

**In the Name of Allah  
Most merciful Most Compassionate**

**Private Security Companies  
Registration Regulations  
According to the Memorandum 17 for 2004  
And the MOI Instructions**

1. Present written request seeking work license from the MOI.
2. Authentic copy of the company establishment certificate enclosed with a copy from the Ministry of trade letter/ Company Registration Dept.
3. Company establishment contract.
4. list the names of all the shareholders; name of the company high director; his deputy; the legal advocate or the lawyer; provide addresses for the people mentioned above as well as previous jobs and definitely provide mobile phone numbers or land phones.
5. Name of the company, the accurate address, mention the block, alley and building number and nearest point referring to the company.
6. List the name of the people in charge of the company and the entire working staff. This list needs to be updated on monthly basis considering the following comments:
  - a) Full name (four names) and surname (as mentioned in the Jenisyeh)
  - b) Place and date of birth
  - c) Mother's full name
  - d) Job title at the company
  - e) Detailed addresses as stated in the residency card (mention the issuance center) and the food coupon (mention the food number and center) or provide a letter from the city dept.
  - f) Provide previous jobs for each employee.
7. The Company staff should meet the following requirements:
  - a) To be fit mentally and physically according to medical committee decision.
  - b) The security guard age should not be under 21.

- c) He should pass the firearms test, and VIPS and facility protection skills.
- d) Not sentences with felony, Misdemeanor, or breach of honor.
- e) He should not be included within the deba'athification decision nor have any connection with terrorism.

***The company should be committed to implement all the items mentioned above according to a pledge prepared and signed by the shareholders or the company high director or the company legal advocate***

- 8. Provide a list of the weapons used by the PSC. The list should contain the weapons serial numbers, types, descriptions and it should be updated on monthly basis.
- 9. Provide a list of all the vehicles used by the company. The list should show vehicle numbers, kinds, models and it should be implemented on monthly basis.
- 10. Provide details on the kind of job conducted by the PSC such as (copy of the security contracts if available)
- 11. Present bank guarantee of (25.000\$) (twenty five thousand US Dollars) or an equal amount in Iraqi Dinars; MOI can ask for other guarantees.
- 12. **Procedures and Regulations added to Memo 17 of 2004 in accordance with the MOI and Minister's instructions:**
  - a) The company should pledge to assign the company badge on all the company vehicles.
  - b) The company should provide clearness letter from the Taxes dept.
  - c) The company should pledge to get the bond letter from the Ministry of Labor and Social Affairs (Security Services Dept.) to guarantee the working rights for the Iraqi employees.
  - d) The company must present pledge stating that it will not hire expats unless the MOI acknowledge that.
  - e) The company must submit a pledge to make sure not to present gifts or money to the officers and the MOI staff in order to get the work license; incase that happened then the company will have

to deal with all the legal consequences such as shutting down the company and be forbidden from practicing the entire job in the future.

- f) The company must submit a pledge which certifies the information presented as being accurate, and valid. It also refers that the company shall apply all the MOI rules and registration regulations, and it will be committed to make the staff wear the uniform which is shown in the box file.
- g) The company must be committed on not to use weapons more than 7.62 mm.
13. The company information must be presented as hard copy and on CD.
14. The company that comply to all the rules and regulations mentioned in the earlier items will get a six months work license. This working period is subjected to an evaluation depending on how much the company showed cooperation and implementation to the MOI regulations.
15. The private security company will have to deal with all the legal consequences including cancelling the work license incase it appears that the information provided appeared to be not accurate or incase the company tried concealing some of the information which is related to the company work and the MOI.
16. The company must post a photo taken to the uniform used by the PSC staff. Also there must be a photo for one of the company vehicles showing the company vehicles' badge that is issued from the MOI. These two photos must be included in the company box file.