

SET UP A BUSINESS

**BRANCH OR
REPRESENTATIVE
OFFICE OF A
FOREIGN COMPANY**

SETTING UP A BRANCH/REPRESENTATIVE OFFICE OF A FOREIGN COMPANY

Required Documents/Tasks

- » Registration Form
- » Registration Form for the Ministry of Economy & Trade
- » Company's By-Laws or Articles of Association (If applicable)
- » Certificate of Incorporation in the foreign country
- » Company's Corporate Resolution
- » Manager's identification papers or passport
- » Legal Advisor's 'Bar Association' card (where applicable)
- » Deed of Property/Rent registered at the municipality, or Occupancy Deed for the company's headquarters

Step by Step - Completing the Registration

- » Documents/Tasks to Complete
- « Documents to Collect

Fees to Pay

STEP 1: CERTIFICATION AT THE FOREIGN TRADE REGISTER

- » The following documents must be certified by the Trade Register and/or its equivalent (Public Notary) at the place of incorporation of the foreign company:
 - » Certificate of Incorporation in the foreign country
 - » Copy of the By-Laws, or Articles of Association (if applicable)
 - » The Corporate Resolution* of the company
 - » Copy of the Manager's identification or passport
 - » Deed of Property/Rent registered at the municipality, or Occupancy Deed for the company's headquarters.

Note: The Corporate Resolution of the company sets the latter's objectives and activity, and designates the branch or representative Office's Manager.

STEP 2: LEGALIZATION AND TRANSLATION

- » The documents listed above must also be certified by the Lebanese embassy or consulate located in the country of the foreign company's incorporation.
- » Submit all documents listed above for translation to Arabic by a sworn translator in the country of origin or in Lebanon.

Pay the translator's fees

STEP 3: REGISTRATION AT THE MINISTRY OF ECONOMY & TRADE

- » Submit all translated documents listed above at the **Ministry of Economy & Trade (MoET)**, in addition to the required **Registration Form**.

Pay for the fiscal stamps, the sum of around LBP 400,000.



Pay the Registration fees of LBP 1,800,000 and other relevant fees.

- « Receive a copy of the Notice of Acknowledgement from the Ministry confirming the set-up of the foreign branch or office.

Pay the Official Gazette publication fee, to obtain the original Notice of Acknowledgement, and to allow its publication in the Official Gazette.

STEP 4: REGISTRATION AT THE TRADE REGISTER

- » Submit all translated documents listed above at the Trade Register, in the Court of Commerce located in the same district (or Caza) as the foreign company's branch or office, in addition to:
 - » The copy of Notice of Acknowledgement from MoET
 - » The required Registration Form

-  **Pay for the fiscal stamps**, the sum of around LBP 400,000, **and registration fees.**
-  **Pay the Magistrate Mutual Fund fees of LBP 900,000.**

STEP 5: FINAL STEPS

- « Receive a Certificate of Incorporation evidencing the formation of the Foreign office or Branch in Lebanon, in addition to certified copies of the By-Laws and Company Resolution.
- « A **Tax Identification Number** will be attributed to the company.

Note: The company should apply for commencement of activity (or not) at the Ministry of Finance within two months following registration or it will be subject to a fine worth LBP 2,000,000.

CONTACT US

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