recent real estate record from the real estate department, certified by a recent date, free of anti-licensing signs.
- An area statement in case the area is not mentioned on the real estate statement (duly certified).
- An organizational chart on a scale of 1/1000 showing the distribution of blocks, their uses and all the details necessary to clarify the idea (slashes in the ground with a topographical chart) from the competent administrative unit certified by the studying engineer.
- A document showing the organizational status of the property from the administrative unit.
- A real estate plan with a specific scale on which the borders, neighborhoods and public properties, if available, are determined by the competent administrative unit certified by the real estate authorities.
- A plan identical to the real estate plan that includes a distribution of trees in the event that the technical inspection shows that there are trees on the property to be licensed by the competent administrative unit certified by the administrative unit or the Directorate of Agriculture.
- A written undertaking according to the form approved by the Investors Service Center, certified by a notary public.
- Noting a sanitation water treatment plant and the expenses resulting from the tourist facility required to be licensed on the engineering plans of the project with an executive study for the reuse of treated water.

- A statement from the stakeholders that includes how to treat the solid waste generated by the facility, collect this waste, and transfer it to the landfill belonging to this administrative unit or municipality, accompanied by the approval of the municipality or the relevant administrative unit on its content.
- A sketch plan signed by the Mukhtar and the neighborhood and duly certified by the district manager showing the neighborhood properties and signed by them with the identification of the regions (east-west..) from the competent administrative unit if the real estate is within an undefined area.
- A sketch of the location of the plot of land on which a license is required, prepared by the administrative unit.
- A Certificate from the elective body attesting to the disposal of the license applicant for this space.
- A document signed by the co-owners adjacent to his plot of land certifying his right and allocating this land.
- Submitting an undertaking stating that no claim is made for any failure, damage or compensation as a result of canceling or suspending the license due to disputes over rights or lawsuits before the courts, and his responsibility for what arises as a result of these disputes and lawsuits related to real rights.
- Submission of a pledge that includes his assignment of all noticeable areas for public interest or public constructions on the plot of land on which the license is required, certified by the competent administrative unit, if the property is owned in common, certified by a notary.
- Project plans certified by the studying engineer.

The total time period to complete the service: two weeks from the date of completing the documents and allotment conditions

Fees:

The value of the fee or stamp	Fee or stamp Service fee
50.000 SP	5 star accommodation
40.000 SP	4 star accommodation
30.000 SP	3 star accommodation
20.000 SP	2 star accommodation
470 SP	License fee with add-ons
120 SP	application stamp fee with add-ons

Agricultural Sector

53-Technical license for olive presses

Documents required:

Documents provided by the investor:

- A written application from the license applicant specifying in the application the number of production lines and the production capacity of the mill
- A pledge deed according to the form approved by the Ministry of Agriculture.
- A written undertaking from the license applicant to review all the technical conditions required for the establishment of the project.

Requirements:

- The investor should be fully aware of and abide by the technical conditions contained in Resolution No. 261/T of 2007, in particular:
- Without prejudice to the provisions of the Ministry of Local Administration Resolution No. 2343/n dated 7/17/1988 and the Ministry of Municipal and Rural Affairs Resolution No. 1003/ dated 06/14/1966 and the Cabinet Presidency Communiqué No. 10/2004 AD,
- Technical approval for licensing olive presses is granted if the following conditions are met:

1. That the place where the mill is to be established has sufficient olive production to operate the mill for a minimum of 30 days and according to its production capacity at the level of the administrative region, taking into consideration the contemporary acceptable technical level and neglecting the production capacity of the old presses.
2. The working period of the mill is calculated by multiplying the total number of fruitful trees by the average production per tree for the two seasons , which is about / 25 / kg in rainfed agriculture and / 35 / kg in annual irrigated agriculture, and then divide the result by the daily production capacity of the mill.

The following are excluded from the above conditions:

- ☐ Licensing the first mill in the administrative areas devoid of mills, which is considered one of the areas of expansion in olive cultivation.
- ☐ Licensing the integrated facilities covered by the provisions of the investment laws in force.
- Establishing an impermeable collection basin dedicated to collecting olive-press water so that it absorbs this water for a period of one week at least, according to the capacity of the farm, and transfers it periodically to the collection places specified by the administrative and environmental units and the directorates of agriculture in the governorates.
- Collecting solid materials (olive pomace) on impermeable floors and transporting them periodically to extraction facilities or to other manufacturing units.
- The approval is issued by the Olive Office in the Ministry of Agriculture and Agrarian Reform based on the report of the committee set out in Article 2 of this decision. The approval is valid for one year from its date.
- It is allowed to replace the old mills (presses or centrifuges), which were previously licensed, with modern centrifugal mills, without considering the production capacity in the concerned area as a condition of the license, provided that the old line is excluded from work.
- It is prohibited to transfer any licensed mill from one region to another or from one governorate to another without a prior approval from the Olive Office.
- Expansion of existing mills is allowed (adding lines) in the event that there is a surplus of production in the concerned area.

- A technical committee is formed in each of the directorates of agriculture and agrarian reform, whose membership includes:

- ☐ Head of the Olive Division, as a Chairman
- ☐ Head of the Current Statistics Division in the relevant Directorate of Agriculture, as a member.
- ☐ Head of the Plant Wealth Division in the Department of Agriculture of the concerned region, as a member

The mission of the committee: to study applications submitted for the establishment of mills according to the conditions specified in Article 1 and submit its report to the Olive Office in the Ministry of Agriculture and Agrarian Reform within a period not exceeding /week/ from the date of submitting the application.

The total time period to complete the service: /5/ work days.

Fees:

The value of the fee or stamp	Fee or stamp service allowance
120 SP	application stamp fee with add-ons
470 SP	License fee with add-ons
3000 SP	detection fee

54- Initial license to establish animal production farms

Documents required:

Documents provided by the investor:

-
- Investment license application.
- -Written undertaking: the investor undertakes to review all the technical conditions required for the establishment of the project.
- Real estate registration statement: real estate department certified with a recent date - there are no signs prohibiting licensing - showing the ownership of the property to be established the farm or something similar (such as a disposal certificate or a certificate of use from agrarian reform or a lease or sharing contract) duly signed by the responsible authorities The relevant document or any other document that gives the license applicant the right to possess and use the entire property required to be licensed.
- Area plan, sketch plan: real estate department.
- A building permit for the establishment of barns, constructions and accessories for these farms or complexes, indicating the quality of breeding,

project capacity, and the locations of these farms or complexes: the technical services directorates, city councils, countries, or the municipality in the concerned governorate.

- Engineering drawings certified by the Syndicate of Engineers.
- A written undertaking that includes the investor's commitment to observe the technical conditions of the barns in accordance with Resolution No. /90/T of 2020.
- A written undertaking certified by the notary public not to cause any malfunction, health or environmental damage, or inconvenience to others, and not to cause any harm to the real estate or licensing partners.
- An affiliation document with the Chamber of Agriculture in the governorate for the private sector: Chamber of Agriculture in the relevant governorate.

Conditions required for the service:

- ✓ - The investor should be fully aware of and abide by the technical conditions contained in Resolution No. /90/T for the year 2020 (attached), especially:
- ✓ First - With regard to licensing the establishment of animal breeding and fattening farms and complexes and their accessories:
- ✓ ☐ Technical services directorates in governorates, municipalities and administrative units (according to jurisdiction) are responsible for implementing paragraph /a/ of this article, and they must make an actual inspection of the proposed site for the establishment of the farm or the complex and determine it exactly and accurately by approving the real estate plan and specifying the site on it after a statement of the dimensions, boundaries, and area of the proposed buildings to determine the extent to which that site conforms to the provisions mentioned above, in order to allow or not to establish these farms or complexes (Article 44).
- ✓ ☐ It is not permissible to combine for breeding and fattening animals of different types on one farm in the same location and for one license (Article 47).
- ✓ ☐ Initial approval or final license may be granted to two or more partners on one complex and in one license, and the license may not be divided between the partners except after canceling the joint license, and then each person is granted a new license when all the conditions set forth in this decision are fulfilled (Article 48).

Regarding the cancellation of the initial license for animal fattening farms:

- The initial approval shall be considered canceled if the license holder has not completed the equipping of the licensed complexes or barns within six months from the date of its issuance, provided that the license holder must start building within three months from the date of granting the initial approval. The initial approval is valid for an additional three months after the person concerned submits an official application for an extension before the end of the basic period, provided that the conditions required for the establishment of those farms continue to be met (Article 50).

Farms or complexes shall be suspended or closed, and the license granted to them shall be revoked if it is proven that they:

- a - A source of health damage to the population in its location.
- b- A source of infection or disease to others.

The assessment of the above-mentioned cases is due to a technical committee formed for this purpose by the Directorate of Agriculture and Agrarian Reform, with the membership of a representative from (the Department of Animal Production - the Department of Animal Health - the Federation of Governorate Peasants - the administrative or municipal unit - the Chamber of Agriculture in the governorate - the Directorate of Health in the governorate - the Directorate of the Environment governorate) and the cancellation shall be by a decision issued by the Minister of Agriculture and Agrarian Reform (Article 53).

- The initial approval or the final license shall be canceled by the Minister of Agriculture and Agrarian Reform in one of the following cases (Article 54):

A- If the owner of the farm or complex violates the provisions of this resolution.

B - If the license holder ceded the ownership of his farm to others without the prior approval of the licensing authority.

c- If the license holder intentionally abuses animal and poultry breeding projects.

D- If the farm stopped investing continuously for more than two years.

Notice:

- The technical bodies in the Ministry (Directorate of Animal Production - Directorate of Animal Health) and their departments in the governorates have the right to enter any farm in order to see the progress of work and production and to provide as much technical, educational and veterinary advice and guidance as possible to ensure the implementation of the Livestock Protection Law (Article 52).
- Neither the initial approval nor the final license exempt the holder from the obligations and conditions required from other official authorities, if any (Article 56).
- In the event that the license holder violates any of the items mentioned in this decision, The offender shall be referred by the authority holding the license to the competent judiciary (Article 61).

Second - With regard to licensing the establishment of poultry farms and complexes for breeding and fattening poultry and their accessories:

It is not permissible to combine on one farm in the same locations and for one license between complexes with different breeding objectives, while it is permissible to combine on one farm in the same location and for one license between breeding farms for mothers, fattening and egg hatching centers for ostriches after fulfilling the special conditions for each of them (Article 66)).

- The initial approval or the final license may be granted to two or more partners on one complex and in one license, and the license may not be divided among the partners except after canceling the joint license, and then each person is granted a new license when all the conditions mentioned in this decision are fulfilled (Article 69).

With regard to canceling the initial license for poultry farms:

The initial approval shall be considered void if the license holder has not completed the equipping of the licensed complexes or barns within six months from the date of its issuance, provided that the license holder must start building within three months from the date of granting the initial approval (Article 71).

It is possible, in compelling circumstances (it is at its discretion to the Directorate of Agriculture in the governorate), to extend the initial approval valid for an additional three months after the person concerned submits an official application for the extension before the end of the basic period, provided that the conditions specified in the decision governing the establishment of those farms continue to be met.

- The initial approval or the final license shall be canceled by the Minister of Agriculture and Agrarian Reform in one of the following cases (Article 75):

a- If the owner of the farm or complex violates any of the provisions of this decision.

b- If the license holder cedes the ownership of his farm to others without prior approval from the licensing authority.

c- If the license holder intentionally abuses animal and poultry breeding projects.

d- If the farm stops investing continuously for a period of more than one year.

e- If the license holder belongs to a cooperative society specialized in breeding the same type of license granted to him.

Farms or complexes shall be suspended or closed, The license granted to them shall be canceled if it is proven that they:

a- A source of health damage to the population in its location.

b- A source of infection or disease to others.

The assessment of the above-mentioned cases is due to a technical committee formed for this purpose by the Directorate of Agriculture and Agrarian Reform, with the membership of a representative from each of (Department of Animal Production - Department of Animal Health - Union of Governorate Peasants - Administrative or Municipal Unit - Chamber of Agriculture in the governorate - Directorate of Health in the governorate - Directorate of Environment governorate) and the cancellation shall be by a decision issued by the Minister of Agriculture and Agrarian Reform (Article 74).

Notice:

- The technical bodies of the Ministry of Agriculture and Agrarian Reform (Directorate of Animal Production - Directorate of Animal Health) and their departments in the governorates have the right to enter any farm in order to see the progress of work and production and to provide as much technical, educational and veterinary advice and guidance as possible to ensure the implementation of the Livestock Protection Law (Article 73).

It is not allowed to import and export hatching eggs, chicks and birds from different poultry veins, or their meat, table eggs, or all poultry equipment and its various requirements, except after obtaining a prior technical approval from the Ministry and provided that the applicants for import or export have obtained a final license or are members of the Cooperative societies specialized in raising or fattening poultry, and approval for import and export may be granted to owners of offices licensed for this purpose according to the needs of the country (Article 76).

Neither the initial approval nor the final license exempts its holder from the obligations and conditions required from other official authorities, if any (Article 78).

- In the event that the license holder violates one of the items mentioned in this decision, the perpetrator of the violation shall be referred by the authority holding the license to the competent judiciary (Article 83).

The total time period to complete the service: /15/ work days

The value of the fee or stamp	fee or stamp	document
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120 SP	application stamp fee with add-ons	Written application for the initial license
470 SP	License fee with add-ons	
/1000/ SYP for the first category /800/ SYP for the second category /600/ SP for workers from other categories	Initial approval fees	Property disclosure fee

– **Fees:**

55 - Initial license or conditional acceptance of agricultural mushroom propagation laboratories

Documents required:

Documents provided by the investor:

- Investment license application.
- Written undertaking: The investor undertakes to review all the technical conditions required for the establishment of the project.
- A copy of the university degree: specialization in agricultural engineering only
- A copy of the university degree for the technical supervisor, if any: Agricultural engineering specialization exclusively.
- The contract between the license applicant and the contractor with him is legally documented by the notary: the specialization of agricultural engineering exclusively, and in the case of the presence of a technical supervisor contracting with him and the contract concluded with him, provided that it is legally notarized by the notary
- Affiliation document to the Syndicate of Agricultural Engineers: Syndicate of Agricultural Engineers.
- A copy of the personal identity of the technical supervisor, if any.
- Non-conviction document, non-employee document for the license applicant and supervisor: a recent citizen service center for the technical supervisor, if any.

- Chambers of Agriculture affiliation document: Federation of Chambers of Agriculture in the governorate, in the governorate in which both the license applicant and the technical supervisor, if any, are present
- Sketch plan: real estate department, a plan of the property on which the facility is to be established, indicating its location and boundaries
- Legal possession document for the administrative headquarters: Real estate department certified with a recent date There are no signs prohibiting licensing

Requirements:

- ✓ - The investor should be fully aware of and abide by the technical conditions contained in Resolution No. 198/T of 2017 (attached), especially:
- ✓ The laboratory for commercial production of agricultural mushroom seeds must meet the following conditions (Article 1):
- ✓ ☐ To be located away from densely populated areas.
- ✓ ☐ Legal possession of an area of the property to be licensed, not less than / 120 / m²
- ✓ ☐ The area of the laboratory building, with the exception of the grain warehouse, shall not be less than 100 square metres.
- ✓ ☐ The building should be well ventilated, have a source of fresh water, and a source of energy, and its sections are protected by a metal mesh that prevents insects from entering.

The construction should consist of several rooms:

- A room for laboratory instruments and equipment (a sensitive scale with an accuracy of 0.001 grams, a distillation apparatus, a dry heat sterilization oven, a pH meter) and the necessary chemicals.
- A room for preparing, filling, and sterilizing the granular environment, and it must contain at least one autoclave with a capacity sufficient to sterilize the laboratory production.
- A room for inoculation of grains and it must contain at least one laminar flow apparatus of sufficient capacity and equipped with a source of ultraviolet rays for sterilization.
- An incubation room at a temperature of 25±2°C.
- A cold storage room that provides a storage temperature of 2-4 °C.
- A growing room with controlled conditions (temperature, humidity, ventilation, lighting) to test the productive seed.
- Attached to the laboratory is a warehouse for storing grains used in seed production with an area of not less than 20 m².

The effectiveness of agricultural mushroom seed production is divided into three stages (Article 2):

- Mother farm stage.
- The seed stage of the mother.
- Commercial seed stage .
- In all these stages, the mycelium must be pure, free of all pollutants, and of high vitality.

- The laboratory is free to produce any of these stages, and it can also secure the first stage or the first and second stages from the laboratories of government institutions or specialized and reliable international companies. As for the third stage, it must be produced locally.
- The laboratory must be duly licensed, with his trade name written on each seed packet, as well as the type of agricultural mushroom, the name of the breed, the date of production and the validity period.
- The agricultural mushroom production laboratory can specialize in producing one type of agricultural mushroom or more.

Special Conditions (Article 3):

- 1- The strain that will be multiplied for the production of mushroom seeds is registered in the Plant Production Directorate attached to a certificate of origin and a detailed technical bulletin, whether imported or local, after sending samples of them to one of the specialized governmental laboratories (the General Organization for Seed Reproduction, the General Authority for Scientific Agricultural Research, the General Authority for Biotechnology). The registration fees shall be treated as the imported vegetable seed service.
- 2- The laboratory may not export any quantity of seeds without duly obtaining a prior license.

The owner of the licensed facility (Article 5) must:

- Periodically inform the Directorate of Agriculture and Agrarian Reform in his governorate of the established plan for his facility and the quantity of production.
- Disposal of production residues in a manner that does not harm the environment.
- The committee formed by Resolution No. 198/T in the governorate in which the facility is located shall periodically inspect the facilities for the production of agricultural mushroom seeds to ensure that production is carried out according to the correct and duly approved technical bases, and provide the necessary instructions when needed (Article 6).

The total time period to complete the service: /15/ work days

Fees:

The value of the fee or stamp	fee or stamp
120 SP	application stamp fee with add-ons
470 SP	License fee with add-ons
4000 SP	Sensory detection fee

56- A license to establish a veterinary hospital

Documents required:

Documents provided by the investor:

- Investment license application.
- The location of the veterinary hospital (name - the name of the license applicant - the location of the veterinary hospital and its identification according to the data of the real estate registry / governorate - region - village - area - real estate descriptions - location - identifying the types of animals to be provided veterinary health service for them).
- Written undertaking: the investor undertakes to review all the technical conditions required for the establishment of the project.
- A copy of the academic certificate of the license applicant: a high school certificate as a minimum if he is a natural person attached to the written application.
- A copy of the personal identity or civil registry entry for the license applicant: the citizen service center (the license applicant must be Syrian or the like)
- Non-conviction document, not employed: Citizen Service Center.
- A title deed or lease contract certified for the building to be licensed or any official document that independently gives the license applicant the right to possess or use the entire property to be licensed: Real estate department (certified with a recent date, there are no signs prohibiting licensing).
- Duly certified technical director contract for a veterinarian, attached to it.
- A copy of the identity or a copy of the civil registry of the veterinarian for the license applicant: the relevant authorities (the contract is certified by the branch of the Syndicate of Veterinarians in the concerned governorate).
- The supervision contract is renewed annually: veterinarians are excluded if the license is in their name.
- Financial notification for licensing: the representative of the agriculture sector in the Investment Commission pays the fee upon obtaining the license according to Decree No. 44 of 2005.
- Copy of the previous license (in the case of a license renewal request): the license holder, the license period is /5 years and is renewed based on a request submitted by the concerned person in the event of a license renewal application.

Conditions required for the service:

The investor should be fully aware of and abide by the technical conditions contained in Resolution No. /90/T for the year 2020 (attached), in particular:

- **Appointing a veterinarian as a technical director of the hospital under a supervision contract that is renewed annually and duly certified by the branch of the Syndicate of Veterinarians in the governorate attached to a copy of the identity card or a copy**

of the civil registry of the veterinarian, with the exception of veterinarians if the license is in their names (Article 29).

- Veterinarians can be used to work in the hospital with a contract with the owner of the hospital certified by the branch of the Syndicate of Veterinarians to which the hospital belongs, and renewed annually (Article 29).
- Veterinary observers can be appointed to work in the hospital when needed after submitting the following supporting documents (Article 29):
 - 1- A certified copy of the academic certificate.
 - 2- A document proving that the veterinary observer is not working in the state.
 - 3- An annual contract between the owner of the hospital and the veterinary observer, duly certified by the Association of Graduates of Agricultural and Veterinary Schools and Institutes.
- Veterinary hospitals are subject to control by the Directorate of Animal Health and its departments in the governorates.
- The duration of the license is five years, and it is renewed based on a request submitted by the person concerned.

The technical conditions for licensing veterinary hospitals are determined as follows:

1. The area of the veterinary hospital shall not be less than what is specified in the system for practicing the profession of veterinary medicine.
2. The building shall be made of stone or cement, and its ceiling and internal walls shall be smooth, free of cracks and holes, and the floor shall be suitable.
3. It must meet the sanitary conditions and conditions (ventilation - lighting - heating...).
4. A board shall be installed above its facade, in which the name of the veterinary hospital and the type of animal designated for treatment shall be indicated in a clear line.
5. The hospital must contain the following divisions from the inside: a management and records room - an examination room - a surgical operating room - a laboratory room - an x-ray room insulated with a layer of lead - a place for animal care after operations - a special warehouse for the hospital.
6. The hospital should have its own entrance.
7. Technical equipment to be provided in the hospital:
 - ☐ Protective clothing for hospitals.
 - ☐ Cabinets for keeping tools and equipment in all rooms.
 - ☐ The care room should contain suitable cages for placing animals after operations.
 - ☐ That the hospital contains a sterilization oven for surgical instruments, and that the operating room contains a surgical table made of stainless steel equipped with appropriate lighting and surgical tools.
 - ☐ That the laboratory room contains a microscope, , a blood component analysis device, and a computer to print the results.
 - ☐ The examination room should contain an appropriate examination table, an echo device for small animals, veterinary examination tools, and a refrigerator for placing materials that require appropriate cold temperatures.
 - ☐ Technical and sanitary disposal of all waste generated by the hospital.
 - ☐ Licensed hospital owners must keep hazardous materials within closed rooms, storage or cooling places marked with a “dangerous materials” sign, provided that these materials remain within their original containers and containers.
8. The licensed hospital is subject to the regulations and laws in force and to periodic monitoring by the judicial control committees in the Animal Health Directorate and its departments in the governorates, with the participation of the Veterinarians Syndicate.

9. Opening records for the animals admitted to the hospital and providing the Animal Health Directorate, through the animal health departments in the governorates, with monthly reports on the disease cases that were treated in the hospital.

10. Inform the Animal Health Department of the concerned governorate when any contagious or common epidemic diseases are suspected.

Regarding license revocation:

- The granted license shall be canceled in case of violation of the conditions and regulations in force when granting a license.
- The committees, by a decision of the Minister of Agriculture and Agrarian Reform, form a committee consisting of:

- Head of the Infectious Diseases Department – Head
- Head of the Veterinary Quarantine Department - Member
- Head of the Clinics Department - Member
- Head of the Department of Veterinary Laboratories- member
- A representative of the Syndicate of Veterinarians, - member
- A representative of the Directorate of Veterinary Medicine, as a member
- Head of the animal health department in the concerned governorate

Its mission: a sensory examination of the hospital to be licensed or licensed to be renewed to ensure that it meets the required technical and health conditions

Total period of time to complete the service: Veterinary hospital license: /17/ work days

Renewal of a veterinary hospital license: 15 work days

The value of the fee or stamp	fee or stamp
120	application stamp fee
SP	with add-ons
10000 l. SP + 10% reconstruction + 5% local administration + 50 SP war effort + 25 SP martyr stamp + 25 SP crescent stamp	City license stamp fee
5000 SP + 10% reconstruction + 5% local administration + 50 SP war effort + 25 SP martyr stamp + 25 SP crescent stamp	Area license stamp fee

2000 SP + 10% reconstruction + 5% local administration + 50 SP war effort + 25 SP martyr stamp + 25 SP crescent stamp	Town license stamp fee
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57- Crops and fruit trees planting project license

Documents required:

Documents provided by the investor:

- Investment license application.
- A written undertaking: the investor undertakes to review all the technical conditions required for the establishment of the project

Requirements:

- Compliance with the provisions of Resolution No. 3/ of 1987, which includes the prohibition of planting fruit trees in agricultural crop lands in all parts of the country, with the exception of the citrus tree in the Syrian coast exclusively.
- Compliance with the provisions of Resolution No. /9/ of 1987, which includes the prohibition of planting fruit trees in the plains lands capable of planting field crops, and the expansion of fruitful afforestation continues in mountainous and hilly lands, except for the citrus tree, which is planted on lands suitable for environmental cultivation, and the process of giving loans to producers continues.

The total time period to complete the service: /12/ work days

The value of the fee or stamp	fee or stamp
120 SP	application stamp fee with add-ons
470 SP	License fee with add-ons

58- The technical approval license required to set up factories for the manufacture of feed materials and additives

Documents required:

- ***Documents provided by the investor:***
- Investment license application.
- A letter from the Ministry of Industry:
- A written undertaking: the investor undertakes to review all the technical conditions required for the establishment of the project.

Requirements:

- The investor must be fully aware of and abide by the technical conditions contained in Resolution No. /90/T for the year 2020 (attached), especially:
- The Ministry grants technical approval for the establishment (or investment) of plants for the manufacture of feed and feed additives (from mineral salts and vitamins and their mixtures of premixes, concentrates and other feed supplements used in animal nutrition) of plant origin for natural and legal persons according to the following requirements:
 1. The floor of the plant must be furnished with cement or tiles, and the ceilings and walls should be covered with materials that are easy to clean, at a height of at least two meters.
 2. Securing a treatment unit for the sewage water generated by this industry before dumping it into the public sewage system.
 3. Disposal of the solid wastes of this industry by technical means.
 4. Not eating, drinking or smoking in the production halls.
 5. Conducting a periodic examination of employees at least every year.
 6. The establishment should be in dry areas, at least 1 km away from laboratories for the production of vaccines and serum plants and from feed laboratories of animal origin, and a distance of /500/ m from laboratories of human and veterinary medicines, baby food, cosmetics, foodstuffs and water resources, and a distance of /200/ meters from service facilities and facilities for raising animals and poultry.

7. Provide the necessary technical means to prevent odors from leaving the facility, provide means of air purification, and that the ventilation holes are high close to the ceiling.
8. The production operations shall be closed.
9. Providing appropriate individual protective equipment and a first aid kit.
10. Duly secure health facilities.
11. Securing a fire alarm system with the appropriate devices for self and manual extinguishing.
12. The product must meet all the health and chemical conditions stipulated in the decisions of the Ministry.
13. Putting a label on all packages of the produced materials.
14. The product bags should be placed on wooden board.

- Every plant for the manufacture of fodder or feed materials, regardless of its production capacity, is subject to the necessity of technical supervision in accordance with the following conditions:
- That the technical supervisor and the license holder be an agricultural engineer who is not working in the state, with a technical experience of not less than three years in this field according to an official document and having the prior approval of the Syndicate of Agricultural Engineers.
- The technical supervisor has the right to supervise a maximum of two laboratories.
- The technical supervisor must undertake in writing to the Directorate of Agriculture to submit a report every three months on the state of the plant, provided that his technical supervision of the plant is permanently canceled in case he does not submit the required report for two consecutive periods, and the plant owner must appoint a new technical supervisor within a maximum period of three months.
- The technical supervision fees are determined by agreement between the owner of the plant or facility and the technical supervisor contracted with him.
- The technical supervision contract is renewed every two years.
- If the license holder is an agricultural engineer, there is no need to name a technical supervisor.
- The employees of the Feed Control Division from the Directorate of Agriculture to participate in withdrawing forage samples (a sample for physical and chemical analysis - and a sample for bacterial analysis) and packing them according to the rules from the experimental production of the laboratory or facility and sending them for analysis in the approved laboratories of the Ministry and at the expense of the owner of the factory or facility where the analysis fees are duly paid .
- Approval is not granted if the result of the analysis of the sample taken from the experimental production does not conform to the Syrian standard or the regulating decision for that substance, and another sample is taken from a new experimental production (every time the sample does not conform) to be analyzed in the approved laboratories of the Ministry And at the expense of the owner of the factory or facility, and it is re-evaluated, until the experimental production of the produced substance conforms to the approved Syrian standard or the decision governing that substance.

The total time period to complete the service: 3/ work days.

The value of the fee
or stamp

fee or stamp

120 SP	application stamp
470 SP	fee with add-ons
	License fee with add-ons

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59 - Technical license for the manufacture of fertilizers

Documents required:

Documents provided by the investor:

- Investment license application.

A written undertaking: the investor undertakes to review all the technical conditions required for the establishment of the project.

- A copy of the personal identity of the technical director, a copy of the personal ID of the contracted chemist.

- A copy of the secondary certificate of the license applicant. The license applicant must have at least a secondary certificate if he is a natural person.

- A copy of the agricultural engineering certificate for the technical director.

- A copy of the contracted chemist's certificate.

☐ Not convicted, not employed document of the license applicant: Citizen Service Center .

☐ Not convicted, not employed of the technical director: Citizen Service Center if the license applicant is not an agricultural engineer.

☐ Not convicted, not employed of the contracted chemist: Citizen Service Center .

-A document of affiliation with the Syndicate of Agricultural Engineers for the contracting technical director: the Syndicate of Agricultural Engineers for the applicant for the document.

☐ Commercial Register: Ministry of Internal Trade and Consumer Protection

☐ Industrial licensing decision for the establishment in the concerned governorate: Ministry of Industry Registration certificate for an industrial facility in the concerned governorate: Ministry of Industry

- Membership certificate in the Chamber of Commerce and Industry in the concerned governorate: Chamber of Commerce and Industry in the concerned governorate.

- Technical management contract with a duly certified technical director: the technical director is required to be an agricultural engineer, if the license applicant is not an agricultural engineer.

-A contract with a duly certified laboratory chemist.

Conditions required for the service:

- The investor must be fully aware of and abide by the technical conditions contained in Resolution /115/T for the year 2021

Total time to complete the service: / 20 / work days

The value of the fee or stamp	fee or stamp
120 SP	application stamp fee with add-ons
470SP	License fee with add-ons
50000 SP	Fertilizer Production License Fee
500.000 SP	Technical license to manufacture fertilizers

60- A plant license for the production of veterinary medicines

Documents required:

Documents provided by the Investors Service Center:

- The approval of the Ministry of Defense, in case the plant is outside the industrial zones
- Standing Committee Recommendation

Documents provided by the investor

(The stage of initial approval for the establishment of the laboratory)

- A written request.
- A written undertaking in which the investor undertakes to review all the technical conditions required for the establishment of the project, attached to the written application.
- A copy of the academic certificate (at least a high school diploma if he is a natural person)

Documents provided by the investor

During the implementation phase:

- Commercial Register (Merchant Registration Certificate) from the Ministry of Internal Trade and Consumer Protection.
- Certificate of registration of an industrial establishment from the Director of Industry in the Industrial City.
- Chamber of Commerce registration certificate from the Chamber of Commerce.
- Chamber of Industry membership certificate from the Chamber of Industry.
- Chamber of Commerce membership certificate from the Chamber of Commerce.

Documents provided by the Investors Service Center

During the implementation phase:

- An administrative license for the establishment from the Ministry of Local Administration.
- Industrial license from the Ministry of Industry - Directorate of Industry

Documents provided by the investor

To obtain licenses to establish a production plant

After implementing the facility:

- A non-conviction document of the license applicant.
- A non-employee document for the license applicant
- A copy of the personal identification card or a certified copy of the record of the technical director contracted with the applicant for the license (a technical director must be appointed with a specialization in veterinary medicine)
- A non-conviction document of the contracted veterinarian.
- A non-employee document for the contracted veterinarian.
- A copy of the scientific certificate of the contracting veterinarian.
- A document of affiliation with the Syndicate of Veterinarians for the contracted veterinarian.
- A copy of the plant owner's contract with the veterinarian and certified by the Syndicate of Veterinarians.
- A copy of the personal identity card or a certified copy of the record of the pharmacist or chemist contracting with the license applicant (a pharmacist or laboratory chemist must be appointed).
- A non-conviction document for the pharmacist or chemist contracting with the license applicant.
- A non-employee document for the pharmacist or chemist contracting with the license applicant.
- A copy of the scientific certificate of the contracting pharmacist or chemist.
- A copy of the plant owner's contract with the pharmacist or chemist.
- The approval of the Ministry of Health for the work of the pharmacist in the laboratory or the chemist.
- A copy of the personal identity card or a certified copy of the record of the laboratory chemist contracted by the applicant for the license.
- A non-employee document for a laboratory chemist contracting with the license applicant.

- Non-conviction document for the contracted laboratory chemist.
- A copy of the scientific certificate of the contracting laboratory chemist (a pharmacist or laboratory chemist must be appointed and hold a license from the College of Sciences, Bio-Chemical Division, Microbiology Division, Applied Chemistry or Organic Chemistry).
- A copy of the plant owner's contract with the laboratory chemist.

Requirements:

The license applicant must be fully aware of and abide by the provisions of Resolution No. /100/T of 2004 and its amendments, especially:

- A one-time license is granted for plants for the production of things defined in Article One of Resolution No. /100/T of 2004.

- The Minister of Agriculture and Agrarian Reform has the right to cancel the license and not grant or renew it to any person convicted of violating this decision.

- A decision of the Minister of Agriculture and Agrarian Reform determines the necessary conditions for granting, renewing or canceling licenses, as well as the conditions necessary for the production of the things defined in Article 1 of this decision, the type of laboratories prepared for their local production and analysis, and everything related to their circulation in the Syrian Arab Republic.

- A decision by the Minister of Agriculture and Agrarian Reform determines the types and names of dangerous things from what is stated in Article 1 of this decision.

In the event of the death of the licensee, the heirs are given one year to settle the legal and financial situation of the facility under the supervision of a technical manager.

A veterinarian may not obtain more than one license (laboratory - warehouse - service office).

- In the event of a desire to change the license obtained by the license holder, it shall be canceled by a decision of the Minister of Agriculture and Agrarian Reform.

Whoever wants to change the technical director, whether it is for a factory or a warehouse, must inform the Ministry of Agriculture and Agrarian Reform before making the amendment, and in a written letter, in order to amend the licensing decision.

The veterinary medicine laboratory is required to distribute its production through licensed veterinary medicine warehouses.

- The pharmaceutical laboratory must have the machines, equipment and tools necessary to manufacture the shapes licensed to be manufactured in the laboratory in accordance with Resolution /100/T of 2004 and its amendments.

Total time to complete the service: /9/ work days

Fees:

The value of the fee or stamp	fee or stamp
120 SP	application stamp fee with add-ons
470SP	License fee with add-ons
50.000 SP for each production line	Fee for licensing a production line in a veterinary drug factory

Resolution No. /100/ of 2004 and its amendments:

Article 1/: The following things are subject to the provisions of this resolution:

A- Chemical and biological materials and preparations for feeding animals, poultry and aquatic organisms.

b- Chemical and biological materials and preparations used in the protection and treatment of animals, poultry and aquatic organisms from diseases, epidemics and veterinary parasites, and veterinary disinfection and sterilization materials.

C - Chemical and biological materials and preparations used in the prevention and treatment of pushing insects.

Article /2/:

A- It is prohibited to engage in trade in the things described in Article 1 of this decision except by virtue of an official license granted by the Ministry of Agriculture and Agrarian Reform.

B - The prohibition includes the production and possession of the things mentioned in paragraph /a/ of this article, and their import and export.

Article 3/:

A - The right to license the circulation (buying and selling) of things defined in paragraphs /a, c/ of Article 1 of this decision is limited to veterinarians and agricultural engineers.

B - The right to license the circulation (buying and selling) of the things defined in paragraph /b/ of Article 1 of this decision is limited to veterinarians.

C - Natural and legal persons have the right to obtain a license to produce and trade (import and export) the things defined in Article One.

61- Initial license or conditional acceptance for a specified period (from one to 6 months) for establishments of agricultural mushroom seed production

Documents required:

Documents provided by the investor:

- Investment license application.
- A written undertaking: the investor undertakes to review all the technical conditions required for the establishment of the project.
- A true copy of the university license for the license applicant: specialization in agricultural engineering exclusively, if he is an agricultural engineer.

- Affiliation document to the Syndicate of Agricultural Engineers: the Syndicate of Agricultural Engineers, if he is an agricultural engineer.
- A non-conviction document for the license applicant: Citizen Service Center .
- A non-employee document for the license applicant: Citizen Service Center
- A true copy of the university degree The technical supervisor contracting with the license applicant: the specialization of agricultural engineering exclusively. A technical supervisor must be contracted if the license applicant does not hold agricultural engineering.
- Affiliation document to the Syndicate of Agricultural Engineers: the technical supervisor contracting with the license applicant - the Syndicate of Agricultural Engineers - a technical supervisor must be contracted if the license applicant does not hold agricultural engineering.
- A copy of the personal identity or a document from the civil registry (persons registration): the technical supervisor contracting with the license applicant - a technical supervisor must be contracted if the license applicant does not hold agricultural engineering.
- A non-conviction document for the technical supervisor contracting with the license applicant: Citizen Service Center (modern) A technical supervisor must be contracted if the license applicant does not hold agricultural engineering.
- A non-employee document for the technical supervisor contracting with the license applicant: Citizen Service Center (modern) A technical supervisor must be contracted if the license applicant does not hold agricultural engineering.
- Affiliation document to the Chambers of Agriculture for the license applicant: Federation of Syrian Chambers of Agriculture.
- Chambers of Agriculture affiliation document for the technical supervisor: the Federation of Syrian Chambers of Agriculture, in case there is a technical supervisor
- The contract between the license applicant and the technical supervisor, provided that it is legally documented by the notary who requested the license in the event that there is a technical supervisor.
- A plan of the property indicating its location and boundaries: real estate department.
- Legal possession document of the property on which the establishment is to be licensed: real estate department certified with a recent date. There are no signs preventing the license.

Requirements for the service:

- The investor must be fully aware of and abide by the technical conditions contained in Resolution No. /31/T of 2013 (attached), in particular:
- After submitting the application, the initial inspection is done by the technical committee formed in each governorate of the location of the establishment, and a preliminary approval or conditional acceptance is granted for a specified period (from one month to 6 months) during which the establishment is prepared, after which the final inspection is made and the license is granted in the event of completion and availability of production requirements From (a water source - mushroom breeding rooms - breeding ponds - tables for packaging and production processing - requirements for controlling temperature and humidity and their measuring devices - and the necessary tools for them) and preparing a

preliminary report for licensing the agricultural mushroom establishment as stated in Form No. Appendix (10) of this decision.

- The owner of the licensed establishment must:
- ☐ Periodically informing the Directorate of Agriculture and Agrarian Reform in his governorate of the planned plan for his establishment and the quantity of production.
- ☐ Disposing of production residues in a manner that does not harm the environment.
- The Directorate of Agriculture and Agrarian Reform in the governorate in which the establishment is located periodically inspects agricultural mushroom production establishments to ensure that production is carried out according to the correct and duly approved technical bases, and to provide the necessary instructions when needed.

The value of the fee or stamp	document
120 SP	application stamp fee with add-ons ¹
470 SP	License fee with add-ons
4000 SP	Sensory detection fee

The total time to complete the transaction: /18/ days

62-An application for an initial license to establish a horse breeding farm

Documents required:

Documents provided by the investor:

- Investment license application.
- A written undertaking: the investor undertakes to review all the technical conditions required for the establishment of the project.
- A real estate registration statement: real estate department certified with a recent date - there are no signs prohibiting licensing - showing the ownership of the property to be established the farm or the complex or something similar (such as a disposal certificate or a certificate of use from agrarian reform or a lease or sharing contract) duly signed by the responsible authorities The relevant document or any other document that gives the license applicant the right to possess and use the entire property required to be licensed.
- Area plan, sketch plan: real estate department.
- A building permit for the establishment of barns, constructions and accessories for these farms or complexes, indicating the quality of education, project capacity, and the locations

of these farms or complexes: the technical services directorates, city councils, countries, or the municipality in the concerned governorate.

- Engineering plans certified by the Syndicate of Engineers
- A written undertaking that includes the investor's commitment to observe the technical conditions of the barns in accordance with Resolution No. /90/ of 2020
- A written undertaking certified by the notary public not to cause any malfunction, health or environmental damage, or inconvenience to others, and not to cause any harm to the real estate or licensing partners.
- An affiliation document with the Chamber of Agriculture in the governorate for the private sector: Chamber of Agriculture in the relevant governorate.

Requirements:

The investor must be fully aware of and abide by the technical conditions contained in Resolution No. 38/T of 2001, in particular:

General terms and conditions of the site:

1. It should be at a radial distance of /1000/m from the boundaries of the approved organizational plan or the boundaries of urban expansion for the cities of governorate centers and second-tier cities, and a distance of /500/m from the boundaries of the organizational schemes of other administrative units and every population gathering of more than /500/people, according to a document An official document issued by the competent authorities duly certified.
- 2 It should be at a radial distance of /1000/m from the borders of military sites, hospitals, schools, water dams, water springs, factories and laboratories, and a distance of /500/m from all the different animal production facilities.

Technical conditions:

1. The number of heads for which the farm is to be licensed shall not be less than /6/ heads.
2. The roofed area for barn buildings and their accessories shall not be less than /150/m² provided that it is allocated to house each head within 12m² and the rest of the space is for breeding accessories, a fodder warehouse, a delivery room, isolation-a tool room..etc, and every increase of six heads requires the provision of 25m² roofed for each head.
3. The ceiling height shall not be less than 3/m and the area of windows, ventilation windows and lighting shall not be less than 7% of the floor area
4. A gated theater shall be available for taming the movement of horses with an area of not less than ten times the covered area designated to house horses
5. The farm should be surrounded by a suitable fence.

The farm is closed and the license is cancelled by the Ministry of Agriculture and Agrarian Reform in one of the following cases:

- If he stops breeding horses for more than a year.
- If it is used for other than the purposes for which it was established.
- If it is proven that it is a source of health harm to the population, or it is proven that it is a source of infection or morbid injury to others, and the assessment of this is due to a technical committee formed for this purpose.
- If the license holder violates one of the terms or provisions of Resolution No. /38/ of 2001.

- If the owner of the license with the same horses belongs to a cooperative association specialized in breeding horses and has a license under Resolution /38/T of 2001.
- If the license holder intentionally abuses the projects of others.
- The relevant authority is informed of the cancellation of the license to take the appropriate action.

Regarding the transfer of the final license from one investor to another:

- The final license may be transferred from one investor to another by sale, inheritance or assignment, in accordance with the terms of ownership in accordance with Resolution No. 38/T of 2001.

Note: The license does not relieve the holder of the obligations and responsibilities towards the official authorities in the country.

Fees:

Total time to complete the service: /14/ days

The value of the fee or stamp	The document
120SP	application stamp fee with add-ons ¹
470SP	License fee with add-ons
4000SP	Real estate disclosure fee

Complementary and Auxiliary Services

The Social Affairs and Labor

63- Granting or renewing a work permit for a non-Syrian investor

Documents required:

- A written application that includes the name of the establishment, the name of its owner or responsible manager, its address, the nature of its work, its activities, and its branches, if any (4 copies).
- A copy of the passport valid for at least 6 months or the travel document.

Two recent passport-sized photos 4*4.

- Documents secured by the Investors Service Center.
- A certified copy of the investment license and the decision to start work on the project.
- Security approval.

Total fees: 305 SP

The value of the fee or stamp	fee or stamp
5% of the annual income value, and not less than 150,000 SP	Cash license fee
120 SP	application stamp fee with add-ons
470SP	License fee with add-ons

The time required to complete the service: /2/hour

The General Organization for Social Insurance

64- Subscription to the General Organization for Social Insurance for the first time by the employer

Documents required:

- A duly certified commercial or industrial registry.
- A copy of the personal identity or passport for non-Syrians with a work permit.
- The company contract certified, if any
- A work contract organized according to Labor Law No. 17 of 2010 for each worker with a work permit for non-Syrians.

Requirements:

- The presence of the person concerned or the legal agent, and a copy of the power of attorney duly certified

Total fees: 205 SP + 305 SP. Q * Number of workers

The time required to complete the service: /30/ minutes at most, according to the number of workers

65- Subscription Form No./1/ for a new employee joining the employer

Documents required:

- Form No. 1 / according to the approved form available at the Investors Services Center, to be filled out by the employer, stamped and signed by him and the worker.
- A work contract organized according to the labor law, to be filled out by the employer, stamped and signed by him and the worker.
- A copy of the personal identity or passport for non-Syrians.
- A work permit for a non-Syrian worker.

Requirements:

- The employer must have previously been a subscriber to the General Organization for Social Insurance

Total fees: 305 SP

The time required to complete the service:/ 5/minutes

66 - Submitting a disengagement form for a worker who left work with the employer

Documents required:

Form No. /4/ according to the approved form available at the Investors Services Center, to be filled out by the employer, stamped and signed by him and the worker

- Notarized resignation or one of the documents proving the termination of the worker's service

Required requirements:

That the worker was previously affiliated with the employer.

Total fees: 205 SP

The time required to complete the service: /5/minutes

67- An application for clearance from the employer

Documents required:

- A written application from the employer or legal agent.

Requirements:

- The employer must have paid all the contributions due from the establishment.

Total fees: 430 SP

The time required to complete the service: 10 minutes in the event that the employer does not have a financial obligation

The Economy and Foreign Trade

68- Granting import licenses

Documents required:

Documents provided by the investor

Submit an import application for the materials to be imported (according to the form approved by the Ministry of Economy and Foreign Trade attached, a copy of it, and a sticker on the stamps.

- Commercial registry / pending the issuance of the industrial registry / the competent internal trade directorate.

Certificate of Chamber of Commerce or Chamber of Agriculture, according to the nature of the project.

Chamber of Industry Certificate for Industrial Projects.

An invoice issued by the exporting company showing (the name of the importer - the origin - the exporter - the name of the manufacturer and the name of the exporter - the materials to be imported - the quantity and value).

Documents provided by the Investors Services Center

- A letter issued by the Syrian Investment Agency to start importing.
- Financial clearance.
- Social Security clearance.
- An industrial register for executed projects or an undertaking to produce an industrial register for projects under establishment.
- A certified copy of the investment license issued by the Syrian Investment Agency.
- An industrial licensing decision certified by the relevant Industry Directorate for industrial projects (attached with the necessary machinery and equipment for a project in the establishment stage, and if the project is an agricultural project, the license and equipment necessary for the project are issued.
- After the approval of the Ministry of Economy and Foreign Trade, the concerned person or his authorized representative prints the import license (according to the application

submitted) by him and approved by the Ministry of Economy (according to the unified application guide approved for granting licenses).

- The approvals of Arab countries are printed at the Grants Department and a number and date are taken (according to the form approved by the Ministry of Economy) and then the approval can be granted (according to the provisions of foreign trade and the instructions in force) and this is done within 24 hours if the approval meets the conditions and approvals required for each customs item and article it is required to be imported (in accordance with the provisions of foreign trade and the instructions issued by the Ministry of Economy).

The service completion period is 1-2 work days if the license meets the conditions and approvals required for each customs item and item to be imported (according to the provisions of foreign trade and the instructions issued by the Ministry of Economy)

Fees:

The value of the fee or stamp	fee or stamp
190 SP	Stamps on the import application license registration (posting required stamps)
1450 SP	
25000 SP	Service fee for import licenses
810 SP	Financial stamp with add-ons war effort stamp The stamp of the martyr
50 SP	
25 SP	
10 SP	The National Contribution to the Reconstruction local stamp
500 SP	
25 SP	The stamp of the Syrian Arab Red Crescent local stamp
10 SP	
100 SP	Disabled stamp
30 SP	financial stamp

69- Correction of import license

- The concerned person submits a correction application, accompanied by a copy of the concerned person, the third copy of the import permit according to the form approved by the Ministry of Economy for the correction application, with stamps worth /100/SP.

– Fees

The value of the fee or stamp	fee or stamp
460 SP	A financial stamp with the add-ons
50 SP	war effort stamp
10 SP	The National Contribution to Reconstruction put the stamp of the war effort on top
10 SP	Local administration on the stamp of the war effort
25 SP	The stamp of the Syrian Arab Red Crescent
500 SP	local stamp

70-Cancellation of import license

- The person concerned submits an application to cancel the permit, accompanied to it all copies of the permit (if no amount of it has been cleared) attached to the stamps with a value of /120/ SYP

The Finance

71- Granting customs exemption for investment projects

Documents required:

- Exemption application signed by the investor or his legal agent, bearing the seal of the investor or the investment company, indicating the number and date of the investment permit for his investment project, the number and date of the import permit, and the number and type of mechanisms, machines, equipment and materials to be exempted from fees.
- A clear photocopy of the import permit and white copies of the permit stamped with the economy stamp stating that it is included in the provisions of Law No. 18 of 2021 attached to it a list of materials certified by the Directorate of Economy and handing over these copies to its owner after completing them, provided that the number and date of granting the permit and the machines, mechanisms and materials to be exempted are indicated. For import or a duly certified invoice in case the license is not required.
- Civil record (no more than three months old) or a copy of the investor's identity or passport in case he is a foreigner, or a valid legal power of attorney for the agent

attached to a copy of his identity, the identity of the principal or an authorization from the investor and a copy of the power of attorney duly attested.

- A duly certified copy of the commercial register.
- A copy of all relevant decisions, such as industry decisions that include the allocations required for the project, or decisions on agriculture or electricity, etc., along with the list that includes the materials, equipment, and machinery to be exempted, duly certified.

Documents provided by the Investors Services Center

- A duly certified copy of the investment license or the latest decision issued to amend or extend the exemption period.
- A copy of the industrial register if the project is an industrial project duly certified.

Conditions required for the service:

- 1- The applicant (the concerned person or the legal agent).
- 2- Attach all documents.

Fees: application stamp fee with add-ons|120 SP

The total time to complete the service: twenty-four hours.

72- Customs clearance center modification (the secretariat in which the clearance will be carried out)

Documents required:

- An application to grant exemption with the required amendment signed by the investor or his legal agent and stamped with the seal of the investor or the investment company, indicating the number and date of the investment permit for his investment project, the number and date of the import permit, and the number and type of mechanisms, machines, equipment and materials to be exempted from fees.
- A clear photocopy of the import permit and white copies of the permit on which the required amendment is affixed and stamped with the economy stamp stating that it is included in the provisions of Law No. 18 of 2021 attached to it a list of materials certified by the Directorate of Economy and handed over these copies to its owner after completing them, provided that the number and date of granting the permit and the machines are indicated in them And the mechanisms and materials to be exempted for importation, or a duly certified invoice in case the license is not required.

Conditions required for the service:

- The applicant (the concerned person or the legal agent).
- Attach all documents.

Fees: application stamp fee with add-ons|120 SP

Total time to complete the service: eight hours

73- Extension of the time-limit for exemption

Documents required:

- An application for granting the extension of the exemption period signed by the investor or his legal agent, bearing the seal of the investor or the investment company, indicating the number and date of the investment permit for his investment project, the number and date of the import permit, and the number and type of mechanisms, machines, equipment and materials to be exempted from fees.
- A clear photocopy of the import permit and white copies of the permit on which the new extension period is affixed and stamped with the economy stamp stating that it is included in the provisions of Law No. 18 of 2021, accompanied by a list of materials certified by the Directorate of Economy and these copies are delivered to their owner after completing them, provided that the number and date of granting are indicated in them. The license, machinery, machinery, and materials to be exempted for importation, or a duly certified invoice in case the license is not required.

Conditions required for the service:

- The applicant (the concerned person or the legal agent).
- Attach all documents.

Fees: application stamp fee with add-ons 120 SP

Total time to complete the service: nine days

74 Obtaining the customs exemption after temporary entry of the necessary machinery, equipment and supplies for the project

Documents required for the service:

Documents provided by the investor :

- An application to grant exemption after temporary admission of machinery for supplies and equipment, bearing the seal of the investor or investment company, indicating the number and date of the investment permit for his investment project, the number and date of the import permit, and the number and type of machinery, equipment and materials to be exempted from fees.
- A clear photocopy of the import permit and white copies of the permit stamped with the economy stamp stating that they are included in the provisions of Law No. 18 of 2021, accompanied by a list of materials certified by the Directorate of Economy. These copies shall be handed over to their owner after completing them, provided that the number and date of granting the permit and the machines, mechanisms and materials to be indicated are indicated in them. Exemption for importation or a duly certified invoice in the event that the license is not duly certified.
- A copy of the decision of temporary entry of machinery, equipment and equipment issued by the Directorate of Customs Affairs in the General Administration of Customs, duly certified as temporary entry.
- A duly certified copy of the commercial register.
- Civil record (no more than three months old) or a copy of the investor's identity or passport in case he is a foreigner, or a valid legal power of attorney for the agent attached to a copy

of his identity or an authorization by the investor and a copy of the power of attorney duly attested.

Documents provided by the Investors Service Center

- A copy of the decision on temporary entry of machinery, equipment and equipment issued by the Investment Agency with the machinery and equipment that were previously temporarily entered by the investor.
- A copy of the investment license or the latest decision issued to amend or extend the exemption period, duly certified.
- A copy of the industrial register if the project is an industrial project duly certified.
- A copy of all relevant decisions, such as industry decisions that include the allocations required for the project, or decisions on agriculture or electricity, etc., along with the list that includes the materials, equipment, and machinery to be exempted, duly certified.

Conditions required for the service:

- The applicant (the concerned person or the legal agent).
- Attach all documents.

Fee: application stamp fee with add-ons 120 SP

Total time to complete the service: seven hours

75- Cancellation of customs exemption in case the investor does not benefit from it

Documents required:

- An application to cancel the customs exemption in the event that the investor does not benefit from it by the investor, signed by the investor or his legal agent and transferred from the Investment Agency, bearing the seal of the investor or the investment company, showing the number and date of the investment license for his investment project, the number and date of the import license, in addition to an explanation from the Economics Directorate that this license is canceled by the passage of the legal time limit on it.
- A clear photocopy of the import license and white copies of the license stamped with the economy stamp stating that it is included in the provisions of Law No. 18 of 2021, including an explanation from the relevant Directorate of Economy that this license is canceled by the passage of the legal time limit and duly certified.

Conditions required for the service:

- The applicant (the concerned person or the legal agent).
- Attach all documents.

Fees: application stamp fee with add-ons 120 SP

Total time to complete the service: seven hours

76- Customs cancellation of the project

Documents required:

The Investors Service Center provides:

- The decision to cancel the project issued by the Syrian Investment Agency, duly certified

Conditions required for the service:

Attach all documents.

Fees: application stamp fee with add-ons of 120 SP.

The total time period to complete the service: fifteen days

77- Customs project status settlement service

Documents required:

The Investors Service Center provides:

- The decision to settle the status of the project issued by the Syrian Investment Agency, duly certified

Conditions required for the service
attach all documents

Fees: application stamp fee with add-ons 120 SP

Total time to complete the service: fifteen days

78-The service of allowing the local consumption of the machinery, equipment and vehicles that were used

Documents required:

The Investors Service Center provides:

A decision allowing or placing local consumption on used machinery, equipment and vehicles issued by the Syrian Investment Agency, duly certified.

Conditions required for the service:
attach all documents

Fees: application stamp fee with add-ons 120 SP

Total time to complete the service: fifteen days

79 -A decision to cancel the customs cancellation of the investment project

Documents required:

The Investors Service Center provides

A decision to cancel the decision to cancel the investment project issued by the Syrian Investment Agency, duly certified

Conditions required for the service:
attach all document.

Fees: application stamp fee with add-ons 120 SP

Total time to complete the service: eight hours

80- Service of granting a deadline to settle the investment project status

Documents required:

The Investors Service Center provides

A decision to grant a deadline to settle the status of the investment project issued by the Syrian Investment Agency, duly certified

Conditions required for the service:
attach all document

Fees: application stamp fee with add-ons 120 SP

Total time to complete the service: eight hours

81- Registration and granting the tax number

Documents required:

Documents provided by the investor:

- The personal data of the founding partners (from the civil registry) that has not passed /3/months

The Investors Service Center provides

- A notification from the Investor Services Center at the Investment Agency that the investor is entitled to an investment license.
- Proof of real estate ownership (ownership, rent) from real estate department and duly certified.
- Investment record (owner, project life, capital, type of activity, address, ...) after obtaining approval.

Requirements:

- The applicant (the person assigned) or his legal representative.
- Attach all the documents required for the transaction.
- Entering operations into the central database .

Total time to complete the transaction:

- 20 minutes for normal persons / individuals /

minutes for legal persons.30

82 - Services during the implementation period of the project**Documents required:****Documents provided by the investor:**

- The personal data of the founding partners (from the civil registry) that has not passed /3/months

Documents provided by the Investors Service Center:

- The tax number of the person assigned.
- The notification of registration with the tax administration is directed to public administrations with the aim of recruiting and hiring workers.
- Financial clearance notification required to obtain an import license.

Requirements:

- The applicant (the person assigned) or his legal representative.
 - Attach all the documents required for the transaction.
 - Entering transactions into the central database (directly or by fax)
- Fees:

The value of the fee or stamp	fee or stamp
120SP	application stamp fee with add-ons

Total time to complete the service:

- Natural persons: it relates to the type and degree of the audit process to which the the person assigned is subject.
- Legal persons: it relates to the type and degree of the audit process to which the the person assigned is subject

83-- Periodic tax services and procedures for the investor**Documents required:**

- Documents secured by the Investors Service Center:
- Tax declaration from the tax administration
- Investment license
- Granting tax relief
- Receipt of payment of tax obligations
- Refund of receivables paid to the person assigned (cancellation decision)

Conditions required for the transaction:

- The applicant (the person assigned), the person concerned, his legal representative, or whomever he duly delegates.
- Attach all the documents required for the transaction.
- Entering operations into the central database.

The value of the fee or stamp	fee or stamp
120SP	application stamp fee with add-ons

Total time to complete the service:

- Natural persons: it relates to the type and degree of the audit process to which the person assigned is subject.
- Legal persons: it relates to the type and degree of the audit process to which the person assigned is subject.

84 . Tax services and procedures for liquidation

Documents required:

Documents provided by the Investors Service Center

- Contract dissolution and liquidation of the project.
- Notification of payment of taxes resulting from the statement from the tax administration.

Documents secured by the investor:

- A statement of liquidation or assignment within one month from the date of the liquidation or assignment.

Requirements:

- The applicant (the person assigned), the person concerned, his legal representative, or whomever he duly delegates.
- Attach all the documents required for the transaction.
- Entering operations into the central database.
- Adherence to the instructions in force to complete the file in terms of completion time.

Total time to complete the service:

The value of the fee or stamp	fee or stamp
120SP	application stamp fee with add-ons

- Natural persons: it relates to the type and degree of the audit process to which the person assigned is subject.

- Legal persons: it relates to the type and degree of the audit process to which the person assigned is subject.

