Required documents for foreign company branch registration

1. Assertion of Branch registration of the foreign company, 2 copies
2. Certificate of foreign company registration (establishment advert)
3. Authorisation letter for the authorised representative of the foreign company ( Branch Manager)
4. A certified copy of the company’s statute
5. A certified copy of the extraordinary general assembly or Company board (in case of delegating board of directors for the branch establishment in the statutes) Based on establishing a company branch in Arvand Free Zone organisation.
6. All company documents after confirming the registration body of the company in the foreign country and approval of the embassy or consulate of the Islamic Republic of Iran, Translated into Persian and approved by the Department of Justice, must be delivered to the Companies Registration Office.
7. Receive economic activities licence from the Organization.
8. Payment of registration fees in the amount of 1000000 Rials to the account number 0105931250008, Melli Bank of Iran, Khorramshahr main branch, Arvand Free Zone organisation.
9. Provide a certified copy of the identification documents of the branch manager (Photocopy of the original ID card for Iranian nationals and official translation of the passport for foreigners).
10. Balance sheet which is translated into Persian and approved by the Department of Justice and delivered to the Companies Registration Office.