

Guidelines for Filling Application Form for Foreign Investment

1- Full name of the Applicant(s): (individual or firm)

I.....

II.....

Para1. In this section, real or legal foreign investor(s) shall write their name completely.

2- Legal status of the Applicant(s):

Private State owned Other (If other, give more information):

.....

Para2. In this section the foreign investor(s) shall define their legal status (private, public, NGO and ...). In accordance to article four of FIPPA enacted in 2002, if the foreign investment is going to be done by the government of other country, it shall receive the needed license from the parliament. Based on this article of act, investments done by any foreign public companies are considered as private sector investment. If the foreign investor chooses other choice, shall give necessary explanations about it.

3- Nationality and legal domicile of the applicant(s) (full address):

I.....

Tel: Fax: E-mail: Website :.....

Para3. In this section, the foreign investor(s) shall define his/her nationality, legal domicile, address, phone, fax, E-mail and internet web site

4- Countries in which the Applicant(s) has implemented similar projects:

.....

Para4. If the investor implemented similar project in Iran or other country, he/ she should mention the exact place of its operation.

5- References (banks, industrial and business personalities):

.....

Para5. In this section, the foreign investor shall introduce either a bank, company or a businessman with legal personality as his/her reagent with detailed information. (Reagent can be either Iranian or foreign). It shall be noted that the investor can write the name of the bank through which he/she does his/her banking transactions or use it for getting banking facilities.

6- Title of the Proposed Project/Activity in which the Applicant(s) intends to invest:

Para6. In this section, the title of the project that the foreign investor will invest or participate shall be written.

7- Project description and objectives:
.....

Para7. In this section, a brief summary of the project shall be written.

8- Project Status:

Existing New

Para8. In this section, the investor shall define the project status. If the investor wants to start a new project (either in complete foreign investment or participation with an Iranian investor) shall choose "New" and if wants to participate in an existing project shall choose "Existing" choices.

Note: About those projects needing agreement in principle such as hospital, automobile production plant, refinery, fuel station and ... the application form will be studied if and only the related agreement in principle is issued by the related governmental organization or foundation. It is better to know that agreement in principle is different from the establishment license issued by the Organization of Industry, Mine and Trade

9- Project Location:

Para9. In this section, the investor shall write address of the project operation place.

10- Total Project cost, including working capital:

(Express in Foreign Currency and specify the Currency unit)

Fixed cost:
Working capital:
Total:

Para10. In this part, he foreign investor shall clarify the volume of total investment of the project in a foreign currency. If the investor wants to purchase the shares of an active Iranian company, shall mention the total amount of investment of the project here.

11- Applicant's contribution to the project cost (The Foreign Capital):

(Express in Foreign Currency and specify the Currency unit)

a)

Equity capital:
Shareholder's loan/credit:
Total:

b) Foreign share (percentage) in the equity capital of Direct Investment Enterprise:

c) Terms and conditions of the shareholder's loan(s)/credit(s):

Para11. In this section, the foreign in flowed capital shall be written in foreign currency

A. Equity capital includes total foreign investment originated form private assets of the investor and banking facilities received from banks and foreign financial institutions. Shareholders loan/credit includes total investment originated from granted credits and facilities to the project by any foreign company and or one of the foreign shareholders of the project.

B. The foreign investor shall mention his/ her shares (participation rate) in the project. In this section, participation rate shall be written in percentage. If we multiply this percent to the projects investment amount, it shall be equal to total equity capital or share holders loan/ credit mentioned in part A of this Para. It should be mentioned that the amount which is registered in the license as the foreign investment share equal to the amount rate which has been mentioned in equity capitals.

C. In this section, terms of facilities granted by the third foreign company and/ or shareholders shall be presented. Of course, a copy of agreement in principle of these facilities shall be attached to the foreign investment application form and presented by the foreign investor.

12- Terms and conditions of planned or anticipated foreign loan(s)/credit(s) (if applicable):

Amount Rate Repayment Period (in years) No. of Installments Lender

Para12. If the foreign investor will get banking facilities from any foreign bank or financial institution, he/ she should present its terms and conditions in accordance to the table. All documents of these banking facilities shall be presented by the foreign investor to propose and approve in the board of foreign investment with other necessary papers and documents.

13-Type of Foreign Capital to be contributed to the Project by the Applicant(s):

(Express in Foreign Currency and specify the Currency unit)

- a) Cash;
- b) Machinery and equipment;
- c) Tools and spares, CKD parts and raw, addable and auxiliary materials;
- d) Patent rights, technical know-how, trade marks and names, and specialized services;

Para13. In this section, the foreign investor shall group his/ her capital combination and declare in foreign currency.

A: Cash;

B: Machinery and Equipment; If a part of foreign investorís capital is supplied in the form of machinery and equipment, their specification shall be filled in accordance to the below mentioned table and in a separate sheet attached to the foreign investment application form. It should be mentioned that total value of machinery and equipment shall be calculated and mentioned at the end of this table.

Note: No more than 5 years shall be passed from production date of machinery and equipment.

C: Tools and spares, SKD parts and raw, addable and auxiliary materials;

If the foreign investor wants to supply a part of his/ her investment in the form of Tools and spares, SKD parts and raw, addable and auxiliary materials, their list shall be prepared and presented.

E: Patent rights, technical know-how, trade marks and names, and specialized services;

If the foreign investor intends to import Patent rights, technical know-how, trade marks and names, and specialized services as a part of his/ her capital share, the related contracts between the foreign investor and the foreign company and/ or the Iranian partner and also papers and documents showing the method used for defining value of the above mentioned service shall be presented. Note: Sum of the mentioned number in every section shall be equal to the total amount of the foreign investment rate.

14- Local Funding (if applicable):

(Express in Foreign Currency and specify the Currency unit)

a)

Local equity capital:

Local loan(s)/credit(s):

Total:

b) Name of local shareholders/parties (individual or firm):

I.....

II.....

Para14. In this sector, in the foreign investor has domestic partner or domestic finance supplies, related cases shall be written as the below mentioned model.

A) Local Equity Capital: Participation rate of domestic partner(s) in Equity Capital
Local Loan(s)/Credit(s): Amount of facilities or credits granted to the project by companies, shareholders and local real personalities.

Note1: Those Iranians residing in abroad who are doing economic activities in Iran as foreign investors and supply a part of their investment from their assets in Iran, shall explain them in this section without any details explained in part A.

Note2: Any foreign investor getting facilities from interior banks, shall define its identification in this section, without any reference to part titled as Local Loan(s)/Credit(S).

B) Name of all foreign investors and local credit suppliers including (company, shareholder and other real personalities) shall be written in this section.

15- Project Implementation Timetable (Key Milestones):

1.....

2.....

3.....

Para15. Time-table of the project operation shall be written here in CPM format. In case of lacking CPM, the investor shall define time- duration of each phase of the project.

16- List of main permits, clearances and licenses required to be obtained from Iranian official authorities: Title/Description Official agency in charge

I.....

Para16. In this section, the investor shall write list of the necessary specific licenses with the name of the organization issuing the license.

17- Contact person information:

Name:

Title:

Company:

Address:

Tel:

Fax:

E-mail:

Para17. At this section, the name of the investor's legal representative residing in Iran shall be written. If the applicant does not have any legal representative, he/ she shall write his/her own identification.

18- The applicant is required to provide the following documents along with The completed application form at the time of submission of the Application to the OIETAI (please tick):

Para18. In this Para, documents presented in attachment to the foreign investment application form by the foreign investor are defined. (Needed documents have been defined in the following) At the end, the form shall be sealed and signed by the foreign investor/s or his/her (their) legal representative. If the foreign investor(s) has (have) local partner(s), the partner(s) or his/her (their) legal representative shall seal and sign the application form. It should be mentioned that all pages of the application form shall be sealed and signed by both foreign and local investors.

Note: The form shall be typed In English and all monetary amounts shall be mentioned in an international current currency.

Needed Documents for Investors with Real Personalities:

1. Giving a written application to the Organization of Foreign Investment, Economic and Technical Assistance of Iran for taking foreign investment license.
2. Resume (CV) of the investor(s) (insisting on economic activities)
3. Copy of the contract proving common economic activity of applicants in Iran
4. Copy of valid passport
5. Copy of residing license for Iranian(s) residing in abroad
6. Copy of the national identification card and birth certificate for Iranians residing in abroad
7. Article of Association and Establishment advertisement of the Iranian Company that the applicants has established.

8. Operation license for projects which are ready for operation
9. Technical Know-how transferring contract in case of any
10. Agreement in principle for specific projects needing it
11. Copy of power of attorney of the legal representative of the foreign investor
12. Copy of the national identification card and birth certificate of local partners

Needed Documents for Investors with Legal Personalities:

1. Giving a written application to the Organization of Foreign Investment, Economic and Technical Assistance of Iran for taking foreign investment license.
2. Short resume of Applicant(s), corporate brochures and recent annual reports (Audited Financial Statements) and the same for the local direct investment enterprise if applicable
3. Copy of the contract proving common economic activity of applicants in Iran
4. Article of Association and Establishment advertisement of the Iranian Company that the applicants has established.
5. Copy of power of attorney of the legal representative of the foreign investor
6. Technical Know-how transferring contract in case of any
7. Agreement in principle for specific projects needing it
8. Operation license for projects which are ready for operation
9. Copy of the national identification card and birth certificate of local partners

Needed Documents for Filling Application Form of Companies wanting to transfer of shares

1. Giving a written application to the Organization of Foreign Investment, Economic and Technical Assistance of Iran for taking foreign investment license.
2. Certificate for transferring shares
3. Minute of meeting of the board of directors and assembly for transferring shares, rate of shares and source of shares including (common stock, preferred stock, increasing capital and...)
4. The last audited of financial statements of the company
5. Report of the legal inspector of the company
6. Advertisement published in the official gazette indicating the last changes occurred in the company
7. Certificate of company registration
8. Operation license of the company
9. Copy of the applicant passport
10. Copy of the national identification card and birth certificate of local