

<http://www.mne.gov.ps/compreg.aspx?lng=1&tabindex=100>

Companies Registration Department

The Companies Registration Department is operating under the Jordanian Law of Companies No. 12 of 1964.

Registration of Companies

Following are the procedures applicable for the registration of companies by type of company:

Public and Private Shareholding Companies

1. Choose a name for the company to be registered, fill it in the special form used for verification of names and obtain the approval if the name is not identical with the name of another company on the register.
2. Fill in three copies of the company's registration form with the required data, signed by the shareholders in the presence of the Companies' Controller or Notary Public.
3. Submit three copies of the company's Articles of Corporation and company's By-laws prepared by an attorney registered at the Palestinian Bar Association and signed by the shareholders.
4. Submit copies of the shareholders' identity cards and an attorney's proxy.
5. Pay the following required fees:
 1. 285 NIS: Registration fees
 2. 87 NIS: Fees for the verification of the company's name
 3. 84 NIS: Fee per shareholder in case of signature in the presence of the Companies Controller
 4. 1% Fee based on stated capital

Ordinary Companies

Registration Procedures

1. Choose a name for the company to be registered, fill it on the prescribed form used for verification of names and obtaining the approval in case the name is not identical with the name of another company on the register.
2. Fill in three copies of the company's registration form with the required data, signed by the partners in the presence of the Companies' Controller or Notary public.
3. Submit three copies of the company's Articles of Corporation and company's By-laws prepared by an attorney registered at the Palestinian Advocate Syndicate and signed by the partners.
4. Submit copies of the shareholders' identity cards and an attorney's proxy.
5. Pay the following required fees:
 1. 493 NIS: Registration fees

2. 87 NIS: Fees for the verification of the company's name
3. 84 NIS: Fee per partner in case of signing in the presence of the Companies Controller.

Foreign Shareholding Companies and Ordinary Companies

Registration Procedures:

1. Obtain a work permit for the foreign partners if they are residents in the territories within the jurisdiction of the Palestinian Authority or the company to be registered at the Palestinian National Authority;
2. Submit all the company's documents issued in the company's country of origin;
3. The Companies' Controller shall study the company's documents and give approval.
4. Pay the following required registration fees:
 1. 500 Jordanian Dinars if the company's capital in the country of origin is one million Jordanian Dinars and over and 250 Jordanian Dinars if the company's capital is less than a million Dinars;
 2. 87 NIS: Fees for the verification of the company's name;
 3. 285 NIS: Registration fees;
 4. 84 NIS: Signature fees.

Requirements for the Modification of a Company

1. Minutes of meeting for partners about the required modification;
2. Submit a petition for the Companies' Controller about the required modifications;
3. Copies of the new and old partners' identity cards if the modification is regarding the shareholders or the partners;
4. The company's last budget;
5. Shares transfer bonds if the modification is in relation of the shareholders in case of shareholding companies. In case of ordinary companies, it is necessary to submit a notarization and deed of assignment.

* Note: Modifications are subject to the Companies' Controller approval, publication and registration in accordance with the Law of Companies.

**** Required fees:**

- 173 NIS: Modification fees in relation of the shareholding company;
- 122 NIS: Modification fees in relation of the ordinary companies.

*** For the authentication of any company's document, the following must be attached:

1. A petition submitted to the Companies' Controller stating the required modification;
2. The last company's budget;
3. Required Fees
 1. 111 NIS: For the shareholding company

2. 88 NIS: For the ordinary companies.

The Companies Registration Department in the Palestinian Ministry of National Economy is operating under the Jordanian Law of Companies No. 12 of 1964.

I. Registration of Companies

Following are the procedures applicable for the registration of companies by type of company:

- Public and Private Shareholding Companies

1. Choose a name for the company to be registered, fill it in the special form used for verification of names and obtain the approval if the name is not identical with the name of another company on the register (Form # 1).
2. Fill in three copies of the company's registration form with the required data ([Form No.2](#)) for Public shareholding companies, ([Form No.3](#)) for private share holding companies), signed by the shareholders in the presence of the Companies' Controller or Notary Public.
3. Submit three copies of the company's Articles of Corporation and company's By-laws prepared by an attorney registered at the Palestinian Bar Association and signed by the shareholders.
4. Submit copies of the shareholders' identity cards and an attorney's proxy.
5. Pay the following required fees:

- a. 285 NIS: Registration fees
- b. 87 NIS: Fees for the verification of the company's name
- c. 84 NIS: Fee per shareholder in case of signature in the presence of the Companies Controller
- d. 1% Fee based on stated capital.

- Non -Profit Companies

1. Company's Articles of Corporation and company's By-laws prepared by an attorney registered at the Palestinian Bar Association and signed by the shareholders.
2. Company's Name and its commercial name if exists, the term (Non-profit) must be added to it.
3. Company's address.
4. Capital.
5. Authorized signatories for the company.
6. Shareholders, their nationalities, and the share of each of them in the company.
7. Any other data or documents requested by the company's controller, or required by the legislation in force.

8. Non-profit companies are treated same as private shareholding companies in regards the registration procedures, and the modification procedures and fees ([Form No.3](#)).

- Ordinary Companies

1. Choose a name for the company to be registered, fill it on the prescribed form used for verification of names and obtaining the approval in case the name is not identical with the name of another company on the register.
2. Fill in three copies of the company's registration form with the required data (Form # 4), signed by the partners in the presence of the Companies' Controller or Notary public.
3. Submit three copies of the company's Articles of Corporation and company's By-laws prepared by an attorney registered at the Palestinian Advocate Syndicate and signed by the partners.
4. Submit copies of the shareholders' identity cards and an attorney's proxy.
5. Pay the following required fees:

a. 493 NIS: Registration fees

b. 87 NIS: Fees for the verification of the company's name

c. 84 NIS: Fee per partner in case of signing in the presence of the Companies Controller.

- Foreign Shareholding Companies

1. Obtain a work permit for the foreign partners if they are residents in the territories within the jurisdiction of the Palestinian Authority or the company to be registered at the Palestinian National Authority (Form # 5);
2. Submit all the company's documents issued in the company's country of origin;
3. The Companies' Controller shall study the company's documents and give approval.
4. Pay the following required registration fees:

a. 500 Jordanian Dinars if the company's capital in the country of origin is one million Jordanian Dinars and over and 250 Jordanian Dinars if the company's capital is less than a million Dinars;

b. 87 NIS: Fees for the verification of the company's name

c. 285 NIS: Registration fees

d. 84 NIS: Signature fees

- Requirements for the Modification of a Company

1. Minutes of meeting for partners about the required modification;
2. Submit a petition for the Companies' Controller about the required modifications;
3. Copies of the new and old partners' identity cards if the modification is regarding the shareholders or the partners;
4. The company's last budget;

5. Shares transfer bonds if the modification is in relation of the shareholders in case of shareholding companies. In case of ordinary companies, it is necessary to submit a notarization and deed of assignment.

* Note: Modifications are subject to the Companies' Controller approval, publication and registration in accordance with the Law of Companies.

Required fees:

a. 173 NIS: Modification fees in relation of the shareholding company;

b. 122 NIS: Modification fees in relation of the ordinary companies.

** For the authentication of any company's document, the following must be attached:

1. A petition submitted to the Companies' Controller stating the required modification;
2. The last company's budget;
3. Required Fees

a. 111 NIS: For the shareholding company

b. 88 NIS: For the ordinary companies.

II. Individuals (tax registration)

Tax Registration is done through the Commercial agents' registrar at the Palestinian Ministry of National Economy, within one hour and without charging any fees.

This process requires:

- VAT discharge
- Three copies of the applicant's identification
- Three copies of the Registry certificate
- A Chamber of Commerce certificate.

Obtaining Foreign Trade Dealing Registration (FTDR)

The application form of the foreign trade dealing registration ([Arabic/ English Form No.6](#), [English/ Hebrew Form No.6](#)) can be obtained from the trade facilitation department at the Ministry of National economy; it is a one-time authorization for trade and it continues to be valid provided that it is used at least once annually, otherwise it will be cancelled. It may be for a company (based on the company number) or for an individual (based on the ID number).

Requirements of the FTDR:

For companies:

1. Three copies three copies of the company's Registration Form

2. Three copies of the company's Registration Certificate
3. A VAT discharge

For Individuals:

1. Three copies of identity card.
2. A VAT discharge
3. [A handicraft certificate from the municipality](#)
4. A certificate from the Chamber of Commerce and Industry.

After submitting the application to the customer service department at Ministry of National Economy, the importer is given a copy of the application signed by the Director General of Trade as a proof that he is an importer in the Palestinian territories.

The time needed after the delivery of the application to the Israeli Civil Administration in Beit Eil to be registered in the Israeli computer system ranges between one to two weeks; While the whole procedure at MONE may take around one hour. And it is free of charge.

After all the importer has to make sure through his clearing agent that he's registered in the Israeli computer system at all crossing points.

Reference: https://www.paltrade.org/en_US/page/prerequisites-registration