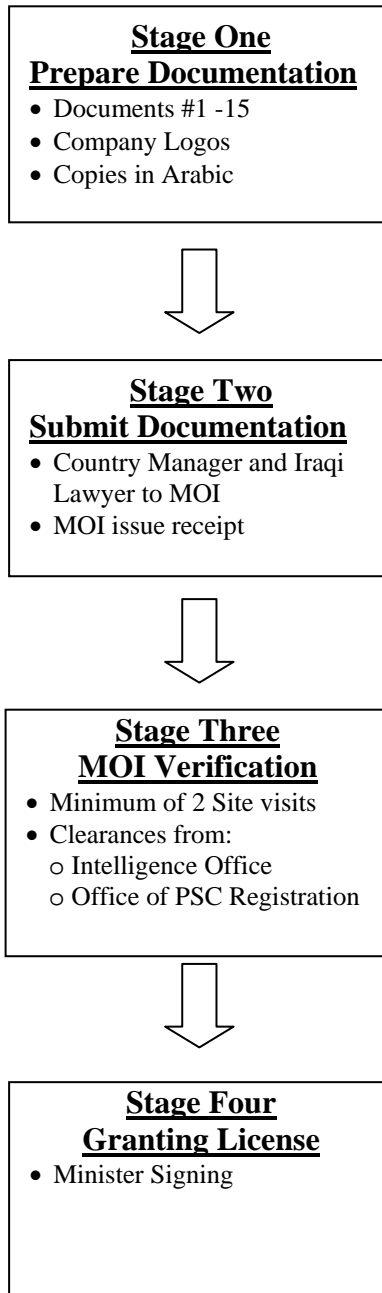




BAGHDAD MOI PSC Registration Guide 2006

Outline of Process





Stage One; Prepare Documentation

- All documents produced by the PSC on Company letterhead
- All pages stamped with Company Stamp
- Translated into Arabic (see notes at end of stage)
- Bound with Company Logo on front cover
- Pictures of logos on vehicles and uniforms before Document #1. (Note: the picture of the vehicle logo must be of the logo on a vehicle)
- Map of Company Headquarters Location

Document # 1. Letter of Official Request for PSC License . If you have a license from last year then you request a renewal from the MOI. If you don't have a license from last year then you request a new license from the MOI.

Address all letters to
His Excellency, Minister of Interior
Ministry of Interior
Baghdad, Iraq

Signed by Country Manager

Document # 2. MOT License - 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 with the blue MOT stamp)

<http://www.br-iraq.com/English/> - This has everything you need to register with the Ministry of Trade

Document #3. Articles of Incorporation (Company Charter). Any official document that shows the Company names as registered with regulating authority in respective countries. This should have the seal or stamp of the authority.

Document # 4. Company Management. List of titles, addresses, previous employment, email and phone numbers for the following:

- Page #1. Board Members (Corporate HQ)
- Page #2. Iraq Country Management Team (Country Manager + minimum of one other senior staff, including appointment)



Document #5. Company Information. Company Information for both Home Country and Iraq:

- Official name of the company
- Registered full address. If in the IZ, include a map/ Google earth insert.
- Contact details including email and cellphone.

Document #6. Personnel Lists. List of personnel with the following information:

Part One. Iraqi personnel

Serial	Full four names	Place of Birth	Date of Birth	Mothers full name	Full (House ,St ,District) address	Previous Job (pre 2003)
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1.						
2.						
3.						

Note. Produce Table on A4 landscape with no smaller than 10 font.

Part Two. Foreign personnel:

Serial	Full Name	Date of Birth /Age	Nationality
(a)	(b)	(c)	(d)
1.			
2.			
3.			

Note. Produce Table on A4 Portrait with no smaller than 10 font.

Document # 7. Personnel Statement. Statement signed by Country Manager that all personnel meet the following conditions:

- Must be sound in mind & body and have completed a medical examination
- Must be at least (21) years old
- Must have completed a training course in weapons handling and personal and/or site protection
- Has not previously been in prison
- Has not been a member of the Ba'ath party (in accordance with CPA Order #1) and has no ties to terrorism



Document # 8 Weapons

Do NOT include any weapons larger than a 7.62 (this includes shotguns and .45 pistols, .50 Cal, etc)

Part One. Weapons Summary

Change/amend/add any of the types of weapons that you have in your armory that aren't on this list. *(If you don't have one of the weapons on the list – delete the item – don't just mark "zero" "0")*

Serial	Calibre	Type of Weapon	Number of Weapons
1.	5.56mm	FA MAS	
2.	5.56mm	M21 - Rifle	
3.	5.56mm	SIG 552 - Rifle	
4.	7.62mm	AK-47 Rifle	
5.	7.62mm	FAL - Rifle	
6.	7.62mm	FN - Rifle	
7.	7.62mm	MAG 58	
8.	7.62mm	PKM/PKC - MG	
9.	7.62mm	RPD - LMG	
10.	7.62mm	RPK-LMG	
11.	9mm	Browning - Pistol	
12.	9mm	CZ75 - Pistol	
13.	9mm	CZ99 - Pistol	
14.	9mm	Glock 17 - Pistol	
15.	9mm	HK MP5 - SMG	

Country Manager
COMPANY NAME

Date

Part Two. Full list of weapons

Group weapons together by type, and list in the same sequence as on the summary.

Serial	Type of Weapon	Caliber	Serial number
(a)	(b)	(c)	(d)
1.			
2.			
3.			

The total number of weapons here should match the summary



Document # 9. List of Vehicles.

It is accepted the Foreign Companies cannot register vehicles in Iraq.

Group vehicles together by Model

Imported Vehicles

Serial	Make	Model	Year	Color	VIN #
(a)	(b)	(c)	(d)	(e)	(f)
1.					
2.					
3.					

Vehicles Purchased in Iraq

Serial	Make	Model	Year	Color	VIN #
(g)	(h)	(i)	(j)	(k)	(l)
4.					
5.					
6.					

Ensure the color is the registered/ original color – it may have been painted since.

Document #10. Contract Summary Include a copy of each contract having blacked out any of the amounts or proprietary information. On each contract, place a summary document detailing:

- Contracting Company (who hired you – preferably what that company does as well if it's not obvious – i.e. everyone knows Mitsubishi but if it is ABCD or some acronym, try and explain who they are)
- Period of performance (length of contract)
- Place of performance (where you will be operating)
- Short description of contract (PSD, site security, Convoys, etc)

Document #11. Bond . Original Bond from an Iraqi Bank for \$25,000 USD, valid for one year.

Document # 12. Certificate of Public Liability Insurance At least \$1,000,000 USD and valid for one year.

Document # 13. Copy of 2005 PSC License (if applicable)



Document #14. Corporate Tax and Personnel Social Security Tax Certificates

- The Tax certificates must be presented to the MOI Office of PSC Registration before you will receive your license.
- The MOI Office of PSC Registration will CONTINUE to process your license without this certificate, provided the Country Manager signs MOI provided:
 - Receipts to say that the PSC is aware they must get tax clearance.
 - Undertaking to get the tax clearance.
 - These are for both Tax and Social Security payments.
- Your company will require a that tax certification that says you are paying your taxes prior to the MOI Office of PSC Registration physically giving you your license (i.e. the Minister may sign-off but they will not give you your license until you present them with the tax receipt)
- Though not new, the process is arduous and not extremely transparent nor is it fully online yet but it is possible to complete. See www.iraqtax.org for further information.

Document # 15. Pledges

The Pledges are only on the information you are providing and not on the actions of the company. What the MOI have said is that you are signing/agreeing to provide/do:

- Personnel information, as required in Document #6- Part Two, for newly recruited foreign personnel that are to enter the country.
- Logos and badges on your vehicles and uniforms – That you will place company logos on all high-profile vehicles as well as logos on the sleeves and hats of personnel while on duty.
 - **Provide the Office of PSC Registration with a sample of your logo that applies to your vehicles and uniforms and include this before Document #1.**
- Compliance with CPA Memo 17 – that your Country Manager & Iraqi lawyer are liable for the information provided in accordance with CPA Memo 17
- Anti-Corruption – that your company will not take part in any form of corruption

You will sign and stamp the pledge documents in the presence of the MOI Office of PSC Registration while submitting documents.



The 4 pledges are to be produced on Company letterhead with the following wording:

Republic of Iraq
Ministry of Interior
Private Security Company Department

Written Pledge

We the undersigned, Managing Director and Legal Advisor of the company hereby pledge that we will not request nor bring any person, foreign or Arab to Iraq before acquiring your consent We will bear all legal actions taken against us before judicial law in case we violate any of its provisions.

Therefore we have given our signatures on this day / /2006

Managing Director

Legal Advisor

Date:

Date:

Republic of Iraq
Ministry of Interior
Private Security Company Department

Written Pledge

We the undersigned, Managing Director and Legal Advisor of the company hereby pledge that we shall comply to all PSC registration requirements under CPA order no. 17 for year 2004. We will bear all legal actions taken against us before the judicial law in case we violate any of its provisions.

Therefore we have given our signatures on this day / /2006

Managing Director

Legal Advisor

Date:

Date:

Private Security Company Association of Iraq
(PSCAI)

www.psc.ai.org



Republic of Iraq
Ministry of Interior
Private Security Company Department

Written Pledge

I the undersigned, Managing Director of [NAME OF COMPANY] hereby undertake to clearly place company logo on all vehicles used by the company and that all weapon cards and company weapons shall be withdrawn from personnel and only be used in company vehicles and on duty within company projects. Otherwise I shall bear all legal actions taken against me.

Therefore I have given my signature on this day / /2006

Managing Director

Date:

Republic of Iraq
Ministry of Interior
Private Security Company Department

Written Pledge

We, the undersigned the managing director and the legal advisor of [COMPANY NAME] we undertake that we shall not pay amounts or give gifts to any officer or employee in the MOI in return of finishing the operating license file. Otherwise we shall bear all legal consequences including closing of the company and preventing it from operating in the future, for that end we signed below on / / 2006

Managing Director

Legal Advisor

Date:

Date:



Hard Copies

- Three copies of the above documentation are required to be prepared in Arabic.
- Copies should be in binders in the order as above and also labeled for easy reference (tabs or place holders)

Note:

- Certificates issued in English must have a translated summary attached
- For weapons and vehicles, translate everything that is a word (e.g. Ford, Glock, Chevy, etc) but not things that are synonymous in Arabic (e.g. AK-47, PKM, etc)
- Only Contract Summaries need be translated

E-Copies

- All of this information must be scanned and on CD (File names should reflect document numbers – e.g. Bond = “Document #11”)

Have an English copy of your Documentation Checked by PSCAI Staff. PSCAI Staff see many examples of documentation and have a good understanding of what MOI is looking for.

Stage Two: Submit Documentation

Director PSCAI will travel with you to MOI or meet you at MOI offices, or the MOI Office of PSC Registration may conduct the site visit concurrently with your submission of documents.

Allow 45 minutes to get into the MOI office once you arrive at the outer check point

You can also invite the MOI to visit your compound.

Have with you:

- Country Manager and Iraqi Lawyer.
- Interpreter.
- Completed registration packet, including blank copies of the pledges to be signed in the presence of MOI.
- Extra blank copies of your letterhead paper (Do not include in the file – just have them ready in case you need to change something)
- Company stamp plus ink.



Note

- The interpreter should only interpret, not argue points with MOI.
- PSD's do not enter the office, or go into the MOI building with long rifles.

The MOI may return the documents for more work, or request further staff work during a site visit, before they accept the documents.

You have completed this stage when MOI (Director General of the MOI PSC Registration Office) signs receipt saying PSC has submitted all documents requested.

Stage Three: MOI Verification

Site Visits There will be at least two site visits to be conducted by:

- An **Officer** of the MOI Office of PSC Registration.
- Staff of the MOI Intelligence Office

Scheduled Visits:

- Weapons/Armory Check (Normally Spot Check only)
- Personnel database check – they might even ask for the Junsia of the first Iraqi guard they come across to check against your submitted file
- Vehicle check of VIN/ logos (Normally Spot Check)
- Grounds and general location
- Ensure your senior Iraqi is present
- Ensure your Country Manager is present (if not, your most Senior person and offer apologies on behalf of the Country Manager)

Unexpected/Unscheduled Site Visits:

- Same as above only ensure that it is Director General of the MOI PSC Registration Office in person.
- **If Director General of the MOI Office of PSC Registration is not present then he has said that he will provide a Letter of Instruction signed and stamped by him for each unscheduled site visit that his personnel inspect.** Ensure they have such a copy and if they cannot present it, call the Director General of the MOI PSC Registration Office or one of his officers until you can verify their presence.
- If you cannot verify their details through either of the above means, then call PSCAI but do not let them in. PSCAI will deal with it as necessary as well as any possible fall-out that ensues.
- **Warning (mainly for PSCs in Red Zone):** There have already been at least 2 instances of "MOI Personnel" inspecting PSCs and they have **NOT** been from



the MOI Office of PSC Registration – the Office is looking into such matters, if you have any information report it to the PSCAI.

Criminal History Check

- Once you've submitted your documents, you may receive a call from the Director General of the MOI PSC Registration Office and he may mention that you have criminals working for you (Iraqi personnel).
- **Your company needs to decide what action to take and formalize a response to the Director General of the MOI Office of PSC Registration.**
- For example, if the Director General of the MOI Office of PSC Registration writes you a letter naming 5 of your personnel with criminal histories and detailing their crimes, your company needs to decide if you will sack them or keep them. (It is worth mentioning that if the crime is very small and if you decide to keep them because they have a large family and you believe them to be reformed, then you need to mention that in your response as that act of kindness should be represented)
- In your formal response to the Director General of the MOI Office of PSC Registration, you need to list your actions and reasons.
- Sign and stamp the paper on company letterhead. (In Arabic)

IMPORTANT NOTE:

- You need to keep regular contact with the MOI during Stage 2 & 3 to ensure forward movement of your files – they are unlikely to contact you.

Stage Four: Granting License

License will then be forwarded for Minister of Interior consideration and signature.

Quarterly Updates

Licensed PSC's are required, through their Iraqi Liaison, to submit quarterly updates to the MOI PSC Office of Registration for changes to:

- Document # 6 Personnel Lists
- Document # 8 Weapons
- Document # 9 Vehicles