



NGO Registration “How to” For Federal Iraq

The NGO Directorate for the Republic of Iraq registration procedures and templates can be found here:

<http://www.ngoao.gov.iq>

NGO Tips:

- First: Fill out and submit INGO registration form
- Second: Duly authenticated and documented proof that the INGO is registered as a not-for-profit non-governmental organization in its country of origin, this document should be:
 - Certified by the Iraqi Embassy / Consulate in the INGO country of origin.
 - Translated by authorized translation agency (Association of Iraqi translators, college of arts/translation department, consulate and ministry of foreign affairs).
- The INGO bylaws translated to Arabic. Also a stamp of the Iraqi authority will be required for this translation. Copy of POA for the NGO country director
- Authorization letter from INGO HQ authorizing Representative person in Iraq.
- A detailed statement of the objectives/activities the organization seeks to fulfill in Iraq written on the NGO format letter.
- Copy of Iraqi staff IDs and foreign staff passports with the entry visa to Iraq visible & residency permits, if applicable.
- The address of the main office of the INGO in Iraq, certified by a competent authority, typically the local Mokhtar.
- Commitment letter to maintain NGO records (letter in Arabic confirming that your NGO holds the records stated in article 18 of the NGO law). Insert to format letter under the NGO name in Arabic and in English.

NOTE: All non-Arabic documents should be translated by an authorized translation agency