



**IDAL**

INVEST IN LEBANON

REGISTER  
YOUR  
**BUSINESS**

**BRANCH  
REPRESENTATIVE OFFICE  
OF A FOREIGN COMPANY**

**BSU** BUSINESS  
SUPPORT  
UNIT

SET UP



# SETTING UP A BRANCH REPRESENTATIVE OFFICE OF A FOREIGN COMPANY

## Required Documents/Tasks

Required documents, procedures and formalities for the establishment of a Branch or a representative office of a foreign Company in Lebanon.

### • Step by Step - Completing the Registration

- Documents/Tasks to Complete
- Documents to Collect

## STEP 1: REGISTRATION AT THE MINISTRY OF ECONOMY AND TRADE

- An application to the ministry of economy and trade that includes the name of the Company, its registered head office address and its capital.
- In support of the above, the following documents are required:
  - A certified copy of the memorandum of association of the company.
  - A certified copy of the by-Laws of the Company if they are not incorporated in the memorandum of association.
  - A certified statement of the capital of the Company, if this is not included in the memorandum of association or in the by-laws of the company.

- A certified statement of the resolution of the company's board of directors authorizing the establishment of the Branch or the representative office in Lebanon and appointing the manager.
- A power of attorney executed in favor of the representative in Lebanon appointing him / her to act on behalf of the company for the establishment of the Branch or the representative office. This power of attorney should include the power to represent the company before all courts, either as defendant or plaintiff, with the right in that respect to grant powers of attorney on behalf of the company to legal counsels in Lebanon and the power to revoke the same as well as all other power the company grants him for the management of the branch or the representative office and the representation of the branch or the representative office as well as the company with public authorities.
  - A Certificate of non-dealing with Israel (Download template)
- The supporting documents mentioned in paragraph 2 above, when produced by the Company, must be endorsed by the board of directors. Thereafter, the documents should be sworn before a notary public, authenticated by the Ministry of Foreign Affairs and then legalized by the Lebanese Consulate in the concerned country.

## STEP 2: REGISTRATION AT THE COMMERCIAL REGISTER

- Once the registration with the ministry of economy and Trade is completed, the acknowledgement of registration of the company by said Ministry is obtained and all publication formalities have been achieved, an application for registration at the commercial register must be submitted (Download template), and the relevant certificate of registration obtained (Download template).
- The manager, if a non-Lebanese, must hold a work permit based on which he/she will obtain a residency permit.
- A lawyer shall be retained on an annual basis.
- The time period required for the establishment and registration of the Branch office, as detailed above, should be equal to approximately 30 to 45 days.

## STEP 3: REGISTRATION AT THE MINISTRY OF FINANCE

- The branch or the representative office should apply for the commencement of activities at the Ministry of Finance within two months from the date of its registration at the commercial register failing which a LBP /2,000,000/ fine will apply.  
A Tax Identification Number will be attributed to the company.



# CONTACT US



THROUGH  
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