

Establishing an Afghan Overseas Traders Trade or Transit Agency

International Business Directorate

Ministry of Commerce
Darulaman Street beside Parliament

Telephone numbers: 070 276913 - 070 298716

Regulation: Procedures for establishing agencies overseas

There is no regulation concerning this permit or license to force or require a trader to for a trade or transit agency that is established abroad. Any trader who wants to establish a trade or a transit agency in any other country applies for the license for such a trade or transit agency using the following processes:

Establishing a Transit Agency Abroad:

1. Trader applies to MoCI with an application letter to the Minister.
2. The Minister reviews the application and issues an order on the letter for the investor/trader to take to the Foreign Trade Directorate.
3. The Foreign Trade Directorate gives the trader two enquiry letters to be taken to the Licensing Directorate and to Mustofiat and another official letter to be taken to Da Afghanistan Bank asking for opening of a current account for the trader. The Foreign Trade Directorate's aim is to ascertain that the trader has no outstanding taxes or unpaid debts.
4. The trader takes the letters to these three places and brings them back to the Foreign Trade Directorate once his/her good standing has been confirmed.
5. In terms of providing facilities for traders to obtain a Transit Agency Abroad license, the MoCI does not charge any fee, but the Da Afghanistan Bank charges a \$400 from the trader as a "service fee".
6. When the trader returns with the appropriate responses from these three organizations, the Foreign Trade Directorate gives him/her a letter to take to Afghan Foreign Ministry stating the particulars of the trader's application.
7. The Afghan Foreign Ministry issues a letter to the diplomatic agency/ embassy of country in which the trader wants to have his/her agency established.

8. The Embassy of that country then sends a letter to the relevant authority of its home country concerned in this kind of issue asking it to accredit the trader.

Establishing a Trade Agency Abroad:

The process is almost the same as the one described above except for the \$500 fee which the MoCI charges a trader. In this case the total charge to the trader becomes \$900. This fee of MoCI “Service Fee” is collected from traders on the basis of the decision of “Trade Commission of MoCI”.

Documentation required:

1. Application letter from the investor.
2. Business or transit/freight forwarding license from the MoCI.
3. Corporate Statute (Articles of Association).

This license is only applicable for Afghan traders. The process takes between one and three days. It requires three signatures with the final signature being that of the Minister or Deputy Minister of Commerce Industry. The fee is \$500 and no renewal is required.

Step by step process of acquiring the license:

1. The applicant submits a letter to the Minister of Commerce and Industry requesting this license. The Minister or one of his Deputies writes an order to process it on the application letter.
2. The investor takes this letter to the International Trade Directorate.
3. The Director of International Trade assesses the applicant’s letter and issues an order that is taken by the investor to responsible department (1st or 2nd regions’ general departments, see below).
4. The Director of the responsible department gives the applicant an official letter or an enquiry letter to the following organizations asking them to provide the department with information relevant to the application:
 - Business Licensing Directorate to confirm the validity of the applicant’s Business or Transit License;
 - Kabul Mustofiat to confirm that the applicant has not tax liabilities;
 - and to the Da Afghanistan Bank to confirm that the applicant has no financial liabilities or bad debts.

5. When the applicant returns the certifications from these institutions to the Department, the Department sends all these documents with a photocopy of the license and corporation documents, to the Ministry of Foreign Affairs in Afghanistan.
6. The MoFA then sends all the documents to the Embassy of the relevant country in Afghanistan.
7. The Embassy then sends the trader's documents to its home country.