



Establishment Process

PART FOUR Establishment Process

Setup Phase

1. After obtaining an approval for the Application submitted, it is required to fill in a draft of the 'Memorandum of Association Form' according to the type of entity of the prospected company. This step is applicable when applying for a Kuwaiti Company (Application A): Single Person Company, Limited Liability Company, or Shareholding Company.
2. KDIPA's account manager will first assist you in Authenticating the 'Memorandum of Association' from the Ministry of Justice. Then issuing a Commercial License and a Certificate of Commercial Registry from the Ministry of Commerce & Industry (MOCI), and any other required licenses from competent authorities depending on the economic activity of the prospected company.

Commercial License Documents Required for Application A (establishing a Kuwaiti company)

- Copy of KDIPA's Decision and the Entity's official documents.
- Copy of the Civil ID or Passport for the Power of Attorney representative.
- MOCI's Application to establish a company.
- Public Authority for Civil Information (PACI) Number.
- A letter from the Public Institution for Social Security (PIFSS) for the Kuwaiti manager of the company.
- Power of Attorney in case one partner will sign and submit the documents. *
- Ministry of Commerce and Industry Application. (Applicable for Shareholding Companies).
- Approvals from the designated authorities if applicable.
- Criminal record of the manager and the University degree of the manager. *
- Municipality of Kuwait required documents "Copy of the rent contract, receipt and PACI number for the office".
- Residency documents (copy of the rent contract, receipt and PACI number of the apartment/house).

Commercial License Documents Required for Application B (opening a branch)

- Copy of KDIPA's Decision and the entity's official documents.
- Copy of the Civil ID or Passport for the Power of Attorney representative.
- MOCI's Application to establish a branch.
- Memorandum and/or articles of association of the mother company.
- Public Authority for Civil Information (PACI) Number
- A letter from the Public Institution for Social Security (PIFSS) for the Kuwaiti manager of the branch.
- Approvals from the designated authorities if applicable.
- Criminal record of the manager and the University degree of the manager. *
- Municipality of Kuwait required documents "Copy of the rent contract, receipt and PACI number for the office".
- Residency documents "copy of the rent contract, receipt and PACI number of the apartment/house".

Above documents (*) require the following actions:

- Original copy in English certified by the Embassy of the State of Kuwait in the country of origin of the Mother Company and certified by the Ministry of Foreign Affairs in the State of Kuwait.
- A translated copy in Arabic certified by the Ministry of Justice in the State of Kuwait.

Note: Establishment documents are subject to change based on requirements from government entities.

Commercial License Steps

1. Register the company / Branch.
2. Receive an Approval letter from the Municipality of Kuwait.
3. The investor submits a criminal record.
4. Attest the Memorandum of Association from the Ministry of Justice (Applicable for company form only).
5. Receive the Commercial License and the Certificate of Commercial Registry.

Investment License Phase

After the Commercial License is obtained, the Investor first applies for the Investment License Request Form and issue a certificate of investment registry. The Investor pays the required fees and submits all the relevant documents to obtain an Investment License.

Labor File Phase

After the Investment License is obtained and the company/branch as well as the manager are registered in the Kuwait Chamber of Commerce, the investor applies for the [Public Authority of Manpower website](#) to open the labor file, transfer the manager's residency to the file and add the specified labor for the company/branch.