

الشركة العامة للمعارض العراقية

State Company for Iraqi Fairs



## **Procedure at the completion of transactions of citizens when granting them the identities and licenses of import**

1- Import licenses are granted to importers (individuals and companies) who are obtaining in advance the identity of import issued by the import section at the State Company for Fairs and Iraqi Commercial Services ( the document under which they registered importers).

\*Requirements for Issuing Import Identity:

A- Identity of joining to one of the Iraqi Chambers of Commerce or the Federation of Iraqi Industries or the Directorate General of Industrial Development for the people, as for the companies they have to provide proof of registration of companies.

B-Application from of granting identity attached with it the following documents:

-Identity of joining to one of the entities referred to in paragraph (A) above.

- Identity card / certificate of Iraqi Nationality /card of housing/ personal photos (2).

- With respect to the companies, it is required the minutes of founding meeting of the company (original copy), in addition to the archives of the Director Commissioner of the company mentioned in paragraph (B).

\* Period of validity of the import identity is one year and renewed every year.

2-How to grant import licenses?

Granting import license is made for goods entering into Iraq and covered by the enrollment of the license which are (agro/food/oil derivatives) and some miscellaneous goods like (cement/chemicals) and this is done by obtaining approval of the concerned sectors, namely (Ministry of Agriculture/ Ministry of oil / Ministry of Interior/ Ministry of Environment/ Ministry of Science and Technology).

3-The validity of import license is (three months) can be extended (one month only) for one time for customs purposes and as for food products and agricultural seasonal, they are determined by the sector according to the agricultural season.

4-The import license is expired in the following cases:

\*Not used by the importer for reasons of himself

\*The expiry of its validity or the non-completion of its full contents.

5-It is required in the incoming goods to Iraq to be in conformity with the specification approved by (COSQC) the Central Organization for Standardization & Quality Control , they are subject to their examinations and tests and also other competent authorities such as the Ministry of Health and the Ministry of Agriculture or any other examining dependable parties with the availability of all the document concerned with international test certificates or Agricultural certificate or any other party.

6- It has been obtained the approval of the Council of Ministers/ Committee of Economic Affairs to work on the licenses of Import to all the materials imported beginning from the date of 30<sup>th</sup> June 2012 according to the letter No. 181 dated on 14<sup>th</sup> March 2012.

## **Procedure at the completion of transactions of citizens when granting them the identities and licenses of Export**

To get an export license, the exporter should already have an export identity and the required documents for gaining this identity are (identity card-certificate of Iraqi Nationality – housing card- personal photos (2) and also he should have an identity from one of the following parties:

(Iraqi Chambers of Commerce Union –Federation of Iraqi Industries-General Directorate of Industrial Development) and in the case that export identity is for a company, the minutes of founding the company must be enclosed.

\*The steps followed to get an export license are:

-The exporter applies to export a certain material or a good, determines in his request the quantity he wants to export and its price , the name of the importer and the export destination after inserting the rate of the exported goods in advance by a bank draft for the benefit of the exporter through banks, noticing that (providing this company with an official letter by banks confirms the arriving of the draft or issuing a letter of guarantee for the benefit of the exporter according to his request to the concerned bank to address this company.

-After checking the letter of guarantee, the exporter request will be circulated.

-Checking if the exported material is included in the list of the available materials for export.

-In the case of the material's being from the products of Ministry of Industry, an advance approval to export must be made from the Ministry in an official letter addressed to this company mentioning in it the name of the material, its quantity and price.

-After fixing quantity and price a commercial list is typed in eight copies.

-The license is typed, stamped and signed by authorized persons.

-The validity of an export license is (one yea) non- renewable except in case of exporting another substitute material or changing export destination.

**Procedure at the completion of transactions of citizens when granting identities and licenses of Import through the Electronic web.**

\*Handing over a citizen the application form assigned for getting an import license is made in the information office to fix the number of his transaction on the form, and this number is given to that citizen, then the application is sent with the person in charge to the computer department in the room of inserting data.

\*After that the transaction is sent to the section of (coordinated symbol and price) to fix a coordinated symbol to each material and specify the license amount.

\*Sending the transaction to the computer department to insert data and issue the license.

\*The citizen, thus checks his name on the website of this company among the completed transactions.

\*Finally, the citizen attends to this company to take his license.