

Private Printing House License

Department of Private Sector- Plan & Foreign Relations Directorate

Ministry of Information, Culture and Youth

Pole Bagh e Omomi- Within the Ministry Building

Telephone numbers: 20210312

Public Media Law

Documents required:

1. Application letter from the investor.
2. Educational documents from the MoHE.
3. List of equipment supplied by the investor.
4. Articles of incorporation of the company.
5. Enquiry letter to the Attorney General from the MoCIY.
6. Enquiry letter to the Criminal Department of the MoIA from the MoCIY.
7. Letter to Azadi Printing House from the MoCIY.
8. Letter to AISA from the MoCIY.

Only Afghans can obtain a printing license, i.e., the company's authorized manager and the holder of the "privilege" of being the investor both should be Afghan citizens. Copies of the National ID card of both of persons are filed and kept by the MoICY. According the Public Media Law of Afghanistan, Afghan nationality is essential.

The process takes from one week to one month to complete. Six Signatures are required. The final signature is that of the Deputy Minister of the MoICY.

Cost (Fee): 100 Afghanis

The license is renewed annually. The renewal process is not the same as the initial process. In renewal; when the investor presents his old license, an enquiry letter or an official letter is give to the investor from the Planning and Private Sector Directorate of MoICY to the MoF to request confirmation that the investor has no outstanding taxes. If this is the case, on the back of the investor's old license will be written "Renewed for one year" and then this is signed and stamped. This renewal process takes about one day.

Step by step process of acquiring the license:

1. First the individual submits an application letter to the Minister of Culture and Youth.
2. The Minister reviews it to ensure that it is within the mandate of the ministry and then signs it.
3. The application is returned to the investor after being registered in the Documents and Relations Office of the MoICY.
4. The investor then takes this letter to the Private Sector Department of Planning and Foreign Relations Directorate.
5. The application undergoes the procedure after the Director of Planning and Foreign Relations writes instructions on it.
6. The Private Sector Department verbally asks some questions from the investor, such as, is he/she an Afghan? Is he/she at least 18? Is he/she or has he/she ever been deprived of civil rights by a court order?
7. If the investor meets these requirements than a "Declaration Form" is given to him/her in which identification of the individual and other personal information is filled out and signed.

An authorized manager should :

- Be an Afghan.
 - Be 18 years old.
 - Not be deprived of his/her civil rights by the order of an authorized court.
 - Not be a government employee.
 - Have a professional education's certificate or at least three years of professional working experience.
8. The Private Sector Department will give a form to the authorized manager who has been nominated by the privilege holder to fill in his/her identification. If the investor (the privilege holder) meets the requirements for the authorized manager, then he / she can hold both positions of the privilege holder and the authorized manager of the company.
 9. The Private Sector Department asks the investor (the holder of company privilege) to show the list of equipment needed for the printing company and the Articles of Incorporation. These two documents are then filed.
 10. The Private Sector Department gives the investor an identification form in which the identification of the investor and the authorized manager are included respectively.
 11. The Investor takes it to the criminal office of MoIA and to the Attorney General. These two authorities need to confirm the clear background of these two persons and that they have not been involved in any cases, i.e., that is these two persons are not being deprived of their civil rights by a court.
 12. The Private Sector Department also sends two letters to the Azadi Printing House and to the Publications' Directorate of the MoICY to seek

their official professional comments on whether the equipment of the proposed project is appropriate for a printing house.

13. Also that Department will send a letter to the Revenue Presidency of the MoF seek official confirmation that the investor has no outstanding tax obligations.
14. The Department sends a letter to Finance Directorate of the MoICY as well to introduce the investor to them to pay the 100 Afghanis for cost of the license.
15. After all these steps have been followed, the Private Sector Department of Plan and Foreign Relations Directorate issues the investor with a Printing House License.
16. It also issues a letter to AISA so that the investor can obtain an AISA license.