



## The PSC Registration Process 2006

### A few important points:

1. The process remains similar to last year but is not the same
2. The process is fairly exhaustive of your company and its interests in Iraq
3. The process is exactly the same as Iraqi PSCs operating in Iraq have to go through  
**(Keep that in mind as some of it may not make perfect sense to a non-Iraqi company but you still must comply)**
4. All information will only be held by the MOI office and they have assured me that they keep the information secure (especially the Iraqi employee information)
5. **All information must be in Arabic** (& English if you so desire)
6. There is no deadline for this information but it should be noted that the MOI will start with the 34 companies registered last year and systematically work to ensure that any of those still operating have a valid license – Soon, others stopped at CPs not possessing a valid operating license may be fined or imprisoned
7. Information is to be updated every month (Maybe changed to quarterly updates)

### **Documentation you will need (in order). The following should be on Company Letterhead: Document #'s 1, 4, 5, 6, 7, 8, 9, and 10.**

#### Document #:

1. Official request to the Ministry of Interior requesting to apply for an MOI Operating License (Signed by Country Manager) [Step #1 for PSCs who do not already have an operating license – those PSCs who had a license from last year – still include this paper as a formality]
2. An original certified copy of the Ministry of Trade Company License (This certification must be done by the Ministry of Trade – effectively you can go to the MOT office with a copy of your MOT license and request them to stamp it again)
3. Articles of Incorporation (Company Charter)
4. List of titles, addresses, previous employment, and phone numbers for the following:
  - a. Separate Board Members (HQ) [Page #1]
  - b. Separate Iraq Branch Manager or Managing Director [Page #2]
5. Official name of the company and registered full address (Home country of incorporation) – Also include full Iraq address and contact details
6. List of personnel and the following information for each:
  - a. Iraqi personnel (all Iraqi personnel)
    - i. Full name (You will need to provide all 4 names for each individual)
    - ii. Place & Date of birth (As listed on their Junsia)
    - iii. Full name of the mother
    - iv. Position within the company
    - v. Full address (As listed on their Junsia or Iraqi ID card) [District, Street, House, etc]
    - vi. Previous job
  - b. Foreign personnel (They have intimated that they may require a copy of the passport for each – be prepared for this requirement)
    - i. Full name
    - ii. Age
    - iii. Nationality
7. Statement signed by Registered Branch Manager or Managing Director that all personnel meet the following conditions:

Private Security Company Association of Iraq  
(PSCAI)



- a. Must be sound in mind & body and have completed a medical examination
  - b. Must be at least (21) years old
  - c. Must have completed a training course in weapons handling and personal and/or site protection
  - d. Has not previously been convicted of a crime
  - e. Has not been a member of the Ba'ath party (in accordance with CPA Order #1) and has no ties to terrorism
8. Full list of weapons
    - a. Make, Model, Type, Caliber, Serial #
  9. List of vehicles
    - a. Make, Model, Year, VIN, and license plate number
  10. Description of work in Iraq (Attach a copy of your contracts) – The information they are seeking is not contractual but your locations and places of operation throughout the country.
  11. Bond - \$25,000 USD – valid at least until the end of 2006
  12. Certificate of Public Liability Insurance (at least \$1,000,000 USD) valid until the end of 2006 [At present, this is not a requirement of the Office of PSC Registration but it should be noted that this is a requirement of CPA Memo 17 – effectively, if you have it, great, if not, then your application may be at risk]
  13. Copy of 2005 PSC License (if applicable)
  14. Letter from Country Manager saying that all information is correct and true as presented to the MOI

**NOTES:**

- All of this information must be scanned and on two CDs (File names should reflect document numbers – e.g. Bond = “Document #11”)
- Hard copies should be in order as above and also labeled for easy reference (tabs or place holders)
- It is important that each company retain a lawyer that understands the Iraqi Law and will abide by their rules and knows how to prepare the above documents
- The lawyer must be present to submit the documentation to the MOI Office of PSC Registration along with the PSCAI
- The PSCAI will act as a conduit between PSCs to the Office but keep in mind that at any time, all PSCs should feel free to visit the MOI Office of PSC Registration.
- **The MOI Office of PSC Registration has requested that applications should be submitted to me (Johann Jones) and I will submit them to the MOI Office of PSC Registration. Unlike last year I will only write a cover letter and submit documentation for Members of the PSCAI.**