

Establish and Register a Company in Jordan

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How to establish a company in Jordan.

A registration certificate for " Non Operating branches" is issued in accordance with article (274) of companies Law No. (22) of 1997 and its amendments.

Kindly note that you are kindly requested to fill a registration application of a foreign company, in which you should fill the following:

- 1- Company name.
- 2- Nationality.
- 3- Head Office.
- 4- Duration of head office.
- 5- Objective outside Jordan.
- 6- No. and date of registration of Head office.
- 7- Capital of head office.
- 8- Reprehensive in Jordan (as per power of attorney).

Requirements for registration of a non-operating foreign company/regional office:

First: for the purposes of this law a non-operating foreign company in the Kingdom of Jordan means a company or entity which has a regional office or a representative office in the Kingdom for its operations which conducted outside the Kingdom for the purpose of using such a regional or representative office for managing and coordinating its operations with

headquarters.

Second: requirements for registration:

- 1- The registration certificate of the Company in its headquarters (legalized)
- 2- The company's articles and memorandum of Association, which indicate its objectives, share capital and type (legalized)
- 3- A power of attorney by virtue of which a resident in the kingdom is authorized to follow up the company's activities and register it in accordance with the law.
- 4- The company's financial statements for the last two fiscal years in its country of origin which should be certified by a licensed auditor.
- 5- Any other data or information that the controller of companies deems necessary to be submitted.
- 6- The registration application form shall be signed before the controller of companies or any other person authorized by him in writing or before a notary public.
- 7- All documents should be legalized by the Jordan embassy/consulate, the ministry of foreign affairs in the company's country of origin, and the Jordanian Ministry of Foreign Affairs and should be translated into Arabic and legalized by notary public in the kingdom.

Third:

Documents to be submitted after registration.

- 1- A lease contract rented by the regional office in Jordan certified by the great Municipality of Amman.
- 2- A list indicating the original office employees and representative nationalities.
- 3- A copy of the residency and work permits for non-Jordanian employees.
- 4- A copy of the employment contracts of the regional office's Jordanian employees certified by the ministry of Labor.

Fourth:

A non- operating foreign company enjoys the following:

- a- Exemption from registration and publication application to operating foreign companies.
- b- Exemption of profits generated by foreign company from business conducted outside the kingdom from both income and social services taxes.
- c- Exemption from registration with the Chambers of Commerce and Industry, professional associations, and an exemption from paying the registration fees therewith and from any obligations towards same, including the trade vocational license.
- d- Exemption of salaries and wages paid by the foreign non-operating company to its non-Jordanian employees working in its regional office in the Kingdom, from income and social services taxes.
- e- Generating the company permission to import into the country trade samples and models, free from customs and import taxes.
- f- Exemption of imported furniture and equipment necessary to furnish its regional office from customs and other fees and charges.
- g- Granting the company permission to import one car under the status of temporary entry to be used by its non-Jordanian employees.
- h- Upon the controller's recommendation in justified cases, the Minister may grant the company a permit to import a second car under the status of temporary entry.
- i- Conditions under which the above mentioned exemptions are granted shall be specified in a special regulation.

Note: a foreign non-operating company is prohibited from carrying out business or commercial activity in the Kingdom of Jordan.

Finally the registration and opening of bank account in Jordan can be done in a relatively short period which is matter of weeks.

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