

Syrian Arab Republic

Ministry of Economy and Industry

General Administration of Economy

Foreign Trade Directorate



الجمهورية العربية السورية

وزارة الاقتصاد والصناعة

الإدارة العامة للاقتصاد

مديرية التجارة الخارجية

The documents requested from a foreign company to register an agency with a Syrian company or establishment

The agency contract containing the following:

- 1) The name of the mandating company or establishment & its commercial address.
- 2) The company's nationality and the place of its establishment.
- 3) The company main residence, its full address (the name of branch office, should the agency cover these branches).
- 4) The kind of the agency: (distribution, commission).
- 5) The agent's commission rate or remuneration and the method determining his financial rights.
- 6) The subject of the agency, specifying the brands.
- 7) The duration of the agency and the principle of its renovation.
- 8) The name of the agent, his commercial address, phone and fax numbers.
- 9) The territory covered by the agency.
- 10) The company should maintain direct contact with the agent, it should also declare that it has no other agent in Syria, and in case there is one, his agency is considered as non-valid.
- 11) It is necessary that the agency contract should include a clear statement binding the company not to keep any due commissions of the Syrian agent outside (Syria)* and that these commissions will be duly transferred through Syrian banking channels.

The agency Contract should be duly legalized from the following sides:

- From the Chamber of Commerce in the country of the company(Austria)*
- From the Ministry of Foreign Affairs in the country of the company.
- From the Syrian Embassy in the company country.
- From the Syrian Ministry of Foreign Affairs and Expatriates (Damascus).

A duly certified commercial registration of the agent should be attached to the mandating letter.

A sworn translator should translate these documents.

After submitting all the documents, The Ministry of Economy and Industry will deliver the agent the necessary registration application form.