

**JORDAN**  
INVESTMENT COMMISSION



**الأردن**  
هيئة الاستثمار

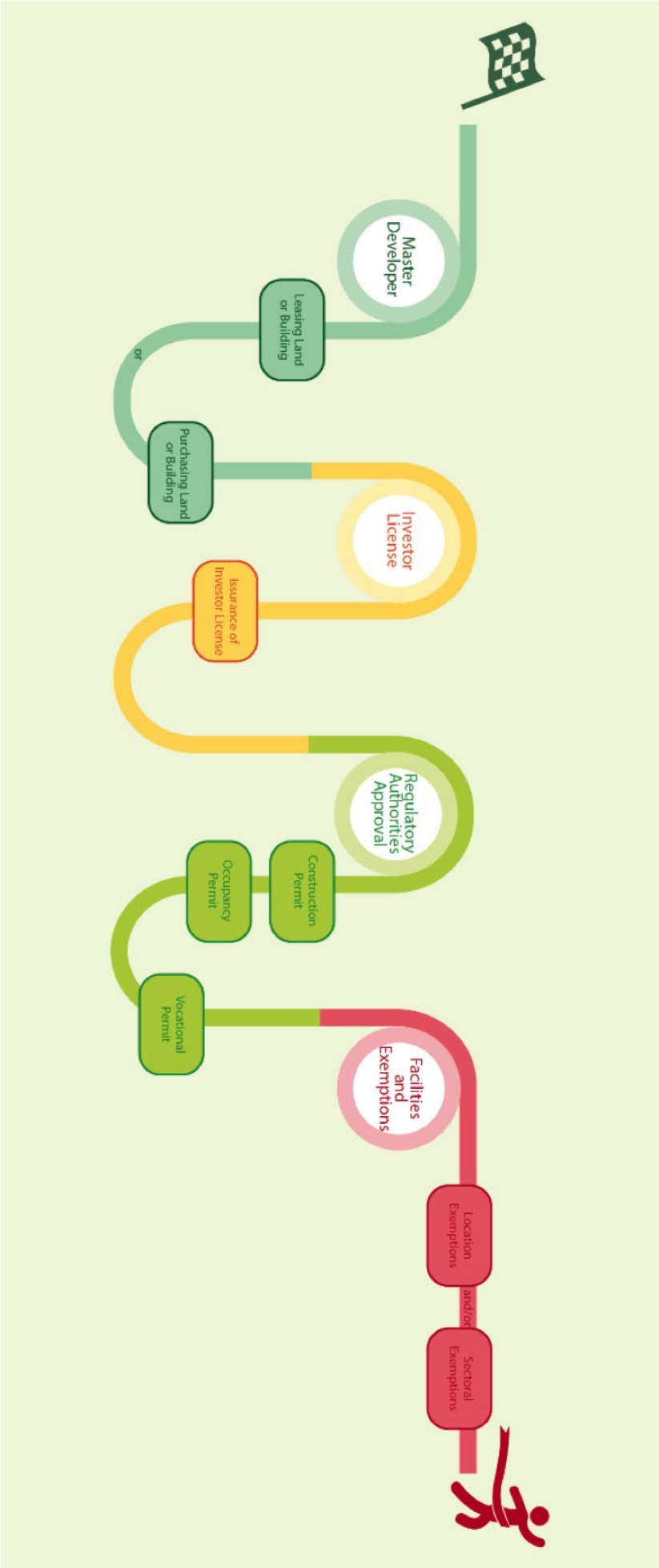
# Licensing Manual Investment Window

**SELECT JORDAN**





# Manual Map







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## Introduction

### Purpose of the Licensing Manual and how to use it

This manual has been issued in compliance with the provisions of Article 17 of the Investment Law No. 30 of 2014 stipulating that the Jordan Investment Commission shall develop a licensing manual to include conditions, procedures, requirements and legal periods to issue the license in accordance with the applicable legislations being applied by the official authorities according to the Commission's approved form, and that it should be published on the website of the Commission. The Act stipulates also that official authorities shall provide the Commission with the data required and necessary to prepare the licensing manual. The captioned Article further provides that the manual will be the basic reference to the conditions, requirements and periods to issue the necessary licenses to the economic Activities, and the official authorities and its authorized representatives shall abide by this manual.

The licensing manual has been prepared in cooperation with the concerned authorities as a technical document aiming to achieve stability and transparency when the economic Activities are licensed. The manual is designed by using simplified forms reflected in service cards that include all required information needed to take advantage of the different Investment Window services in terms of the conditions, procedures, requirements and legal periods necessary to issue the license under the relevant regulations, together with the applicable fees paid against receiving the licensing services.

**In this frame, the manual has been segmented into four sections as follows:**

#### **Section 1 – Licensing an Economic Activity**

This section includes an explanation of the steps to be followed by the investor to practice and get involved in any economic activity starting from the formation of a company and ending with the issuance of the vocational license, in addition to a set of registration services and other services necessary to practice the economic activity

#### **Section 2 – Requirements for Practicing an Economic Activity**

This section includes a number of registration services representing requirements to practice the economic activity and accompany the registration and licensing phase

#### **Section 3 – Sectoral Cards**

The section includes the conditions and procedures to obtain the license to practice certain economic activities within the economic sectors or branches included in the Investment Window services.

## **Section 4 – Exemptions, Facilities and Investor Services**

This section includes the mechanism applied to benefit from the customs and/or tax exemptions and other facilities provided under the Investment Law and other services rendered to the investor through the Investment Window in order to conduct the investment business

Therefore, the first section (licensing an economic activity) should be read along with the third section (Sectoral Cards). Alternately section four (exemptions, incentives and investor services) should be referred to according to the service needed.

Please notice that this guide is an update for the previous one issued April 2015.

### **Covered Geographic Scope**

The licensing manual covers investment activities included and intended to be established in all the Kingdom territories with the exception of the Aqaba Special Economic Zone

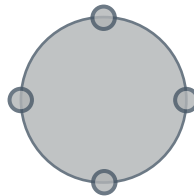
### **Basic concepts used in the Licensing Manual**

This Table is designed to make it easier for the user of the guide to understand what is meant by some of the terms contained therein, and is not based on the definitions contained in the laws. Some terms used are explained below:

<b>Occupancy permit</b>	The license issued following the building inspection to verify conformity with the building license and drawings
<b>Municipality</b>	Any municipality or rural council in the various governorates, and Greater Amman Municipality (GAM) within the boundaries of Amman city.
<b>Official authority</b>	The relevant government authority to issue the license necessary to practice the economic activity in the Kingdom under legislations regulating the intended activity. In case the license is within the development zones or free zones, the Investment Commission shall be the relevant authority.
<b>Outside zoning borders</b>	Beyond zoning borders of any municipality or rural council or boundaries of Greater Amman Municipality classified as agricultural lands.
<b>Within zoning borders</b>	Within the borders of any municipality or rural council or borders of Greater Amman Municipality with specific category (agricultural, industrial or commercial) under the zoning Plan.

<b>Licensing Manual</b>	The manual prepared by Jordan Investment Commission (JIC) including the license granting conditions, requirements, procedures and time intervals, in addition to the fees collected to this end.
<b>License</b>	Any permit, approval or permission issued by the official authority to any person allowing practicing a certain economic activity.
<b>Construction license</b>	Consent to construct the building after having checked the designs and drawings by the concerned authorities.
<b>Vocational License</b>	License to practice the economic activity within or beyond the municipal area.
<b>Investor</b>	The natural or legal person who wishes to practice or who practices an economic activity in the Kingdom.
<b>Authorized representative</b>	The officer duly authorized by the official authority to work at JIC Investment Window.
<b>Development zone</b>	Any zone located within the customs scope in the Kingdom declared to be a development area in accordance with the provisions of this law.
<b>Free zone</b>	Part of the Kingdom's territories specified and fenced with a barrier designated for commercial and economic activities purposes including commodity storage. The free zone is considered to be outside the customs scope. Within the area, the commodities and economic activities are dealt with as if they are outside the Kingdom for purposes of applying the provisions of this law.
<b>Zoning approvals</b>	The approval issued by the concerned authority to classify the plot for suitability of the economic activity intended to be licensed.
<b>Sectoral approvals</b>	The approval issued by the concerned authority to practice the economic activity.
<b>Prior approvals</b>	The consent issued by the concerned authority before the company formation either for the objectives intended to be registered and/or for the partner (natural person).
<b>Registered entity</b>	The person registered with JIC to practice the economic activity in the development zone or free zones in accordance with provisions of the law.

<b>Sensitive Constructions</b>	Are constructions that lie within activity site selection conditions and include schools, hospitals and worship houses
<b>Copy</b>	Xeroxed copy of the required document unless a duly certified copy is needed.
<b>Activity</b>	Any industrial, agricultural, tourist, media or service activity including information technology. For the purposes of this manual, the economic activity refers to a group of actions taken by the investor aiming to produce a commodity or render a service in the economic sectors or their branches.
<b>Valid</b>	Less than one year of issuance
<b>Business day</b>	The Gregorian Calendar and working hours are adopted only excluding the days off and official holidays.





## Section One – Licensing an Economic Activity

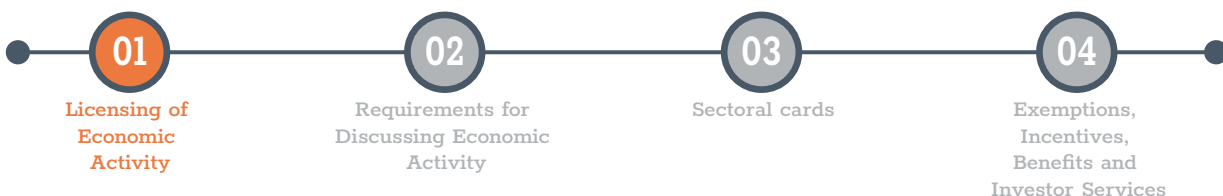
### Step One (1) Establishment and Registration of an Economic Entity

#### A. Individual Institution (in Free Zones only)

Individual institution	
Objective	- Registration of an individual institution
Official authority	- Companies Control Department (Ministry of Industry, Trade & Supply) through the authorized officer with the Investment Window
Beneficiary	- Natural person
Prior approvals	<ul style="list-style-type: none"> <li>- Certain objectives require prior approval by the concerned sectoral authorities (kindly see the sectoral cards)</li> <li>- The Investment Window obtains approvals from the concerned sectoral authorities.</li> </ul>
Investment of non-Jordanians	<ul style="list-style-type: none"> <li>- File a non-objection application for restricted nationalities with the Ministry of Interior's authorized officer in the Investment Window including: <ul style="list-style-type: none"> <li>• Name of foreign owner and nationality of the concerned with obtaining the security approval for expressing opinion on objection / non-objection.</li> <li>• Individual institution registration-related data</li> <li>• copy of valid passport</li> <li>• Recommendation of relevant Projects Committee and supporting documents. Copy of residence permit, Security Card and means of entering the country</li> <li>• Investor's personal details</li> </ul> </li> <li>- Non-Jordanian investors may own any project in an entire economic activity or part of it or participate in it, in any percentage without prejudice to considerations of national security, public order and public morals, public health, with the exception of economic activities outlined in the articles;(4), (5) and (6) of Non-Jordanian Investments Regulation No. (77) for the year 2016 unless the text in the relevant legislation restricts such ownership or contribution</li> </ul>
Fees	<ul style="list-style-type: none"> <li>- Registration fees are as follows depending on capital: <ul style="list-style-type: none"> <li>• If capital is less than JD 20,000: JD 10</li> <li>• If capital is JD 20,000 – 29,999: JD 20</li> <li>• If capital is JD 30,000 – 49,999: JD 30</li> <li>• If capital is JD 50,000 or more: JD 40</li> </ul> </li> <li>- Issuance of commercial record for the first time: JD 5</li> <li>- Issuance of public power of attorney (in case one is used): JD 5</li> <li>- Issuance of private power of attorney (in case one is used): JD 2</li> <li>- Presentation of lawyer's power of attorney: JD 27</li> </ul>

## Individual institution

Special conditions	<ul style="list-style-type: none"> <li>- The natural person must have completed 18 years of age at least</li> <li>- The investor provides a trade permit to the Companies Control Department authorized officer at the Investment Window</li> </ul>
Duration	<ul style="list-style-type: none"> <li>- 15 minutes from the moment the application is filed to the specialized officer provided the application, documents and approvals are satisfied.</li> <li>- working days if the sectoral prior approval is needed.</li> <li>- 14 working days for the non-Jordanian investor who is required to obtain non-objection from the Ministry of Interior.</li> </ul>
Forms	<ul style="list-style-type: none"> <li>- Individual institution registration application form</li> <li>- Trade permit application form or directly register through the companies' electronic system with the Companies Control Department authorized officer at the Investment Window</li> </ul>
Required documents	<ul style="list-style-type: none"> <li>- Valid ID for the Jordanian investor</li> <li>- delayed military service booklet for those born in 1989 and above</li> <li>- Prior approval of the relevant authorities (sectoral) to register the objective (if any)</li> <li>- Lawyer's power of attorney (as the case may be)</li> <li>- Lease contract certified by Greater Amman Municipality or the Municipality according to economic activity location</li> <li>- Title deed for the economic activity, in case the owner is the same as the investor</li> </ul> <p><u>For a non-Jordanian investor:</u></p> <ul style="list-style-type: none"> <li>- Valid passport</li> <li>- letter to be served upon the Ministry of Interior's authorized officer including all entity data relating to the individual institution's registration to express opinion (if any)</li> </ul>
Procedure	<ol style="list-style-type: none"> <li>1. File an individual institution's registration application including name of owner, capital, and objectives and the required documents at the Companies Control Department authorized officer at JIC IW</li> <li>2. trade permit application is filled up electronically by the Companies Control Department authorized officer at JIC IW</li> <li>3. The application reviewed by the Companies Control Department authorized officer at JIC IW</li> <li>4. Get the necessary approvals from other concerned authorities (if any)</li> <li>5. Payment of registration fee to JIC accountant and obtain a receipt to be given to the Companies Control Department authorized officer at JIC IW</li> <li>6. Issuance of the registration certificate by the Companies Control Department authorized officer at JIC IW and submit to the investor.</li> </ol>



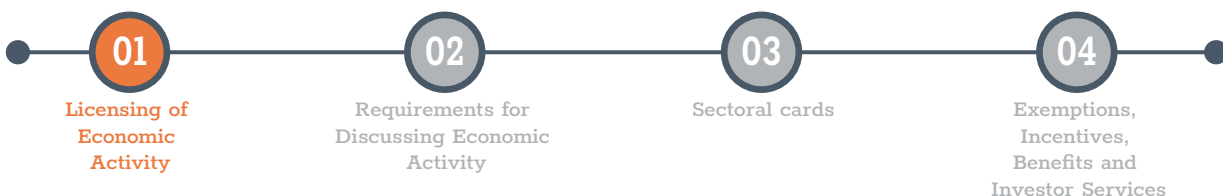
Individual institution	
Service result	- Issuance of the commercial registration certification with the individual institution's identification number
Additional information	<ul style="list-style-type: none"> <li>- The investor has the choice to register a trade name according to trade names Law No. (9) for 2006 and the regulation issued upon it</li> <li>- All individual institutions are required to register with the concerned Chamber of Industry or Chamber of Commerce as per type and site of the economic activity.</li> </ul>
Related Laws and Regulations	<ul style="list-style-type: none"> <li>- Commercial Law No. (129) of 1966</li> <li>- Commercial Registration Regulation No. (130) for 1966 and its amendments</li> <li>- Commercial Registration Fees Regulation No. (7) for 2006</li> <li>- Non-Jordanian Investments Regulation No. (77) for the year 2016</li> </ul>

## B. Partnership or Limited Partnership Company

Partnership or limited partnership company	
Objective	<ul style="list-style-type: none"> <li>- Registration of a partnership company, or</li> <li>- Registration of a limited partnership company</li> </ul>
Official authority	- Companies Control Department (Ministry of Industry, Trade & Supply) through the authorized officer with the Investment Window.
Prior approvals	<ul style="list-style-type: none"> <li>- Certain objectives require prior approval by the concerned sectoral authorities (kindly see the sectoral cards)</li> <li>- The Investment Window obtains approvals from the concerned sectoral authorities.</li> </ul>
Investment of non-Jordanians	<ul style="list-style-type: none"> <li>- File a non-objection application for restricted nationalities with the Ministry of Interior's authorized officer in the Investment Window including: <ul style="list-style-type: none"> <li>• Name (s) of foreign partners concerned with obtaining the security approval for expressing opinion on objection / non-objection.</li> <li>• Company registration-related data</li> <li>• copy of passport</li> <li>• Recommendation of specialized Projects Committee and supporting documents.</li> <li>• Copy of residence permit, Security Card and means of entering the country</li> <li>• Investor's personal details</li> </ul> </li> <li>- Non-Jordanian investors may own any project in an entire economic activity or part of it or participate in it in any ratio without prejudice to considerations of national security, public order and public morals, public health, with the exception of economic activities outlined in the material (4), (5) and (6) of Non-Jordanian Investments Regulation No. (77) for the year 2016 unless the text in the relevant legislation restricts such ownership or contribution</li> </ul>

### Partnership or limited partnership company

Fees	<ul style="list-style-type: none"> <li>- Registration fees: JD 25, same amount is paid whenever any increase in capital occurs Stamp of company capital: (0.003) of total capital</li> <li>- Registration application fee: JD 10</li> <li>- Certificate issuing fee: JD 10</li> <li>- Presentation of lawyer's power of attorney: JD 10 (presentation fee of JD 27 should be paid for the power of attorney with the Jordanian Bar Association) (as the case may be).</li> </ul>
Special conditions	<ul style="list-style-type: none"> <li>- The partners must have completed 18 years of age at least</li> <li>- The name of the company should be derived from the names of all partners or from their nicknames, surnames or from one name or more of them or nickname provided a phrase of "and co." to be added to their names.</li> <li>- The partner shall be severally and jointly liable for the company obligations and debts during his/her partnership and such liability includes his/her personal funds for the debts and obligations.</li> </ul>
Duration	<ul style="list-style-type: none"> <li>- 25 minutes from the moment the application is filed to the specialized officer provided the application, documents and approvals are satisfied.</li> <li>- working days if the sectoral prior approval is needed.</li> <li>- 14 working days for the non-Jordanian investor who is required to obtain non-objection from the Ministry of Interior.</li> </ul>
Forms	<ul style="list-style-type: none"> <li>- Apply through a company registration form, attaching contract and articles of association</li> <li>- Or directly register through the companies' electronic system with the Companies Control Department authorized officer at the Investment Window</li> </ul>
Required documents	<ul style="list-style-type: none"> <li>- Valid ID for the Jordanian investor</li> <li>- Company's contract signed by all the partners.</li> <li>- statement signed by the partners showing names of signatories.</li> <li>- Prior approval of the specialized relevant authorities (sectoral) to register the objective (if any)</li> <li>- Lawyer's power of attorney (as the case may be) (presentation fee of JD 27 should be paid for the power of attorney with the Jordanian Bar Association)</li> </ul> <p><u>For a non-Jordanian partner:</u></p> <ul style="list-style-type: none"> <li>- Passport</li> <li>- letter to be served upon the Ministry of Interior's authorized officer including all entity data relating to the registration of entity and name of founder to express opinion (if any)</li> </ul>



Partnership or limited partnership company	
Procedure	<ol style="list-style-type: none"> <li>1. File a company registration application including name of partners, capital, signatories, head office and objectives and the required documents at the Companies Control Department at JIC IW</li> <li>2. Signatures of partners or their designate under notarial power of attorney before the authorized officer of the Companies Control Department at the Investment Window or before the licensed lawyer</li> <li>3. Have the application reviewed by the authorized officer of the Companies Control Department at the Investment Window.</li> <li>4. Have the necessary approvals by other concerned authorities (if any)</li> <li>5. Payment of registration fee at JIC accountant.</li> <li>6. Issuance of the registration certificate by the authorized officer of the Companies Control Department at the Investment Window and submit to the investor.</li> </ol>
Service result	<ul style="list-style-type: none"> <li>- Issuance of the commercial registration certification with the entity identification number</li> <li>- Identify the list of signatories on behalf of the company and issuance of the relevant certificate.</li> </ul>
Additional information	<ul style="list-style-type: none"> <li>- All companies are required to register with the concerned Chamber of Industry or Chamber of Commerce as per type and site of the economic activity.</li> </ul>
Related Laws and Regulations	<ul style="list-style-type: none"> <li>- Companies Law No. 22 of 1997, and its amendments</li> <li>- Companies Regulation No. 77 of 2008</li> <li>- Non-Jordanian Investments Regulation No. (77) for the year 2016</li> </ul>

### C. Limited Liability Company

Limited Liability Company	
Objective	<ul style="list-style-type: none"> <li>- Registration of a limited liability company</li> </ul>
Official authority	<ul style="list-style-type: none"> <li>- Companies Control Department (Ministry of Industry &amp; Trade &amp; Supply) through the authorized officer with the Investment Window.</li> </ul>
Prior approvals	<ul style="list-style-type: none"> <li>- Certain objectives require a prior approval by the concerned sectoral authorities (kindly see the sectoral cards)</li> <li>- The Investment Window obtains approvals from the concerned sectoral authorities.</li> </ul>



### Limited Liability Company

Investment of non-Jordanians	<ul style="list-style-type: none"> <li>- File a non-objection application for restricted nationalities with the Ministry of Interior's authorized officer in the Investment Window including: <ul style="list-style-type: none"> <li>• Name/names of foreign partners concerned with obtaining the security approval for opinion on objection/non-objection.</li> <li>• Company registration-related data</li> <li>• copy of passport</li> <li>• Recommendation of relevant Projects Committee and supporting documents.</li> <li>• Copy of residence permit, Security Card and means of entering the country</li> <li>• Investor's personal details</li> </ul> </li> <li>- Non-Jordanian investors may own any project in an entire economic activity or part of it or participate in it in any ratio without prejudice to considerations of national security, public order and public morals, public health, with the exception of economic activities outlined in the material (4), (5) and (6) of Non-Jordanian Investments Regulation No. (77) for the year 2016 unless the text in the relevant legislation restricts such ownership or contribution</li> </ul>
Fees	<ul style="list-style-type: none"> <li>- Registration fees: (0.002) of total capital, same amount is paid whenever any increase in capital occurs provided it is not less than JD 250.</li> <li>- Stamps on the company capital: (0.003) of capital</li> <li>- Presentation of lawyer's power of attorney: JD 10 (presentation fee of JD 27 should be paid for the power of attorney paid with the Jordanian Bar Association) (as the case may be).</li> <li>- Publishing fees: JD 15</li> <li>- Bank deposit (remittance): JD 10</li> <li>- Contract and articles of association deposit fees: JD 10</li> <li>- Certificate issuance fees: JD 10</li> </ul>
Special conditions	<ul style="list-style-type: none"> <li>- The name of the company should be derived from its objectives and the phrase of "limited liability" or the letters "LLC" should be added.</li> <li>- The subscribed capital may not be less than one JD unless the regulations provides otherwise. The shareholders of the limited liability company may provide in-kind contributions to the capital and such contribution will be assessed and approved under the relevant regulations and procedures.</li> </ul>
Duration	<ul style="list-style-type: none"> <li>- 40 minutes from the moment the application is filed provided the application, documents and approvals are satisfied.</li> <li>- working days if the sectoral prior approval is needed.</li> <li>- 14 working days for the non-Jordanian investor who is required to obtain non-objection from the Ministry of Interior.</li> </ul>

Limited Liability Company	
Applicable forms	<ul style="list-style-type: none"> <li>- Company registration application, articles and memorandum of association (as per the approved model) or those prepared by the company (a fee of JD10 is collected against the Articles and memorandum of association)</li> </ul>
Required documents	<ul style="list-style-type: none"> <li>- Valid ID for the Jordanian investor or probative documents for the legal person.</li> <li>- Company's contract and articles of association</li> <li>- letter of a bank to prove deposit of no less than 50% of each partner's contribution provided total deposit is no less than 50% of the company capital subject to the Non-Jordanian Investment Organization Regulation</li> <li>- Prior approval of the relevant authorities (sectoral) to practice certain objectives</li> <li>- Lawyer's power of attorney (presentation fee of JD 27 should be paid for the power of attorney paid with the Jordanian Bar Association) (as the case may be).</li> </ul> <p><u>For a non-Jordanian partner:</u></p> <ul style="list-style-type: none"> <li>- Passport or probative documents for the legal person</li> <li>- No-Objection letter to the non-Jordanian restricted nationalities (if any)</li> </ul>
Procedure	<ol style="list-style-type: none"> <li>1. File the company registration application including names of partners, capital, shares of partners and company head office and objectives together with the required documents with the authorized officer of the companies control department in the Investment Window.</li> <li>2. Signatures of partners or their designate before the authorized officer of the Companies Control Department in the Investment Window or before the notary public or the licensed lawyer.</li> <li>3. Have the application and documents reviewed by the authorized officer of the Companies Control Department at the Investment Window.</li> <li>4. Have the necessary approvals by the other concerned authorities (if any)</li> <li>5. Payment of the registration fee with the JIC accounts department</li> <li>6. Issuance of the registration certificate by the authorized officer of the Companies Control Department at the Investment Window and submit to the investor.</li> </ol>
Service result	<ul style="list-style-type: none"> <li>- Issuance of the commercial registration certification with the entity identification number.</li> <li>- Identify the list of signatories on behalf of the company and issuance of the relevant certificate.</li> </ul>

### Limited Liability Company

Additional information	<ul style="list-style-type: none"> <li>- All companies are required to register with the concerned chamber of industry or chamber of commerce as per type and site of exercising the economic activity.</li> <li>- Identification of the list of signatories in accordance with the minutes of meetings as per type of management (board of directors or the general manager) in order to issue the relevant certificate</li> <li>- If the partner is a legal person (Jordanian company), it is required to present certificate of persons authorized to sign on its behalf provided it is valid.</li> <li>- If the partner is a legal person (non-Jordanian company), it is required to provide the following documents authenticated by the Jordanian Embassy at the parent company's country and by the Ministry of Foreign Affairs and notary public in Jordan: <ul style="list-style-type: none"> <li>• Mother company's contract and articles of association.</li> <li>• Registration certificate including names of persons authorized to sign on behalf of the company</li> <li>• Notarial power of attorney to the assigned person to enable him/her to conduct the registration procedures and sign on behalf of the company.</li> </ul> </li> </ul>
Related Laws and Regulations	<ul style="list-style-type: none"> <li>- Companies Law No. 22 of 1997 and amendments</li> <li>- Companies Regulation No. 77 of 2008</li> <li>- Limited Liability Company's Capital Identification Regulation No. 17 of 2011</li> <li>- Non-Jordanian Investments Regulation No. (77) for the year 2016</li> </ul>

#### D. Private Shareholding Company

### Private Shareholding Company

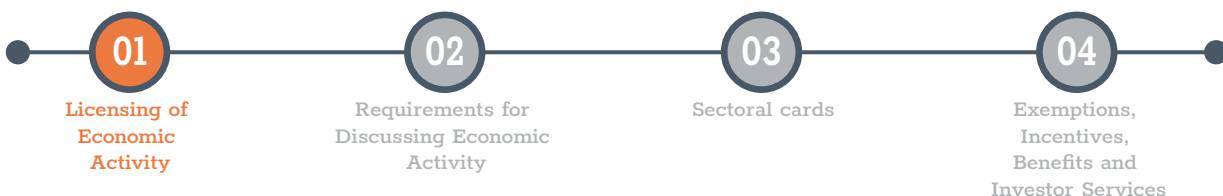
Objective	- Registration of a private shareholding company
Official authority	- Companies Control Department (Ministry of Industry, Trade & Supply) through the authorized officer with the Investment Window.
Beneficiary	- Natural or legal person

Private Shareholding Company	
Prior approvals	<ul style="list-style-type: none"> <li>- Certain objectives require a prior approval by the concerned sectoral authorities (kindly see the sectoral cards)</li> <li>- The Investment Window obtains approvals from the concerned sectoral authorities.</li> </ul>
Investment of non-Jordanians	<ul style="list-style-type: none"> <li>- File a non-objection application for restricted nationalities with the Ministry of Interior's authorized officer in the Investment Window including: <ul style="list-style-type: none"> <li>• Name (s) of foreign partners concerned with obtaining the security approval for expressing opinion on objection/non-objection.</li> <li>• Company registration-related data</li> <li>• copy of passport</li> <li>• Recommendation of specialized Projects Committee and petition supporting documents.</li> <li>• Copy of residence permit, Security Card and means of entering the country</li> <li>• Investor's personal details</li> </ul> </li> <li>- Non-Jordanian investors may own any project in an entire economic activity or part of it or participate in it in any ratio without prejudice to considerations of national security, public order and public morals, public health, with the exception of economic activities outlined in the material (4), (5) and (6) of Non-Jordanian Investments Regulation No. (77) for the year 2016 unless the text in the relevant legislation restricts such ownership or contribution</li> </ul>
Fees	<ul style="list-style-type: none"> <li>- Registration fees: (0.002) of total capital or any increase in capital occurs provided it is not less than JD 1,000.</li> <li>- Stamps on the company capital: (0.003) of capital</li> <li>- Presentation of lawyer's power of attorney: JD 10 (presentation fee of JD 27 should be paid for the power of attorney with the Jordanian Bar Association) (as the case may be).</li> <li>- Publishing fees: JD 25</li> <li>- Bank deposit (remittance): JD 10</li> <li>- Contract and articles of association deposit fees: JD 10</li> <li>- Certificate issuance fees: JD 10</li> </ul>
Special conditions	<ul style="list-style-type: none"> <li>- The name of the company should not contradict with its objectives and the phrase of " limited private shareholding company"</li> <li>- The subscribed capital may not be less than JD 50,000. The shareholders of the private shareholding company may provide in-kind contributions to the capital and such contribution will be assessed and approved under the relevant regulations and procedures.</li> </ul>

### Private Shareholding Company

Duration	<ul style="list-style-type: none"> <li>- 40 minutes from the moment the application is filed provided the application, documents and approvals are satisfied.</li> <li>- working days if the sectoral prior approval is needed.</li> <li>- 14 working days for the non-Jordanian investor who is required to obtain non-objection from the Ministry of Interior.</li> </ul>
Applicable forms	<ul style="list-style-type: none"> <li>- N/A. (The application for the company registration together with the Company Contract and articles of association is set up by the company).</li> </ul>
Required documents	<ul style="list-style-type: none"> <li>- ID card for the Jordanian investor and/or the Company Registration Certificate or the Company Memorandum of Association or a power of attorney executed by the company showing the person authorized to sign are required for the legal person as a company for example.</li> <li>- Contract and articles of association</li> <li>- letter from a bank to prove the partners have deposited the respective contributions (the subscribed capital).</li> <li>- Prior approval (if any)</li> <li>- Lawyer's power of attorney (presentation fee of JD 27 should be paid for the power of attorney with the Jordanian Bar Association) (as the case may be).</li> </ul> <p><u>For non-Jordanian partner:</u></p> <ul style="list-style-type: none"> <li>- Passport or probative documents for the legal person (Co.)</li> <li>- No-Objection letter to the non-Jordanian nationalities (if any)</li> </ul>
Procedure	<ol style="list-style-type: none"> <li>1. File the company registration application including names of partners, capital, shares of partners and company head office and objectives together with the required documents with the authorized officer of the Companies Control Department in the Investment Window.</li> <li>2. Signatures of partners or their designate before the authorized officer of the Companies Control Department in the Investment Window or before the notary public or the licensed lawyer.</li> <li>3. Have the application and documents reviewed by the authorized officer of the Companies Control Department at the Investment Window.</li> <li>4. Have the necessary approvals from the other concerned authorities (if any)</li> <li>5. Payment of the registration fee with JIC accounts department.</li> <li>6. Issuance of the registration certificate by the authorized officer of the Companies Control Department at the Investment Window</li> </ol>





Private Shareholding Company	
Service result	<ul style="list-style-type: none"> <li>- Issuance of the commercial registration certification with the entity identification number.</li> <li>- Identify the list of signatories on behalf of the company and issuance of the relevant certificate.</li> </ul>
Additional information	<ul style="list-style-type: none"> <li>- All companies are required to register with the concerned chamber of industry or chamber of commerce as per type and site of exercising the economic activity.</li> <li>- Identification of the list of signatories in accordance with the minutes of meetings in order to issuance the relevant certificate</li> <li>- If the partner is a legal person (Jordanian company), it is required to present certificate of persons authorized to sign on its behalf provided it is valid.</li> <li>- If the partner is a legal person (non-Jordanian company), it is required to provide the following documents authenticated by the Jordanian Embassy at the parent company's country and by the Ministry of Foreign Affairs and notary public in Jordan. <ul style="list-style-type: none"> <li>• Mother company's contract and articles of association.</li> <li>• Registration certificate including names of persons authorized to sign on behalf of the company</li> <li>• Notarial power of attorney to the person to enable him/her to conduct the registration procedures and sign on behalf of the company.</li> </ul> </li> </ul>
Related Laws and Regulations	<ul style="list-style-type: none"> <li>- Companies Law No. 22 of 1997 and amendments</li> <li>- Companies Regulation No. 77 of 2008</li> <li>- Non-Jordanian Investments Regulation No. (77) for the year 2016</li> </ul>

### E. Public Shareholding Company

Public Shareholding Company	
Objective	<ul style="list-style-type: none"> <li>- Registration of a public shareholding company</li> </ul>
Official authority	<ul style="list-style-type: none"> <li>- Companies Control Department (Ministry of Industry, Trade &amp; Supply) through the authorized officer with the Investment Window.</li> </ul>

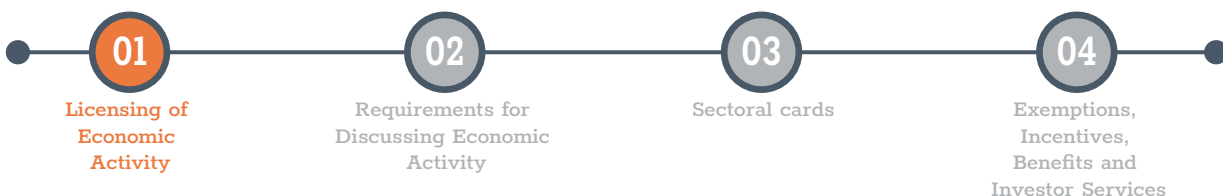
## Public Shareholding Company

Beneficiary	- Natural or legal person
Prior approvals	<ul style="list-style-type: none"> <li>- Certain objectives require a prior approval by the concerned sectoral authorities (kindly see the sectoral cards)</li> <li>- The Investment Window obtains approvals from the concerned sectoral authorities.</li> </ul>
Investment of non-Jordanians	<ul style="list-style-type: none"> <li>- File a no-objection application for restricted nationalities with the Ministry of Interior's authorized officer in the Investment Window including: <ul style="list-style-type: none"> <li>• Name (s) of foreign partners concerned with obtaining the security approval for expressing opinion on objection/non-objection.</li> <li>• Company registration-related data</li> <li>• copy of passport</li> <li>• Recommendation of specialized Projects Committee and petition supporting documents.</li> <li>• Copy of residence permit, Security Card and means of entering the country</li> <li>• Investor's personal details</li> </ul> </li> <li>- Non-Jordanian investors may own any project in an entire economic activity or part of it or participate in it in any ratio without prejudice to considerations of national security, public order and public morals, public health, with the exception of economic activities outlined in the material (4), (5) and (6) of Non-Jordanian Investments Regulation No. (77) for the year 2016 unless the text in the relevant legislation restricts such ownership or contribution</li> </ul>
Fees	<ul style="list-style-type: none"> <li>- Registration fees: (0.002) of total capital or any increase in capital occurs provided it is not less than JD 50,000.</li> <li>- Stamps on the company capital: (0.003) of capital</li> <li>- Presentation of lawyer's power of attorney: JD 10 (presentation fee of JD 27 should be paid for the power of attorney with the Jordanian Bar Association) (as the case may be).</li> <li>- Information viewing fees: JD 20</li> <li>- Document depositary fees: JD 10</li> <li>- Fees of mortgage / redemption of mortgage: JD 20</li> <li>- Publication fees: JD 50</li> <li>- Authentication fees: JD 5</li> <li>- Foreign name fees: JD 500</li> <li>- Certificate issuance fees: JD 10</li> <li>- Any changes in the information (after registration): JD 20</li> </ul>

Public Shareholding Company	
Special conditions	<ul style="list-style-type: none"> <li>- The name of the company should be derived from its objectives and the phrase “limited public shareholding company” should be added.</li> <li>- The authorized capital may not be less than JD 500,000 and the subscribed capital JD 100,000 or 20% of its authorized capital whichever comes higher</li> <li>- The company shares may be in-kind and given against cash-denominated contributions under the provisions of law and relevant procedures.</li> </ul>
Duration	<ul style="list-style-type: none"> <li>- working days to check the application, company’s articles and memorandum of association</li> <li>- 30 working days to issue approval to registration</li> <li>- 40 minutes from the moment the application is filed provided that the application, documents and approvals are complete.</li> </ul>
Applicable forms	<ul style="list-style-type: none"> <li>- N/A. The application for the company registration together with the articles and memorandum of association Company is set up by the company.</li> </ul>
Required documents	<ul style="list-style-type: none"> <li>- Valid ID card for the Jordanian investor and/or the company registration certificate or the company memorandum of association or a power of attorney executed by the company showing the person authorized to sign are required for the legal person as a company for example.</li> <li>- Articles and memorandum of association</li> <li>- letter of a bank to prove the shareholders have deposited the respective contributions (the subscribed capital).</li> <li>- Prior approval, if any</li> <li>- Presentation of lawyer’s power of attorney in case the applicant is not the investor per se (as the case may be) (presentation fee of JD 27 should be paid for the power of attorney with the Jordanian Bar Association).</li> </ul> <p><u>For a non-Jordanian partner:</u></p> <ul style="list-style-type: none"> <li>- Passport or probative documents for the legal person</li> <li>- No-objection letter for the restricted nationalities, if any</li> </ul>

## Public Shareholding Company

Procedure	<ol style="list-style-type: none"> <li>1. File the company registration application including names of partners, capital, shares of partners and company position and objectives together with the required documents with the authorized officer of the companies control department in the Investment Window.</li> <li>2. Signatures of partners or their designate before the authorized officer of the companies control department in the Investment Window or before the notary public or the licensed lawyer.</li> <li>3. Have the application and documents reviewed by the authorized officer of the companies control department at the Investment Window.</li> <li>4. Issuance of the submission for the approved registration by the authorized officer of the Companies Control Department; follow-up in order to have the approval for the company registration issued by the Minister of Industry, Trade &amp; Supply</li> <li>5. Have the necessary prior approval from the other concerned authorities (if any)</li> <li>6. Payment of the registration fee with JIC accounts section</li> <li>7. Issuance of the registration certificate by the authorized officer of the Companies Control Department at the Investment Window and handing it over to the investor.</li> </ol>
Service result	- Issuance of the commercial registration with the entity identification number.
Additional information	<ul style="list-style-type: none"> <li>- All companies are required to register with the concerned chamber of industry or chamber of commerce as per type and site of exercising the economic activity.</li> <li>- Identification of the list of signatories in accordance with the minutes of meetings of the board of directors in order to issue the relevant certificate.</li> <li>- If the shareholder is a legal person (Jordanian company), it is required to present certificate of persons authorized to sign on its behalf provided it is valid.</li> <li>- If the partner is a legal person (non-Jordanian company), it is required to provide the following documents authenticated by the Jordanian Embassy at the parent company's country and by the Ministry of Foreign Affairs and notary public in Jordan. <ul style="list-style-type: none"> <li>• Mother company's contract and articles of association.</li> <li>• Registration certificate including names of persons authorized to sign on behalf of the company</li> <li>• Notarial power of attorney to the person to enable him/her to conduct the registration procedures and sign on behalf of the company.</li> </ul> </li> </ul>
Related Laws and Regulations	<ul style="list-style-type: none"> <li>- Companies Law No. 22 of 1997 and amendments</li> <li>- Companies Regulation No. 77 of 2008</li> <li>- Non-Jordanian Investments Regulation No. (77) for the year 2016</li> </ul>

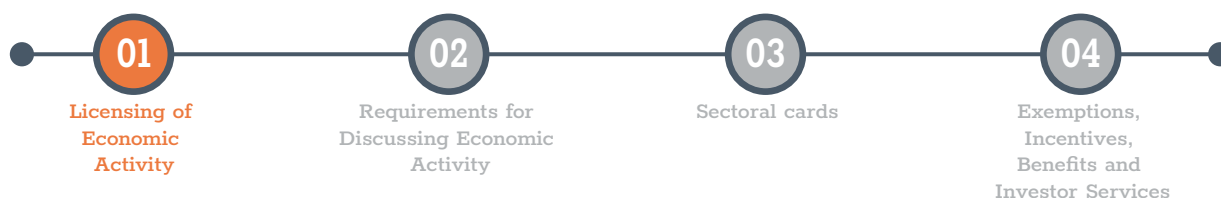


## F. Foreign Company's Operating Branch

Foreign Company's Operating Branch	
Objective	- Registration of a foreign company's operating branch (non-Jordanian) registered abroad.
Official authority	- Companies Control Department (Ministry of Industry, Trade & Supply) through the authorized officer with the Investment Window.
Beneficiary	- Any non-Jordanian company or entity registered abroad and its head office is located in another country
Prior approvals	- Approval of the Ministry of Public Works and Housing / Government Tenders Department and the relevant authorities as per the objective, if any - Prior approval of establishing a branch by the Ministry of Interior containing names of staff in charge, names of people who established the company in the mother country, their nationalities and details.
Fees	- Registration fees: JD 5,000. - Document filing fees: JD 95
Special conditions	- All documents should be authenticated by the Jordanian Embassy/ Jordanian Consulate and the Ministry of foreign Affairs in the mother home, the Jordanian Ministry of Foreign Affairs and translated into Arabic and such translation is certified by the notary public in the Kingdom with the exception of the financial statements that are acceptable in English provided they are duly certified.
Duration	- working days upon completion of the application, documents and approvals. - 14 working days in case of non-Jordanian investor who should obtain a no-objection letter from the Ministry of Interior.
Applicable forms	- Registration application of a foreign company (operating )

### Foreign Company's Operating Branch

Required documents	<ul style="list-style-type: none"> <li>- The following data and documents are required: <ul style="list-style-type: none"> <li>• copy of the contract and articles of association or any other documents executed and a statement of how the company was established.</li> <li>• Official written documents proving that it has obtained approval from the relevant authorities in the Kingdom to practice business and to invest the foreign capitals therein under the application laws.</li> <li>• List of names of members of the company board of directors or the company management or partners, as the case may be, and respective nationalities and names of persons authorized to sign on behalf of the company.</li> <li>• Copy of the power of attorney under which the foreign company grants authority to a person residing in the Kingdom to undertake its business and to notify on its behalf.</li> <li>• The financial statements for the last financial year of the company at the country of its head office certified by an auditor.</li> <li>• Any other data or information required by the controller.</li> </ul> </li> <li>- The following main information about the company should be provided: <ul style="list-style-type: none"> <li>• Type of company and capital</li> <li>• Mother company objectives to be practiced in the Kingdom</li> <li>• Detailed information about the founders or partners or board of directors and contribution of each.</li> </ul> </li> <li>- Any other information or data required by the controller.</li> </ul>
Procedure	<ol style="list-style-type: none"> <li>1. Fill up the registration application of the operating foreign company</li> <li>2. Sign the registration application before the authorized officer of the Companies' Control Department or the notary public by the person authorized to register the company</li> <li>3. Have the application and documents reviewed by the authorized officer of the Companies Control Department at the Investment Window.</li> <li>4. Have the necessary approvals from the other concerned authorities, if any.</li> <li>5. Payment of the registration fee with the accounts department of the Investment Commission</li> <li>6. Issuance of the registration certificate by the authorized officer of the Companies Control Department at the Investment Window and submit to the investor.</li> <li>7. Publish the company registration in the Official Gazette.</li> </ol>
Service result	<ul style="list-style-type: none"> <li>- Issuance of the company registration certificate with the entity identification number.</li> </ul>



Foreign Company's Operating Branch	
Additional information	<ul style="list-style-type: none"> <li>- The foreign company operating branch in the Kingdom is required to announce on its official documents and correspondence the name of the Mother foreign company, nationality and legal form, address and capital in its home country and in the Kingdom as well as the its branch registration number with the authorized officer of the companies control department in the Investment Window.</li> </ul>
Related Laws and Regulations	<ul style="list-style-type: none"> <li>- Companies Law No. 22 of 1997 and amendments</li> <li>- Companies Regulation No. 77 of 2008</li> <li>- Non-Jordanian Investments Regulation No. (77) for the year 2016</li> </ul>

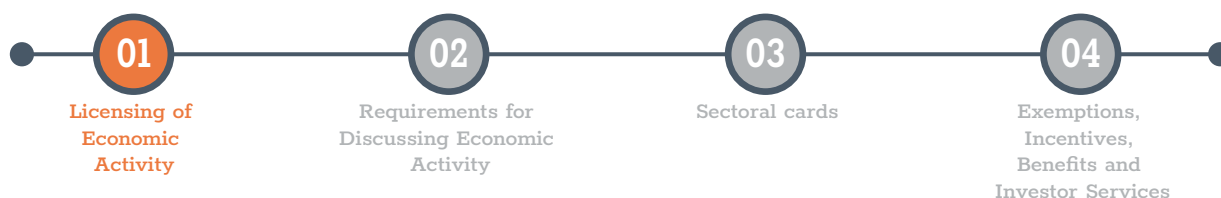
### G. Foreign Company's Non-Operating Branch

Foreign Company Non-operating branch	
Objective	<ul style="list-style-type: none"> <li>- Open headquarters or representation office to the company business abroad in order to orient the business and coordinate it with the head office.</li> </ul>
Official authority	<ul style="list-style-type: none"> <li>- Companies Control Department (Ministry of Industry, Trade &amp; Supply) through the authorized officer at the Investment Window.</li> </ul>
Beneficiary	<ul style="list-style-type: none"> <li>- Any non-Jordanian company or entity registered abroad and its head office is located in another country</li> </ul>
Prior approvals	<ul style="list-style-type: none"> <li>- To address the security authorities for approval on certain objectives / activities.</li> </ul>
Fees	<ul style="list-style-type: none"> <li>- Exempt from registration and publication fees</li> </ul>
Special conditions	<ul style="list-style-type: none"> <li>- All documents should be authenticated by the Jordanian Embassy/ Jordanian Consulate and the Ministry of foreign Affairs in the mother home, the Jordanian Ministry of Foreign Affairs and translated into Arabic and such translation is certified by the notary public in the Kingdom</li> </ul>
Duration	<ul style="list-style-type: none"> <li>- working days upon completion of the application, documents and approvals.</li> <li>- 14 working days in case of non-Jordanian investor who should obtain a no-objection letter from the Ministry of Interior.</li> </ul>
Applicable forms	<ul style="list-style-type: none"> <li>- Registration application of a foreign company (non-operating )</li> </ul>

### Foreign Company Non-operating branch

Required documents	<ul style="list-style-type: none"> <li>- The following data and documents are required: <ul style="list-style-type: none"> <li>• copy of the contract and articles of association or any other documents executed and a statement of how the company was established.</li> <li>• Copy of the power of attorney under which the foreign company grants authority to a person residing in the Kingdom to undertake its business and to notify on its behalf.</li> <li>• The financial statements for the last fiscal year of the company at the country of its head office certified by an auditor.</li> <li>• The financial statements for the last two fiscal years of the company at the country of its head office certified by an auditor.</li> <li>• Any other data or information required by the Controller.</li> </ul> </li> <li>- The following main information about the mother company should be provided: <ul style="list-style-type: none"> <li>• Type of company and capital</li> <li>• Parent company objectives to be practiced in the Kingdom</li> <li>• Any other information or data required by the controller.</li> </ul> </li> </ul>
Procedure	<ol style="list-style-type: none"> <li>1. Fill up the registration application of the non-operating foreign company</li> <li>2. Sign the registration application before the authorized officer of the Companies Control Department or the notary public by the person authorized to register the company</li> <li>3. Have the application and documents reviewed by the authorized officer of the Companies Control Department at the Investment Window</li> <li>4. Issuance of the registration certificate by the authorized officer of the Companies Control Department at the Investment Window and submit to the investor</li> <li>5. Publish the company registration in the Official Gazette.</li> </ol>
Service result	<ul style="list-style-type: none"> <li>- Issuance of the company registration certificate with the entity identification number.</li> </ul>
Additional information	<ul style="list-style-type: none"> <li>- N/A</li> </ul>
Related Laws and Regulations	<ul style="list-style-type: none"> <li>- Companies Law No. 22 of 1997 and amendments</li> <li>- Companies Regulation No. 77 of 2008</li> <li>- Non-Jordanian Investments Regulation No. (77) for the year 2016</li> </ul>





## H. Offshore Company

It may be registered in any form of companies as per the Companies Law and Companies Regulations as well as Exempted Companies Regulation No. (105) for the year 2007 which must have a clear physical headquarter in Jordan. The exempted company should operate only within the purpose that it was registered for and is subject to the same establishment and registration procedures depending on type of company, except the following:

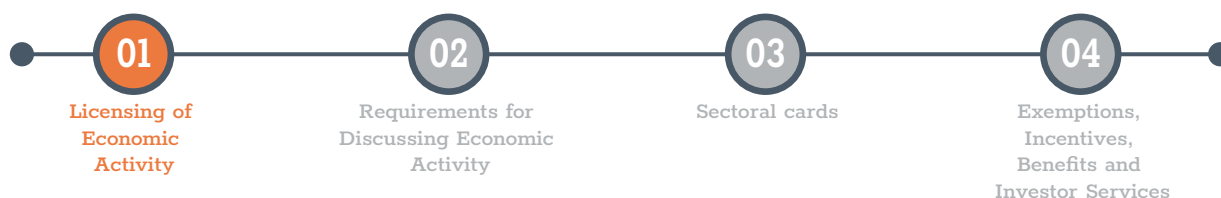
Offshore Company	
Fees	<ul style="list-style-type: none"> <li>- The stated fees in accordance with the provisions of the Companies Law (see matrix for each type of company)</li> <li>- The exempted company is charged an annual fee within thirty days from the beginning of each fiscal year, including its first fiscal year as follows: <ul style="list-style-type: none"> <li>• JD5,000 five thousand Jordanian Dinars if a public shareholding company</li> <li>• JD3,000 three thousand Jordanian Dinars if a private shareholding company</li> <li>• JD1,000 thousand Jordanian Dinars if a limited liability company or limited by shares company</li> </ul> </li> </ul>
Special Conditions	<ul style="list-style-type: none"> <li>- Upon registration, the offshore company is obliged to submit an unconditional annual bank guarantee in the name of the Companies Controller General and is automatically renewed at JD5,000 five thousand Jordanian Dinars to cover its obligations to the Companies Control Department in accordance with the Minister's instructions for this purpose</li> <li>- The company's name must be accompanied with the term "exempted". Its name, registration number and address must be stated in all documents, papers and publications used in conducting its business and contracts signed including shares or bonds' title certificates issued by it</li> <li>- Jordanian workforce at an offshore company should at least be 50% of its whole workforce.</li> </ul>

## Step Two (2) Regulatory and Sectoral Approvals

### A. Selection of site and obtaining regulatory approvals

#### 1. Within the boundaries of Greater Amman Municipality

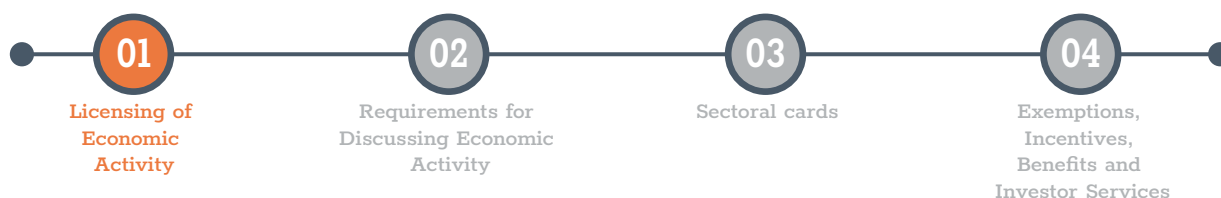
Selection of site and obtaining the regulatory approval to be used within the boundaries of Greater Amman Municipality (GAM)	
Objective	- To obtain the regulatory approvals to the site where the economic activity will be practiced
Official authority	<p><u>In connection with the site's regulatory approval:</u></p> <ul style="list-style-type: none"> <li>- Greater Amman Municipality through the authorized officer of the Investment Window</li> </ul> <p><u>In connection with the site's environmental approval:</u></p> <ul style="list-style-type: none"> <li>- Ministry of Environment through the authorized officer of the Investment Window</li> </ul> <p><u>The presentation of the applications to the following authorities is required to obtain the regulatory and environmental approvals:</u></p> <ul style="list-style-type: none"> <li>- Central Licensing Committee - Ministry of Environment</li> <li>- The local committee of the area to which the project belongs</li> <li>- District committee at (GAM) to approve lands located beyond the zoning boundaries</li> <li>- Technical committee for Environmental Impact Assessments</li> <li>- Licensing and Pollution Protection Directorate at the Ministry of Environment.</li> </ul>
Beneficiary	- The investor (the entity already established with the Investment Window)
Fees	<p><u>Site zoning approvals:</u></p> <ul style="list-style-type: none"> <li>- Fees for filing the site licensing application through the Investment Window: JD 58 inclusive of the sales tax</li> <li>- Fees charged by the Ministry of Environment (refer to Appendix (2) for economic activities that need an environment impact study): <ul style="list-style-type: none"> <li>• JD 25 in case the project does not require Environmental Impact Assessments</li> <li>• JD 50 if the project requires preliminary Environmental Impact Assessments</li> <li>• JD 750 in case the project requires comprehensive Environmental Impact Assessments</li> </ul> </li> <li>- The fees relating to the licensing and zoning revenues resulting from approving the application as determined by the relevant committee (kindly see Table (1) hereunder)</li> </ul>



Selection of site and obtaining the regulatory approval to be used within the boundaries of Greater Amman Municipality (GAM)	
Special conditions	<ul style="list-style-type: none"> <li>- In case the intended activity is not agricultural at a site beyond the zoning boundaries, the district committee's approval should be obtained.</li> <li>- Cost of the Environmental Impact Assessments shall be borne by the investor.</li> </ul>
Duration	<ul style="list-style-type: none"> <li>- In case the intended activity is not agricultural at a site beyond the zoning boundaries, the district committee's approval should be obtained.</li> <li>- Cost of the Environmental Impact Assessments shall be borne by the investor.</li> </ul>
Duration	<ul style="list-style-type: none"> <li>- 10 working days from the date of handing over the documents and completion the requirements in full, in case the project does not require an Environmental Impact Assessments.</li> <li>- 45 working days from the date in which Ministry of environment has received the draft final report of the Environmental Impact Assessments, in case the project requires an Environmental Impact Assessments.</li> <li>- 15 working days to have a response concerning the change of the land use status, in case the project is conducted outside the zoning boundaries.</li> </ul>
Applicable forms	<ul style="list-style-type: none"> <li>- Initial site licensing application (only for use of the Investment Commission).</li> <li>- Environmental Impact Assessments form for the industrial or agricultural projects only.</li> </ul>
Required documents	<ul style="list-style-type: none"> <li>- Original valid land registration deed</li> <li>- Original valid land plan</li> <li>- Original valid zoning site plan</li> <li>- Plot coordinates</li> <li>- Project's sketch</li> <li>- Land chart (for state-owned territories)</li> <li>- Payment of prescribed fee voucher (paid with the Investment Commission)</li> <li>- document from the Ministry of Municipal Affairs showing how far the plot is from the zoning boundaries and land classification (for lands beyond the zoning borders) and any other events.</li> </ul>

### Selection of site and obtaining the regulatory approval to be used within the boundaries of Greater Amman Municipality (GAM)

Procedure	<p><u>Site within the zoning borders:</u></p> <ol style="list-style-type: none"> <li>1. File a site licensing application attached with all documents through the Investment Window</li> <li>2. The investor pays all fees at JIC accounts department against payment voucher</li> <li>3. The authorized officers of the Ministry of Environment and the related official authorities conduct a field inspection on the site and forward the application together with the attachments to the Central Licensing Committee at the Ministry of Environment.</li> <li>4. The application is reviewed by the Central Licensing Committee to take a decision on the site and status of use.</li> <li>5. Through the captioned decision, the investor is notified of conducting the Environmental Impact Assessments (whether preliminary or comprehensive) in case the project so requires.</li> </ol> <p>If there is a need to conduct the Environmental Impact Assessments whether preliminary or comprehensive, the investor shall visit the Ministry of Environment to examine the list of companies approved to this end and he/she will conduct the study in an independent and separate manner (list of companies that are eligible to conduct Environment Impact Assessment can be accessed through the link: <a href="http://www.moenv.gov.jo/AR/EnvImpactAssessmentStudies/Pages/B20160227.aspx">http://www.moenv.gov.jo/AR/EnvImpactAssessmentStudies/Pages/B20160227.aspx</a>)</p> <p><u>Site beyond the zoning boundaries:</u></p> <p><i>Having obtained the approval of the Central Licensing Committee:</i></p> <ol style="list-style-type: none"> <li>1. The application is forwarded to the headquarters of Greater Amman Municipality (GAM) for the proper decision.</li> <li>2. In case the decision of the District Committee approved the application, the preliminary approval is granted to establish the project; while in case of rejection, the project will be rejected on the specified site.</li> <li>3. In case the application is approved, the investor is charged with preparing the engineering drawings in conformity with the terms and conditions of the decisions issued by the District Committee.</li> </ol>
Service result	<ul style="list-style-type: none"> <li>- Having the preliminary planning approval on the activity site showing the terms and conditions of the project.</li> <li>- Issuance of the environmental approval.</li> </ul>



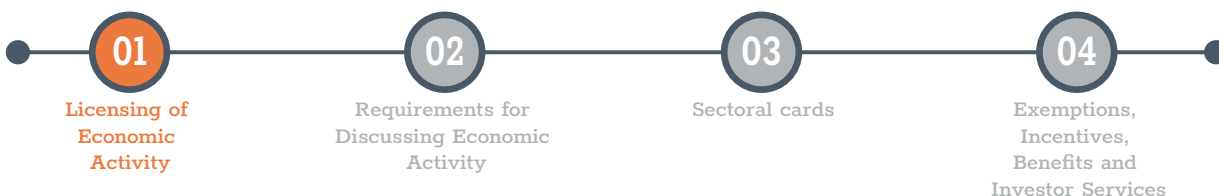
Selection of site and obtaining the regulatory approval to be used within the boundaries of Greater Amman Municipality (GAM)	
Additional information	<ul style="list-style-type: none"> <li>- To examine the list of economic activities that requires the Environmental Impact Assessment, kindly check Appendix No. (2)</li> <li>- specialized party shall be elected to conduct the Environmental Impact Assessments by the investor from among the list of companies approved to this end with the Ministry of Environment.</li> </ul>
Related Laws and Regulations	<ul style="list-style-type: none"> <li>- The Environment Protection Law No. 52 of 2006</li> <li>- Land Use Planning Law No. 6 of 2007</li> <li>- Environment Impact Assessment Regulation No. 37 of 2005</li> <li>- Building and Zoning Regulation in the city of Amman No. 67 of 1979</li> <li>- Selection of development activity site Instructions of 2016 and amendments</li> </ul>

## 2. Within the boundaries of the Municipalities

Selection of site and obtaining the regulatory approval to be used within the boundaries of the Municipalities	
Objective	<ul style="list-style-type: none"> <li>- To obtain regulatory approval to the site where the economic activity will be practiced</li> </ul>
Official authority	<p><u>In connection with the site's regulatory approval:</u></p> <ul style="list-style-type: none"> <li>- Ministry of Municipal Affairs through the authorized officer at JIC Investment Window</li> </ul> <p><u>In connection with the site's environmental approval:</u></p> <ul style="list-style-type: none"> <li>- Ministry of Environment through the authorized officer at JIC Investment Window</li> </ul> <p><u>The presentation of the applications to the following authorities is required to obtain the planning and environmental approvals:</u></p> <ul style="list-style-type: none"> <li>- Central Licensing Committee- Ministry of Environment</li> <li>- The Local Committee of the region to which the project belongs</li> <li>- The Higher Planning Council at the Ministry of Municipal Affairs (for the lands located beyond the zoning boundaries)</li> <li>- Technical Committee for studies of Environmental Impact Assessments</li> <li>- Licensing and Pollution Protection Directorate at the Ministry of Environment.</li> </ul>

### Selection of site and obtaining the regulatory approval to be used within the boundaries of the Municipalities

Beneficiary	- The investor (the entity already established with the Investment Window)
Fees	<p><u>Site zoning approvals:</u></p> <ul style="list-style-type: none"> <li>- Fees for filing the site licensing application through the Investment Window: JD 58 inclusive the sales tax</li> <li>- Fees charged by the Ministry of Environment (refer to Appendix (2) for economic activities that need an environment impact study):: <ul style="list-style-type: none"> <li>• JD 25 in case the project does not require Environmental Impact Assessments</li> <li>• JD 50 if the project requires preliminary Environmental Impact Assessments</li> <li>• JD 750 in case the project requires comprehensive Environmental Impact Assessments</li> </ul> </li> <li>- The fees relating to the licensing and zoning proceeds resulting from approving the application as determined by the relevant committee (kindly see Table (1) hereunder)</li> </ul>
Special conditions	<ul style="list-style-type: none"> <li>- In case the intended activity is not agricultural at a site beyond the zoning boundaries, the Higher Planning Council's approval should be obtained.</li> <li>- Cost of the Environmental Impact Assessment shall be borne by the investor.</li> </ul>
Duration	<ul style="list-style-type: none"> <li>- 10 working days from the date of handing over the documents and satisfying the requirements in full, in case the project does not require an Environmental Impact Assessment.</li> <li>- 45 working days from the date in which Ministry of Environment has received the draft final report of the Environmental Impact Assessment, in case the project requires the such an assessment</li> <li>- 15 working days to have a response concerning the change of the land use status, in case the project is conducted outside the zoning boundaries.</li> </ul>
Applicable forms	<ul style="list-style-type: none"> <li>- Initial site licensing application (only for use of the Investment Commission).</li> <li>- Environmental Impact Assessment form for the industrial or agricultural projects only.</li> </ul>
Required documents	<ul style="list-style-type: none"> <li>- Original valid land registration deed</li> <li>- Original valid land plan</li> <li>- Original valid organizational site blueprint</li> <li>- Plot coordinates</li> <li>- Project's sketch</li> <li>- Land chart (for state-owned territories)</li> <li>- Payment of prescribed fee voucher (paid with the Investment Commission)</li> <li>- document from the Ministry of Municipal Affairs showing how far the plot is from the zoning borders and land classification (for lands beyond the zoning borders) and any other events.</li> </ul>



### Selection of site and obtaining the regulatory approval to be used within the boundaries of the Municipalities

Procedure	<p><u>Site within the zoning borders:</u></p> <ol style="list-style-type: none"> <li>1. File a site licensing application attached with all Investment Window documents</li> <li>2. The investor pays all fees at JIC accounts department against payment voucher</li> <li>3. The authorized officers of the Ministry of Environment and the related official authorities conduct a field inspection on the site and forward the application together with the attachments to the central licensing committee.</li> <li>4. The application is reviewed by the Central Licensing Committee that takes the decision on the site and status of use.</li> <li>5. Through the captioned decision, the investor is notified of the need to conduct the Environmental Impact Assessment (whether initial or comprehensive) in case the project so requires.</li> <li>6. If there is a need to conduct the Environmental Impact Assessment whether preliminary or comprehensive, the investor shall visit the Ministry of Environment to check the list of companies approved to this end and he/she will conduct the study in an independent and separate manner (list of companies that are eligible to conduct Environment Impact Assessment can be accessed through the link <a href="http://www.moenv.gov.jo/AR/EnvImpactAssessmentStudies/Pages/B20160227.aspx">http://www.moenv.gov.jo/AR/EnvImpactAssessmentStudies/Pages/B20160227.aspx</a>)</li> </ol> <p><u>Site beyond the zoning boundaries:</u></p> <p>Having obtained the approval of the Central Licensing Committee:</p> <ol style="list-style-type: none"> <li>1. The application is forwarded to the authorized officer of the Ministry of Municipal Affairs at the Investment Window in the Investment Commission to be studied technically then forward the submissions to the Higher Planning Council to duly complete the procedures.</li> <li>2. The official authorities at the Ministry of Municipal Affairs (zoning department and investment section) study the application and make recommendations to the Higher Planning Council.</li> <li>3. The Higher Planning Council reviews the recommendation and the application in general and then it takes the proper decision.</li> <li>4. In case the captioned decision approves the application, the preliminary approval is granted to the investor and the planning proceeds are determined and the planning use status is given to the project showing terms and conditions of the project. In case of disapproval, the project will be rejected in that specific site.</li> </ol>
Service result	<ul style="list-style-type: none"> <li>- Having the preliminary planning approval to the activity site showing the terms and conditions of the project.</li> <li>- Issuance of the environmental approval.</li> </ul>

### Selection of site and obtaining the regulatory approval to be used within the boundaries of the Municipalities

Additional information	<ul style="list-style-type: none"> <li>- To examine the list of economic activities that require the Environmental Impact Assessment, kindly check Appendix No. (2)</li> <li>- specialized institution shall be elected to conduct the Environmental Impact Assessment by the investor from among a list of companies approved to this end with the Ministry of Environment.</li> </ul>
Related Laws and Regulations	<ul style="list-style-type: none"> <li>- The Environment Protection Law No. 52 of 2006</li> <li>- Cities, Villages and Buildings Planning Law No. 79 of 1966 and amendments</li> <li>- Environmental Impact Assessment Regulation No. 37 of 2005</li> <li>- Buildings and Planning of Cities and Villages Regulation No. 136 of 2016</li> <li>- Buildings and Zoning of Cities and Villages Regulations Modified Regulation No. 3 of 2017</li> <li>- Land Use Planning Regulation No. 6 of 2007</li> <li>- Selection of development activity site Instructions of 2016 and amendments</li> </ul>

**Table (1): Zoning Revenues**

Zoning revenues are identified on the investment projects intended to be implemented outside the zoning boundaries. Amount of such proceeds is assessed by specialized authorities namely:

- Higher Planning Council
- District Commission/ Greater Amman Municipality (GAM)

The zoning fees of the real estate are calculated based on the base price of the property that is approved by the Department of Lands & Survey and estimated based on the quoted prices through the website of the Department of Lands & Survey (<https://dls.gov.jo>) in order to save time and eliminate procedures. It should be noted that the prices contained in the website of the captioned Department are approximate.

#### 1. Housing Project

- If the project is 500 meters or less away from the zoning boundaries, zoning proceeds are 10% of the base price provided it is not less than JD1/m<sup>2</sup>
- If the project is more than 500 meters away from the zoning boundaries, zoning proceeds are 20% of the base price provided it is not less than JD2/m<sup>2</sup>



## 2. Gas Station Project

- If the area is less than 5 dunums, zoning proceeds are JD5/m<sup>2</sup> for north and central regions
- If the area is more than 5 dunums, zoning proceeds are JD6/m<sup>2</sup> for north and central regions
- If the area is less than 5 dunums, zoning proceeds are JD2/m<sup>2</sup> for south region
- If the area is more than 5 dunums, zoning proceeds are JD3/m<sup>2</sup> for south region
- If the gas station is on a street with 30m or less capacity, zoning proceeds are JD5/m<sup>2</sup> for north and central regions
- If the gas station is on a street capacity more than 30m, zoning proceeds are JD6/m<sup>2</sup> for north and central regions
- If the gas station is on a street with 30m or less capacity, zoning proceeds are JD2/m<sup>2</sup> for south region
- If the gas station is on a street capacity more than 30m, zoning proceeds are JD3/m<sup>2</sup> for south region

## 3. Factories and Warehouses

Zoning proceeds are 50% of the base price of the land plot that is transferred to industrial or warehouses with a maximum limit of JD5/m<sup>2</sup>, so proceeds are in the range of JD1-JD5/m<sup>2</sup>.

## 4. Multi-Use Buildings

Region	Class (a) Less than or equal to 5,000 m <sup>2</sup>	Class (b) Greater than 5,000 m <sup>2</sup> and less than or equal to 10,000 m <sup>2</sup>	Class (c) Greater than 10,000 m <sup>2</sup> and less than or equal to 20,000 m <sup>2</sup>	Class (d) Greater than 20,000 m <sup>2</sup>
North	26%	24%	22%	20%
Central	31%	29%	27%	25%
South	21%	19%	17%	15%

Note:

The Higher Planning Council can, after consulting the relevant zoning committees, impose general proceeds on any zoned area or part of. The decision shall be published in the Official Gazette and two local newspapers. It shall include a clear definition of the zoned area on which proceeds were imposed. It shall also include the percentage of the revenues determined on the basis of the guesstimate value of the land after its zoning or on any other basis.

## B. Sectoral approvals

These are the conditions and regulations to be achieved in accordance with regulatory legislation and regulatory requirements of each economic activity, with the aim of issuing approval by the specialized official / regulatory authority (some activities require approvals from the professional syndicate or regulatory and control bodies). The approvals and conditions vary according to the nature and requirements of the sector, identified under Section 3 (Sectoral Cards).

**The first section (Licensing of the Economic Activity) should be read in conjunction with the sectoral cards (Section 3).**

01

Licensing of  
Economic  
Activity

02

Requirements for  
Discussing Economic  
Activity

03

Sectoral cards

04

Exemptions,  
Incentives,  
Benefits and  
Investor Services

## Step Three (3) Construction License, Occupancy Permit, and Vocational License

### A. Within the borders of Greater Amman Municipality

#### 1. Construction License

To obtain the site construction license – within Greater Amman Municipality borders		
Objective	- Issue a construction license to construct a new building/ renovation of an existing building	
Official authority	- Greater Amman Municipality (GAM) through its authorized officer at the Investment Window	Website <a href="http://www.amman.jo">www.amman.jo</a>
Beneficiary	- The investor (the entity already established with the Investment Window)	
Fees ↪	<p><u>Fees collected by GAM:</u></p> <ul style="list-style-type: none"> <li>- Fees are determined in accordance with Articles 48 through 52 of the Buildings and Planning Regulation in the city of Amman No. 67 of 1979. Kindly see Appendix No. (4).</li> </ul> <p><u>Fees collected by the Civil Defense Directorate:</u></p> <ul style="list-style-type: none"> <li>- Fees are determined in accordance with the Civil Defense Directorate Service Fees Regulation No. 128 of 2015. Kindly see the Table (2) hereunder</li> </ul>	

## To obtain the site construction license – within Greater Amman Municipality borders



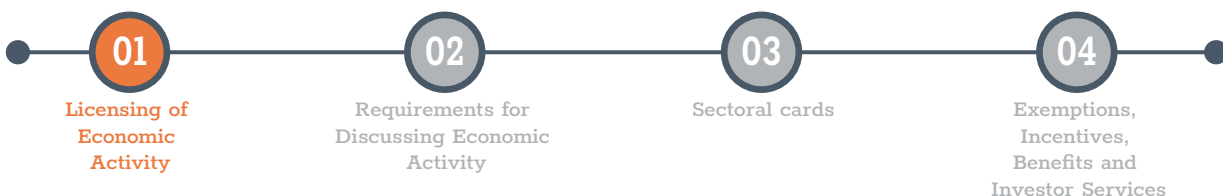
Fees


Table (2): Civil Defense fees

Description	Service Fees
Engineering drawings (commercial, industrial or tourist)	Fils 25/ m <sup>2</sup>
Architectural engineering drawings for the residential building (s) with a total area greater than 600 m <sup>2</sup>	Fils 25/ m <sup>2</sup>
Automatic fire fighting system (sprinklers / water immersion)	Fils 50/ m <sup>2</sup>
Automatic firefighting system (sprinklers / foam)	Fils 100/ m <sup>2</sup>
Manual firefighting system	Fils 10/ m <sup>2</sup>
Fixed gaseous firefighting system	JD 1/ m <sup>2</sup> from the covered area (provided the total amount is no more than JD 100 / system
Firefighting systems to the kitchen corridors	JD 10 / system
Manual fire alarm system	Fils 10/ m <sup>2</sup>
Automatic fire alarm system	Fils25/ m <sup>2</sup>
Acoustic evacuation system	Fils10/ m <sup>2</sup>
Hydrant system/ general network	JD 5 for each point
Smoke detectors	JD 25 per system
Compressed air control systems to the single staircase	JD 25 per system
Testing fire and alarm systems after installation according to the following areas and are paid once:	
Up to 150m <sup>2</sup>	JD 5
151 – 500m <sup>2</sup>	JD 10
501 – 2,000m <sup>2</sup>	JD 50
2,001 – 10,000m <sup>2</sup>	JD 100
More than 10,000m <sup>2</sup>	JD 200

**To obtain the site construction license – within Greater Amman Municipality borders**

Special conditions	- N/A
Duration	- 15 working days to issue the building construction license in case the prepared drawings are in conformity with the regulatory conditions.
Applicable forms	- Service application of the construction license issuance
Required documents	<ul style="list-style-type: none"> <li>- constructional drawing sets certified by the Engineers Association (3 stamped copies &amp; 2 mirror copies)</li> <li>- Original valid land registration deed</li> <li>- Original valid land plan</li> <li>- Original valid zoning site plan</li> <li>- Site topographic layout</li> <li>- Plot coordinates</li> <li>- quittance from the Finance Department at Greater Amman Municipality</li> <li>- Audited licensing application stamped by the official departments (Water Authority, Jordan Telecommunication Company, Department of Antiquities, Civil Defense Directorate)</li> <li>- letter by the Engineers' Association concerning sales tax receipt</li> <li>- Contracting agreement</li> <li>- Supervision contract for spaces in excess of 250m<sup>2</sup></li> <li>- Professional license for the engineering office</li> </ul>
Procedure	<p><u>Within the zoning borders:</u></p> <ol style="list-style-type: none"> <li>1. File the construction license application attached with all documents to JIC Investment Window.</li> <li>2. The authorized officer of Greater Amman Municipality at JIC IW files the application and attachments to the relevant authority and the specialized local committee.</li> <li>3. The construction licensing department at GAM conducts an engineering inspection and the whole file is brought before the Local Committee for revision and final decision.</li> <li>4. The decision is registered and the investor is informed of the decision. In case the application is rejected, the investor may appeal the Local Committee's decision (in this case, the file is forwarded to the District Committee)</li> <li>5. In case of approval, the investor pays the due charges against payment voucher.</li> <li>6. The construction license is issued and delivered to the investor.</li> </ol>



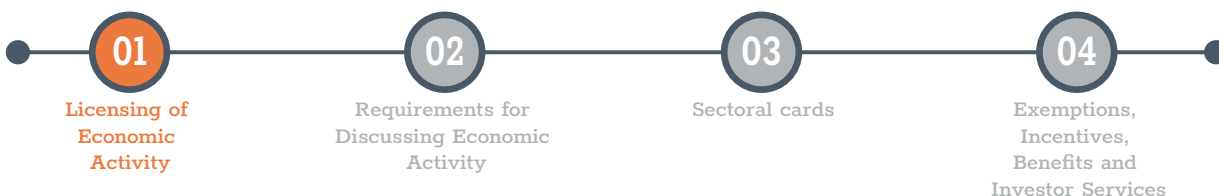
To obtain the site construction license – within Greater Amman Municipality borders	
 Procedure	<p><u>Beyond the zoning boundaries:</u></p> <p>Having obtained the approval of the central licensing committee:</p> <ol style="list-style-type: none"> <li>1. File the construction license application attached with all documents to JIC Investment Window.</li> <li>2. The authorized officer of Greater Amman Municipality at JIC IW files the application and attachments to the relevant authority and the relevant Local Committee.</li> <li>3. The construction licensing department at GAM conducts an engineering inspection and the whole file is brought before the Local Committee for revision and final decision.</li> <li>4. The decision is registered and the investor is informed of the decision. In case the application is rejected, the investor may appeal the Local Committee's decision (in this case, the file is forwarded to the District Committee)</li> <li>5. In case of approval, the investor pays the due charges against payment voucher.</li> <li>6. The construction license is issued and delivered to the investor.</li> </ol>
Service result	- Issuance of the construction license
Additional information	- N/A
Related Laws and Regulations	<ul style="list-style-type: none"> <li>- Cities, Villages and Buildings Planning Law no. 79 of 1966 and amendments</li> <li>- Land Acquisition Law No. 12 of 1987</li> <li>- National Building Law No. 7 of 1993 and its amendments</li> <li>- Civil Defense Law No. 18 of 1999 and its amendments</li> <li>- Building Licensing and Zoning Regulation for City of Amman No. (67) for 1979</li> <li>- Civil Defense Directorate Service Fees Regulation No. 128 of 2015</li> <li>- General Instructions of Metropolitan Municipality's Occupancy and Supplies Tenders for 1979</li> </ul>

## 2. Occupancy Permit

To obtain the occupancy permit to a site within Greater Amman Municipality's border		
Objective	- Issue a permit to allow use of the building having been constructed.	
Official authority	- Greater Amman Municipality through the authorized officer of JIC Investment Window	Website <a href="http://www.amman.jo">www.amman.jo</a>
Beneficiary	- The investor (the entity already established with the Investment Window)	

**To obtain the occupancy permit to a site within Greater Amman Municipality's border**

Fees	<p><u>Fees collected by GAM:</u></p> <ul style="list-style-type: none"> <li>- No fees will be applied if the building is in conformity with the constructions license</li> <li>- In case of nonconformity, the fees will be paid in accordance with the Construction License Fee Regulations for the violating part of the building according to Article (20) of Building Licensing and Zoning Regulation No. (136) for the year 2016. Kindly see Appendix (5).</li> </ul> <p><u>Fees collected by the Civil Defense Directorate:</u></p> <ul style="list-style-type: none"> <li>- Fees collected by the Civil Defense Directorate are paid in accordance with the Directorate's Service Fees Regulation No. 128 of 2015. Kindly see the Table (3) hereunder.</li> </ul> <p style="text-align: center;"><b>Table (3): Civil Defense fees</b></p> <table border="1"> <thead> <tr> <th>Description</th><th>Service Fees</th></tr> </thead> <tbody> <tr> <td rowspan="3">For construction that is for commercial, tourism, industrial or residential multi-storey use, provided that this amount is not for any area more than 1,000 m<sup>2</sup> per building</td><td>Examination of architectural requirements – fils100/ m<sup>2</sup></td></tr> <tr> <td>Testing of firefighting systems – fils50/ m<sup>2</sup></td></tr> <tr> <td>Testing of the fire alarm systems – fils50/ m<sup>2</sup></td></tr> </tbody> </table>	Description	Service Fees	For construction that is for commercial, tourism, industrial or residential multi-storey use, provided that this amount is not for any area more than 1,000 m <sup>2</sup> per building	Examination of architectural requirements – fils100/ m <sup>2</sup>	Testing of firefighting systems – fils50/ m <sup>2</sup>	Testing of the fire alarm systems – fils50/ m <sup>2</sup>
Description	Service Fees						
For construction that is for commercial, tourism, industrial or residential multi-storey use, provided that this amount is not for any area more than 1,000 m <sup>2</sup> per building	Examination of architectural requirements – fils100/ m <sup>2</sup>						
	Testing of firefighting systems – fils50/ m <sup>2</sup>						
	Testing of the fire alarm systems – fils50/ m <sup>2</sup>						
Special conditions	- N/A						
Duration	- 15 working days from application filing date satisfying all requirements						
Applicable forms	- Service application of occupancy permit issuance						
Required documents	<ul style="list-style-type: none"> <li>- Original valid zoning site plan</li> <li>- Original valid land plan</li> <li>- Original valid land registration deed</li> <li>- Clearance from the Finance Department at the Greater Amman Municipality (Lands' and Buildings' taxes)</li> <li>- Copy of the latest construction license</li> </ul>						



To obtain the occupancy permit to a site within Greater Amman Municipality's border	
Procedure	<p><u>Within the zoning borders:</u></p> <ol style="list-style-type: none"> <li>1. File the occupancy permit issuance application attached with all documents to JIC Investment Window.</li> <li>2. The authorized officer of Greater Amman Municipality at JIC IW files the application and attachments to the relevant authority and the relevant Local Committee.</li> <li>3. The necessary engineering inspection is conducted by GAM, in addition to the Civil Defense Directorate inspection</li> <li>4. The whole file is brought before the Local Committee for revision and final decision.</li> <li>5. The decision is registered and the investor is informed of the decision.</li> <li>6. The investor pays the due fees against a payment voucher.</li> <li>7. The occupancy permit is issued and delivered to the investor.</li> </ol> <p><u>Beyond the zoning boundaries:</u></p> <ol style="list-style-type: none"> <li>1. File the occupancy permit application attached with all documents to JIC Investment Window.</li> <li>2. The authorized officer of Greater Amman Municipality at JIC IW files the application and attachments to the relevant authority and the relevant District Committee.</li> <li>3. The necessary engineering inspection is conducted by GAM, in addition to the Civil Defense Directorate inspection</li> <li>4. The file is forwarded to the District Committee for revision and final decision</li> <li>5. The decision is registered and the investor is informed of the decision.</li> <li>6. The investor pays the due fees against payment voucher.</li> <li>7. The occupancy permit is issued and delivered to the investor.</li> </ol>
Service result	- Issuance of the occupancy permit
Additional information	- N/A

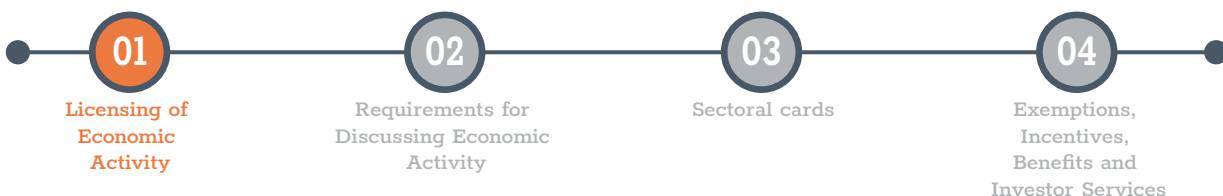
**To obtain the occupancy permit to a site within Greater Amman Municipality's border**

Related Laws and Regulations	<ul style="list-style-type: none"> <li>- Cities, Villages and Buildings Planning Law No. 79 of 1966 and amendments</li> <li>- Acquisition Law No. 12 of 1987</li> <li>- National Building Law No. 7 of 1993 and its amendments</li> <li>- Civil Defense Law No. 18 of 1999 and its amendments</li> <li>- Building Licensing and Zoning Regulation for City of Amman No. (67) for 1979</li> <li>- Building Licensing and Zoning Regulation No. (136) for the year 2016</li> <li>- Buildings and Zoning of Cities and Villages Regulations Modified Regulation No. 3 of 2017</li> <li>- Civil Defense Directorate Service Fees Regulation No. 128 of 2015</li> <li>- General Instructions of Metropolitan Municipality's Occupancy and Supplies Tenders for 1979</li> </ul>
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**3. Vocational License****Vocational license to a site within Greater Amman Municipality's border**

Objective	- Issue a vocational license to use a site for exercising an economic activity	
Official authority	- Greater Amman Municipality through the authorized officer of JIC Investment Window	Website <a href="http://www.amman.jo">www.amman.jo</a>
Beneficiary	- The investor (the entity already established with the Investment Window)	
Fees	<u>Fees collected by GAM:</u> <ul style="list-style-type: none"> <li>- The fees are determined in accordance with the Vocational Licenses Law of Amman City No. 20 of 1985. Kindly see Appendix (6) for details.</li> <li>- In case of issuance of 3-year vocational license, three folds prescribed fee value is paid through the Investment Window (kindly see Appendix No.(6))</li> </ul> <u>Fees collected by the Civil Defense Directorate:</u> <ul style="list-style-type: none"> <li>- Fees collected by the Civil Defense Directorate are paid in accordance with the Directorate's Service Fees Regulation No. 128 of 2015. Kindly see the Table (3) above</li> </ul>	
Special conditions	<u>In case the transaction is beyond the zoning borders:</u> <ul style="list-style-type: none"> <li>- If the building construction is licensed for the licensed purpose and the occupancy permit has been obtained, the licensing procedures are duly completed.</li> <li>- In the absence of the occupancy permit for the licensed purpose, the application is forwarded to the District Committee.</li> <li>- If the transaction is within a residential zone, the application is duly brought before the relevant regulatory Committees (Local and District).</li> <li>- Certain economic activities require approval from the concerned authorities before issuance and/or renewal of the license.</li> </ul>	



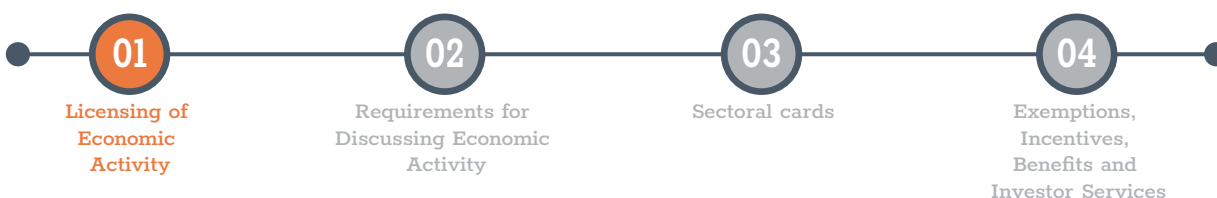


Vocational license to a site within Greater Amman Municipality's border	
Duration	<ul style="list-style-type: none"> <li>- working days from completion date of requirements for projects inside the zoning borders.</li> <li>- 10 working days from the completion date of requirements for the projects beyond the zoning borders</li> </ul>
Applicable forms	<ul style="list-style-type: none"> <li>- Vocational license application form</li> </ul>
Required documents	<ul style="list-style-type: none"> <li>- Valid occupancy permit to the intended purpose</li> <li>- Copy of the valid zoning site plan</li> <li>- Original Valid Land plan</li> <li>- Original Valid Land registration deed</li> <li>- Original lease agreement in addition to 5 copies certified within the competence region or title deed in case the license applicant is the owner of the building</li> <li>- Commercial registration</li> <li>- Clearance from land's and building taxes</li> <li>- Chamber of Commerce or Industry registration (as the case may be)</li> <li>- Approvals of the concerned official authorities for the activity objectives.</li> </ul>
Procedure	<ol style="list-style-type: none"> <li>1. The investor files the application attached with all documents to JIC Investment Window.</li> <li>2. The necessary engineering inspection is conducted by GAM, in addition to the Civil Defense Directorate</li> <li>3. GAM does the health inspection ((should the economic activity require such)</li> <li>4. The Vocational Section is visited to complete the procedures.</li> <li>5. The investor pays the due fees against a payment voucher.</li> <li>6. Issue the Vocational License</li> </ol>
Service result	<ul style="list-style-type: none"> <li>- Issuance of the Vocational License</li> </ul>
Additional information	<ul style="list-style-type: none"> <li>- The Vocational License is issued together with the Health License</li> <li>- The Vocational License issued by JIC Investment Commission shall be valid for 3 year</li> </ul>
Related Laws and Regulations	<ul style="list-style-type: none"> <li>- Crafts and Industries Law No. 16 of 1953 and its amendments</li> <li>- The City of Amman Vocational Licenses Law No. 20 of 1985, and amendments</li> <li>- National Building Law No. 7 of 1993 and its amendments</li> <li>- Civil Defense Law No. 18 of 1999and its amendments</li> <li>- Building Licensing and Zoning Regulation for City of Amman No. (67) for 1979</li> <li>- Civil Defense Directorate Service Fees Regulation No. 128 of 2015</li> </ul>

## B. Within the borders of Municipalities

### 1. Construction License

To obtain the site construction license to a site within the municipalities borders		
Objective	- Issue a construction license to construct a new building/ renovate an existing building	
Official authority	- Ministry of Municipal Affairs through the authorized officer of JIC Investment Window	Website <a href="http://www.mma.gov.jo">www.mma.gov.jo</a>
Beneficiary	- The investor (the entity already established with the Investment Window)	
Fees	<p><u>Fees collected by the municipalities:</u></p> <ul style="list-style-type: none"> <li>- Fees are determined in accordance with Articles 19 to 22 of the Buildings, Zoning, Cities and Villages Regulation No. 136 of 2016. Kindly see Appendix No. (5).</li> </ul> <p><u>Fees collected by the Civil Defense Directorate:</u></p> <ul style="list-style-type: none"> <li>- Fees are determined in accordance with the Civil Defense Directorate Service Fees Regulation No. 128 of 2015. Kindly see the Table (2) above.</li> </ul>	
Special conditions	- N/A	
Duration	- 15 working days to issue the building construction license in case the prepared drawings are in conformity with the planning conditions.	
Applicable forms	- Service application of the construction license issuance	
Required documents	<ul style="list-style-type: none"> <li>- copies of constructional drawings certified by the Engineers Association</li> <li>- Original valid land registration deed</li> <li>- Original valid zoning site plan</li> <li>- Original valid land plan</li> <li>- Site topographic layout</li> <li>- Plot coordinates</li> <li>- Geological Study</li> <li>- Environment Impact Assessment</li> <li>- Traffic Impact Assessment</li> <li>- Department of Antiquities approval</li> <li>- Clearance from the Finance Department at the municipality (Lands' and Buildings' taxes)</li> <li>- Audited licensing application stamped by the official departments (Water Authority, Jordan Telecommunication Company, Department of Antiquities, Civil Defense Directorate)</li> <li>- letter by the Engineers' Association concerning the sales tax receipt</li> <li>- Contracting agreement</li> <li>- Supervision contract for spaces in excess of 250 m<sup>2</sup></li> <li>- Professional license for the engineering office</li> </ul>	



To obtain the site construction license to a site within the municipalities borders	
Procedures	<p><u>Within the zoning borders:</u></p> <ol style="list-style-type: none"> <li>1. File the construction license application attached with all documents to JIC Investment Window.</li> <li>2. The authorized officer of the Ministry of Municipal Affairs at JIC IW files the application and attachments to the relevant authority and the relevant Local Committee.</li> <li>3. The municipality conducts the engineering inspection and the whole file is brought before the Local Committee for check and final decision.</li> <li>4. The decision is registered and the investor is informed of the decision. In case the application is rejected, the investor may appeal the Local Committee's decision (in this case, the file is forwarded to the District Committee)</li> <li>5. The Higher Regulatory Council studies the application (request), in case of approval, the investor pays the due fees against payment receipt.</li> <li>6. The construction license is issued and delivered to the investor.</li> </ol> <p><u>Beyond the zoning boundaries:</u></p> <ol style="list-style-type: none"> <li>1. File the construction license application attached with all documents to JIC Investment Window.</li> <li>2. The authorized officer of the Ministry of Municipal Affairs at JIC IW files the application and attachments to the relevant authority and the relevant Local Committee.</li> <li>3. The directorate's technical team conducts the necessary inspection and technical studies.</li> <li>4. The file is forwarded to the District Committee for final decision.</li> <li>5. The file is reviewed by the Higher Regulatory Council, in case of approval, the investor pays the due fees to the Municipality located in the area where the project is within its administrative borders while the due fees are paid to the Directorate of Municipal Affairs in case the project is beyond the admin borders of the neighboring municipality against payment receipt in any case.</li> <li>6. The construction license is issued and delivered to the investor.</li> </ol>
Service result	- Issuance of the construction license
Additional information	- The specialized committee can grant environment friendly green buildings(which preserve energy and exploit renewable energy, and rationalize use of water and depend on natural ventilation , though utilizing less energy and environmental pollution, such buildings are erected in compliance with the Green Buildings Guide issued by National Building Council) all or some incentives mentioned in article 23 of Buildings and Zoning of Cities and Villages Regulations No. 136 of 2016

01

Licensing of  
Economic  
Activity

02

Requirements for  
Discussing Economic  
Activity

03

Sectoral cards

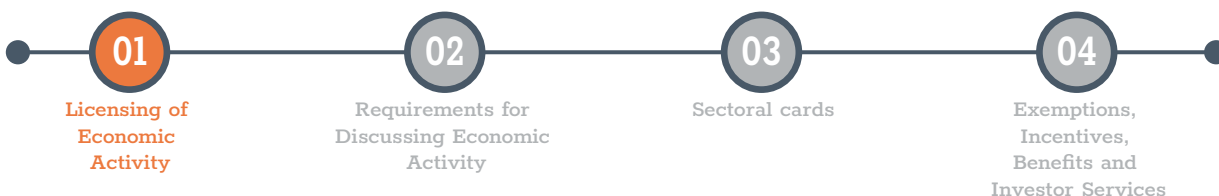
04

Exemptions,  
Incentives,  
Benefits and  
Investor Services**To obtain the site construction license to a site within the municipalities borders**

Related Laws and Regulations	<ul style="list-style-type: none"> <li>- Cities, Villages and Buildings Planning Law No. 79 of 1966 and amendments</li> <li>- Acquisition Law No. 12 of 1987</li> <li>- National Building Law No. 7 of 1993 and its amendments</li> <li>- Civil Defense Law No. 18 of 1999 and its amendments</li> <li>- The Municipalities Law No. 41 of 2015</li> <li>- Civil Defense Directorate Service Fees Regulation No. 128 of 2015</li> <li>- Buildings and Zoning of Cities and Villages Regulations No. 136 of 2016</li> <li>- Buildings and Zoning of Cities and Villages Regulations Modified Regulation No. 3 of 2017</li> <li>- General Instructions of Metropolitan Municipality's Occupancy and Supplies Tenders for the year 1979</li> </ul>
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**2. Occupancy Permit****To obtain the occupancy permit to a site within the municipalities borders**

Objective	- Issue an occupancy permit to allow use of the building having been constructed.	
Official authority	- Ministry of Municipal Affairs through the authorized officer of JIC Investment Window	Website <a href="http://www.mma.gov.jo">www.mma.gov.jo</a>
Beneficiary	- The investor (the entity already established with the Investment Window)	
Fees	<u>Fees collected by municipalities:</u> <ul style="list-style-type: none"> <li>- No fees will be applied if the building is in conformity with the constructions license</li> <li>- In case of nonconformity, the fees will be paid in accordance with the Construction License Fee Regulations for the violating part of the building according to Article (20) of Building Licensing and Zoning Regulation No. (136) for the year 2016. Kindly see Appendix (5)</li> </ul> <u>Fees collected by the Civil Defense Directorate:</u> <ul style="list-style-type: none"> <li>- Fees collected by the Civil Defense Directorate are paid in accordance with the Directorate's Service Fees Regulation No. 128 of 2015. Kindly see Table (3) above.</li> </ul>	
Special conditions	- N/A	
Duration	- 15 working days from application filing date meeting all requirements.	
Applicable forms	- Service application of occupancy permit issuance	



To obtain the occupancy permit to a site within the municipalities borders	
Required documents	<ul style="list-style-type: none"> <li>- Original valid zoning site plan</li> <li>- Original valid land plan</li> <li>- Original valid land registration deed</li> <li>- Clearance from the Finance Department at the Municipality (Lands' and Building's Taxes)</li> <li>- Copy of the latest construction license</li> </ul>
Procedures	<p><u>Within the zoning borders:</u></p> <ol style="list-style-type: none"> <li>1. The investor, after completion of building works, has to file the occupancy permit issuance application attached with all documents to the Investment Window.</li> <li>2. The authorized officer of the Ministry of Municipal Affairs at JIC IW files the application and attachments to the relevant authority and the relevant District Committee.</li> <li>3. The necessary engineering inspection is conducted by the municipality and the Civil Defense department</li> <li>4. The whole file is brought before the Local Committee for verification of compliance with licensing conditions and final decision is made</li> <li>5. The decision is registered and the investor is informed of the decision.</li> <li>6. The investor pays the due fees against a payment voucher.</li> <li>7. The occupancy permit is issued and delivered to the investor.</li> </ol> <p><u>Beyond the zoning boundaries:</u></p> <ol style="list-style-type: none"> <li>1. The investor, after completion of building works, has to file the occupancy permit issuance application attached with all documents to JIC Investment Window.</li> <li>2. The authorized officer of the Ministry of Municipal Affairs at JIC IW files the application and attachments to the Municipal Affairs Directorate in the district to which the project belongs.</li> <li>3. The necessary engineering inspection is conducted by the municipality and the Civil Defense department</li> <li>4. The whole file is brought before the Local Committee for revision verification of compliance with licensing conditions and final decision is made</li> <li>5. The decision is registered and the investor is informed of the decision.</li> <li>6. The investor pays the due fees against a payment voucher.</li> <li>7. The occupancy permit is issued and delivered to the investor.</li> </ol>
Service result	- Issuance of the occupancy permit
Additional Information	- An occupancy permit is issued. It is valid for one year

**To obtain the occupancy permit to a site within the municipalities borders**

Related Laws and Regulations	<ul style="list-style-type: none"> <li>- Regulating Cities, Villages and Buildings Planning Law No. 79 of 1966 and amendments</li> <li>- Acquisition Law No. 12 of 1987</li> <li>- National Building Law No. 7 of 1993 and its amendments</li> <li>- Civil Defense Law No. 18 of 1999 and its amendments</li> <li>- The Municipalities Law No. 41 of 2015</li> <li>- Civil Defense Directorate Service Fees Regulation No. 128 of 2015</li> <li>- Buildings and Zoning of Cities and Villages Regulations No. 136 of 2016</li> <li>- Buildings and Zoning of Cities and Villages Regulations Modified Regulation No. 3 of 2017</li> <li>- General Instructions of Metropolitan Municipality's Occupancy and Supplies Tenders for the year 1979</li> </ul>
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**3. Vocational License****Vocational License to a site within the municipalities borders**

Objective	- Issue a license to use a site for exercising an economic activity	
Official authority	- Ministry of Municipal Affairs through the authorized officer of JIC Investment Window	Website <a href="http://www.mma.gov.jo">www.mma.gov.jo</a>
Beneficiary	- The investor (the entity already established with the Investment Window)	
Fees	<u>Fees collected by the municipalities:</u> <ul style="list-style-type: none"> <li>- The fees are determined in accordance with the Vocational Licenses Law No. 28 of 1998. Kindly see Appendix (7) for details.</li> <li>- In case of issuance of 3-year vocational license, three folds prescribed fee value is paid through the Investment Window. Kindly see Appendix (7))</li> </ul> <u>Fees collected by the Civil Defense Directorate:</u> <ul style="list-style-type: none"> <li>- Fees collected by the Civil Defense Directorate are paid in accordance with the Directorate's Service Fees Regulation No. 128 of 2015. Kindly see the Table (3) above.</li> </ul>	
Special conditions	<u>In case the transaction is beyond the zoning border:</u> <ul style="list-style-type: none"> <li>- If the building construction is licensed for the licensed purpose and the occupancy permit has been obtained, the licensing procedures are duly completed.</li> <li>- In the absence of the occupancy permit for the licensed purpose, the application is forwarded to the District Committee.</li> <li>- If the transaction is within a residential zoning, the application is duly brought before the relevant regulatory committees (Local and District).</li> <li>- Certain economic activities require approval from the concerned authorities before issuance and/or renewal of the license.</li> </ul>	

Vocational License to a site within the municipalities borders	
Duration	<ul style="list-style-type: none"> <li>- 5 working days from completion date of requirements for projects inside the zoning borders.</li> <li>- 10 working days from the completion date of requirements for the projects beyond the zoning borders</li> </ul>
Applicable forms	<ul style="list-style-type: none"> <li>- Vocational license application form</li> </ul>
Required documents	<ul style="list-style-type: none"> <li>- Valid occupancy permit to the intended purpose</li> <li>- Copy of valid zoning site plan</li> <li>- Original valid Land plan</li> <li>- Land registration deed</li> <li>- Original lease agreement in addition to five copies certified within the competence region or title deed in case the license applicant is the owner of the building</li> <li>- Commercial registration</li> <li>- Clearance from Lands' and Buildings' taxes</li> <li>- Chamber of Commerce or Industry registration (as the case may be)</li> <li>- Clearance from the Social Security Corporation</li> <li>- Approvals of the concerned official authorities for the activity objectives.</li> </ul>
Procedures	<ol style="list-style-type: none"> <li>1. The investor files the application attached with all documents to JIC Investment Window.</li> <li>2. The authorized officer of the Ministry of Municipal Affairs at JIC IW files the application and attachments to the Municipal Affairs Directorate in the district to which the project belongs</li> <li>3. The necessary engineering inspection is conducted by the municipality and the Civil Defense department</li> <li>4. The Municipality conduct health examination (should the economic activity requires such)</li> <li>5. The Vocational Section is visited to complete the procedures.</li> <li>6. The investor pays the due fees against a payment voucher.</li> <li>7. The Vocational License is issued.</li> </ol>
Service result	<ul style="list-style-type: none"> <li>- Issuance of the Vocational License</li> </ul>

### Vocational License to a site within the municipalities borders

Additional information	<ul style="list-style-type: none"> <li>- The Vocational License is issued together with the Health License</li> <li>- The Vocational License issued by the Investment Window shall be valid for 3 years.</li> <li>- According to article 3/c/3 of Buildings and Zoning of Cities and Villages Regulations Modified Regulation No. 3 of 2017, the Cabinet has the right to use the residential area for the following purposes according to directives issued for such a cause and after the approval of the specialized committee; working from home such as translation, typing, fashion design, design of promotional materials, architectural drawings, studies, consultation, financial and administrative, IT (design of websites &amp; programs), selling and marketing through internet, tailoring, embroidery, jewelry , ceramic ornamentation, rugs and carpeting, soap making, candle making, jams and bakery, preparing pickles , Jameed, on condition that all activities are done individually.</li> </ul>
Related Laws and Regulations	<ul style="list-style-type: none"> <li>- Vocational Licenses Law No. 28 of 1999 and its amendments</li> <li>- Crafts and Industries Law No. 16 of 1953 and its amendments</li> <li>- National Building Law No. 7 of 1993 and its amendments</li> <li>- Civil Defense Law No. 18 of 1999 and its amendments</li> <li>- Civil Defense Directorate Service Fees Regulation No. 128 of 2015</li> <li>- Buildings and Zoning of Cities and Villages Regulations No. 136 of 2016</li> <li>- Buildings and Zoning of Cities and Villages Regulations Modified Regulation No. 3 of 2017</li> </ul>



## Section Two – Requirements for Practicing an Economic Activity

### A. Registration of the entity at Income and Sales Department

Registration with the Income & Sales Tax Department	
Objective	<ul style="list-style-type: none"> <li>- To obtain an entity tax number to take advantage of the tax benefits contained in the Investment Law and to abide by paying the income tax and sales tax according to law.</li> </ul>
When	<ul style="list-style-type: none"> <li>- Registration is possible directly following the entity incorporation (the company or the individual enterprise within the free zones)</li> <li>- <b>For Sales Tax:</b> All investors (persons, firms or companies) from the different sectors who practice taxable activities in accordance with the provisions of the Sales Tax Law and wishing to voluntarily register or who are mandatorily required under the captioned Act.</li> <li>- To all taxpayers, registration is mandatory with the sales tax whose sales or revenues from the goods or the taxable services exceed the limit for the prescribed registration during 12 consecutive months, as follows: <ul style="list-style-type: none"> <li>• JD 10,000 for the industry subject to the special tax</li> <li>• JD 50,000 for the industry that is not subject to the special tax</li> <li>• JD 30,000 for the service sector</li> <li>• JD 75,000 for the trading sector</li> </ul> </li> <li>- There is no registration limit to the importer in connection with the sales tax. Therefore, each importer is obligated to register irrespective of the volume of his/her imports unless the import is exempt or for personal use.</li> <li>- <b>For the Income Tax:</b> every person, firm, company or resident exercising an activity within the Kingdom whether commercial, industrial, vocational, service or craft.</li> </ul>
Official authority	<ul style="list-style-type: none"> <li>- The entity already established with JIC Investment Window</li> </ul>
Beneficiary	<ul style="list-style-type: none"> <li>- N/A</li> </ul>
Fees	<ul style="list-style-type: none"> <li>- N/A</li> </ul>

### Registration with the Income & Sales Tax Department

Special conditions	<ul style="list-style-type: none"> <li>- For the Sales Tax: <ul style="list-style-type: none"> <li>• In case of practicing more than one activity simultaneously, the minimum registration limit shall be applied and the sales are added for all activities for purposes of calculating the minimum registration limit in case of non-segregation of activities within one independent legal personality.</li> <li>• The revenues calculated for purposes of registration limit are total sales excluding the tax (for more about the registration limit please see Article (14) of the General Sales Tax Law).</li> <li>• Article 14 (a) Registration limit is set according to law provisions. Under Regulation No. (81) for the year 2000: - registration limit is the limit where a person is obliged to register at the income and sales tax department since he/she becomes responsible for informing and paying it in accordance with the provisions (b) limit for the person who sells goods and services subject to tax if reached or exceeded its value within the periods specified in Article 13 of the Law is in the following amount: (1) Ten thousand Jordanian Dinars for the manufacturer of goods subject to the special tax 2. Fifty thousand Jordanian Dinars for the person who sells goods with the exception of the manufacturer of goods subject to the special tax referred to in subsection (1) of this paragraph 3. Thirty thousand Jordanian Dinars for the service supplier (c) limit for the person who exercises more than one of the activities listed in paragraph (a) of this Article is the minimum amount specified for any of these activities</li> <li>• Records and necessary documents should be maintained to determine the due tax amount provided they are prepared in accordance with the International Accounting Standards (IAS), audited and certified by an auditor. They should be kept for the period provided for in article 18 of the law subject to the provisions of instructions No. 8 of 2010 issued by the Income &amp; Sales Tax Department to this effect.</li> <li>• The tax return should be presented within one month from the end of the taxpayer tax period under the registration notice even if no sales have been realized during the captioned period noting that the tax period is two months to the general tax and one month to the special tax unless the Director decides otherwise.</li> </ul> </li> </ul>
Duration	- 1 working day from the date of requirements completion.
Applicable forms	- The registration application form
Required documents	<ul style="list-style-type: none"> <li>- Commercial registration showing the signatories</li> <li>- ID of the signatory or his/her designate in writing</li> <li>- Copy of the Vocational License</li> <li>- Copy of the import card (if any)</li> <li>- Copy of the lease contract (if any)</li> <li>- Copy of the salary certificate (income tax)</li> <li>- Copy of the guaranteeing contract in case there is something guaranteed</li> </ul>

Registration with the Income & Sales Tax Department	
Procedure	<ol style="list-style-type: none"> <li>1. The investor files the application attached with the required documents to the authorized officer of income and sales tax at JIC Investment Window.</li> <li>2. The authorized officer examines the application and takes a decision.</li> <li>3. In case of approving the application, the investor obtains the tax number of his/her firm /company under a registration certificate in case of sales tax and a tax number certificate in case of income tax.</li> </ol>
Service result	<ul style="list-style-type: none"> <li>- Registration certificate in case of sales tax</li> <li>- Tax number certificate in case of income tax</li> </ul>
Additional information	<ul style="list-style-type: none"> <li>- Voluntary registration with the sales tax is possible before attaining the prescribed registration limit so that the taxpayer benefits from tax refund on the inputs (in accordance with the applicable regulations, laws and applied conditions) and for purposes of refunding tax resulting from sale of commodity and services subject to the zero rate.</li> <li>- The director/authorized officer may retroactively register the registration defaulting person as of the date he/she was supposed to register de jure. In this case the registration provisions provided for in the General Sales Tax Law shall extend to the registered person.</li> <li>- In case of an activity suspension in whole or in part, the Department / Investment Window should be notified in writing thereof within 30 days from the suspension date. This condition applies in case of return to practice the activity too.</li> </ul>
Related Laws and Regulations	<ul style="list-style-type: none"> <li>- Income Tax Law No. 34 of 2014</li> <li>- General Sales Tax Law No. 6 of 1996, and amendments</li> </ul>

#### B. Registration of the entity at Social Security Corporation

Registration of Entity with the Social Security Corporation	
Objective	- Inclusion of workers in the Social Security scheme
When	- Inclusion of the entity in the social security begins when it employs one worker or more following inception of work and payment of workers' salaries.
Official authority	- Social Security Corporation (no representative at IW)
Beneficiary	- The entity already established with JIC Investment Window
Prior Approvals	- N/A
Fees	- N/A
Special conditions	- N/A

### Registration of Entity with the Social Security Corporation

Duration	- (1) hour in case all documents are complete and in order
Applicable forms	- Inclusion of an entity application according to the provisions of the Social Security Law.
Required documents	<ul style="list-style-type: none"> <li>- Copy of the entity's commercial registration</li> <li>- Copy of the Vocational License</li> <li>- A list of names of entity workers, their salaries and date of enrollment for each worker.</li> <li>- Authorization letter to the liaison officer</li> <li>- Copy of the Jordanian worker's ID or passport of the non-Jordanian (or work permit)</li> </ul>
Procedure	<ol style="list-style-type: none"> <li>1. The investor files the application attached with all documents to the Social Security Corporation (SSC) at the branch located within the territory to which the project belongs.</li> <li>2. SSC representative inspects and examines the entity.</li> <li>3. SSC representative informs the investor of any remarks or shortages in the application.</li> <li>4. In case the requirements have been satisfied in full, the investor is officially informed of the entity inclusion under the provisions of the social security scheme and the entity is officially registered.</li> <li>5. The investor receives the social security card.</li> </ol>
Service result	- The entity obtains a special social security number / social security card.
Additional information	- Inclusion in the social security scheme requires the investor to withhold a total of 21.75% of total monthly wage of the worker so that the entity contributes to 14.25% of the above rate while the worker bears 7.50%. (year 2017)
Related Laws and Regulations	- Social Security Law No. 1 of 2014

### C. Registration of a Commercial Name

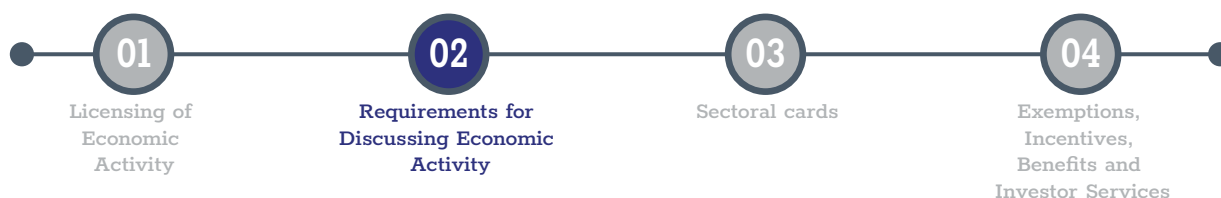
#### Registration of the Commercial Name

Objective	- Registration of the Commercial Name
When	- Any time after the entity registration
Official authority	- Ministry of Industry, Trade & Supply/ Directorate of Commercial Registration through the authorized officer of JIC Investment Window.
Beneficiary	- The entity already established with the Investment Window

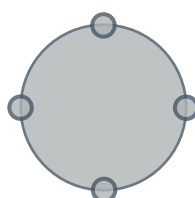
Registration of the Commercial Name	
Prior Approvals	- N/A
Fees	<ul style="list-style-type: none"> <li>- Commercial name registration fees: JD 20</li> <li>- General power of attorney fees: JD 5 (as the case may be)</li> <li>- Special power of attorney fees: JD 2 (as the case may be)</li> <li>- Lawyer' power of attorney (POA) presentation fee: JD 27 (as the case may be) (paid with the Jordanian Bar Association in case the POA is presented by a lawyer)</li> </ul>
Special conditions	<ul style="list-style-type: none"> <li>- The registration of the commercial name should be in Arabic</li> <li>- By a decision of the registrar /commissioner, the commercial names may exceptionally be registered in foreign languages if owned by foreign persons or companies or to by companies having mixed capital, registered and used abroad.</li> <li>- Registration of the commercial name may require study in order to verify conformity with the legal conditions.</li> </ul>
Duration	<ul style="list-style-type: none"> <li>- 40 minutes from the moment of filing the application provided the application documents and approvals have been finalized.</li> <li>- 10 working days maximum (in case the transaction requires study of the name intended to be registered).</li> </ul>
Applicable forms	- Commercial name registration application
Required documents	<ul style="list-style-type: none"> <li>- Copy of the ID card for Jordanians</li> <li>- Passport for the non-Jordanians</li> <li>- In the case of the company commercial name registration, the company registration certificate is required.</li> </ul>
Procedure	<ol style="list-style-type: none"> <li>1. The investor files the application attached with all documents to JIC Investment Window.</li> <li>2. The authorized officer reviews the application and the attachments, verifies the commercial name to be registered and takes the proper decision.</li> <li>3. In case of approval, the investor pays the concerned fees through JIC accountant against a payment voucher.</li> </ol>
Service result	- The commercial name registration certificate
Additional information	- N/A
Related Laws and Regulations	<ul style="list-style-type: none"> <li>- Commercial Names Law No. 9 of 2006</li> <li>- Commercial Names Regulation No. 116 of 2004, as amended</li> <li>- Commercial Names Instructions of 2006</li> </ul>

## D. Transfer of Property Title

Transfer of Property Title	
Objective	- Transfer of Property Title
When	- If the need be and as the case may be
Official authority	- Lands & Survey Department through the authorized officer of JIC Investment Window.
Beneficiary	- The entity already established with the Investment Window
Prior Approvals	<ul style="list-style-type: none"> <li>- The security approval through the authorized officer of the Ministry of Interior in case one or all investors are non-Jordanians</li> <li>- The sectoral approvals from the concerned authorities to the economic activity</li> </ul>
Fees	- 10% of the estimated property value in accordance with the assessment of the Department of Lands & Survey (title transfer fees)
Special conditions	<ul style="list-style-type: none"> <li>- The company objectives should include one for acquiring moveable and immovable properties (lands – real estate)</li> <li>- To obtain all approvals necessary to license the project from the concerned ministries and entities in accordance with the applicable requirements</li> <li>- If the company wishes to own an area less than 30 Dunum within the zoning border or less than 50 Dunum beyond the zoning border, the approval of the Minister of Finance is required.</li> <li>- If the company wishes to own an area larger than 30 Dunum within the zoning border or larger than 50 Dunum beyond the zoning border, the approval of the Council of Ministers is required.</li> </ul>
Duration	<ul style="list-style-type: none"> <li>- 10 working days in case the approval is under the authority of the Minister of Finance</li> <li>- 21 working days from the completion date of requirements if the approval is under the authority of the Council of Ministers.</li> </ul>
Applicable forms	Purchase and Selling Form
Required documents	<p>Company registration certificate (showing the objectives)</p> <p>Copy of the security approval from the authorized officer of the Ministry of Interior for non-Jordanians.</p> <p>Copy of the sectoral approvals from the concerned authorities to the economic activity.</p>



Transfer of Property Title	
Procedure	<ol style="list-style-type: none"> <li>1. The investor files the documents to the authorized officer of the Department of Lands &amp; Survey at JIC IW</li> <li>2. The captioned authorized officer reviews the application and verifies its completeness and compliance with the above-stated conditions</li> <li>3. letter is addressed for the necessary approval as follows:               <ol style="list-style-type: none"> <li>a. To the Minister of Finance if the company wishes to own an area less than 30 Dunum within the zoning border or less than 50 Dunum beyond the zoning border</li> <li>b. To the Council of Minister if the company wishes to own greater than 30 Dunum within the zoning border or greater than 50 Dunum beyond the zoning border.</li> </ol> </li> <li>3. Once the approval decision is obtained, the investor is informed accordingly to pay the fees to the relevant Lands Registration Office.</li> </ol>
Service result	- Transfer of property title to the entity (company).
Related Laws and Regulations	<ul style="list-style-type: none"> <li>- Legal persons' disposition of the immovable property Law No. 61 of 1953, as amended</li> <li>- Lands Registration Fees Law No. 26 of 1958</li> <li>- Immoveable Lease and Sale to non-Jordanians and legal persons Law No. 47 of 2006</li> </ul>







## Section Three – Sectoral Cards

### A. Manufacturing Sector



#### 1. Media Means of all forms and Printing & Production activities

Sector: Manufacturing			
Economic activity (entity objectives): Media Means of all forms and Printing and Production activities			For details, revisit step No.
Activity-related requirements	Legal form	- Company or individual establishment	1
	Minimum capital	- To register the objective of satellite transmission: (JD 50,000) - To register the objective of TV transmission: (JD 1,000,000) - To register radio broadcast: (JD 100,000)	1
	Prior approval for registration	- Approval from the Media Commission	1
	Land use status	- Approval from the Media Commission	2
	Activity site selection conditions	- N/A	2
	Does it require Environmental Impact Assessment	- N/A	2
	Construction license and occupancy permit	- In case of construction, obtain construction license and occupancy permit from relevant regulatory authorities	3
	Vocational license	- Obtain vocational license from the zoning authorities	3
	Manpower Volume and %	- Jordanian not less than 40% - Non-Jordanian not more than 60%	-
Official Authority		Media Commission	Website <a href="http://www.avc.gov.jo">www.avc.gov.jo</a>

### Sectoral licensing-related procedures –Media means of all forms and printing and production activities

Procedure	Required documents	Duration	Fees
<b>Licensing of production and services of added costs and movies and cinemas (film production) and circulation of literatures:</b> <ol style="list-style-type: none"> <li>1. An application is filed by the investor to open a company or a store or a cinema at the Media Commission</li> <li>2. A response is received from the Ministry of Industry &amp; Trade &amp; Supply for non-objection to register the company in accordance with the objectives stated in the letter</li> <li>3. Payment of the license issuance fees</li> <li>4. A letter is sent to GAM to license the company site</li> </ol>	<ul style="list-style-type: none"> <li>- Identification documents for Jordanians <ul style="list-style-type: none"> <li>• Civil ID card</li> <li>• Family card</li> <li>• Non-conviction certificate</li> </ul> </li> <li>- Identification documents for Non-Jordanians:</li> <li>- Copy of passport</li> <li>- Company registration from Ministry of Industry and Trade</li> <li>- Preliminary site letters from the Telecommunication Regulatory Commission (numbers' booking) in case the objective of added cost service only is registered.</li> </ul>	4 – 6 weeks	Check Table (4) hereunder
<b>Licenses of printed matters of all kinds, studies and research, advertising offices, publication and distribution houses, libraries, public polls houses and media institutions:</b> <ol style="list-style-type: none"> <li>1. An application is filed by the investor together with the required documents at the Media Commission</li> <li>2. The application and attached documents are reviewed and studied</li> <li>3. The Minister of Information is addressed by the media commission for the specialized printed matters institutions, the Council of Ministers for the press and electronic printed matters and the director of commission for libraries</li> </ol>	<ul style="list-style-type: none"> <li>- Identification documents for Jordanians <ul style="list-style-type: none"> <li>• Civil ID card</li> <li>• Family card</li> <li>• Non-conviction certificate</li> </ul> </li> <li>• Identification documents for Non-Jordanians:</li> <li>• Copy of passport</li> <li>- Qualifications and experiences certificates</li> <li>- Company registration from Ministry of Industry and Trade</li> <li>- Membership in the Syndicate of Journalists (for publications)</li> <li>- Pledge to work full-time as editor in chief</li> <li>- For the website: Determine address and indicate the name and address of the hosting company (requested after issuance of the commercial register)</li> </ul>	30 working days	Check Table (4) hereunder

Sectoral licensing-related procedures –Media means of all forms and printing and production activities			
Procedure	Required documents	Duration	Fees
<b>Direct Broadcasting Vans (SNG) license:</b> <ol style="list-style-type: none"> <li>The Telecommunication Regulatory Commission (TRC) is addressed by the investor to introduce it to the list of the live broadcasting vans to express opinion and license necessary frequencies</li> <li>Having obtained TRC approval, the fees are paid with the Commission against a payment voucher.</li> <li>Address the Customs Department (in case the vehicles are imported) or the customs of free zone companies (in case the vehicles are available at the free zone)</li> </ol>	<ul style="list-style-type: none"> <li>- Identification documents for Jordanians               <ul style="list-style-type: none"> <li>• Civil ID card</li> <li>• Family card</li> <li>• Non-conviction certificate</li> </ul> </li> <li>- Identification documents for Non-Jordanians:</li> <li>- Company registration from Ministry of Industry and Trade</li> <li>- Devices registration documents</li> <li>- List of devices and a copy of the device- carrying vehicle license.</li> </ul>	1 – 3 weeks	Check Table (4) hereunder
<b>Licenses for the satellite transmission and radio broadcasting:</b> <ol style="list-style-type: none"> <li>A licensing application is filed together with the required documents by the investor at the Media Commission</li> <li>The Telecommunication Regulatory Commission (TRC) is addressed by the investor to obtain the necessary consent</li> </ol>	<ul style="list-style-type: none"> <li>- Petition from the company to the Commission for the license.</li> <li>- Identification documents for Jordanians               <ul style="list-style-type: none"> <li>• Civil ID card</li> <li>• Family card</li> <li>• Non-conviction certificate</li> </ul> </li> <li>- Identification documents for Non-Jordanians:</li> <li>- CV of the station manager</li> <li>- The company registration documents.</li> <li>- Registration deed of the commercial name and the trademark with the Ministry of Industry &amp; Trade</li> </ul>		

### Sectoral licensing-related procedures –Media means of all forms and printing and production activities

Procedure	Required documents	Duration	Fees
<p>3. Having obtained TRC approval and having studied and signed the project by the Commission, the Minister of Information is addressed for approval.</p> <p>4. The Minister writes to the Prime Minister to have the project brought before the Council of Ministers for license approval.</p>	<ul style="list-style-type: none"> <li>- Letter of appointment of an executive director, a non-conviction certificate and a certificate of experience of not less than 10 years</li> <li>- Certificate of financial capability</li> <li>- A bank's certificate of the required minimum capital.</li> <li>- Certified checks equal to the amount of license granting fee and the first year annual fee</li> <li>- Performance bond from the bank equal to the annual fee value.</li> <li>- The contracts entered into with service providers</li> <li>- A study about the project.</li> </ul>	60 working days	Check Table (4) hereunder
Related Laws and Regulations	<ul style="list-style-type: none"> <li>- Audio-Visual Media Law No. 26 of 2015</li> <li>- Printed Matters and Publication Law No. 8 of 1998, as amended</li> <li>- Radio and TV Transmission &amp; Re-transmission License Regulation No. 163 of 2003, as amended</li> <li>- Audiovisual and Censorship License Regulation No. 63 of 2004, as amended</li> <li>- Printing, publishing, distribution, studies and research, translation, and public opinion measurement licensing Regulation No. (97) for the year 1998</li> <li>- Printing press, publishing and distribution houses, library, studies and research, translation houses, public opinion measurement house, advertising offices and periodic printed matters' licensing fees and charges Regulation No. 112 of 2008</li> <li>- Radio and TV Transmission and Retransmission License Instructions no. 1 of 2006</li> </ul>		

**Table (4): The Annual Licensing Fees of Media Institutions**

Kind/objective	Fees (JD)
Licensing of any cinema house or any technical production company	<ul style="list-style-type: none"> <li>- 2% of the registered capital provided the collected amount is no more than JD2,000</li> <li>- 1-2% of the registered capital at the time of license renewal provided the collected amount is no more than JD500.</li> </ul>
Licensing of any literature sale, distribution or lease store	<ul style="list-style-type: none"> <li>- JD35 for the store with a capital of no more than JD1,000 and JD20 annual fees for the renewal of the license</li> <li>- JD50 for the store whose capital is no more than JD2,000 and JD25 annual renewal fees</li> <li>- JD60 for the store whose capital is no more than JD5,000 and JD30 annual renewal fees</li> <li>- 2% of the registered capital value for the commercial store whose capital is greater than JD5,000 provided the collected amount shall not exceed JD2,000 and 1% of the registered capital for annual license renewal fees provided the collected amount is no more than JD1,000.</li> </ul>
Licensing of a company that provides media-type services to the public through any of the communication means	<ul style="list-style-type: none"> <li>- 3% of the registered capital value for the commercial store provided the collected amount may not exceed JD3,000</li> <li>- 1% of the annual net revenues of the licensed company provided the Commission is provided with a copy of the company final financial statements within 60 days from expiry date of the financial year and such statements are audited by a certified accountant.</li> </ul>
Licensing of the media institutions	<ul style="list-style-type: none"> <li>- Application fees JD15</li> <li>- Licensing fees JD500</li> </ul>
Library licensing	<ul style="list-style-type: none"> <li>- Application fees JD15</li> <li>- Licensing fees JD200</li> </ul>
Daily press printed matters' licensing	<ul style="list-style-type: none"> <li>- Application fees JD50</li> <li>- Licensing fees JD2,000</li> </ul>
Non-daily press printed matters' licensing	<ul style="list-style-type: none"> <li>- Application fees JD30</li> <li>- Licensing fees JD1,500</li> </ul>

Kind/objective	Fees (JD)
Licensing of specialized printed matters	<ul style="list-style-type: none"> <li>- Application fees JD20</li> <li>- Licensing fees JD500</li> </ul>
Satellite transmission licensing fees	<ul style="list-style-type: none"> <li>- Application fees JD5</li> <li>- Licensing fee: JD5,130</li> <li>- Annual fee: JD5,030</li> <li>- License renewal (every 5 years) fees 50% of licensing fees</li> </ul>
Licensing fees of the Terrestrial TV transmission	<ul style="list-style-type: none"> <li>- Application fees JD5</li> <li>- Licensing fees: JD 100,000</li> <li>- Annual fees: <ul style="list-style-type: none"> <li>• 10% of the licensing fee for the 1st year</li> <li>• 20% of the licensing fee for the 2nd year</li> <li>• 30% of licensing fee for the 3rd year</li> <li>• 40% of licensing fee for the 4th year</li> <li>• 50% of licensing fee for the 5th year and every following year.</li> </ul> </li> </ul>
Radio transmission licensing fees	<ul style="list-style-type: none"> <li>- Application fees JD5</li> <li>- Licensing fees: <ul style="list-style-type: none"> <li>• For the Amman governorate: JD25,000</li> <li>• For Zarqa or Irbid governorates: JD15,000</li> <li>• For any other governorate in the Kingdom: JD10,000</li> </ul> </li> <li>- Annual fees: <ul style="list-style-type: none"> <li>• 20% of the licensing fee for the 1st year</li> <li>• 25% of the licensing fee for the 2nd year</li> <li>• 30% of licensing fee for the 3rd year</li> <li>• 40% of licensing fee for the 4th year</li> <li>• 50% of licensing fee for the 5th year and every following year</li> </ul> </li> <li>- License renewal (every 5 years) fees: <ul style="list-style-type: none"> <li>• For the Amman governorate: JD25,000</li> <li>• For Zarqa or Irbid governorates: JD15,000</li> <li>• For any other governorate in the Kingdom: JD10,000</li> </ul> </li> </ul>

## 2. Minerals and Jewelry manufacturing

Sector: Manufacturing			
Economic activity (entity objectives): Minerals and Jewelry manufacturing			For details, revisit step No.
Activity-related requirements	Legal form	- Company or individual establishment	1
	Minimum capital	- N/A	1
	Prior approval for registration	- Approval from the Ministry of Interior - Approval of the Central Bank of Jordan	1
	Land use status	- Industrial	2
	Activity site selection conditions	- Distance between the factory and the zoning border is no less than 1 km - It is at least 1 km away from sensitive constructions (schools, hospitals, worship houses) - At least 300 m away from any main road. - Once the approval has been obtained, construction should be commenced no later than one year provided completion of the building should be within maximum period of 3 years from the date of having the license	2
	Does it require Environmental Impact Assessment	- Yes	2
	Construction license and occupancy permit	- In case of construction, obtain construction license and occupancy permit from regulatory authorities	3
	Vocational license	- Obtain vocational license from the zoning authorities	3
	Manpower Volume and %	- Jordanian not less than 85% - Non-Jordanian not more than 15%	-
Official Authority		Ministry of Interior (Delegate at JIC IW)	Website <a href="http://www.moi.gov.jo">www.moi.gov.jo</a>

**Sectoral licensing-related procedures – Minerals and Jewelry manufacturing**

Procedure	Required documents	Duration	Fees
- An application form is filled by the investor and handed over along with the required documents to the Ministry of Interior delegate at JIC IW	- Copy of the Central Bank’s approval - The Commercial Registration Certificate issued by the Companies Control Department - Copy of the passport - Filling up the personal particulars statement - A bank statement showing the financial solvency		N/A
- The concerned authorities are addressed by Ministry of Interior delegate at JIC IW	N/A	working days	N/A
- Issuance of the final approval or rejection decision by the Ministry of Interior	N/A		N/A
Related Laws and Regulations	- Companies Law No. 22 of 1997 and amendments - Selection of development activity site Instructions of 2016 and amendments		



### 3. Furniture manufacturing

Sector: Manufacturing			
Economic activity (entity objectives): Furniture manufacturing			For details, revisit step No.
Activity-related requirements	Legal form	- Company or individual establishment	1
	Minimum capital	- N/A	1
	Prior approval for registration	- N/A	1
	Land use status	- Industrial	2
	Activity site selection conditions	- The general requirements to select site shall apply for not stating the activity in the site selection instructions issued under the Environment Protection Law No. 52 of 2006  <u>General Requirements:</u> - The activity is far away from sensitive constructions (schools, hospitals, worship houses) - Special conditions of similar activities are applied to this activity through a specialized commission - Wind direction should be observed in case of spacious areas	2
	Does it require Environmental Impact Assessment	- No	2
	Construction license and occupancy permit	- In case of construction, obtain construction license and occupancy permit from regulatory authorities	3
	Vocational license	- Obtain vocational license from the zoning authorities	3
	Manpower Volume and %	- Jordanian not less than 65% - Non-Jordanian not more than 35%	-

## 4. Electrical appliances manufacturing

Sector: Manufacturing			
Economic activity (entity objectives): Electrical appliances manufacturing			For details, revisit step No.
Activity-related requirements	Legal form	- Company or individual establishment	1
	Minimum capital	- N/A	1
	Prior approval for registration	- N/A	1
	Land use status	- Industrial	2
	Activity site selection conditions	- The general requirements to select site shall apply for not stating the activity in the site selection instructions issued under the Environment Protection Law No. 52 of 2006  <u>General Requirements:</u> - The activity is far away from sensitive constructions (schools, hospitals, worship houses) - Special conditions of similar activities are applied to this activity through a specialized commission - Wind direction should be observed in case of spacious areas	2
	Does it require Environmental Impact Assessment	- Depends on the assessment of the Central Licensing Committee of the Ministry of Environment	2
	Construction license and occupancy permit	- In case of construction, obtain construction license and occupancy permit from regulatory authorities	3
	Vocational license	- Obtain vocational license from the zoning authorities	3
	Manpower Volume and %	- Jordanian not less than 85% - Non-Jordanian not more than 15%	-

### 5. Equipment & Machinery manufacturing

Sector: Manufacturing			
Economic activity (entity objectives): Equipment & Machinery manufacturing			For details, revisit step No.
Activity-related requirements	Legal form	- Company or individual establishment	1
	Minimum capital	- N/A	1
	Prior approval for registration	- N/A	1
	Land use status	- Industrial	2
	Activity site selection conditions	- The general requirements to select site shall apply for not stating the activity in the site selection instructions issued under the Environment Protection Law No. 52 of 2006  <u>General Requirements:</u> - The activity is far away from sensitive constructions (schools, hospitals, worship houses) - Special conditions of similar activities are applied to this activity through a specialized commission - Wind direction should be observed in case of spacious areas	2
	Does it require Environmental Impact Assessment	- No	2
	Construction license and occupancy permit	- In case of construction, obtain construction license and occupancy permit from regulatory authorities	3
	Vocational license	- Obtain vocational license from the zoning authorities	3
	Manpower Volume and %	- Jordanian not less than 85% - Non-Jordanian not more than 15%	-

## 6. Computers, Electronics and Optical Products manufacturing

Sector: Manufacturing			
Economic activity (entity objectives): Computers, Electronics and Optical Products manufacturing			For details, revisit step No.
Activity-related requirements	Legal form	- Company or individual establishment	1
	Minimum capital	- N/A	1
	Prior approval for registration	- N/A	1
	Land use status	- Industrial	2
	Activity site selection conditions	- The general requirements to select site shall apply for not stating the activity in the site selection instructions issued under the Environment Protection Law No. 52 of 2006  <u>General Requirements:</u> - The activity is far away from sensitive constructions (schools, hospitals, worship houses) - Special conditions of similar activities are applied to this activity through a specialized commission - Wind direction should be observed in case of spacious areas	2
	Does it require Environmental Impact Assessment	- No	2
	Construction license and occupancy permit	- In case of construction, obtain construction license and occupancy permit from regulatory authorities	3
	Vocational license	- Obtain vocational license from the zoning authorities	3
	Manpower Volume and %	- Jordanian not less than 85% - Non-Jordanian not more than 15%	-

## 7. Vehicles & Trailers manufacturing

Sector: Manufacturing			
Economic activity (entity objectives): Vehicles & Trailers manufacturing			For details, revisit step No.
Activity-related requirements	Legal form	- Company or individual establishment	1
	Minimum capital	- N/A	1
	Prior approval for registration	- N/A	1
	Land use status	- Industrial	2
	Activity site selection conditions	- The general requirements to select site shall apply for not stating the activity in the site selection instructions issued under the Environment Protection Law No. 52 of 2006  <u>General Requirements:</u> - The activity is far away from sensitive constructions (schools, hospitals, worship houses) - Special conditions of similar activities are applied to this activity through a specialized commission - Wind direction should be observed in case of spacious areas	2
	Does it require Environmental Impact Assessment	- Yes	2
	Construction license and occupancy permit	- In case of construction, obtain construction license and occupancy permit from regulatory authorities	3
	Vocational license	- Obtain vocational license from the zoning authorities	3
	Manpower Volume and %	- Jordanian not less than 85% - Non-Jordanian not more than 15%	-

## 8. Soft Drinks and Beverage manufacturing

Sector: Manufacturing			
Economic activity (entity objectives): Soft Drinks and Beverage including Bottled Water manufacturing			For details, revisit step No.
Activity-related requirements ↺	Legal form	- Company or individual establishment	1
	Minimum capital	- N/A	1
	Prior approval for registration	- Approval from Jordan Food & Drug Administration (JFDA)	1
	Land use status	- Industrial	2
	Activity site selection conditions	<p><u>Foodstuff industries that don't produce smells:</u></p> <ul style="list-style-type: none"> <li>- Distance between the factory and zoning border is no less than 500 m.</li> <li>- It is no less than 500 m away from sensitive constructions (schools, hospitals, worship houses)</li> <li>- It is no less than 500 m away from the pollution sources</li> <li>- No less than 100 m away from any main road</li> <li>- Once the approval is obtained, construction should be commenced within max one year provided the building is completed within maximum 3 years from the date of the license.</li> </ul> <p><u>Foodstuff factories that produce smells:</u></p> <ul style="list-style-type: none"> <li>- It is no less than 2 km away from sensitive constructions (schools, hospitals, worship houses), residential communities and zoning border.</li> <li>- It is no less than 500 m away from the pollution sources</li> <li>- No less than 200 m away from any main road</li> <li>- Once the approval is obtained, construction should be commenced within max one year provided the building is completed within maximum 3 years from the date of the license</li> </ul>	2

Sector: Manufacturing			
Economic activity (entity objectives): Soft Drinks and Beverage including Bottled Water manufacturing			For details, revisit step No.
↻ Activity-related requirements	Does it require Environmental Impact Assessment	- Yes	2
	Construction license and occupancy permit	- In case of construction, obtain construction license and occupancy permit from regulatory authorities	3
	Vocational license	- Obtain vocational license from the zoning authorities	3
	Manpower Volume and %	- Jordanian not less than 80% - Non-Jordanian not more than 20%	-
Official Authority		Jordan Food & Drug Administration	Website <a href="http://www.jfda.jo">www.jfda.jo</a>
Sectoral licensing-related procedures – Soft Drinks and Beverage including Bottled Water manufacturing			
Procedure	Required documents	Duration	Fees
1. health licensing application to a foodstuff factory is filed by the investor at JFDA	- Fill up the site inspection form - Valid zoning site plan - Building drawing - Valid land plan - Sketch plan - Company registration certificate (commercial registration) - Approval of the Ministry of Environment / Central Licensing Committee		Site assessment fee JD 100
2. A letter of approval or disapproval of the site is issued by JFDA		14 working days from application date	

### Sectoral licensing-related procedures – Soft Drinks and Beverage including Bottled Water manufacturing

Procedure	Required documents	Duration	Fees
3. An application to evaluate production lines when ready is filed by the investor	<ul style="list-style-type: none"> <li>- Fill up production line evaluation form</li> <li>- List of raw materials used</li> <li>- Flow chart</li> <li>- Name of final product (trade mark)</li> <li>- Sterilization and disinfection steps and their materials.</li> </ul>		JD 100 per production line
4. The required lines are inspected by JFDA's concerned committee and based on the inspection report, a letter is drafted as follows: <ul style="list-style-type: none"> <li>a. Approve the trial production provided trial samples are taken</li> <li>b. Disapprove trial production until the shortcomings are solved</li> <li>c. Disapproval</li> </ul>	<ul style="list-style-type: none"> <li>- A list of machinery &amp; equipment</li> <li>- layout plan</li> </ul>	14 working days	
5. Samples are taken for testing to prove validity for human consumption		working days from date of handing over the samples	
6. A decision allowing production, in case of successful samples, is issued		working days from issuance of test result date	
Related Laws and Regulations	<ul style="list-style-type: none"> <li>- Crafts and Industries Law No. 16 of 1953 and amendments</li> <li>- Food Law No. 30 of 2015</li> <li>- Food Control Fees Regulation No. 58 of 2008</li> <li>- Transport, storage and display Instructions issued by FDA of 2011 and published in the Official Gazette volume 5092 dated May 16, 2011</li> <li>- General Health Instructions to license factories and plants as published in the Official Gazette volume 4075 dated October 16, 1995</li> <li>- The Jordanian Technical Regulation No. 493/2003 concerning the health requirements - general rules of food health affairs</li> <li>- The Jordanian Technical Regulation No. 1716/2006 concerning food safety management, requirements for any entity in food chain</li> </ul>		



## 9. Alcoholic Drinks manufacturing

Sector: Manufacturing			
Economic activity (entity objectives): Alcoholic Drinks manufacturing			For details, re-visit step No.
Activity-related requirements ↻	Legal form	- Company or individual establishment	1
	Minimum capital	- N/A	1
	Prior approval for registration	- Approval from Jordan Food & Drug Administration (JFDA) - Approval from the Ministry of Interior (MoI)	1
	Land use status	- Industrial	2
	Activity site selection conditions	- Distance between the factory and zoning border is no less than 2 km. - It is no less than 2 km away from sensitive constructions (schools, hospitals, worship houses, foodstuff factories and landslides). - It is no less than 500 m away from the pollution sources - No less than 200 m away from any main road - Once the approval is obtained, construction should be commenced within max one year provided the building is completed within maximum 3 years from the date of the license	2
	Does it require Environmental Impact Assessment	- Yes	2

Sector: Manufacturing			
Economic activity (entity objectives): Alcoholic Drinks manufacturing			For details, re-visit step No.
↻ Activity-related requirements	Construction license and occupancy permit	- In case of construction, obtain construction license and occupancy permit from regulatory authorities	3
	Vocational license	- Obtain vocational license from the zoning authorities	3
	Manpower Volume and %	- Jordanian not less than 80% - Non-Jordanian not more than 20%	-
Official Authority		Ministry of Interior (Delegate at JIC IW)	Website <a href="http://www.moi.gov.jo">www.moi.gov.jo</a>
Sectoral licensing-related procedures – Alcoholic Drinks manufacturing			
Procedure	Required documents	Duration	Fees
1. An alcoholic drink manufacturing application is filled by the investor at MoI delegate at JIC IW	- Certificate of good conduct - Commercial registration from the companies control department - Copy of passport - Filling up the list of personal particulars - Solvency statement		N/A
2. The concerned authorities are addressed by MoI delegate at JIC IW	- N/A	working days from application filing date	N/A
3. final approval is issued by MoI	- N/A		N/A
Laws & Regulations	- Companies Law No. 22 of 1997 and amendments - Selection of development activity site instruction and amendments of 2016		
Official Authority	Jordan Food & Drug Administration	Website <a href="http://www.jfda.jo">www.jfda.jo</a>	

Procedure	Required documents	Duration	Fees
1. A health licensing application to a foodstuff factory is filed by the investor at JFDA	<ul style="list-style-type: none"> <li>- Fill up the site inspection form</li> <li>- Valid Zoning site plan</li> <li>- Building drawing</li> <li>- Company registration certificate (commercial registration)</li> <li>- Approval letter of the Ministry of Environment/ Central Licensing Committee</li> </ul>		Site evaluation fee JD100
2. letter of approval or disapproval of the site is issued by JFDA		14 working days from application date	
3. An application to evaluate production lines when ready is filed by the investor	<ul style="list-style-type: none"> <li>- Fill up production line evaluation form</li> <li>- List of raw materials used</li> <li>- Flow chart</li> <li>- Name of final product (trade mark)</li> <li>- Sterilization and disinfection steps and their materials.</li> </ul>		JD100 per production line
4. The required lines are inspected by JFDA's concerned committee; and based on the inspection report, a letter is drafted as follows:  a. Approve the trial production provided trial samples are taken  b. Disapprove trial production until the shortcomings are solved  c. Disapproval		14 working days from application date	
5. Samples are taken for testing to prove validity for human consumption		7 working days from date of handing over the samples	
6. A decision allowing the production in case of successful samples, is issued		7 working days from issuance of test result date	

Procedure	Required documents	Duration	Fees
Related Laws and Regulations	<ul style="list-style-type: none"> <li>- Crafts and Industries Law No. 16 of 1953 and amendments</li> <li>- Food Law No. 30 of 2015</li> <li>- Food Control Fees Regulation No. 58 of 2008 and amendments</li> <li>- Transport, storage and display Instructions issued by FDA of 2011 and published in the Official Gazette volume 5092 dated May 16, 2011</li> <li>- General health Instructions to license factories and plants as published in the Official Gazette volume 4075 dated October 16, 1995</li> <li>- The Jordanian Technical Regulation No. 493/2003 concerning the health requirements (general rules of food health affairs)</li> <li>- The Jordanian Technical Regulation No. 1716/2006 – Food Safety Management Regulations (requirements of any entity within the food chain)</li> </ul>		

#### 10. Leather Products manufacturing

Sector: Manufacturing			
Economic activity (entity objectives): Furniture manufacturing			For details, revisit step No.
Activity-related requirements	Legal form	- Company or individual establishment	1
	Minimum capital	- N/A	1
	Prior approval for registration	- N/A	1
	Land use status	- Industrial	2
	Activity site selection conditions	<ul style="list-style-type: none"> <li>- Distance between the factory and zoning border is no less than 5 km.</li> <li>- It is no less than 5 km away from sensitive constructions (schools, hospitals, worship houses), and foodstuff factories</li> <li>- It is no less than 1 km away from any main road</li> <li>- Once the approval is obtained, construction should be commenced within max one year provided the building is completed within maximum 3 years from the date of the license</li> </ul>	2

Sector: Manufacturing			
Economic activity (entity objectives): Furniture manufacturing			For details, revisit step No.
Activity-related requirements	Does it require Environmental Impact Assessment	- Yes	2
	Construction license and occupancy permit	- In case of construction, obtain construction license and occupancy permit from regulatory authorities	3
	Vocational license	- Obtain vocational license from the zoning authorities	3
	Manpower Volume and %	- Jordanian not less than 60% - Non-Jordanian not more than 40%	-

#### 11. Pharmaceutical, Drug, and Medicinal Plant manufacturing

Sector: Manufacturing			
Economic activity (entity objectives): Pharmaceutical, Drug, and Medicinal Plant manufacturing			For details, revisit step No.
Activity-related requirements	Legal form	- Company or individual establishment	1
	Minimum capital	- N/A	1
	Prior approval for registration	- Approval from Jordan Food & Drug Administration (JFDA)	1
	Land use status	- Industrial	2
	Activity site selection conditions	- Distance between the factory and zoning border is no less than 500 m. - It is no less than 1 km away from sensitive constructions (schools, hospitals, and worship houses), factories and garbage dump. - It is no less than 200 m away from any main road - Once the approval is obtained, construction should be commenced within max one year provided the building is completed within maximum 3 years from the date of the license.	2

## Sector: Manufacturing

Economic activity (entity objectives): Pharmaceutical, Drug, and Medicinal Plant manufacturing

For details, re-visit step No.

Activity-related requirements

Does it require Environmental Impact Assessment

- Yes

2

Construction license and occupancy permit

- In case of construction, obtain construction license and occupancy permit from regulatory authorities

3

Vocational license

- Obtain vocational license from the zoning authorities

3

Manpower Volume and %

- Jordanian not less than 80%  
- Non-Jordanian not more than 20%

-

Official Authority

Jordan Food &amp; Drug Administration

Website [www.jfda.jo](http://www.jfda.jo)

## Sectoral licensing-related procedures – Pharmaceutical, Drug, Chemical and Medicinal Plant manufacturing

## Procedure

## Required documents

## Duration

## Fees

1. A site registration application to manufacture pharmaceutical, drug, and medicinal plant products and a pharmaceutical registration file representing the production line is filled by the investor at JFDA

- Copy of approval of the Minister of Health to license the factory.
- A letter by the manager of the local factory including the production lines intended to be approved.
- Application for approval of drugs manufacturing site duly filled up.
- Particulars of the manufacturing site duly filled up (electronic file)
- Site master file bearing the company seal on every page. Requirements for registration of product according to the instructions published on Jordan FDA website [www.jfda.jo](http://www.jfda.jo)

JD700 per production line and pharmaceutical registration fees as the case may be

Sectoral licensing-related procedures – Pharmaceutical, Drug, Chemical and Medicinal Plant manufacturing			
Procedure	Required documents	Duration	Fees
2. Evaluation of the manufacturing site file and brought before the manufacturing site accreditation committee		14 working days from file date	
3. The factory is visited by inspectors to ensure Good Manufacturing Practices (GMP) are being applied and a report is prepared and presented to the accreditation committee.		14 working days from the committee recommendation for inspection, subject to no discrepancies or corrective actions are needed	
4. A letter to approve the production line based on the decision of the site accreditation committee to approve or disapprove the manufacturing site is issued		14 working days to issue a final decision by the committee	
5. In case the manufacturing site is approved, the factory is inspected after production in order to issue the GMP certificate.			
6. The investor is notified of possible appeal with the registration department within one month of rejection	- Appeal letter	The appeal is filed within 30 days maximum of receiving the rejection decision	JD100
7. Having accredited the drug manufacturing site, the pharmaceutical file is studied by the specialized committee for decision	- Duly presentation of the registration file	60 working days from application date on queue	JD600 max
Additional Information	- The technical manager should be a pharmacist		

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Investor Services**Sectoral licensing-related procedures – Pharmaceutical, Drug, Chemical and Medicinal Plant manufacturing**

Procedure	Required documents	Duration	Fees
Related Laws and Regulations	<ul style="list-style-type: none"> <li>- Drug &amp; Pharmaceuticals Law No. 12 of 2013 and its amendments</li> <li>- JFDA Fees and Honorariums Regulation No. 19 of 2015</li> <li>- Changes on the registered drugs Instructions of 2010</li> <li>- Drug registration foundations of 2015</li> <li>- Accreditations foundations of drug manufacturing sites , its evaluation &amp; cancellation of accreditation 2016</li> <li>- Arab Code of Prevailing Principles for Good Practice in Pharmaceutical Manufacturing</li> <li>- Foundations for registering Natural Medicines, renewal and cancellation 2017</li> </ul>		

*12. Pharmaceutical Manufacturing*

Sector: Health			
Economic activity (entity objectives): Pharmaceutical Manufacturing			For details, re-visit step No.
Activity-related requirements ↻	Legal form	- Company or individual establishment	1
	Minimum capital	- N/A	1
	Prior approval for registration	- Approval from Jordan Food & Drug Administration (JFDA)	1
	Land use status	- Industrial (light industry)	2



Sector: Health			
Economic activity (entity objectives): Pharmaceutical Manufacturing			For details, re-visit step No.
<div style="writing-mode: vertical-rl; transform: rotate(180deg);">Activity-related requirements</div>	Activity site selection conditions	<ul style="list-style-type: none"> <li>- The pharmaceutical manufacturing plant should be (1) km far from the nearest residential community or a pollution source like factories that produce dust or fumes or organic acids or cattle, sheep and poultry farms or garbage taking into account the direction of wind in the region in which it is built</li> <li>- The minimum distance between the place of establishment and any water sources such as rainwater or groundwater or spring water or flood water or valleys is (500) m</li> <li>- Maintain the integrity of aquifers, and in the event of ground water, such as a well in the factory's space, take the necessary measures to ensure non arrival of any contaminants into the well to avoid contaminating groundwater, and that the project is within a distance of not less than one (1) km from the nearest wells used for drinking water</li> <li>- The construction area is suitable for the type and size of production lines and the nature of the product</li> </ul>	2
	Does it require Environmental Impact Assessment	- Yes	2
	Construction license and occupancy permit	- In case of construction, obtain construction license and occupancy permit from regulatory authorities	3
	Vocational license	- Obtain vocational license from the regulatory authorities	3
	Manpower Volume and %	<ul style="list-style-type: none"> <li>- Jordanian not less than 80%</li> <li>- Non-Jordanian not more than 20%</li> </ul>	-
Official Authority		Jordan Food & Drug Administration	Website <a href="http://www.jfda.jo">www.jfda.jo</a>

### Sectoral licensing-related procedures – Pharmaceutical, Drug, Chemical and Medicinal Plant manufacturing

Procedure	Required documents	Duration	Fees
1. A pharmaceutical manufacturing plant license application is filled up by the investor at JFDA accompanied by the necessary documents	<ul style="list-style-type: none"> <li>- Lease of the property certified by official bodies or a valid title</li> <li>- Valid zoning site plan with its coordinates</li> <li>- Valid suggested built areas drawings</li> <li>- Valid company certificate of registration</li> <li>- Valid preliminary approval from the designated Regulatory Commission allowing the use of land or a building for industrial purposes</li> <li>- Site coordinates ( which has to be included within the zoning site plan)</li> <li>- Sketch showing suggested site at the piece of land where the plant will be erected</li> <li>- A document from the official authority confirming that the minimum distance between the place of establishment of the plant and any water sources such as rainwater pools, groundwater, springs, flood, or the valleys is no less than 500 m</li> <li>- Fees payment receipt</li> </ul>		
2. Application is forwarded to the pharmaceutical manufacturing plants licensing committee to study and verify the availability and accuracy of all required documents	- N/A	14 working days from complete file date	N/A

Sectoral licensing-related procedures – Pharmaceutical, Drug, Chemical and Medicinal Plant manufacturing			
Procedure	Required documents	Duration	Fees
3. First inspection visit to the site is conducted by the committee	- N/A	14 working days from the presentation to the committee in the absence of corrective steps and no need to conduct another visit	N/A
4. Recommendations are forwarded to the Director General for approval	- N/A	14 working days from first site inspection visit	N/A
5. Second inspection visit to the site is conducted by the committee after the investor informs JFDA that the plant is ready and before production. Recommendations are forwarded to the Director General who in turn forwards them to the Minister of Health to take the appropriate decision,	- N/A	Within 30 days from the last inspection	<ul style="list-style-type: none"> <li>- JD4,000 upon licensing a pharmaceutical manufacturing plant</li> <li>- JD1,000 upon licensing any additions to the building</li> </ul>
Additional Information	<ul style="list-style-type: none"> <li>- The Technical Manager should be a Pharmacist</li> <li>- Approval granted to the establishment of a pharmaceutical manufacturing plant is considered void if it is not established within a period not exceeding 3 years from the date of obtaining the construction license from the relevant authority unless a decision from the General Director is issued to extend this period for a similar period bases on a justified request from the applicant and the approval of the committee</li> <li>- The applicant has the right to object to any decision under the provisions of the ruling laws and regulations during a period not exceeding (30) days from the date of notification of the decision. Objection should be submitted to the General Director to forward to the objection committee under the provisions of Article 13 of the Law</li> </ul>		

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Investor Services**Sectoral licensing-related procedures – Pharmaceutical, Drug, Chemical and Medicinal Plant manufacturing**

Procedure	Required documents	Duration	Fees
Related Laws and Regulations	<ul style="list-style-type: none"> <li>- Drug &amp; Pharmaceuticals Law No. (12) of 2013 and its amendments</li> <li>- Pharmaceutical manufacturing plants licensing and fees Regulation No. (11) for the year 2016</li> <li>- Foundations for registering Natural Medicines, renewal and cancellation 2017</li> </ul>		

*13. Children Food Products manufacturing*

Sector: Manufacturing			
Economic activity (entity objectives): Children Food Products manufacturing			For details, re-visit step No.
Activity-related requirements ↻	Legal form	- Company or individual establishment	1
	Minimum capital	- N/A	1
	Prior approval for registration	- Approval from Jordan Food & Drug Administration (JFDA)	1
	Land use status	- Industrial	2

Sector: Manufacturing			
Economic activity (entity objectives): Children Food Products manufacturing			For details, re- visit step No.
↻ Activity-related requirements ↻	Activity site selection conditions	<p><u>Foodstuff industries that don't produce smells:</u></p> <ul style="list-style-type: none"> <li>- Distance between the factory and zoning border is no less than 500 m.</li> <li>- It is no less than 500 m away from sensitive constructions (schools, hospitals, worship houses)</li> <li>- It is no less than 500 m away from the pollution sources</li> <li>- No less than 100 m away from any main road</li> <li>- Once the approval is obtained, construction should be commenced within max one year provided the building is completed within maximum 3 years from the date of the license.</li> </ul> <p><u>Foodstuff factories that produce smells:</u></p> <ul style="list-style-type: none"> <li>- It is no less than 2 km away from sensitive constructions (schools, hospitals, worship houses, the residential communities and the zoning border.</li> <li>- It is no less than 500 m away from the pollution sources</li> <li>- No less than 200 m away from any main road</li> <li>- Once the approval is obtained, construction should be commenced within max one year provided the building is completed within maximum 3 years from the date of the license</li> </ul>	2
	Does it require Environmental Impact Assessment	- Yes	2
	Construction license and occupancy permit	- In case of construction, obtain construction license and occupancy permit from regulatory authorities	3
	Vocational license	- Obtain vocational license from the regulatory authorities	3

## Sector: Manufacturing

Economic activity (entity objectives):  
Children Food Products manufacturingFor details, re-  
visit step No.Activity-re-  
lated require-  
mentsManpower Volume  
and %

- Jordanian not less than 80%
- Non-Jordanian not more than 20%

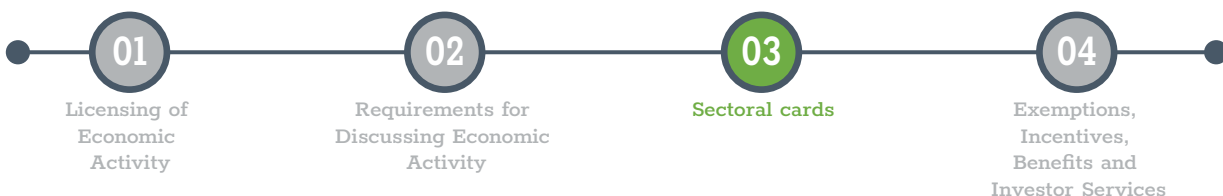
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Official Authority

Jordan Food & Drug Adminis-  
trationWebsite [www.jfda.jo](http://www.jfda.jo)

## Sectoral licensing-related procedures – Children Food Products manufacturing

Procedure	Required documents	Duration	Fees
1. A health licensing application to a foodstuff factory is filed by the investor at JFDA	<ul style="list-style-type: none"> <li>- Fill up the site inspection form</li> <li>- Valid zoning site plan</li> <li>- Building drawing</li> <li>- Site sketch plan</li> <li>- Valid land plan</li> <li>- Company registration certificate (commercial registration)</li> <li>- Approval of the Ministry of Environment / Central Licensing Committee</li> </ul>		Site assessment fee JD100
2. A letter of approval or disapproval of the site is issued		14 working days from application date	
3. An application to evaluate production lines when ready is filed by the investor	<ul style="list-style-type: none"> <li>- Fill up production line evaluation form</li> <li>- List of raw materials used</li> <li>- Flow chart</li> <li>- Name of final product (trade mark)</li> <li>- Sterilization and disinfection steps and their materials.</li> <li>- Site sketch plan</li> <li>- Valid land plan</li> </ul>		JD100 per production line



Sectoral licensing-related procedures – Children Food Products manufacturing			
Procedure	Required documents	Duration	Fees
<p>4. The required lines are inspected by JFDA's concerned committee; and based on the inspection report, a letter is drafted as follows:</p> <p>a. Approve the trial production provided trial samples are taken</p> <p>b. Disapprove the trial production until the shortcomings are avoided</p> <p>c. Disapproval</p>		14 working days	
5. Samples for testing to prove validity for human consumption are taken		working days from date of handing over the samples	
6. A decision allowing the production in case of successful samples is issued		working days from issuance of test result date	
Related Laws and Regulations	<ul style="list-style-type: none"> <li>- Food Law No. 30 of 2015</li> <li>- Crafts and Industries Law No. 16 of 1953 and amendments</li> <li>- Food Control Fees Regulation No. 58 of 2008 and amendment</li> <li>- The Jordanian Technical Regulation No. 493/2003 concerning the health requirements- general rules of food health affairs.</li> <li>- The Jordanian Technical Regulation No. 1716/2006 – Food Safety Management Regulations- requirements of any entity within the food chain.</li> <li>- Transport, storage and display instructions issued by FDA of 2011 and published in the Official Gazette volume 5092 dated May 16, 2011</li> <li>- General Health Conditions to license factories and plants as published in the Official Gazette volume 4075 dated October 16, 1995</li> </ul>		

## 14. Food Products manufacturing

Sector: Manufacturing			
Economic activity (entity objectives): Food Products manufacturing			For details, re-visit step No.
Activity-related requirements ↺	Legal form	- Company or individual establishment	1
	Minimum capital	- N/A	1
	Prior approval for registration	- Approval from Jordan Food & Drug Administration (JFDA)	1
	Land use status	- Industrial	2
	Activity site selection conditions	<p><u>Foodstuff industries that don't produce smells:</u></p> <ul style="list-style-type: none"> <li>- Distance between the factory and zoning border is no less than 500 m.</li> <li>- It is no less than 500 m away from sensitive constructions (schools, hospitals, worship houses)</li> <li>- It is no less than 500 m away from the pollution sources (factories and waste dumps)</li> <li>- No less than 100 m away from any main road</li> <li>- Once the approval is obtained, construction should be commenced within max one year provided the building is completed within maximum 3 years from the date of the license.</li> </ul> <p><u>Foodstuff factories that produce smells:</u></p> <ul style="list-style-type: none"> <li>- It is no less than 2 km away from sensitive constructions (schools, hospitals, worship houses), the residential communities and the zoning border.</li> <li>- It is no less than 500 m away from the pollution sources</li> <li>- No less than 200 m away from any main road</li> <li>- Once the approval is obtained, construction should be commenced within max one year provided the building is completed within maximum 3 years from the date of the license</li> </ul>	2



Sector: Manufacturing			
Economic activity (entity objectives): Food Products manufacturing			For details, re-visit step No.
Activity-related requirements	Does it require Environmental Impact Assessment	- Yes	2
	Construction license and occupancy permit	- In case of construction, obtain construction license and occupancy permit from regulatory authorities	3
	Vocational license	- Obtain vocational license from the zoning authorities	3
	Manpower Volume and %	- Jordanian not less than 80% - Non-Jordanian not more than 20%	-
Official Authority		Jordan Food & Drug Administration	Website <a href="http://www.jfda.jo">www.jfda.jo</a>
Sectoral licensing-related procedures – Food Products manufacturing			
Procedure	Required documents	Duration	Fees
1. A health licensing application to a foodstuff factory is filed by the investor at JFDA	<ul style="list-style-type: none"> <li>- Fill up the site inspection form</li> <li>- Organizational site blueprint</li> <li>- Building drawing</li> <li>- Company registration certificate (commercial registration)</li> <li>- Approval of the Ministry of Environment / Central Licensing Committee</li> </ul>		Site assessment fee JD100
2. A site inspection is conducted by the JFDA			
3. A letter of approval or disapproval of the site is issued		14 working days from application date	

**Sectoral licensing-related procedures – Food Products manufacturing**

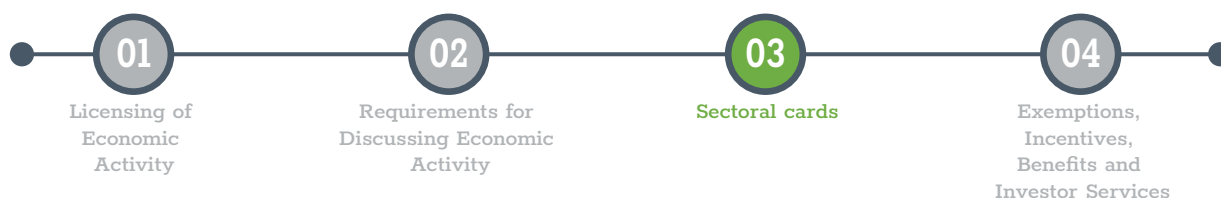
Procedure	Required documents	Duration	Fees
4. An application to evaluate production lines when ready is filed by the investor	<ul style="list-style-type: none"> <li>- Fill up production line evaluation form</li> <li>- List of raw materials used</li> <li>- Flow chart</li> <li>- Name of final product (trade mark)</li> <li>- Sterilization and disinfection steps and their materials.</li> </ul>		JD100 per production line
5. The required lines are inspected by JFDA's concerned committee; and based on the inspection report, a letter is drafted as follows: a. Approve the trial production provided trial samples are taken b. Disapprove the trial production until the negatives shortcomings are avoided c. Disapproval		14 working days	
6. Samples for testing to prove validity for human consumption are taken		working days from date of handing over the samples	
7. A decision allowing the production in case of successful samples is issued		working days from issuance of test result date	
Related Laws and Regulations	<ul style="list-style-type: none"> <li>- Food Law No. 30 of 2015</li> <li>- Crafts and Industries Law No. 16 of 1953 and amendments</li> <li>- Food Control Fees Regulation No. 58 of 2008 and amendments</li> <li>- The Jordanian Technical Regulation No. 493/2003 concerning the health requirements- general rules of food health affairs.</li> <li>- The Jordanian Technical Regulation No. 1716/2006 – Food Safety Management Regulations- requirements of any entity within the food chain.</li> <li>- Transport, storage and display instructions issued by FDA of 2011 and published in the Official Gazette volume 5092 dated May 16, 2011</li> <li>- General Health Conditions to license factories and plants as published in the Official Gazette volume 4075 dated October 16, 1995</li> </ul>		

### 15. Textile manufacturing

Sector: Manufacturing			
Economic activity (entity objectives): Textile manufacturing			For details, re-visit step No.
Activity-related requirements	Legal form	- Company or individual establishment	1
	Minimum capital	- N/A	1
	Prior approval for registration	- N/A	1
	Land use status	- Industrial	2
	Activity site selection conditions	<p>- The general requirements to select site shall apply for not stating the Activity in the site selection instructions issued under the environment protection Act No. 52 of 2006</p> <p><u>General requirements:</u></p> <ul style="list-style-type: none"> <li>- The activity is far away from sensitive constructions (schools, hospitals, worship houses)</li> <li>- Special conditions of similar activities are applied to this activity through a specialized commission</li> <li>- Wind direction should be observed in case of spacious areas.</li> </ul>	2
	Does it require Environmental Impact Assessment	- Yes	2
	Construction license and occupancy permit	- In case of construction, obtain construction license and occupancy permit from regulatory authorities	3
	Vocational license	- Obtain vocational license from the regulatory authorities	3
	Manpower Volume and %	<p>- Jordanian not less than 60%</p> <p>- Non-Jordanian not more than 40%</p>	-

## 16. Chemical Products and Material manufacturing

Sector: Manufacturing			
Economic activity (entity objectives): Chemical Products and Material manufacturing (chemicals, fertilizers, plastics, paints, soap, detergents, perfumes and toiletries)			For details, re-visit step No.
Activity-related requirements	Legal form	- Company or individual establishment	1
	Minimum capital	- N/A	1
	Prior approval for registration	- Post approval from Ministry of Interior	1
	Land use status	- Industrial	2
	Activity site selection conditions	<ul style="list-style-type: none"> <li>- Distance between the factory and zoning border is no less than 5 km</li> <li>- It is no less than 5 km away from sensitive constructions (schools, hospitals, worship houses), and foodstuff factories</li> <li>- It is no less than 1 km away from any main road</li> <li>- Once the approval is obtained, construction should be commenced within max one year provided the building is completed within maximum 3 years from the date of the license</li> </ul>	2
	Does it require Environmental Impact Assessment	- Yes	2
	Construction license and occupancy permit	- In case of construction, obtain construction license and occupancy permit from regulatory authorities	3
	Vocational license	- Obtain vocational license from the regulatory authorities	3
	Manpower Volume and %	<ul style="list-style-type: none"> <li>- Jordanian not less than 80%</li> <li>- Non-Jordanian not more than 20%</li> </ul>	-
Official Authority		Ministry of Agriculture (Delegate at JIC IW)	Website <a href="http://www.moa.gov.jo">www.moa.gov.jo</a>



Sectoral licensing-related procedures – Chemical Products and Material manufacturing			
Procedure	Required documents	Duration	Fees
1. A fertilizer factory licensing application is filled by the investor at MoA delegate at JIC IW	<ul style="list-style-type: none"> <li>- Company registration certificate or commercial registration</li> <li>- original valid land plan</li> </ul>		JD50
2. The concerned authorities are addressed by MoA delegate at JIC IW	<ul style="list-style-type: none"> <li>- Approval letter of the Ministry of Environment</li> </ul>	working days	N/A
3. A final approval or disapproval is issued by MoA		10 working days	N/A
Related Laws and Regulations	<ul style="list-style-type: none"> <li>- Agriculture Law No. 13 of 2015</li> <li>- Environmental Impact Assessment Regulation No. 37 of 2005</li> <li>- Selection of development activity site Instructions of 2016 and amendments</li> <li>- Transport, storage and display Instructions issued by FDA of 2011 and published in the Official Gazette volume 5092 dated May 16, 2011</li> <li>- Licensing Instruction conditions for the production of agricultural fertilizers and plant growth, preparation, storage, handling, trading #Z/ 6 2016</li> </ul>		

## 17. Paper Products manufacturing

Sector: Manufacturing			
Economic activity (entity objectives): Paper Products manufacturing			For details, re-visit step No.
Activity-related requirements	Legal form	- Company or individual establishment	1
	Minimum capital	- N/A	1
	Prior approval for registration	- N/A	1
	Land use status	- Industrial	2
	Activity site selection conditions	<ul style="list-style-type: none"> <li>- Distance between the factory and zoning border is no less than 5 km</li> <li>- It is no less than 5 km away from sensitive constructions (schools, hospitals, worship houses), and foodstuff factories</li> <li>- It is no less than 1 km away from any main road</li> <li>- Once the approval is obtained, construction should be commenced within max one year provided the building is completed within maximum 3 years from the date of the license</li> </ul>	2
	Does it require Environmental Impact Assessment	- Yes	2
	Construction license and occupancy permit	- In case of construction, obtain construction license and occupancy permit from regulatory authorities	3
	Vocational license	- Obtain vocational license from the regulatory authorities	3
	Manpower Volume and %	<ul style="list-style-type: none"> <li>- Jordanian not less than 80%</li> <li>- Non-Jordanian not more than 20%</li> </ul>	-

### 18. Transport Equipment manufacturing

Sector: Manufacturing			
Economic activity (entity objectives): Transport Equipment manufacturing			For details, re- visit step No.
Activity-related requirements	Legal form	- Company or individual establishment	1
	Minimum capital	- N/A	1
	Prior approval for registration	- N/A	1
	Land use status	- Industrial	2
	Activity site selection conditions	- The general requirements to select site shall apply for not stating the Activity in the site selection instructions issued under the Environment Protection Law No. 52 of 2006  <u>General requirements:</u> - The activity is far away from sensitive constructions (schools, hospitals, worship houses) - The similar special conditions apply to the Activity through an ad hoc committee - Wind direction should be observed in case of spacious areas	2
	Does it require Environmental Impact Assessment	- Yes	2
	Construction license and occupancy permit	- In case of construction, obtain construction license and occupancy permit from regulatory authorities	3
	Vocational license	- Obtain vocational license from the regulatory authorities	3
	Manpower Volume and %	- Jordanian not less than 85% - Non-Jordanian not more than 15%	-

## 19. Tobacco Products manufacturing

Sector: Manufacturing			
Economic activity (entity objectives): Tobacco Products manufacturing			For details, re-visit step No.
Activity-related requirements	Legal form	- Company or individual establishment	1
	Minimum capital	- N/A	1
	Prior approval for registration	- N/A	1
	Land use status	- Industrial	2
	Activity site selection conditions	<p>- The general requirements to select site shall apply for not stating the Activity in the site selection instructions issued under the Environment Protection Law No. 52 of 2006</p> <p><u>General requirements:</u></p> <ul style="list-style-type: none"> <li>- The activity is far away from sensitive constructions (schools, hospitals, worship houses)</li> <li>- The similar special conditions apply to the Activity through an ad hoc committee</li> <li>- Wind direction should be observed in case of spacious areas</li> </ul>	2
	Does it require Environmental Impact Assessment	- Yes	2
	Construction license and occupancy permit	- In case of construction, obtain construction license and occupancy permit from regulatory authorities	3
	Vocational license	- Obtain vocational license from the regulatory authorities	3
	Manpower Volume and %	<p>- Jordanian not less than 80%</p> <p>- Non-Jordanian not more than 20%</p>	-




## 20. Rubber and Plastics manufacturing

Sector: Manufacturing			
Economic activity (entity objectives): Rubber and Plastics manufacturing			For details, re-visit step No.
Activity-related requirements	Legal form	- Company or individual establishment	1
	Minimum capital	- N/A	1
	Prior approval for registration	- N/A	1
	Land use status	- Industrial	2
	Activity site selection conditions	- The general requirements to select site shall apply for not stating the Activity in the site selection instructions issued under the Environment Protection Law No. 52 of 2006  <u>General requirements:</u> - The activity is far away from sensitive constructions (schools, hospitals, worship houses) - The similar special conditions apply to the Activity through an ad hoc committee - Wind direction should be observed in case of spacious areas	2
	Does it require Environmental Impact Assessment	- Yes	2
	Construction license and occupancy permit	- In case of construction, obtain construction license and occupancy permit from regulatory authorities	3
	Vocational license	- Obtain vocational license from the regulatory authorities	3
	Manpower Volume and %	- Jordanian not less than 80% - Non-Jordanian not more than 20%	-

## 21. Non-Metallic Mineral Products Industry (Glass/Ceramic/Cement) manufacturing

Sector: Manufacturing			
Economic activity (entity objectives): Non-Metallic Mineral Products Industry (Glass/Ceramic/Cement) manufacturing			For details, re-visit step No.
Activity-related requirements ↺	Legal form	- Company or individual establishment	1
	Minimum capital	- N/A	1
	Prior approval for registration	- N/A	1
	Land use status	- Industrial	2
	Activity site selection conditions ↻	<u>Cement Factories:</u> <ul style="list-style-type: none"> <li>- Distance between the factory and zoning boundaries shall not be less than 8 km</li> <li>- Distance to sensitive constructions (schools, hospitals, worship houses) shall not be less than 8 km</li> <li>- 3 km distance shall be at least to nearest main road</li> <li>- After the approval is obtained, project construction shall start within 1 year maximum, and completion shall be within 3 years maximum as date of license</li> </ul> <u>Sand Glass Factories:</u> <ul style="list-style-type: none"> <li>- Distance between the factory and zoning boundaries shall not be less than 5 km</li> <li>- The distance to sensitive constructions (schools, hospitals, worship houses) shall not be less than 5 km</li> <li>- 1 km distance shall be at least to nearest main road</li> <li>- After the approval is obtained, project construction shall start within 1 year maximum, and completion shall be within 3 years maximum as date of license.</li> <li>- In addition, the general requirements to select development sites shall apply for not stating the activity in the site selection instructions issued under the Environment Protection Law No. 52 of 2006</li> </ul>	2

Sector: Manufacturing			
Economic activity (entity objectives): Non-Metallic Mineral Products Industry (Glass/Ceramic/Cement) manufacturing			For details, re- visit step No.
Activity-related requirements	 Activity site selection conditions	<u>General requirements:</u> <ul style="list-style-type: none"> <li>- The activity is far away from sensitive constructions (schools, hospitals, worship houses)</li> <li>- The similar special conditions apply to the Activity through an ad hoc committee</li> <li>- Wind direction should be observed in case of spacious areas</li> </ul>	2
	Does it require Environmental Impact Assessment	- Yes	2
	Construction license and occupancy permit	- In case of construction, obtain construction license and occupancy permit from regulatory authorities	3
	Vocational license	- Obtain vocational license from the regulatory authorities	3
	Manpower Volume and %	<ul style="list-style-type: none"> <li>- Jordanian not less than 85%</li> <li>- Non-Jordanian not more than 15%</li> </ul>	-
Related Laws and Regulations		- Under the Council of Ministers' Resolution No. (14416) dated 03/12/2016 regarding the extension of the Council of Ministers' Resolution No. (835), including "the approval of a number of measures to regulate the work of the cement sector in the Kingdom", in item (18) on cement plants; the cement sector has been organized by seizing to register, license or create new cement factories and mills and/ or expansion of existing ones to reduce production surplus. Accordingly, must visit the Industrial development Directorate at the Ministry of Industry and Trade in case interested in investing in this sector and meet with the relevant cement committee for the application to be duly considered	

## 22. Rolled Metal Products manufacturing

Sector: Manufacturing			
Economic activity (entity objectives): Rolled Metal Products manufacturing			For details, re- visit step No.
Activity-related requirements	Legal form	- Company or individual establishment	1
	Minimum capital	- N/A	1
	Prior approval for registration	- N/A	1
	Land use status	- Industrial	2
	Activity site selection conditions	<ul style="list-style-type: none"> <li>- Distance between the factory and zoning border is no less than 5 km</li> <li>- It is no less than 5 km away from sensitive constructions (schools, hospitals, worship houses), and foodstuff factories</li> <li>- It is no less than 1 km away from any main road</li> <li>- Once the approval is obtained, construction should be commenced within max one year provided the building is completed within maximum 3 years from the date of the license</li> </ul>	2
	Does it require Environmental Impact Assessment	- Yes	2
	Construction license and occupancy permit	- In case of construction, obtain construction license and occupancy permit from regulatory authorities	3
	Vocational license	- Obtain vocational license from the regulatory authorities	3
	Manpower Volume and %	<ul style="list-style-type: none"> <li>- Jordanian not less than 85%</li> <li>- Non-Jordanian not more than 15</li> </ul>	-

### 23. Timber and Cork Products manufacturing

Sector: Manufacturing			
Economic activity (entity objectives): Timber and Cork Products manufacturing			For details, re-visit step No.
Activity-related requirements	Legal form	- Company or individual establishment	1
	Minimum capital	- N/A	1
	Prior approval for registration	- N/A	1
	Land use status	- Industrial	2
	Activity site selection conditions	<ul style="list-style-type: none"> <li>- Distance between the factory and zoning border is no less than 5 km</li> <li>- It is no less than 5 km away from sensitive constructions (schools, hospitals, worship houses), and foodstuff factories</li> <li>- It is no less than 1 km away from any main road</li> <li>- Once the approval is obtained, construction should be commenced within max one year provided the building is completed within maximum 3 years from the date of the license</li> </ul>	2
	Does it require Environmental Impact Assessment	- Yes	2
	Construction license and occupancy permit	- In case of construction, obtain construction license and occupancy permit from regulatory authorities	3
	Vocational license	- Obtain vocational license from the zoning authorities	3
	Manpower Volume and %	<ul style="list-style-type: none"> <li>- Jordanian not less than 85%</li> <li>- Non-Jordanian not more than 15%</li> </ul>	-

## B. Information Technology Sector



## 1. Software Development and Applications and their Licenses

Sector: Information Technology			
Economic activity (entity objectives): Software development and applications and licenses (ISIC 5820 + 6201)			For details, re-visit step No.
Activity-related requirements	Legal form	- Company or individual establishment	1
	Minimum capital	- N/A	1
	Prior approval for registration	- N/A	1
	Land use status	- Commercial zoning	2
	Activity site selection conditions	- N/A	2
	Does it require Environmental Impact Assessment	- No	2
	Construction license and occupancy permit	- In case of construction, obtain construction license and occupancy permit from regulatory authorities	3
	Vocational license	- Obtain vocational license from the zoning authorities	3
	Manpower Volume and %	- N/A	-
	Note	Objective of company must comply with ISIC4	

## 2. Mobile Applications

Sector: Information Technology			
Economic activity (entity objectives): Mobile Applications (ISIC 6201)			For details, re-visit step No.
Activity-related requirements	Legal form	- Company or individual establishment	1
	Minimum capital	- N/A	1
	Prior approval for registration	- N/A	1
	Land use status	- Commercial zoning	2
	Activity site selection conditions	- N/A	2
	Does it require Environmental Impact Assessment	- No	2
	Construction license and occupancy permit	- In case of construction, obtain construction license and occupancy permit from regulatory authorities	3
	Vocational license	- Obtain vocational license from the zoning authorities	3
	Manpower Volume and %	- N/A	-
Note		Objective of company must comply with ISIC4	

## 3. Web Portals and Content

Sector: Information Technology			
Economic activity (entity objectives): Web Portals and Content (ISIC 6209 + 6312)			For details, re-visit step No.
Activity-related requirements	Legal form	- Company or individual establishment	1
	Minimum capital	- N/A	1
	Prior approval for registration	- N/A	1
	Land use status	- Commercial zoning	2
	Activity site selection conditions	- N/A	2
	Does it require Environmental Impact Assessment	- No	2
	Construction license and occupancy permit	- In case of construction, obtain construction license and occupancy permit from regulatory authorities	3
	Vocational license	- Obtain vocational license from the zoning authorities	3
	Manpower Volume and %	- N/A	-
	Note	Objective of company must comply with ISIC4	



#### 4. Outsourcing Services Centers (BPO)

Sector: Information Technology			
Economic activity (entity objectives): Outsourcing Services Centers (BPO) (ISIC 6209 + 6311)			For details, re-visit step No.
Activity-related requirements	Legal form	- Company or individual establishment	1
	Minimum capital	- N/A	1
	Prior approval for registration	- N/A	1
	Land use status	- Commercial zoning	2
	Activity site selection conditions	- N/A	2
	Does it require Environmental Impact Assessment	- No	2
	Construction license and occupancy permit	- In case of construction, obtain construction license and occupancy permit from regulatory authorities	3
	Vocational license	- Obtain vocational license from the zoning authorities	3
	Manpower Volume and %	- N/A	-
Note		Objective of company must comply with ISIC4	

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## 5. Digital Content and Electronic Games

Sector: Information Technology			
Economic activity (entity objectives): Digital Content and Electronic Games (ISIC 6201 + 6209 + 6311 + 6312 + 4651)			For details, re-visit step No.
Activity-related requirements	Legal form	- Company or individual establishment	1
	Minimum capital	- N/A	1
	Prior approval for registration	- N/A	1
	Land use status	- Commercial zoning	2
	Activity site selection conditions	- N/A	2
	Does it require Environmental Impact Assessment	- No	2
	Construction license and occupancy permit	- In case of construction, obtain construction license and occupancy permit from regulatory authorities	3
	Vocational license	- Obtain vocational license from the zoning authorities	3
	Manpower Volume and %	- N/A	-
	Note	Objective of company must comply with ISIC4	

## 6. Digital Data Processing

Sector: Information Technology			
Economic activity (entity objectives): Digital Data Processing (ISIC 6202 + 6209 + 6311)			For details, re-visit step No.
Activity-related requirements	Legal form	- Company or individual establishment	1
	Minimum capital	- N/A	1
	Prior approval for registration	- N/A	1
	Land use status	- Commercial zoning	2
	Activity site selection conditions	- N/A	2
	Does it require Environmental Impact Assessment	- No	2
	Construction license and occupancy permit	- In case of construction, obtain construction license and occupancy permit from regulatory authorities	3
	Vocational license	- Obtain vocational license from the zoning authorities	3
	Manpower Volume and %	- N/A	-
Note		Objective of company must comply with ISIC4	

## 7. Information Technology Sector Training

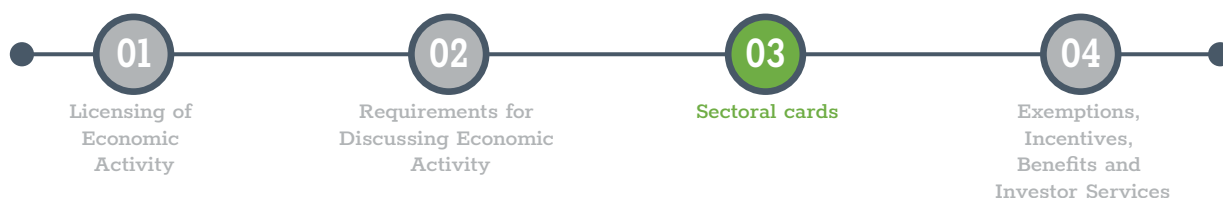
Sector: Information Technology			
Economic activity (entity objectives): IT Sector Training (ISIC 8549)			For details, re-visit step No.
Activity-related requirements	Legal form	- Company or individual establishment	1
	Minimum capital	- N/A	1
	Prior approval for registration	- N/A	1
	Land use status	- Commercial zoning	2
	Activity site selection conditions	- N/A	2
	Does it require Environmental Impact Assessment	- No	2
	Construction license and occupancy permit	- In case of construction, obtain construction license and occupancy permit from regulatory authorities	3
	Vocational license	- Obtain vocational license from the zoning authorities	3
	Manpower Volume and %	- N/A	-
	Note	Objective of company must comply with ISIC4	

## 8. Electronic Education and Training

Sector: Information Technology			
Economic activity (entity objectives): Electronic Education and Training (ISIC 8549)			For details, re-visit step No.
Activity-related requirements	Legal form	- Company or individual establishment	1
	Minimum capital	- N/A	1
	Prior approval for registration	- N/A	1
	Land use status	- Commercial zoning	2
	Activity site selection conditions	- N/A	2
	Does it require Environmental Impact Assessment	- No	2
	Construction license and occupancy permit	- In case of construction, obtain construction license and occupancy permit from regulatory authorities	3
	Vocational license	- Obtain vocational license from the zoning authorities	3
	Manpower Volume and %	- N/A	-
	Note	Objective of company must comply with ISIC4	

## 9. Call Center

Sector: Information Technology			
Economic activity (entity objectives): Call Center (ISIC 8220)			For details, re-visit step No.
Activity-related requirements	Legal form	- Company or individual establishment	1
	Minimum capital	- N/A	1
	Prior approval for registration	- N/A	1
	Land use status	- Commercial zoning	2
	Activity site selection conditions	- N/A	2
	Does it require Environmental Impact Assessment	- No	2
	Construction license and occupancy permit	- In case of construction, obtain construction license and occupancy permit from regulatory authorities	3
	Vocational license	- Obtain vocational license from the zoning authorities	3
	Manpower Volume and %	- N/A	-
	Note	Objective of company must comply with ISIC4	



## C. Health Sector



### 1. Private Hospital

In terms of the medical capabilities and specialization, the private hospital is divided into two types:

- General hospital:** in which all medical capabilities are made available to treat patients in the basic medicine specializations, namely the obstetrics and gynecological surgeries, internal medicine and childhood diseases on minimum basis. Its capacity is not less than 40 beds.
- Specialized hospital:** it has the medical capabilities to treat patients in one of the medical specialties or dental medicine only. Its capacity is not less than 20 beds.

Sector: Health			
Economic activity (entity objectives): Private Hospital			For details, revisit step No.
Activity-related requirements	Legal form	- Company or individual establishment	1
	Minimum capital	- N/A	1
	Prior approval for registration	- Approval from Ministry of Health	1
	Land use status	- As determined by the zoning authorities	2
	Activity site selection conditions	- N/A	2
	Does it require Environmental Impact Assessment	- No	2
	Construction license and occupancy permit	- In case of construction, obtain construction license and occupancy permit from regulatory authorities	3
	Vocational license	- Obtain vocational license from the zoning authorities	3
	Manpower Volume and %	- Jordanian not less than 90% - Non-Jordanian not more than 10%	-
Official Authority		Ministry of Health	Website <a href="http://www.moh.gov.jo">www.moh.gov.jo</a>

## Sectoral licensing-related procedures – Private Hospital

Procedure	Required documents	Duration	Fees
1. A private hospital construction application is filled by the investor at Ministry of Health	<ul style="list-style-type: none"> <li>- Valid zoning site plan</li> <li>- Construction layout</li> <li>- Company registration certificate</li> <li>- Lease contract or title deed</li> </ul>		
2. The private hospital construction application is studied by the Private Hospitals Licensing Committee	- N/A	14 working days after completion of all requirements as per applicable regulation and instructions	
3. Recommendation of the Private Hospitals Licensing Committee to the Secretary Generalis filed	- N/A	working days after completion of all requirements as per applicable regulation and instructions	
4. Recommendation relating to the decision is drafted by the MoH Secretary General to the Minister of Health for preliminary approval or disapproval.	- N/A	working days after completion of all requirements as per applicable regulation and instructions	
5. The final decision is issued by the Minister of Health	- N/A	working days following the submission of the Secretary General	
Related Laws and Regulations	<ul style="list-style-type: none"> <li>- Public Health Law No. 47 of 2008</li> <li>- Private Hospitals Regulation No. 54 of 2014, as amended</li> </ul>		

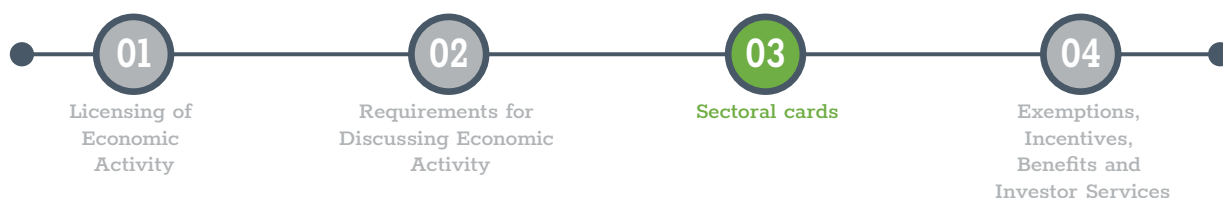


## 2. Specialized Medical Center

Sector: Health			
Economic activity (entity objectives): Specialized Medical Center			For details, revisit step No.
Activity-related requirements	Legal form	- Company or individual establishment	1
	Minimum capital	- N/A	1
	Prior approval for registration	- Approval from Ministry of Health (MoH) - Approval from Doctors' Syndicate	1
	Land use status	- As determined by the zoning authorities	2
	Activity site selection conditions	- N/A	2
	Does it require Environmental Impact Assessment	- No	2
	Construction license and occupancy permit	- In case of construction, obtain construction license and occupancy permit from regulatory authorities	3
	Vocational license	- Obtain vocational license from the zoning authorities after obtaining licensing approval from MoH	3
	Manpower Volume and %	- Jordanian not less than 100%	-
Official Authority		Ministry of Health	Website <a href="http://www.moh.gov.jo">www.moh.gov.jo</a>

## Sectoral licensing-related procedures – Specialized Medical Center

Procedure	Required documents	Duration	Fees
1. A specialized medical center construction application is filled by the investor at the Ministry of Health	<ul style="list-style-type: none"> <li>- Certified copy of the medicine vocational license issued by the Ministry to the applying doctor</li> <li>- The Association's letter of no-objection</li> <li>- Lease contract or title deed in the name of the applicant and a copy of the partnership contract (if any)</li> <li>- Valid zoning site plan</li> <li>- Company registration certificate or commercial registration</li> </ul>		
2. The application is reviewed by the Medical Centers and Clinics Licensing Commission		working days after completion of all requirements as per applicable regulation and instructions	
3. The center's site is inspected by the Medical Centers and Clinics Licensing Commission		working days after completion of all requirements as per applicable regulation and instructions	
4. Decision-related recommendations and submissions are made to the Secretary General for preliminary approval or disapproval.		working days after completion of all requirements as per applicable regulation and instructions	



Sectoral licensing-related procedures – Specialized Medical Center			
Procedure	Required documents	Duration	Fees
5. The final decision is issued by the Minister of Health		working days following the submission of the Secretary General	JD50 for clinic licensing fee JD100 general medical center licensing fee JD250 specialization center licensing fee
Additional Information	<ul style="list-style-type: none"> <li>- The applicant is stipulated to be a doctor</li> <li>- Share of doctors in the specialized centers is no less than 51% of the capital</li> <li>- The name of the center should be registered in the record designated for the centers in the Jordan Medical Association provided it is an Arabic name and not duplicate</li> </ul>		
Related Laws and Regulations	<ul style="list-style-type: none"> <li>- Public Health Law No. 47 of 2008</li> <li>- Human Medical Centers and Clinics' Licensing Regulation No. 74 of 2014</li> </ul>		

### 3. Clinical Research Center

Sector: Health			
Economic activity (entity objectives): Clinical Research Centers (Analytical Laboratory, Diagnostic laboratory, , Clinical Side for performing pharmacological studies, Pharmacology Research Center			For details, revisit step No.
Activity-related requirements ↻	Legal form	- Company or individual establishment	1
	Legal Form Conditions	<ul style="list-style-type: none"> <li>- The economic activity can be licensed to:</li> <li>- Public and private hospitals</li> <li>- Universities, academic institutions</li> <li>- Scientific research institutions</li> <li>- Specialized pharmaceutical manufacturing companies</li> <li>- on condition that they have the technical capabilities to do the necessary emergency, diligent care and clinical laboratory tests</li> </ul>	1

Activity-related requirements	Minimum capital	- N/A	1
	Prior approval for registration	- Approval from JFDA - Approval from MoH in case the economic activity will be licensed to a hospital	1
	Land use status	- As determined by the zoning authorities	2
	Activity site selection conditions	- Site should be separate and appropriate in terms of design and space (around 200m <sup>2</sup> ) to be consistent with analytical techniques used at site and approved by pharmaceutical studies committee.	2
	Does it require Environmental Impact Assessment	- No	2
	Construction license and occupancy permit	- In case of construction, obtain construction license and occupancy permit from relevant authorities	3
	Vocational license	- Obtain vocational license from the zoning authorities	3
	Volume and rates of manpower	- N/A	-
Official Authority		Jordan Food & Drug Administration	Website <a href="http://www.jfda.jo">www.jfda.jo</a>

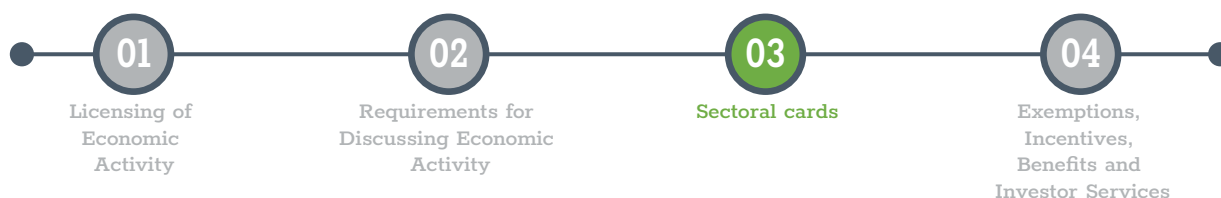
Sectoral licensing related procedures – Clinical Research Centers (Analytical Laboratory, Diagnostic Laboratory, Clinical)			
Procedure	Required documents	Duration	Fees
1. A clinical research center license / accreditation application is filled at JFDA	<ul style="list-style-type: none"> <li>- A letter from the investor indicating that the site is equipped according to the principles and criteria for licensing a clinical research center</li> <li>- Valid zoning site plan</li> <li>- Vocational license</li> <li>- Company registration certificate or commercial registration</li> </ul>		
2. Application is reviewed by Pharmaceutical Studies Department at JFDA	- N/A		N/A
3. Due fees are paid at the cashier	- N/A		See Tables (6) and (7) below
4. Application is presented to the Pharmaceutical Studies Committee and a date is set for site inspection	- N/A		N/A
5. An inspection is conducted on the location to be licensed			
6. A letter of approval / disapproval is issued and signed by the Director General then approved by Minister of Health	- N/A	(14) working days from date of receiving application  in case the site/building is in compliance with licensing conditions	N/A
7. The letter of approval / disapproval is sent to the investor	- N/A		N/A

### Sectoral licensing related procedures – Clinical Research Centers (Analytical Laboratory, Diagnostic Laboratory, Clinical)

Procedure	Required documents	Duration	Fees
Related Laws and Regulations	<ul style="list-style-type: none"> <li>- Law No. (2) for the year 2011 to conduct pharmacological studies</li> <li>- Regulation No. (30) on licensing private medical laboratories for the year 2003 and its amendments</li> <li>- Regulation No. (49) on license fees &amp; accreditation of laboratories to conduct pharmacological studies for the year 2004</li> <li>- Instructions No. 1 issued pursuant to provision (6 /a&amp; b) to conduct pharmacological studies Law No. (67) for the year 2001</li> <li>- Instruction for drug studies committee service fees pursuant to article 16/b of Law # 2 for the year 2011</li> </ul>		

**Table (6) Regulation No. (49) on license fees & accreditation of laboratories to conduct pharmacological studies for the year 2004**

Service	Fees (JD)
License for any party to conduct pharmacological study	500
License for any party to conduct the clinical side of the pharmacological study	2,000
Renew license for any party to conduct the clinical side of the pharmacological study	1,000
Credence a laboratory for the analysis of vital diagnostic specimens	1,000
Renew credence of a laboratory for the analysis of vital diagnostic specimens	500
Credence of any laboratory to analyze other vital samples	5,000
Renew credence of any laboratory to analyze other vital samples	2,000



**Table (7) Drug Studies Committee accommodation fees based on Provisions of Article 16/B of Law No. (2) of 2011 for conducting pharmacological studies**

Service	Fees (JD)
Studying the documentation and evaluation of hospital accreditation or license or center that performs clinical aspect of the study requirements	2,000
Studying the documentation and evaluation of requirements to add any space to the place that is licensed to conduct the clinical aspect of the study	500
Studying documents and assessing the adoption of clinical laboratory tests and diagnostic requirements	1,000
Studying the documentation and evaluation of accreditation and licensing requirements vital samples analysis center	1,000
Re-evaluation of the renewal of accrediting a center or hospital that performs the clinical aspect of the study requirements	1,000
Re-evaluate the adoption of clinical laboratory tests and diagnostic requirements	500
Re-evaluate the adoption of bio-sample analysis center requirements	500
Studying and evaluating clinical study scheme (Phase 1, 2, 3)	4,000
Study and evaluation scheme bioequivalence or bioavailability study	1,000
Studying and evaluating clinical study scheme (Phase 4)	500
Study and evaluation of clinical study scheme of Jordan university / within certain conditions in the instruction and with the approval of JDFA	500

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## D. Tourism Sector



## 1. Hotels, Hotel Apartments or Hotel Suites

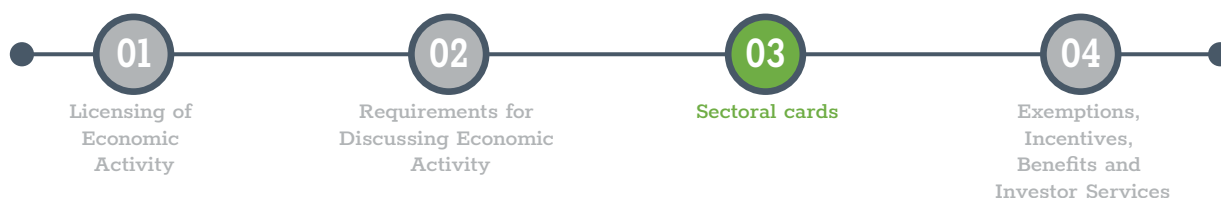
Sector: Health			
Economic activity (entity objectives): Specialized Medical Center			For details, revisit step No.
Activity-related requirements	Legal form	- Company or individual establishment	1
	Minimum capital	- N/A	1
	Prior approval for registration	- Approval from Ministry of Tourism and Antiquities (MoTA)	1
	Land use status	- As determined by the zoning authorities	2
	Activity site selection conditions	- It is at least 500 m away from sensitive construction (schools, hospitals & worship houses )	2
	Does it require Environmental Impact Assessment	- No	2
	Construction license and occupancy permit	- In case of construction, obtain construction license and occupancy permit from regulatory authorities	3
	Vocational license	- Obtain vocational license from the zoning authorities	3
	Establishment License Fees	- Kindly refer to Table (7) hereunder	-
Official Authority		Ministry of Tourism and Antiquities (Delegate at JIC IW)	Website <a href="http://www.mota.gov.jo">www.mota.gov.jo</a>



Sectoral licensing related procedures – Hotels, Hotel Apartments or Hotel Suites			
Procedure	Required documents	Duration	Fees
1. An application of a tourist entity establishment (the preliminary approval is valid for 2 years which can be extended for a similar period only) is filled by the investor at MoTA JIC IW delegate	<ul style="list-style-type: none"> <li>- Duly certified title deed or lease agreement</li> <li>- Valid zoning site plan</li> <li>- Valid land plan</li> <li>- Preliminary project architectural layout</li> <li>- Approval of Civil Defense Directorate on the initial project architectural blueprint</li> <li>- Company registration certificate or valid commercial record indicating its purpose as a hotel accommodation facility (as the case may be)</li> <li>- Valid commercial name or trademark identical to the license class granted to the entity</li> </ul>	working days	
2. The file is reviewed by the Tourism Committee and grants the conditional preliminary approval on the hotel entity establishment application	- N/A	working days	
3. Having completed the outfit and furnishing of new entity, and presenting necessary approvals, the investor officially notifies the Ministry in writing thereabout, for the purpose of site inspection, the classification committee inspects the site and licensing approval.	<ul style="list-style-type: none"> <li>- Duly certified copy of the architectural plans as built drawings</li> <li>- Approval from regulatory entities on licensing</li> <li>- Occupancy permit</li> <li>- Approval of the Civil Defense Directorate to operate the entity and host guests</li> <li>- Company registration certificate or a commercial registration including the national ID of the entity among its objectives to establish a hotel entity</li> <li>- A commercial name or trademark</li> <li>- Self-evaluation form for the final inspection</li> </ul>	months	

**Sectoral licensing related procedures – Hotels, Hotel Apartments or Hotel Suites**

Procedure	Required documents	Duration	Fees
4. The site is visited by the Classification Committee at the Ministry of Tourism & Antiquities followed by preparing a detailed report presented to the Tourism Committee for approval & signature then inform the applicant in writing of approval on the classification	- N/A	(10) working days	
5. In case the investor wishes to appeal against the classification decision within 15 days of its date, he/she may file the appeal application.	- Appeal application	(14) working days	
6. The final classification is issued	<ul style="list-style-type: none"> <li>- Subscription to the Jordan Hotels Association.</li> <li>- Subscription to the Jordan Tourism Board for the hotel entities from 3 star- class and above or equivalent.</li> <li>- Payment of due fees by class against payment voucher.</li> <li>- Visit the Directorate of Information &amp; Tourist Statistics to obtain the statistical form to this end.</li> <li>- A copy of the invoice of (X-Ray) luggage inspection device and (Walk Through) people inspection device for the 4-5 star classes and (Walk Through) people inspection device for the 3 stars or equivalent.</li> <li>- Electronically link all hotels regardless of classification with the Ministry of Tourism and Antiquities through the relevant designated software</li> <li>- Valid insurance policy against dangers, accidents and civil liability to cover the entity's visitors</li> <li>- A clearance certificate for the Social Security Corporation</li> </ul>	(7) working days	



Sectoral licensing related procedures – Hotels, Hotel Apartments or Hotel Suites			
Procedure	Required documents	Duration	Fees
Related Laws and Regulations	<ul style="list-style-type: none"> <li>- Tourism Law No. (20) for 1988 and its amendments</li> <li>- Regulation No. 7 of 1997 for the hotel tourist establishments</li> <li>- Hotel, Tourist, Restaurants, Tourist Rest houses, Night clubs and Professional Tasks Instructions of 1999</li> </ul>		

## 2. Tourist Recreational and Entertainment Cities

Sector: Tourism			
Economic activity (entity objectives): Tourist Recreational and Entertainment Cities whether indoor or outdoor (including projects like: bowling centers, closed and open swimming pools, cable cars, water sports, cultural theatre, aquariums museum, cinemas, gliding, golf squares, aqua and air archery centers/ paint ball, equestrian centers, motor racing fields, desert and mountainous cycling and carting, specialized electronic and electrical games, skiing centers and permanent circus, health resorts, sports stadiums, animals and birds gardens, indoor and outdoor climbing centers)			For details, revisit step No.
Activity-related requirements ↻	Legal form	- Company or individual establishment	1
	Minimum capital	- For Jordanian investor: no less than JD30,000	1
	Prior approval for registration	<ul style="list-style-type: none"> <li>- Approval from Ministry of Tourism and Antiquities</li> <li>- Post approval from Ministry of Interior upon registration or addition and the concerned Governor upon licensing</li> <li>- Site approval from Ministry of Environment, prior to start</li> <li>- Ministry of Agriculture</li> </ul>	1
	Land use status	- As determined by the zoning authorities	2
	Activity site selection conditions	- It is at least 500 m away from sensitive constructions (schools, hospitals, worship houses)	2
	Does it require Environmental Impact Assessment	- No	2

Activity-related requirements	Construction license and occupancy permit	- In case of construction, obtain construction license and occupancy permit from regulatory authorities	3
	Vocational license	- Obtain vocational license from the zoning authorities	3
	Establishment License Fees	- Kindly refer to Table (7) hereunder	-
Official Authority		Ministry of Tourism and Antiquities (Delegate at JIC IW)	Website <a href="http://www.mota.gov.jo">www.mota.gov.jo</a>
Sectoral licensing-related procedures – Specialized Medical Center			
Procedure	Required documents	Duration	Fees
1. An approval application of a recreational/ tourist cities establishment application (the preliminary approval is valid for 2 years which can be extended for a similar period only) is filled by the investor at MoTA JIC IW delegate	<ul style="list-style-type: none"> <li>- Preliminary project architectural plan showing all areas of the facilities and services available (expense amounts) certified by an approved engineering office of space not less than 1,000 m for indoor cities and 2,000 m for outdoor cities</li> <li>- Description of the project in terms of its components, facilities and services attached to it</li> <li>- Valid commercial registration certificate (at least 3 months) indicating ID number &amp; purpose of establishment as Tourist Recreational and Entertainment Cities</li> <li>- Duly certified title deed or lease agreement (less than 1 year)</li> <li>- Valid land plan</li> <li>- Civil Defense approval to architecture blueprint</li> </ul>		JD 500

Sectoral licensing-related procedures – Specialized Medical Center			
Procedure	Required documents	Duration	Fees
2. Study the file and grant the conditional preliminary approval on the establishment of the Tourist Recreational and Entertainment Cities		working days	N/A
3. Having completed the outfit and furnishing of new entity, and officially notified the Ministry in writing thereabout, the classification committee inspects the site and provides the investor with the remarks, if any		months	N/A
4. In case of remarks on the licensing of the Tourist Recreational and Entertainment Cities, the technical committee re-inspects the site to make sure the investor has handled the remarks		14 working days	N/A
5. The final approval and tourist license is issued		10 working days	JD500
6. The investor is informed of the final classification issuance to where he/she has to visit the MoTA (with all necessary documents) within 2 weeks to finalize the procedures and get the license.	<ul style="list-style-type: none"> <li>- Jordan Restaurant Association subscription payment voucher</li> <li>- Insurance policy (civil liability) to cover the restaurant visitors</li> </ul>	(5) minutes	N/A
7. A statistical licensing application is filled at MoTA Information and Statistics Department	<ul style="list-style-type: none"> <li>- Statistical licensing application</li> </ul>	(5) minutes	N/A
8. The recreational/ tourist city license is obtained		(1) working day	N/A
Related Laws and Regulations	<ul style="list-style-type: none"> <li>- Tourism Law No. 20 of 1988 and its amendments</li> <li>- Regulation No. 7 of 1997 for the hotel tourist establishments</li> <li>- Hotel, Tourist, Restaurants, Tourist Rest houses, Night clubs and Professional Tasks instructions of 1999.</li> <li>- Agriculture Law 13 for the year 2015 and the conditions/technical &amp; health instructions required for Zoos , cirques, Pet , birds &amp; fish selling shops in addition to shelters, training, breeding and animal care centers #Z/10/2015</li> </ul>		

## 3. Tourism Restaurants

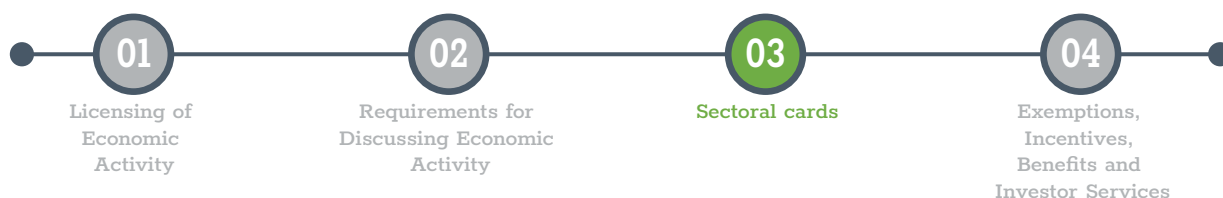
Sector: Tourism			
Economic activity (entity objectives): Tourist Restaurants			For details, revisit step No.
Activity-related requirements	Legal form	- Company or individual establishment	1
	Minimum capital	- (30,000) Jordanian Dinars	1
	Prior approval for registration	- Approval from Ministry of Tourism & Antiquities	1
	Land use status	- As determined by the zoning authorities	2
	Activity site selection conditions	- It is at least 500 m away from sensitive constructions (schools, hospitals, worship houses)	2
	Does it require Environmental Impact Assessment	- No	2
	Construction license and occupancy permit	- In case of construction, obtain construction license and occupancy permit from relevant authorities	3
	Vocational license	- Obtain vocational license from the zoning authorities	3
	Establishment License Fees	- Kindly refer to the following Table (8)	-
Official Authority		Ministry of Tourism and Antiquities (Delegate at JIC IW)	Website <a href="http://www.mota.gov.jo">www.mota.gov.jo</a>

Sectoral licensing-related procedures – Tourist Restaurants			
Procedure	Required documents	Duration	Fees
1. An application for establishing a tourist restaurant is filled out and submitted by investors at JIC IW	<ul style="list-style-type: none"> <li>- Preliminary architectural layouts of the project showing all areas of facilities and services (quantity calculation) authenticated from a certified engineering office</li> <li>- Description of the project in terms of components, facilities and services</li> <li>- Valid commercial registration with national ID number among its objectives establishment of a tourist restaurant</li> <li>- Commercial name or trademark, if available</li> <li>- Valid duly certified title deed or lease agreement</li> <li>- Valid land plan</li> <li>- Valid zoning site plan</li> <li>- Approval of Civil Defense Directorate on project's architectural plans</li> </ul>	(10) minutes	N/A
2. An inspection of the project's site is conducted by MoTA Classification sub-committee in order to issue an approval/ disapproval	- N/A	(5) working days	N/A
3. If approved, the application is reviewed by the Tourism Committee which grants a preliminary approval conditional to the approval of the Civil Defense, GAM/ Municipalities, regulatory and security agencies and commitment to the category classification (preliminary approval is valid for two years)	- N/A	(5) working days	N/A

## Sectoral licensing-related procedures – Tourist Restaurants

Procedure	Required documents	Duration	Fees
4. After completion of furnishing and preparations of the restaurant, and getting needed final regulatory approvals, MoTA is notified in writing for final inspection and licensing	<ul style="list-style-type: none"> <li>- Duly certified copy of the architecture as built drawings</li> <li>- Construction permit from relevant regulatory authorities</li> <li>- Occupancy permit</li> <li>- Approval of the Civil Defense Directorate to operate the entity and accepting guests</li> <li>- Valid company registration certificate or valid commercial registration with national ID number among its objectives establishment of a tourist restaurant</li> <li>- commercial name or trademark</li> </ul>	(6) months	N/A
5. The classification committee inspects the site and provides a detailed classification report to the tourism committee for classification approval	- N/A	(10) working days	N/A
6. The investor is Informed of the final classification issuance to get back to MoTA(bringing supporting documents) within 2 weeks to complete procedures	<ul style="list-style-type: none"> <li>- Jordan Restaurant Association subscription payment voucher</li> <li>- Valid insurance policy (civil liability) to cover the restaurant visitors</li> <li>- Licensing payment voucher as per classification and bracket</li> </ul>	(5) minutes	N/A
7. A statistical licensing application is filled out at MoTA Information and Statistics Department	- Statistical licensing application	(5) minutes	N/A





Sectoral licensing-related procedures – Tourist Restaurants			
Procedure	Required documents	Duration	Fees
8. The tourism restaurant license is granted		(1) working day	N/A
Related Laws and Regulations	<ul style="list-style-type: none"> <li>- Tourism Law (20) of 1988 and its amendments</li> <li>- Hotel and tourism facilities Regulation No. (7) of 1997</li> <li>- Restaurants and Tourist Rest houses Regulation No. (6) of 1997</li> <li>- Hotel, Tourist, Restaurants, Tourist Rest houses, Night clubs and Professional Tasks Instructions of 1999</li> <li>- Council of Ministers Resolution No. (15184) dated 27 April 2016</li> </ul>		

**Table (8): Annual fees for issuing Tourism Establishment License**

Service	Fees (JD)
5 star hotel	500
4 star hotel	400
3 star hotel	300
2 star hotel	200
1 star hotel	100
Non-tourist hotel	50
Hotel apartments class A	300
Hotel apartments class B	200
Hotel apartments class C	100
Hotel suite class A	400
Hotel suite class B	300
Hotel suite class C	200
5 star restaurant	100
4 star restaurant	80
3 star restaurant	60
2 star restaurant	50
1 star restaurant	40
Recreation & Entertainment Cities	500

## E. Agriculture Sector



## 1. Poultry Farm

Sector: Agriculture			
Economic activity (entity objectives): Poultry Farm			For details, revisit step No.
Activity-related requirements ↻	Legal form	- Company or individual establishment	1
	Minimum capital	- N/A	1
	Prior approval for registration	- Approval from Ministry of Agriculture - Ministry of Environment	1
	Land use status	- Beyond the zoning borders of Greater Amman Municipality and municipalities or agriculturally zoned if the goal is to establish and license poultry farms - Agriculturally or industrially zoned if the goal is to establish and license hatcheries	2
	Activity site selection conditions ↻	- The land used for the project should be in the name of the investor/investors or the party intending to establish it or authorized or leased to the party/parties by the landlord under official contracts. - The land should be beyond the zoning borders of Greater Amman Municipality and municipalities or agriculturally zoned. - Total area of the land of the farm is no less than 4 Dunums - The farm is 300 meter away from the nearest licensed construction for breeding layer mother stock or broilers or day-old checks, or 600 m away from the nearest licensed construction for broiler breeders. - In case the investor wishes to establish a second farm for poultry farming of a different type, both farms are separated by a distance of no less than 100 m.	2

Activity-related requirements	Activity site selection conditions	<ul style="list-style-type: none"> <li>- The farm is minimum 500 m away from the zoning border and/or communities if it consists of one barrack&amp; occupies a maximum area of 500m<sup>2</sup>. If more than that, it should abide to an extra distance of 100 m per barrack as per Table in Regulations regarding selection of economic activity's location for the year 2016</li> <li>- The farm is at least 500 m away from the foodstuff factories or potable water bottling plants or pharmaceutical plants or sensitive constructions (schools, hospitals, worship houses).</li> <li>- In case the application is for day-old checks within the farm borders, the day-old checks should be at least 50 m away from the nearest poultry farming construction subject to the entire separation from the farming houses having an independent entrance</li> </ul>	2
	Does it require Environmental Impact Assessment	<ul style="list-style-type: none"> <li>- A preliminary environmental impact assessment should be conducted for farms having more than 30,000 birds</li> </ul>	2
	Construction license and occupancy permit	<ul style="list-style-type: none"> <li>- In case of construction, obtain construction license and occupancy permit from regulatory authorities</li> </ul>	3
	Vocational license	<ul style="list-style-type: none"> <li>- Obtain vocational license from the zoning authorities</li> </ul>	3

Volume and rates of  
manpower

- Broiler chicken farms: one worker per 5,000 birds and one more worker is added per additional 5,000 birds up to 25,000 birds then one more worker is added for each 10,000 additional bird.
- Layer stock/ broiler breeders' farms: One worker per 2,500 birds and one more worker is added per additional 2,500 up to 12,500 birds then one more worker is added per 5,000 birds.
- Hatcheries: one worker per 100,000 eggs.
- Ostrich farms: one worker per 100 birds
- Layer stock farms brought up in chicken coops: one worker per 18,000 birds and one more worker is added per 15,000 birds
- Chicken broilers raised in enclosures , one worker per 18,000 birds
- Any other birds: one worker per 5,000 birds and one more worker is added per 10,000 birds

Official Authority

Ministry of Agriculture  
(Delegate at JIC IW)Website [www.moa.gov.jo](http://www.moa.gov.jo)

## Sectoral licensing-related procedures – Poultry Farm

Procedure	Required documents	Duration	Fees
1. An application for a poultry farm is filled up by the investor at MoA JIC IW delegate	<ul style="list-style-type: none"> <li>- Original land registration deed (in case of title) or lease agreement authenticated by the notary public (in case of lease)</li> <li>- Original &amp; valid zoning site plan</li> <li>- Approval of the Ministry of Interior if one of the investors is a foreigner (restricted nationalities)</li> <li>- Approval of the Ministry of Environment</li> <li>- Approval of the municipalities or Greater Amman Municipality.</li> </ul>		

Sectoral licensing-related procedures – Poultry Farm			
Procedure	Required documents	Duration	Fees
2. Pay due fees at the cashier			<ul style="list-style-type: none"> <li>- JD10 valid for one year</li> <li>- (Renewal fee JD5)</li> <li>- For poultry hatchery/ farm grandmothers and mothers</li> <li>- JD20 valid for one year for</li> <li>- (Renewal fee JD5)</li> </ul>
3. An ad hoc specialized technical committee inspects the site and provides the investor with the remarks, if any		5 working days	N/A
4. In case of remarks on the licensing application, the technical committee re-inspects the site to make sure the investor has handled the remarks.		5 working days	N/A
5. Issuance of approval of the poultry farm license	<ul style="list-style-type: none"> <li>- Valid land registration deed</li> <li>- Valid zoning site plan</li> </ul>	1 working day	N/A
Additional Information	<ul style="list-style-type: none"> <li>- Refer to Appendix (8) – Table (1) of the Instructions on selection of economic activity location of 2016 to identify the actual distances for additional poultry boxes</li> </ul>		
Related Laws and Regulations	<ul style="list-style-type: none"> <li>- Agriculture Law No. 13 of 2015</li> <li>- Environmental Impact Assessment Regulation No. 37 of 2005</li> <li>- Non-Jordanian investment Regulation No. 77 of 2016</li> <li>- Poultry farms and hatcheries Regulatory Licensing Instructions No. Agr/4 of 2003 and amended</li> <li>- Expat employment Instructions under the letter of HE the Minister of Agriculture No. 10/1/30311 on 19/10/2015</li> <li>- Selection of Development Activity Site Instructions of 2016</li> <li>- Resolution on agricultural service fees &amp; its amendments No. 9 of 2015</li> </ul>		

## 2. Cow Farm

Sector: Agriculture			
Economic activity (entity objectives): Cow Farm			For details, revisit step No.
Activity-related requirements ↺	Legal form	- Company or individual establishment	1
	Minimum capital	- N/A	1
	Prior approval for registration	- Approval from Ministry of Agriculture - Ministry of Environment to study the environmental impact.	1
	Land use status	- Agriculturally zoned or beyond zoning borders	2
	Activity site selection conditions	- The land used for the project should be in the name of the investor/investors or the party intending to establish it or authorized or leased to the party/parties by the landlord under official contracts. - The land should be beyond the zoning borders of Greater Amman Municipality (GAM) and rural councils or agriculturally zoned. - Total area of the farm land is no less than 3dunums - The farm is 200 m away from the nearest animal farm - The farm is at least 500 m away from the zoning border and/or residential communities or food factories or potable water bottling plants or pharmaceutical factories or sensitive constructions (schools, hospitals, worship houses), forest and archeological places and public parks. If the farm capacity is between 1-99 heads. - The distance increases with the increase of number of cow heads.	2
	Does it require Environmental Impact Assessment	- A preliminary environmental impact assessment should be conducted for farms having more than 50 heads	2

Activity-related requirements	Construction license and occupancy permit	- In case of construction, obtain construction license and occupancy permit from regulatory authorities	3
	Vocational license	- N/A	3
	Volume and rates of manpower	<ul style="list-style-type: none"> <li>- One agricultural worker per 10 milking cows</li> <li>- One agricultural worker per 20 milking cows if total number of cows ranges between 20 and 150 heads</li> <li>- One agricultural worker per 25 milking cows if total number of cows ranges between 151 to 300 heads</li> <li>- One agricultural worker per 30 milking cows if total number of cows ranges between 301 to 510 heads</li> <li>- One agricultural worker per 40 milking cows if total number of cows ranges between 511 to 1,000 heads</li> <li>- One agricultural worker per 45 milking cows if total number of cows is more than 1,000 heads</li> <li>- One agricultural worker per 40 calves (growing herd) in the farm.</li> <li>- Possession of unlicensed cows in Jordan Valley region: one worker per 20 numbered heads and this worker should have immunization book.</li> <li>- Fattening calves farms: one worker per 50 calves and one additional worker per 100 calves</li> </ul>	-
	Additional Information	Kindly refer to Appendix (9) – Table (3) of the Instructions on selection of economic activity location of 2016 to identify the actual distances separation in case of having more than 99 cow heads	
Official Authority		Ministry of Agriculture (Delegate at JIC IW)	Website <a href="http://www.moa.gov.jo">www.moa.gov.jo</a>

## Sectoral licensing-related procedures – Cow Farm

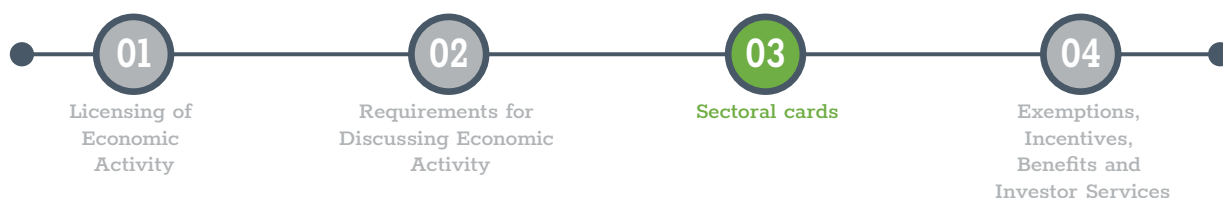
Procedure	Required documents	Duration	Fees
1. An application for a cow farm is filled up by the investor at MoA JIC IW delegate	<ul style="list-style-type: none"> <li>- Valid Original land registration deed (in case of title) or lease agreement of not less than 10 years authenticated by the notary public (in case of lease).</li> <li>- Original &amp; valid zoning site plan.</li> <li>- Approval of the Ministry of Interior if one of the investors is a foreigner (restricted nationalities)</li> <li>- Approval of the Ministry of Environment</li> <li>- Approval of the municipalities or Greater Amman Municipality.</li> </ul>		
2. Pay due fees at the cashier			JD10 (valid for one year) Renewal fee JD5
3. An ad hoc specialized technical committee inspects the site and provides the investor with the remarks, if any		5 working days	N/A
4. In case of remarks on the farm licensing, the technical committee re-inspects the site to make sure the investor has accommodated the remarks.		5 working days	N/A
5. Issuance of approval of the cow farm license		1 working day	N/A
Related Laws and Regulations	<ul style="list-style-type: none"> <li>- Agriculture Law No. 13 of 2015</li> <li>- Environmental Impact Assessment Regulation No. 37 of 2005</li> <li>- Cow Farms Regulatory Licensing Instructions No. Agr/15 of 2016 and amendments</li> <li>- Expat employment Instructions under the letter of HE the Minister of Agriculture No. 10/1/30311 on 19/10/2015</li> <li>- Selection of Development Activity Site Instructions of 2016</li> <li>- Resolution on agricultural service fees &amp; its amendments No. 9 of 2015</li> </ul>		



### 3. Sheep Farm

Sector: Agriculture			
Economic activity (entity objectives): Sheep Farm			For details, revisit step No.
Activity-related requirements ↻	Legal form	- Company or individual establishment	1
	Minimum capital	- N/A	1
	Prior approval for registration	- Ministry of Agriculture for licensing - Ministry of Interior for restricted nationalities in case the investor is non-Jordanian	1
	Land use status	- Agriculturally zoned or beyond zoning borders	2
	Activity site selection conditions	- The land used for the project should be in the name of the investor/investors or the party intending to establish it or authorized or leased to the party/parties by the landlord under official contracts for at least 10 years - The land should be beyond the zoning borders of Greater Amman Municipality and Municipalities or agriculturally zoned. - The farm is at least 500 m away from the zoning border and/or residential communities. Total area of the farm land is no less than 4dunums - The farm is 200 m away from the nearest animal farm - The covered area is at least 100m <sup>2</sup> while the exposed area is at least 150m <sup>2</sup> and the capacity is at least 100 heads	2
	Does it require Environmental Impact Assessment	- preliminary environmental impact assessment should be conducted for farms having more than 50 heads	2

Activity-related requirements	Construction license and occupancy permit	- In case of construction, obtain construction license and occupancy permit from relevant authorities	3
	Vocational license	- Needed if more than 1,000 heads	3
	Volume and rates of manpower	- One Agronomist with specialty in animal production for each 1,000 heads or more	-
Official Authority		Ministry of Agriculture (Delegate at JIC IW)	Website <a href="http://www.moa.gov.jo">www.moa.gov.jo</a>
Sectoral licensing-related procedures – Sheep Farm			
Procedure	Required documents	Duration	Fees
1. An application for a sheep farm is filled up by the investor at JIC IW	<ul style="list-style-type: none"> <li>- Original land registration deed (in case of title) or lease agreement of not less than 10 years</li> <li>- Original &amp; valid zoning site plan</li> <li>- Valid land plan</li> <li>- Approval of the Ministry of Interior if one of the investors is a foreigner (restricted nationalities)</li> <li>- Approval of the Ministry of Environment</li> </ul>		
2. Pay due fees at the cashier			JD10 (valid for one year) Renewal fee JD5
3. An ad hoc specialized technical committee inspects the site to issue a permit within 6 months and provides the investor with remarks, if any		5 working days	N/A



Sectoral licensing-related procedures – Sheep Farm			
Procedure	Required documents	Duration	Fees
4. Once construction is finished, the technical committee re-inspects the site to make sure the investor built as per standards		5 working days	N/A
5. Issuance of approval of the sheep farm license		1 working day	N/A
Additional Information	- Kindly refer to Appendix (9) – Table (2) of the Instructions on selection of economic activity location of 2016 and amendments to identify the actual distances separation of sheep farms		
Related Laws and Regulations	<ul style="list-style-type: none"> <li>- Agriculture Law No. 13 of 2015</li> <li>- Environmental Impact Assessment Regulation No. 37 of 2005 and its addendum</li> <li>- Non-Jordanian investment Regulation No. 77 of 2016</li> <li>- Sheep Farms Regulatory Licensing Instructions No. Agr/40 of 2016 and amendments</li> <li>- Expat employment Instructions under the letter of HE the Minister of Agriculture No. 10/1/30311 on 19/10/2015</li> <li>- Selection of Development Activity Site Instructions of 2016 and amendments</li> <li>- Resolution on agricultural service fees &amp; its amendments No. 9 of 2015</li> </ul>		

#### 4. Fattening Sheep and Goats Farm


Sector: Agriculture			
Economic activity (entity objectives): Fattening Sheep and Goats Farm			For details, revisit step No.
Activity-related requirements	Legal form	- Company or individual establishment	1
	Minimum capital	- N/A	1
	Prior approval for registration	<ul style="list-style-type: none"> <li>- Ministry of Agriculture for licensing</li> <li>- Ministry of Interior for restricted nationalities in case the investor is non-Jordanian</li> </ul>	1

Activity-related requirements	Land use status	- Agriculturally zoned or beyond zoning borders	2
	Activity site selection conditions	<ul style="list-style-type: none"> <li>- The land used for the project should be in the name of the investor/investors or the party intending to establish it or authorized or leased to the party/parties by the landlord under official contracts for at least 10 years</li> <li>- The land should be beyond the zoning borders of Greater Amman Municipality and Municipalities or agriculturally planned.</li> <li>- The farm is at least 500 m away from the zoning border and/or residential communities. Total area of the farm land is no less than 4dunums</li> <li>- The farm is 200 m away from the nearest animal farm</li> <li>- The covered area is at least 100m<sup>2</sup> while the exposed area is at least 150m<sup>2</sup> and the capacity is at least 100 heads</li> </ul>	2
	Does it require Environmental Impact Assessment	- A preliminary environmental impact assessment should be conducted for farms having more than 50 heads	2
	Construction license and occupancy permit	- In case of construction, obtain construction license and occupancy permit from relevant regulatory authorities	3
	Vocational license	- N/A	3
	Volume and rates of manpower	- One Agronomist with specialty in animal production for each 2,000 heads or more	-
Official Authority		Ministry of Agriculture (Delegate at JIC IW)	Website <a href="http://www.moa.gov.jo">www.moa.gov.jo</a>

Sectoral licensing-related procedures – Fattening Sheep and Goat Farm			
Procedure	Required documents	Duration	Fees
1. An application for a fattening sheep and goat farm is filled up at JIC IW	<ul style="list-style-type: none"> <li>- Original land registration deed (in case of title) or lease agreement of not less than 10 years</li> <li>- Original valid zoning site plan</li> <li>- Original valid land plan</li> <li>- Approval of the Ministry of Interior if one of the investors is a foreigner (restricted nationalities)</li> <li>- Approval of the Ministry of Environment</li> </ul>		
2. Pay due fees at the cashier			JD10 (valid for one year) Renewal fee JD5
3. An ad hoc specialized technical committee inspects the site to issue a permit within 6 months and provides the investor with remarks, if any		5 working days	N/A
4. Once construction is finished, the technical committee re-inspects the site to make sure the investor built as per standards		5 working days	N/A
5. Issuance of approval of the fattening sheep and goat farm license		1 working day	N/A
Related Laws and Regulations	<ul style="list-style-type: none"> <li>- Agriculture Law No. 13 of 2015</li> <li>- Environmental Impact Assessment Regulation No. 37 of 2005</li> <li>- Non-Jordanian investment Regulation No. 77 of 2016</li> <li>- Fattening Sheep and Goat Farms Regulatory Licensing Directives No. Agr/39 of 2016 and amendments</li> <li>- Expat employment Instructions under the letter of HE the Minister of Agriculture No. 10/1/30311 on 19/10/2015</li> <li>- Selection of Development Activity Site Instructions of 2016 and amendments</li> <li>- Resolution on agricultural service fees &amp; its amendments No. 9 of 2015</li> </ul>		

## 5. Fish Farm

Sector: Agriculture			
Economic activity (entity objectives): Fish Farm			For details, revisit step No.
Activity-related requirements ↺	Legal form	- Company or individual establishment	1
	Minimum capital	- N/A	1
	Prior approval for registration	- Ministry of Agriculture for licensing - Ministry of Interior for restricted nationalities in case the investor is non-Jordanian	1
	Land use status	- Agriculturally zoned or beyond zoning borders	2
	Activity site selection conditions	- The land should be beyond the zoning borders of Greater Amman Municipality and rural councils or agriculturally planned. - The farm is at least 200 m away from the zoning border and/or residential communities - The farm is 200 m away from the nearest main road - The farmer can breed other animals like sheep or poultry but they should be separated, and total area of the farm land should not be less than 4 dunums - Fish capacity should not be less than 3 tons annually - Enough and suitable water sources are available throughout the year	2
	Does it require Environmental Impact Assessment	- N/A	2
	Construction license and occupancy permit	- In case of construction, obtain construction license and occupancy permit from regulatory authorities	3

 Activity-related requirements	Vocational license	- N/A	3
	Volume and rates of manpower	-	-
Official Authority		Ministry of Agriculture (Delegate at JIC IW)	Website <a href="http://www.moa.gov.jo">www.moa.gov.jo</a>
<b>Sectoral licensing-related procedures – Fish Farm</b>			
Procedure	Required documents	Duration	Fees
1. An application for a fish farm is filled up at JIC IW	<ul style="list-style-type: none"> <li>- Original land registration deed (in case of title) or lease agreement of not less than 10 years</li> <li>- Original valid zoning site plan</li> <li>- Original valid land plan</li> <li>- Approval of the Ministry of Interior if one of the investors is a foreigner (restricted nationalities)</li> <li>- Approval of the Ministry of Environment</li> </ul>		
2. Pay due fees at the cashier			JD10 (valid for one year) Renewal fee JD5
3. An ad hoc specialized technical committee inspects the site to issue a permit within 18 months and provides the investor with remarks, if any		5 working days	N/A

01

Licensing of  
Economic  
Activity

02

Requirements for  
Discussing Economic  
Activity

03

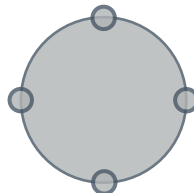
Sectoral cards

04

Exemptions,  
Incentives,  
Benefits and  
Investor Services

## Sectoral licensing-related procedures – Fish Farm

Procedure	Required documents	Duration	Fees
4. Once construction is finished, the technical committee re-inspects the site to make sure the investor built as per standards		5 working days	N/A
5. Issuance of approval of the fish farm license		1 working day	N/A
Related Laws and Regulations	<ul style="list-style-type: none"> <li>- Agriculture Law No. 13 of 2015</li> <li>- Environmental Impact Assessment Regulation No. 37 of 2005</li> <li>- Non-Jordanian investment Regulation No. 77 of 2016</li> <li>- Fish Farms Regulatory Licensing Directives No. Agr/20 of 2016 and amendments</li> <li>- Expat employment Instructions under the letter of HE the Minister of Agriculture No. 10/1/30311 on 19/10/2015</li> <li>- Selection of Development Activity Site Instructions of 2016</li> <li>- Resolution on agricultural service fees &amp; its amendments No. 9 of 2015</li> </ul>		





## Section Four – Exemptions, Facilitations, Incentives and Investor Services

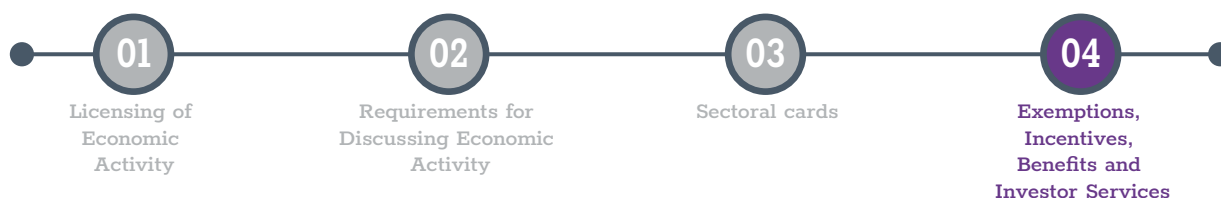
### A. Exemptions, Facilitations and Incentives

#### 1. Customs Exemptions

To obtain the customs exemption	
Objective	- To take advantage of the investor's customs exemptions in accordance with the Investment Law and the Investment Incentive System
When	- When machines, equipment, systems and supplies designated for a project are imported.
Official authority	- Jordan Customs through the Investors' Exemption Department / Directorate of Exemptions
Beneficiary	- All investors from the economic sectors provided for under the Investment Law in force.
Prior Approvals	- Approval to grant exemptions from the Investment Incentive Committee.
Fees	- N/A
Special conditions	<ul style="list-style-type: none"> <li>- The duly authorized officer of the company presents the customs manifest/ declaration by presenting the company's letter of authorization and having authenticated the signature thereon or it can be presented through the manifest regulatory clearing company representative provided he/she has a customs permit authorizing him/her to perform the manifests and transactions.</li> <li>- Contents of the invoice attached with the manifest should be translated in details, in particular the spare parts.</li> </ul>

**To obtain the customs exemption**

Duration	<ul style="list-style-type: none"> <li>- 15 minutes from the moment the application is filed provided the documents and approvals are completed.</li> </ul>
Applicable forms	<ul style="list-style-type: none"> <li>- Sorting form of the customs manifest contents and invoices bought from the local market.</li> <li>- Manifest application form from the Records Keeping Section of the Customs Department.</li> <li>- Objective form to restore the bank guarantee from the guarantees section of the Customs Department.</li> </ul>
Required documents	<ul style="list-style-type: none"> <li>- Exemption granting letter approved by the Investment Incentive Commission.</li> <li>- An official authority from the bank in case there is no project's owner or notarial power of attorney.</li> <li>- The invoices bought from the local market should bear the tax number and signed and stamped by the buyer and seller.</li> </ul>
Procedure	<ol style="list-style-type: none"> <li>1. The investor presents all required forms and documents to the customs' authorized officer in the Investment Window to attain the customs exemption.</li> <li>2. The Jordan customs officer reviews the manifests and ensures completeness of data.</li> <li>3. The customs officer allocates contents of the manifest to be exempt in the company's registration.</li> <li>4. The customs officer affirms the remarks and annotations in the right box on the manifest and makes submissions to one of the following Actions:               <ol style="list-style-type: none"> <li>a. Approval to exempt the manifest in whole or in part according to conformity of the manifest contents or the invoices bought from the local market together with the exemption letter</li> <li>b. Collection of the customs duties, fees and other taxes and the sales tax in case of goods not stated in the exemption letter</li> </ol> </li> <li>5. The final decision concerning the customs manifest is taken by the head of the customs department or his/her authorized officer based on the submissions made by the customs officer stated in the manifest</li> </ol>
Service result	<ul style="list-style-type: none"> <li>- Approval to grant exemption on the manifest and completion of the clearing procedures in the concerned center</li> </ul>



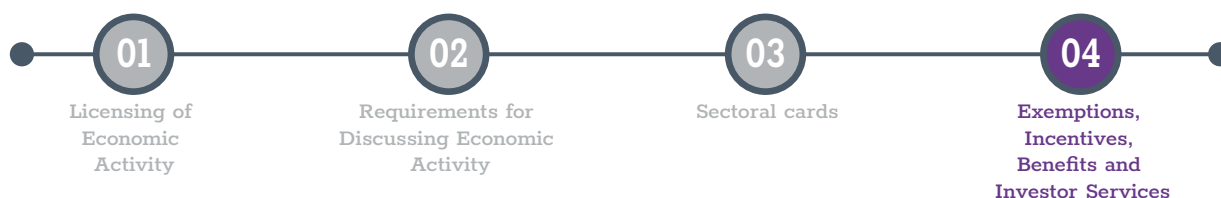
To obtain the customs exemption	
Additional information	<ul style="list-style-type: none"> <li>- In case of local clearance or re-export or sale to an investor a beneficiary from the Investment Law, the commission issues letter of approval having received a special application thereto in which the proper annotations are forwarded to the investment promotion section and then the procedures are completed with the customs department having verified contents of the company registration</li> <li>- In case the exemption item is conditional on inspection, an ad hoc committee is formed by the investment promotion section/ customs and the Investment Commission/ directorate of facilities to inspect the contents after installation in the project</li> <li>- In case exemption is required for temporary entry, the goods are inspected by a committee composed of a specialized inspector from the customs center where the manifest was executed and the Investment Commission representative, investment promotion/customs section in accordance with the circular by the customs department No. 2469 of 2009.</li> </ul>
Related Laws and Regulations	<ul style="list-style-type: none"> <li>- Sales Tax Law No. 6 of 1994, as amended</li> <li>- Customs Law No. 20 of 1998 and its amendments</li> <li>- Investment Law No. 30 of 2014</li> <li>- Income Tax Law No. 34 of 2014</li> <li>- Investment Incentives Regulation of 2015</li> </ul>

## 2. Tax Exemptions outside Development Areas and Free Zones

Tax Refund Service Outside the Development Zones and Free Zones	
Objective	- To take advantage of the tax refund to and from the investor in accordance with the Investment Law and the Investment Incentive System beyond the Development Zones and Free Zones.
When	- When the investor buys commodities for which the tax has been collected.
Official authority	- Income & Sales Tax Department through the authorized officer with JIC Investment Window.
Beneficiary	- All investors in the economic sectors, industrial or craft.
Prior Approvals	- N/A
Fees	- N/A
Special conditions	1. The investor must have a special tax number for his business

### Tax Refund Service Outside the Development Zones and Free Zones

Duration	- 30 days from the tax refund application date.
Applicable forms	- Tax refund form
Required documents	- Original purchase invoices
Procedure	<ol style="list-style-type: none"> <li>1. The investor presents all required forms and documents to the Income and Sales Tax Department's authorized officer at JIC Investment Window.</li> <li>2. The concerned officer reviews the application and gives the investor a receipt voucher.</li> <li>3. The concerned Income and Sales Tax Department reviews the refund application and determines the amounts to be refunded</li> </ol>
Service result	To obtain the tax refund
Additional information	<ul style="list-style-type: none"> <li>- In case the response of the concerned income and sales tax directorate is delayed, the investor is entitled to a legal interest on all the tax relief amount by 9%/annum</li> <li>- The investor, in accordance with the Investment Law No. 30 of 2014, may have the following tax benefits in accordance with the regulations to be issued subsequently: <ol style="list-style-type: none"> <li>a. To have the purchase benefit by rate of zero from the General Tax on Sales</li> <li>b. Reduction of the income tax to the investor in the least growing regions.</li> </ol> </li> </ul>
Related Laws and Regulations	- Investment Law No. 30 of 2014 and all other regulations and instructions issued thereunder



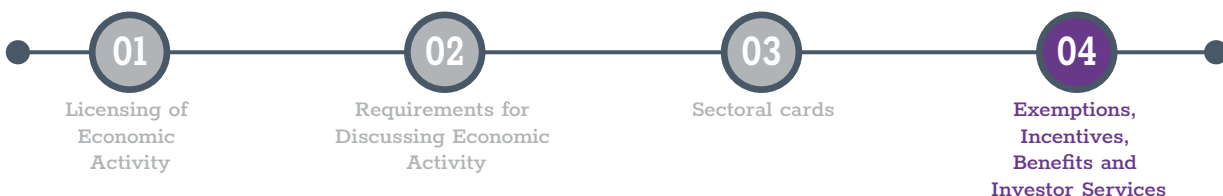
### 3. Customs and Sectoral Tax Exemptions

#### a. Information and Communication Technology sector

Customs and Sectoral Tax Exemptions Information and communication technology sector	
Objective	- Benefit from investment exemptions as per the Council of Ministers' resolution in its meeting on 6/4/2016 pursuant to Article (8/a) of the Investment Law No. (30) for the year 2014 by approving the Investment Council Resolution No. 01/01/2016 dated 25/1/2016
Official authority	- Customs department through Investors' Exemption section/ Exemptions department - Income and Sales Tax department through its representative at the Investment Window
Beneficiary	- All investors in the information and communication technology sector
Exemptions and Incentives	<ol style="list-style-type: none"> <li>1. Adopt the information technology services sector activities in (see manual information technology sectoral cards) annexed to the resolution above for the purposes of benefiting from the incentives and benefits described</li> <li>2. Exempt goods included in Table (2) annexed to the resolution above, that are needed for economic activities within IT services from customs duties and subjecting the general sales tax rate of zero in the case of imported or locally purchased effective from the date of the resolution</li> <li>3. Subjecting services listed in Table (3) necessary for the activities of IT services in Table (1) annexed to the resolution above to a general sales tax rate of zero effective from the date of the resolution</li> <li>4. Reducing the income tax due on the listed IT services activities in Table (1) annexed to the resolution above to become (5%) of taxable income in all regions of the Kingdom as of 1/1/2016</li> <li>5. Subjecting services provided by the economic activities referred to in Table (1) annexed to the resolution above that are sold within the Kingdom from general sales tax rate of zero effective from the date of the resolution</li> </ol>
Related Laws and Regulations	- Council of Ministers' resolution in its meeting on 6/4/2016 pursuant to Article (8/a) of the Investment Law No. (30) for the year 2014 by approving the Investment Council Resolution No. 01/01/2016 dated 25/1/2016

b. Tourist hotels, restaurants, entertainment and recreation parks and convention centers

Customs and Sectoral Tax Exemptions Tourist hotels, restaurants, entertainment and recreation parks and convention centers sector	
Objective	- Benefit from investment customs and tax exemptions
When	- Upon investor's receipt of the conditional initial approval
Official authority	- Customs Department through Investors' Exemption Section/ Exemptions Department - Income and Sales Tax Department through its representative at the Investment Window
Beneficiary	- All investors in the tourist hotels, restaurants, entertainment and recreation parks and convention centers sector who conduct their business in the Governorates of Tafileh, Balqa', Jerash, Madaba, Ajloun, Irbid (except Qasabet Irbid), Mafraq and Ma'an, Rusaifa, Hashimiyeh, Bireen, Dhleil, Zarqa from Governorate of Zarqa, Jeezeh, Muwvaqqar, Quweismeh, Marka, Naur and Sahab from Governorate of Amman
Applicable Forms	- Request for exemption application form
Required Documents	- Conditional initial approval
Procedure	1. The investor, and after obtaining the conditional initial approval from the Ministry of Tourism and Antiquities, visits JIC to fill the request for exemption application form in order to receive the necessary recommendation
Result	Getting the required recommendation
Additional Information ↪	- The investor, based on the Resolution below, can attain the following benefits, incentives and exemptions: <ul style="list-style-type: none"> <li>• Exemption of imported materials, equipment, machinery, spare parts, production requirements and building materials involved in construction and equipping and furnishing of these economic activities from customs duties and other fees and taxes except service charges</li> <li>• Reduce general tax mentioned in the general sales tax law on imported materials, equipment, machinery, spare parts, production requirements and building materials involved in construction and equipping and furnishing of these economic activities or those that are purchased from the local market to zero percentage</li> <li>• Subject sales services for the economic activities mentioned above to a sales tax rate of (7%)</li> </ul>



Customs and Sectoral Tax Exemptions Tourist hotels, restaurants, entertainment and recreation parks and convention centers sector	
<p>↪</p> <p>Additional Information</p>	<ul style="list-style-type: none"> <li>Income tax rate will be (5%) of taxable income derived from the economic activity for 10 years, unless subject to a lower rate under the income tax regulation for less developed regions where the lower rate and longer duration applies</li> <li>Tourist restaurants that benefit from this resolution are determined based on the joint approval of the Ministry of Tourism and Antiquities and Jordan Investment Commission</li> <li>commitment to provide 40% employment from the local community out of the overall Jordanians employed as per Memorandum of Understanding between the Ministry of Labor and the Association of Tourist restaurants</li> </ul>
Related Laws and Regulations	<ul style="list-style-type: none"> <li>Investment Council Resolution No. 3/2/2016 dated 31/3/2016 pursuant to Article (8/a) of the Investment Law No. (30) for the year 2014</li> </ul>

c. Specific economic sectors

Customs and Sectoral Tax Exemptions Specific economic sectors	
Objective	<ul style="list-style-type: none"> <li>Benefit from investment exemptions according to Article (4.4) of the Investment Law No. (30) for 2014</li> </ul>
Official authority	<ul style="list-style-type: none"> <li>Customs Department through Investors' Exemption Section/ Exemptions Department</li> <li>Income and Sales Tax Department through its representative at the Investment Window</li> </ul>
Beneficiary	<p><u>All investors in the following economic sectors:</u></p> <ul style="list-style-type: none"> <li>Agriculture and Livestock</li> <li>Hospitals and specialized medical centers</li> <li>Hotel and tourism facilities</li> <li>Entertainment cities and recreation tourism</li> <li>Call Centers</li> <li>Scientific research, medical centers and laboratories</li> <li>Artistic and media production</li> <li>Conference and exhibition centers</li> <li>Transfer and/ or distribution and/ or extraction of water, gas and oil derivatives using pipelines</li> <li>Air transport, maritime transport and railways</li> </ul>

### Customs and Sectoral Tax Exemptions Specific economic sectors

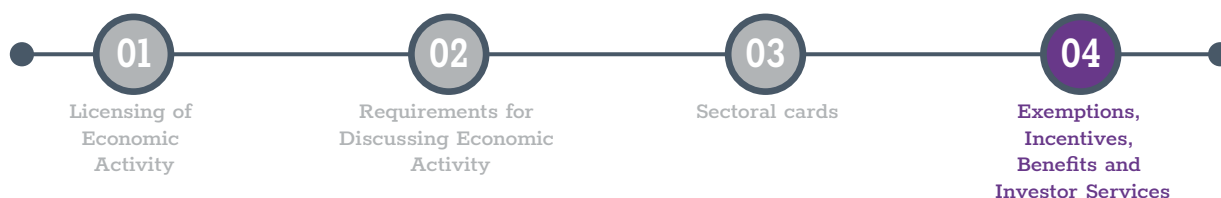
Exemptions and Incentives	- Table No. (3) for goods imported or purchased locally that are necessary for the above mentioned economic activities are exempted from customs duties and subject to the general sales tax rate (zero)
Related Laws and Regulations	- Article (4.4) of the Investment Law No. (30) for 2014

#### d. Public transport and Bus Rapid Transit (BRT) sector

### Customs and Sectoral Tax Exemptions Public transport and Bus Rapid Transit (BRT) sector

Objective	- Benefit from investment exemptions according to the Investment Council resolution No. (18/4/2015) dated 29/10/2015 and the decision of the Cabinet in its meeting on 18/11/2015 pursuant to Article (8/a) of the Investment Law No. (30) for the year 2014
Official authority	- Customs Department through Investors' Exemption Section/ Exemptions Department - Income and Sales Tax Department through its representative at the Investment Window
Beneficiary	- All investors in the public transport and Bus Rapid Transit (BRT) sector
Exemptions and Incentives	- Exempt Bus Rapid Transit (BRT) operating companies between the different cities of Jordan from customs duties and subject to zero sales tax - Exempt public passenger transport companies from customs duties and subject to zero sales tax under the following conditions: <ul style="list-style-type: none"> <li>• Companies that are owners or operators of passenger public transport with a minimum of (20) twenty buses</li> <li>• The average age of the operating fleet is at least 10 years throughout the investment and operating period</li> <li>• Buses operate on the same line</li> <li>• The company signed an operational contract with the Land Transport Regulatory Commission or the specialized authority including a commitment to technical specifications required for the buses and its operational plan, uses GPS and a ticketing/ smart cards system to collect fees, abides to public safety in its buses and to be environmentally friendly</li> <li>• Maintain a good traffic track record in terms of number of accidents as well as traffic and operational irregularities</li> </ul>





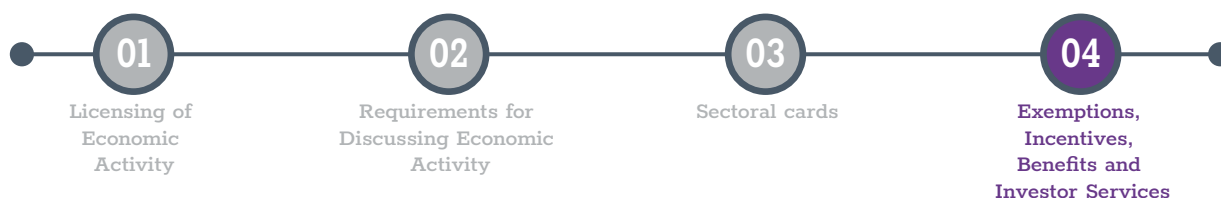
Customs and Sectoral Tax Exemptions Public transport and Bus Rapid Transit (BRT) sector	
Related Laws and Regulations	<ul style="list-style-type: none"> <li>- Investment Council Resolution No. (18/4/2015) dated 29/10/2015 and the decision of the Cabinet in its meeting on 18/11/2015 pursuant to Article (8/a) of the Investment Law No. (30) for the year 2014</li> </ul>

e. Multi-purpose complexes sector

Customs and Sectoral Tax Exemptions Mixed use complexes sector	
Objective	<ul style="list-style-type: none"> <li>- Benefit from investment exemptions according to the Investment Council resolution No. 11/3/2016 dated 10/8/2016 and the decision of the Ministers Cabinet in its meeting on 7/9/2016 pursuant to Article (8/a) of the Investment Law No. (30) for the year 2014</li> </ul>
Official authority	<ul style="list-style-type: none"> <li>- Customs Department through Investors' Exemption Section/ Exemptions Department</li> <li>- Incomes and Sales Tax Department through its representative at the Investment Window</li> </ul>
Beneficiary	<ul style="list-style-type: none"> <li>- All investors in the mixed-use investment complexes for areas of more than 100,000 m<sup>2</sup>, which include recreational activities (cinema and recreational cities), commercial and services which are located outside Amman Qasaba, Irbid Qasaba and Zarqa Qasaba.</li> </ul>
Exemptions and Incentives	<ul style="list-style-type: none"> <li>- Exempt materials necessary for building, constructing and equipping the complex from custom duties and subject to zero sales tax rate whether the materials are imported or bought from the local market, provided that the investor registers a company and submits the project's plans, implementation schedule and a bill of quantities for the complex investment</li> <li>- Reduce income tax on income generated from leasing and managing the shopping center according to what is stated in the reduced tax regulation for the least developed regions No. (44) for the year 2016 for a duration specified according to the investment area location</li> </ul>
Related Laws and Regulations	<ul style="list-style-type: none"> <li>- Investment Council resolution No. 11/3/2016 dated 10/8/2016 and the decision of the Ministers Cabinet in its meeting on 7/9/2016 pursuant to Article (8/a) of the Investment Law No. (30) for the year 2014</li> </ul>

## f. Projects operated within employment initiatives

Customs and Sectoral Tax Exemptions Projects operated within employment initiatives	
Objective	<ul style="list-style-type: none"> <li>- Benefit from investment exemptions according to the Investment Council resolution No. 2/2/2016 dated 31/3/2016 and the decision of the Ministers Cabinet in its meeting on 27/4/2016 based on the Economic Development Committee recommendation issued in its meeting held on 19/4/2016 pursuant to Article (8/a) of the Investment Law No. (30) for the year 2014</li> </ul>
Official authority	<ul style="list-style-type: none"> <li>- Customs department through Investors' Exemption section/ Exemptions department</li> <li>- Incomes and Sales Tax department through its representative at the Investment Window</li> </ul>
Beneficiary	<ul style="list-style-type: none"> <li>- All investors of projects operated within employment initiatives</li> </ul>
Exemptions and Incentives	<ul style="list-style-type: none"> <li>- Adopt an income tax for industrial activities at the projects operated within employment initiatives (new projects and production branches) at (5%) of taxable income derived from its economic activity, and if it is subject to a lower rate under the reduced income tax system for less developed areas, then the lower rate will be applied, with these projects benefiting from any tax exemptions in force in Jordan related to exports outside Jordan</li> <li>- Exempt materials, equipment, machinery, spare parts, production inputs and requirements, and construction materials imported to be used for building, constructing, equipping and furnishing these projects from customs duties and other fees and taxes, with the exception of export duties, services fees and due wages in accordance with applicable legislation</li> <li>- Reduce general tax stated in the General Sales Tax Law on materials, equipment, machinery, spare parts and production inputs and requirements, and construction materials imported to be used for building, constructing, equipping and furnishing these projects or purchased from the local market to zero, with the exception of vehicles, tobacco and its products, alcoholic beverages, alcohol and beer</li> <li>- Exempt forklifts and cars used to transfer ten or more people including the driver that are used to transfer these projects' employees to and from work sites from the sales tax</li> <li>- Treat products of new independent production projects that do not have an origin in Jordan when released for consumption in the domestic market the same as developments areas' products according to state of origin, and treat the rest of the production projects' products the same as those projects built within Jordan which have branches when released for consumption in the domestic market</li> </ul>






Customs and Sectoral Tax Exemptions Projects operated within employment initiatives	
Related Laws and Regulations	- Investment Council Resolution No. 2/2/2016 dated 31/3/2016 and the decision of the Ministers Cabinet in its meeting on 27/4/2016 based on the Economic Development Committee recommendation issued in its meeting held on 19/4/2016 pursuant to Article (8/a) of the Investment Law No. (30) for the year 2014

#### 4. Exemption tables instructions

Exemption Tables Instructions	
Objective	- Economic activities that need pre-approval
Official authority	- Ministry of Industry and Trade and Supplies through its delegate at JIC IW
Beneficiary	- All investors in economic activities
Laws and Regulations	- Prime Ministry decision in its meeting dated 3/7/2016 approving the following matrix of economic activities for the purpose of pre-approval on exemption



Official Authority	Beneficiary	Instruction	Laws and Regulations	Objective
Central Bank	Gold & Jewelry Workshop	Needs Post-approval	Central Bank Law	
Jordan Maritime Authority ↷	Shipping agent	Needs Post-approval	Maritime Authority Law, regulations and instructions	For licensing purposes
	Sea shipment broker	Needs Post-approval		
	Maritime transport of passengers and goods	Needs Post-approval		
	Supplying ship with materials services	Needs Post-approval		
	Marine equipment maintenance	Needs Post-approval		
	Marine inspection services in the port of Aqaba	Needs Post-approval		

Official Authority	Beneficiary	Instruction	Laws and Regulations	Objective
 Jordan Maritime Authority	Ship supplying services	Needs Post-approval	Maritime Authority Law, regulations and instructions	For licensing purposes
	Ships repair and maintenance services	Needs Post-approval		
	Ships health services (sterilization and extermination of rodents)	Needs Post-approval		
	Maritime education and training	Needs Post-approval		
	Marine consultancy	Needs Post-approval		
	Marine shipping agencies and mediation	Needs Post-approval		
	Tourism maritime transport services	Needs Post-approval		
	Marine sports centers	Needs Post-approval		
Ministry of Higher Education	Universities	Needs Post-approval	Higher Education Law	For licensing purposes
	Community colleges	Needs Post-approval		
	University services offices	Needs Post-approval		
Media Commission 	Cost-added services	Needs Post-approval	Press and Publications Law, regulations and instructions	For licensing purposes
	Art production and distribution	Needs Post-approval		
	Cassette, video tapes, CD, and DVD	Needs Post-approval		
	Movie theater	Needs Post-approval		
	Programs and movies production	Needs Post-approval		
	News Agency Bulletin	Needs Post-approval		


Official Authority	Beneficiary	Instruction	Laws and Regulations	Objective
 Media Commission	Commercial printing press	Needs Post-approval	Press and Publications Law, regulations and instructions	For licensing purposes
	Publishing and distribution firm	Needs Post-approval		
	Studies, research & consulting firm	Needs Post-approval		
	Measuring opinion firm	Needs Post-approval		
	Translation firm	Needs Post-approval		
	Advertising firm	Needs Post-approval		
	Create and manage a website	Needs Post-approval		
	Create a news website	Needs Post-approval		
	Electronic publications	Needs Post-approval		
Land & Surveys Department	Real estate office	Needs Post-approval	Land & Surveys Law, regulations and instructions	For licensing purposes
	Land surveying office	Needs Post-approval		
	Real estate estimator	Needs Post-approval		
Ministry of Health	Clinical Psychology and mental health and psychological counseling	Needs Post-approval	General Health Law, regulations and instructions	For licensing purposes
	Doctor treatment	Needs Post-approval		
	Nutrition consulting	Needs Post-approval		
	Occupational therapy	Needs Post-approval		
	Massage centers	Needs Post-approval		



Official Authority	Beneficiary	Instruction	Laws and Regulations	Objective
Public Transportation Regulatory Authority	Car rental office	Needs Post-approval	Authority Law, regulations and instructions	For licensing purposes
	Limo car office	Needs Post-approval		
	International public transportation via buses	Needs Post-approval		
	Outbound travel office (small cars)	Needs Post-approval		
	Regular transport companies & office	Needs Post-approval		
	Operation or control of vehicles on public transport lines	Needs Post-approval		
	Public transport facilities' special activities organization & management office	Needs Post-approval		
	Taxi office	Needs Post-approval		
	Hotel Taxi office	Needs Post-approval		
	Distinguished Taxi office	Needs Post-approval		
	Merger Taxi office	Needs Post-approval		
	Taxi offices crossings (land, sea & air)	Needs Post-approval		
	School students transport	Needs Post-approval		
	People working on a single line or area organization & management office	Needs Post-approval		

Official Authority	Beneficiary	Instruction	Laws and Regulations	Objective
Ministry of Public Works & Housing	Excavation & mining (excavation & backfill for road, rail, airports and adjustments)	Needs Post-approval	Ministry's regulations and instructions and Construction Contractors' Association law	Visit concerned entity, licensing, bringing initial approval then licensing
	Building construction	Needs Post-approval		
	Constructing residential or industrial buildings from mineral materials, asbestos or Polymer	Needs Post-approval		
	Building maintenance (repairing concrete)	Needs Post-approval		
	Sustaining maintenance of hospitals & buildings	Needs Post-approval		
	Electromechanical work	Needs Post-approval		
	(Electrical, mechanical & sanitary)	Needs Post-approval		
	Digging wells	Needs Post-approval		
	Industrial facilities installation	Needs Post-approval		
	Drilling wells	Needs Post-approval		
	Public works	Needs Post-approval		
	Prefabricated houses manufacturing	Needs Post-approval		
Ministry of Tourism & Antiquities ↪	Travel and tourism & offices companies	Needs Post-approval	Tourism Law, regulations and instructions	For licensing purposes
	Handicraft works	Needs Post-approval		
	Tourist hotel	Needs Post-approval		
	Non-tourist hotel	Needs Post-approval		

Official Authority	Beneficiary	Instruction	Laws and Regulations	Objective
 Ministry of Tourism & Antiquities	Tourist motel	Needs Post-ap- proval	Tourism Law, regulations and instruc- tions	For licensing purposes
	Tourist camp & facilities	Needs Post-ap- proval		
	Hotel apartments	Needs Post-ap- proval		
	Hotel suites	Needs Post-ap- proval		
Ministry of Social Develop- ment	Baby daycare	Needs Post-ap- proval	Regulations and instruc- tions	For licensing purposes
	Elderly home	Needs Post-ap- proval		
	Elderly day club	Needs Post-ap- proval		
	Special needs schools & cen- ters	Needs Post-ap- proval		
	Special needs day & night centers	Needs Post-ap- proval		
 Interior Ministry	Ladies salon	Needs Post-ap- proval	Interior Min- istry instruc- tions	
	Wedding hall	Needs Post-ap- proval		
	Billiards & Snooker games center	Needs Post-ap- proval		
	Internet Café	Needs Post-ap- proval		
	Coffee shop (without Hubble bubble)	Needs Post-ap- proval		
	Communal coffee shop (with- out Hubble bubble)	Needs Post-ap- proval		
	Organizing conferences & seminars	Needs Post-ap- proval		
	Organizing concerts	Needs Post-ap- proval		
	Ladies beauty salon	Needs Post-ap- proval		






Official Author- ity	Beneficiary	Instruction	Laws and Regulations	Objective
 <p>Interior Ministry</p>	Weapons & ammunition trade	Needs Post-ap- proval	Interior Min- istry instruc- tions	
	Cellular lines trade	Needs Post-ap- proval		
	Gold workshop	Needs Post-ap- proval		
	Alcohol drinks trade	Needs Post-ap- proval		
	Jewelry & goldsmith trade	Needs Post-ap- proval		
	Explosives & hazardous chemicals trade	Needs Post-ap- proval		
	Darts shop	Needs Post-ap- proval		
	Weapon repair shop	Needs Post-ap- proval		
	Funeral services, processing & burial of the dead	Needs Post-ap- proval		
	Maintenance & repair of safes	Needs Post-ap- proval		
	Entertainment cities	Needs Post-ap- proval		
	Audio, visible television, media broadcast & satellite	Needs Post-ap- proval		
	Security, protection, warning systems processing & installation	Needs Post-ap- proval		
	Surveillance/inspection cameras installation	Needs Post-ap- proval		
	Communal swimming pool	Needs Post-ap- proval		
	Surveillance/ inspection cameras trade	Needs Post-ap- proval		
	Turkish Bath	Needs Post-ap- proval		

Official Author- ity	Beneficiary	Instruction	Laws and Regulations	Objective
 Interior Ministry	Moroccan Bath	Needs Post-ap- proval	Interior Min- istry instruc- tions	
	Key Formation Shop	Needs Post-ap- proval		
	University Girls Housing	Needs Post-ap- proval		
	Electric & Electronic Game Center	Needs Post-ap- proval		
	Paint Balls Center	Needs Post-ap- proval		
	Non-operating Foreign Com- panies	Needs Post-ap- proval		
	Non Profit Companies	Needs Post-ap- proval		
	Fireworks Trading	Needs Post-ap- proval		
	Seal Formation & Trading	Needs Post-ap- proval		
	Safety & Guarding Compa- nies	Needs Post-ap- proval		
Central Bank 	Provision administrative & consulting services for invest- ment portfolios	Cancelled	Central Bank Regulations	For compa- nies only
	Acceptance of deposits of all kinds	Cancelled		
	Representing foreign banks	Cancelled		
	Buying, selling & collection of bank debt	Cancelled		
	Buying, selling& collection of non-bank debt	Cancelled		
	Dealing with monetary& capital market instrument through market, buying & selling on behalf of clients in the global markets & stock exchanges	Cancelled		

Official Authority	Beneficiary	Instruction	Laws and Regulations	Objective
Central Bank	Buying& selling of checks and travelers checks liberated in foreign currency	Cancelled	Central Bank Regulations	For companies only
Olympic Committee	Football sports training center	Cancelled		
	Organizing, management and serving swimming pools & sports clubs	Cancelled		
	Create sports resorts	Cancelled		
	Managing, consulting & serving sports & health clubs	Cancelled		
	Organizing sports festivals	Cancelled		
	Hot air balloon, parasailing and biking activities	Cancelled		
	Stadiums & sports arenas	Cancelled		
	Sports clubs	Cancelled		
	Sports leagues & sports camps coordination & establishment	Cancelled		
	Create stadiums	Cancelled		
	Penta football stadium	Cancelled		
	Pigment ball training center	Cancelled		
	Football stadium	Cancelled		
Media Commission	Audio & visible television & media broadcast & satellite	Cancelled	Press and Publications Law, regulations & instructions	For companies only  Amend name
	Daily print	Cancelled		
	Non-daily print	Cancelled		
	Specialized print	Cancelled		
	Social studies, research & consulting firm	Cancelled		
	Political studies, research & consulting firm	Cancelled		
	Economic studies firm	Cancelled		
	Economic research firm	Cancelled		
	Economic consulting firm	Cancelled		

Official Authority	Beneficiary	Instruction	Laws and Regulations	Objective
Ministry of Energy and Mineral Resources	Fuel stations	Cancelled	Ministry of Energy and Mineral Resources Law	Approval upon licensing
	Fuel trade	Cancelled		
	Fuel trade – fuel stations	Cancelled		
	Managing fuel stations	Cancelled		
Ministry of Labor	Employment offices	Cancelled	Labor Law	Approval for licensing
	Recruit qualified Jordanians	Cancelled		
	Providing consultancy in the field of employment	Cancelled		
	Recruit Jordanians in the private sector in Jordan	Cancelled		
	Recruit Jordanians	Cancelled		
	Mediation to recruit or use non-Jordanian workers	Cancelled		
	Recruit Jordanians in the private & public sector	Cancelled		
	Recruit Jordanians in the private & in & outside Jordan	Cancelled		
	Recruiting Jordanians abroad office	Cancelled		
Ministry of Agriculture ↷	Birds & ornamental fish trade	Cancelled	Ministry of Agriculture rules & regulations	Approval upon licensing
	Olive presses	Cancelled		
	Nurseries shows & saplings of fruit & ornamental, medicinal & aromatic plants & cut flowers seedlings	Cancelled		
	Production of seeds & vegetables	Cancelled		
	Cutting firewood from government & private forests	Cancelled		
	Coal industry	Cancelled		
	Breeding & trading in queen bees	Cancelled		
	Squandering of silk worm for trading purposes	Cancelled		

Official Authority	Beneficiary	Instruction	Laws and Regulations	Objective
 Ministry of Agriculture	Create slaughterhouses for the slaughter of animals & transfer of its meat & offal for sale	Cancelled	Ministry of Agriculture rules & regulations	Approval upon licensing
	Projects for establishing animal breeding farms & any expansion in the area	Cancelled		
	Projects for establishing poultry breeding farms & any expansion in the area	Cancelled		
	Projects for establishing birds breeding farms & any expansion in the area	Cancelled		
	Projects for establishing fish breeding farms & any expansion in the area	Cancelled		
	Feed mills	Cancelled		
	Agricultural pesticides imports	Cancelled		
	Animal zoo	Cancelled		
	Circus	Cancelled		
	Veterinary drugs trade	Cancelled		
	Veterinary drugs drugstore	Cancelled		
	Veterinary drugs manufacturing	Cancelled		
Ministry of Information & Communication Technology	Communication services	Cancelled	Rules & regulations	For companies only
	Postal services	Cancelled		
	Transport of packages & mail	Cancelled		
 Ministry of Environment	Environmental protection systems	Cancelled	Ministry of Environment Law, regulations & instructions	Approval for licensing
	Environmental awareness & conservation	Cancelled		
	Water, environment & Geophysics studies & consulting	Cancelled		
	Environmental pollution treatment materials trade	Cancelled		

Official Authority	Beneficiary	Instruction	Laws and Regulations	Objective
 Ministry of Environment	Environment scientific studies & research	Cancelled	Ministry of Environment Law, regulations & instructions	Approval for licensing
	Consulting on environment & water	Cancelled		
	Conduct environmental projects	Cancelled		
	Environmental services	Cancelled		
	Water & environment services & preparation of studies	Cancelled		Amend name
	Education & awareness on environmental issues	Cancelled		
	Waste & waste treatment	Cancelled		
	Recycling of waste automotive batteries	Cancelled		

## B. Investor Services

### 1. Notary Public

#### a. Authenticating a special power of attorney

Authenticating a Special Power of Attorney		
Objective	- Authenticating a special power of attorney	
Official authority	- Ministry of Justice	- Website <a href="http://www.moj.gov.jo">www.moj.gov.jo</a>
Beneficiary	- The investor who wishes to authenticate a special power of attorney	
Other entities involved	- N/A	
Fees	- An amount of JD 15.5 for the special power of attorney inclusive all fees and stamps - An amount of JD 12.5 for each additional signature (if there are more than one principal) - An amount of JD 1 as electronic service allowance	

Authenticating a Special Power of Attorney	
Special conditions	<ul style="list-style-type: none"> <li>- The service is offered through the investment window</li> <li>- The concerned party shall attend personally</li> <li>- If the authorization was issued by an entity/ corporate body (a company, an institute or a society), the authorized signatory has to be present personally</li> <li>- As for the company, institution or association; its authorized signatory shall attend and shall hold his original documents (certified from Ministry of Foreign Affairs and Ministry of Justice, if issued outside Jordan in addition to photo copies of documents)</li> </ul>
Duration	- (30) minutes
Applicable forms	- Application form for authenticating a special power of attorney
Required documents	<ul style="list-style-type: none"> <li>- Proof of the principal's personality: <ul style="list-style-type: none"> <li>• Jordanian: non-certified copy of ID card and presenting the original upon verifying the transaction</li> <li>• Holder of Jordanian passport, who does not have national number: non-certified copy of the passport and presenting the original upon verifying the transaction</li> <li>• Non-Jordanian: non-certified copy of the passport and presenting the same upon verifying the transaction, but if the power of attorney is related to the investment, the passport and copy thereof certified from the concerned embassy shall be brought</li> </ul> </li> <li>- Two (2) copies at least of the power of attorney with proof of the national ID number for both the principal and attorney on it</li> <li>- If the power of attorney is related to a property, the property registration deed, which hold the National ID Number of the principal and issued on date of transactions day shall be attached</li> <li>- Any other document necessary for the transaction (trader registration certificate, company registration certificate, professional license, etc.)</li> </ul>
Procedures	<ol style="list-style-type: none"> <li>1. The investor fills up an application at the notary public office at JIC IW attaching all required documents for verification</li> <li>2. Pays the fees at the accountant</li> <li>3. Signs all copies before the notary public</li> <li>4. Receives a copy of the special power of attorney</li> </ol>
Service result	- Authenticated special power of attorney
Related Laws and Regulations	- Notary Public (11) and its amendments for 1952

## b. Authenticating a special power of attorney

Authenticating a General Power of Attorney		
Objective	- Authenticating a general power of attorney	
Official authority	- Ministry of Justice	- Website <a href="http://www.moj.gov.jo">www.moj.gov.jo</a>
Beneficiary	- The investor who wishes to authenticate a general power of attorney	
Other entities involved	- N/A	
Fees	<ul style="list-style-type: none"> <li>- An amount of JD 13.5 for the special power of attorney inclusive all fees and stamps</li> <li>- An amount of JD 2.5 for each additional signature (if there are more than one principal)</li> <li>- An amount of JD 1 as electronic service allowance</li> </ul>	
Special conditions	<ul style="list-style-type: none"> <li>- This service is offered through the investment window</li> <li>- The concerned party shall attend personally</li> <li>- If the authorization was issued by an entity/ corporate body (a company, an institute or a society), the authorized signatory has to be present personally</li> <li>- As for the company, institution or association; its authorized signatory shall attend and shall hold his original documents (certified from Ministry of Foreign Affairs and Ministry of Justice, if issued outside Jordan in addition to photo copies of documents)</li> </ul>	
Duration	- (30) minutes	
Applicable forms	- Application form for authenticating a general power of attorney	
Required documents	<ul style="list-style-type: none"> <li>- Proof of the principal's personality: <ul style="list-style-type: none"> <li>• Jordanian: non-certified copy of ID card and presenting the original upon verifying the transaction</li> <li>• Holder of Jordanian passport, who does not have national number: non-certified copy of the passport and presenting the original upon verifying the transaction</li> </ul> </li> <li>- Non-Jordanian: certified copy of the passport from the concerned embassy, and presenting the original upon verifying the transaction. At least two (2) copies of the power of attorney with proof of the national ID number for both the principal and attorney on it</li> </ul>	



Authenticating a General Power of Attorney	
Procedures	<ol style="list-style-type: none"> <li>1. The investor fills up an application at the notary public office at JIC IW attaching all required documents for verification</li> <li>2. Pays the fees at the accountant</li> <li>3. Signs all copies before the notary public</li> <li>4. Receives a copy of the general power of attorney</li> </ol>
Service result	- Authenticated general power of attorney
Related Laws and Regulations	- Notary Public law # 11 and its amendments for 1952

c. Authenticating an irrevocable special power of attorney for immovable funds (properties)

Irrevocable Special Power of Attorney for Immovable Funds (Properties)		
Objective	- Authenticating an Irrevocable Special Power of Attorney for Immovable Funds (Properties)	
Official authority	- Ministry of Justice	- Website <a href="http://www.moj.gov.jo">www.moj.gov.jo</a>
Beneficiary	- The investor who wishes to authenticate an Irrevocable Special Power of Attorney for Immovable Funds (Properties)	
Other entities involved	- N/A	
Fees	<ul style="list-style-type: none"> <li>- An amount of JD 15.5 for the special power of attorney inclusive all fees and stamps</li> <li>- An amount of JD 12.5 for each additional signature (if there are more than one principal)</li> <li>- An amount of JD 1 as electronic service allowance</li> </ul>	
Special conditions	<ul style="list-style-type: none"> <li>- This service is offered through the investment window</li> <li>- The concerned party shall attend personally</li> <li>- If the authorization was issued by an entity/ corporate body (a company, an institute or a society), the authorized signatory has to be present personally</li> <li>- As for the company, institution or association; its authorized signatory shall attend and shall hold his original documents (certified from Ministry of Foreign Affairs and Ministry of Justice, if issued outside Jordan in addition to photo copies of documents)</li> </ul>	
Duration	- (30) minutes	

### Irrevocable Special Power of Attorney for Immovable Funds (Properties)

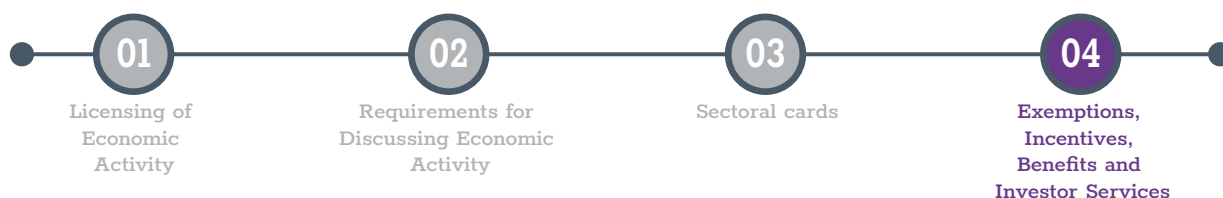
Applicable forms	- Application form for authenticating an irrevocable special power of attorney for immovable funds (Properties)
Required documents	<ul style="list-style-type: none"> <li>- Proof of the principal's personality:               <ul style="list-style-type: none"> <li>• Jordanian: two (2) certified copies of ID card and presenting the original upon verifying the transaction</li> <li>• Holder of Jordanian passport, who does not national number: (2) certified copies of the passport and presenting the original upon verifying the transaction</li> <li>• Non-Jordanian: (2) copies of the passport certified by the concerned embassy and presenting the original upon verifying the transaction</li> </ul> </li> <li>- At least two (2) copies of the power of attorney with proof of the national ID number for both the principal and attorney</li> <li>- Approval of Council of Ministers and Department of Ownership and Survey on the ownership, if the attorney is a legal person (company, institution, etc.) or foreign person (doesn't hold National ID Number)</li> <li>- Property registration deed, which hold the National ID Number of the principal and issued on date of transactions day</li> <li>- Certificate issued by directorate of registration, to which the property affiliates, states that there are no encumbrances (mortgages or seizure) on the property</li> </ul>
Procedures	<ol style="list-style-type: none"> <li>1. The investor fills up an application at the notary public office at JIC IW attaching all required documents for verification</li> <li>2. Pays the fees at the accountant</li> <li>3. Signs all copies before the notary public</li> <li>4. Receives a copy of the irrevocable special power of attorney for immovable funds (Properties)</li> </ol>
Service result	- Authenticated Irrevocable Special Power of Attorney for Immovable Funds (Properties)
Related Laws and Regulations	- Notary Public law # 11 and its amendments for 1952

d. Extracting a mirror image document

Extracted Mirror Image Document		
Objective	- Extracting a mirror image document	
Official authority	- Ministry of Justice	- Website <a href="http://www.moj.gov.jo">www.moj.gov.jo</a>
Beneficiary	- The investor who wishes to authenticate a mirror image document	
Other entities involved	- N/A	
Fees	- An amount of JD 2 for every authenticated document inclusive all fees and taxes	
Special conditions	- This service is offered through the investment window - If the concerned is a corporate personality (company, organization, association, etc.), that person must be authorized to sign and bring proof of that (e.g. in the case of commercial companies, bring the commercial register (valid original copy) issued by the Ministry of Industry and Trade and Supply, which states the company name, its capital, and the person(s) authorized to sign on behalf) and a copy of all these documents	
Duration	- (30) minutes	
Applicable forms	- Application form for extracting a mirror image document	
Required documents	- Proof of the principal's personality: <ul style="list-style-type: none"> <li>• Jordanian: one (1) non-certified copy of ID card and presenting the original upon verifying the transaction</li> <li>• Holder of Jordanian passport, who does not national number: one (1) non-certified copy of ID card or the passport and presenting the original upon verifying the transaction</li> <li>• Non-Jordanian: one (1) copy of the passport certified by the concerned embassy and presenting the original upon verifying the transaction</li> </ul> - In order to get a certified copy from the document, the Notary Public should be provided by a photocopy of the document or its number or parties involved.	
Procedures	1. The investor fills up an application at the notary public office at JIC IW in person or as the legal representative, with legal proof of such presentation attaching all required documents 2. The notary public will check the documents 3. Investor pays the fees at the accountant 4. Receives an extracted mirror image of the original document	
Service result	- Extracted mirror image document	
Related Laws and Regulations	- Notary Public Law # 11 and its amendments for 1952	

## e. Ratification of translated legal documents

Ratification of Translated Legal Documents		
Objective	- Ratification of translated legal documents	
Official authority	- Ministry of Justice	- Website <a href="http://www.moj.gov.jo">www.moj.gov.jo</a>
Beneficiary	- The investor who wishes to ratify translated legal documents	
Other entities involved	- Ministry of Foreign Affairs - Embassy of country of origin - Foreign courts or judicial authority in the country concerned	
Fees	- An amount of JD 4.5 for a one page authenticated document inclusive all fees and taxes and JD 0.5 for every additional page.	
Special conditions	- The service is offered through the Investment Window	
Duration	- (30) minutes	
Applicable forms	- Application form for ratification of translated legal documents	
Required documents	- Proof of the principal's personality: <ul style="list-style-type: none"> <li>• Jordanian: one (1) non-certified copy of ID card and presenting the original upon verifying the transaction</li> <li>• Holder of Jordanian passport, who does not have national number: (1) certified copy of the passport and presenting the original upon verifying the transaction</li> </ul> - The original version of the document to be authenticated as a mirror image, or its date and number	
Procedures	1. The investor and the legal translator visit the notary public office at JIC IW in person, as representative, or, with all required documents proving capabilities of legal translator. 2. Provides the original version of the document to be translated 3. The notary public will check the documents 4. The investor pays the fees at the accountant 5. Receives the ratified translated legal documents	
Service result	- Ratification of translated legal documents	
Additional Information	- Ratification is on date of translation and the signature of the translator only, while the translator bears responsibility for accuracy and content of the translation	
Related Laws and Regulations	- Notary Public Law # 11 and its amendments for 1952	



- f. Confirm date or mark power of attorney or other documents issued by Jordanian embassies or non-Jordanian notary public

Confirm Date or Mark Power of Attorney or Other Documents Issued by Jordanian Embassies or non-Jordanian Notary Public		
Objective	- Confirm Date or Mark Power of Attorney or Other Documents Issued by Jordanian Embassies or non-Jordanian Notary Public	
Official authority	- Ministry of Justice	- Website <a href="http://www.moj.gov.jo">www.moj.gov.jo</a>
Beneficiary	- The investor who wishes to confirm date or mark power of attorney or other documents issued by Jordanian embassies or non-Jordanian notary public	
Other entities involved	<ul style="list-style-type: none"> <li>- Ministry of Foreign Affairs</li> <li>- Jordanian Embassies</li> </ul>	
Fees	<ul style="list-style-type: none"> <li>- Special power of attorney: JD7 if issued by Jordanian embassies and JD9 if issued by non-Jordanian embassies</li> <li>- General power of attorney: JD7 if issued by Jordanian embassies and JD17 if issued by non-Jordanian embassies</li> <li>- JD2 for mirror image copy</li> <li>- JD1 for electronic services</li> <li>- If the document to be marked is of specific value: <ul style="list-style-type: none"> <li>• JD1 for notary</li> <li>• JD1 for stamps</li> <li>• 0.001 of document's value for each page to be marked</li> <li>• JD1 for electronic services</li> <li>• Stamps fees depending on type of document according to the stamps duty law</li> </ul> </li> <li>- If the document to be marked is not of specific value: <ul style="list-style-type: none"> <li>• JD1 for notary</li> <li>• JD1 for stamps</li> <li>• JD5 for each page to be marked</li> <li>• JD1 for electronic services</li> <li>• Stamps fees depending on type of document according to the stamps duty law</li> </ul> </li> </ul>	
Special conditions	<ul style="list-style-type: none"> <li>- This service is offered through the Investment Window</li> <li>- If the power of attorney or documents are issued by the embassy or outside Jordan it has to be certified by the Ministry of Foreign Affairs and The Ministry of Justice</li> </ul>	

### Confirm Date or Mark Power of Attorney or Other Documents Issued by Jordanian Embassies or non-Jordanian Notary Public

Duration	- (20) minutes from time of submission provided completeness and correctness
Applicable forms	- Application form for ratification of translated legal documents
Required documents	<ul style="list-style-type: none"> <li>- Proof of the principal's personality: <ul style="list-style-type: none"> <li>• Jordanian: one (1) noncertified copy of ID card and presenting the original upon verifying the transaction</li> <li>• Holder of Jordanian passport, who does not have national number: (1) certified copy of the passport and presenting the original upon verifying the transaction</li> <li>• Non-Jordanian: one (1) copy of the passport certified by the concerned embassy and presenting the original upon verifying the transaction</li> </ul> </li> <li>- The original version of the document</li> </ul>
Procedures	<ol style="list-style-type: none"> <li>1. The investor fills up an application at the notary public office at JIC IW in person with legal ID, since the applicant has to be one of the parties involved</li> <li>2. Pays the fees at the accountant</li> <li>3. Signs in front of the notary public</li> <li>4. If the authorization was issued by an entity/ corporate body (a company, an institute or a society), the authorized signatory has to be present personally bringing all his personal identification papers and a</li> <li>5. , proof that he is the authorized signatory</li> </ol>
Service result	- Confirm Date or Mark Power of Attorney or Other Documents Issued by Jordanian Embassies or non-Jordanian Notary Public
Related Laws and Regulations	- Notary Public Law # 11 and its amendments for 1952

### 2. Issuance/ Renewal of the Investor's Card Class A

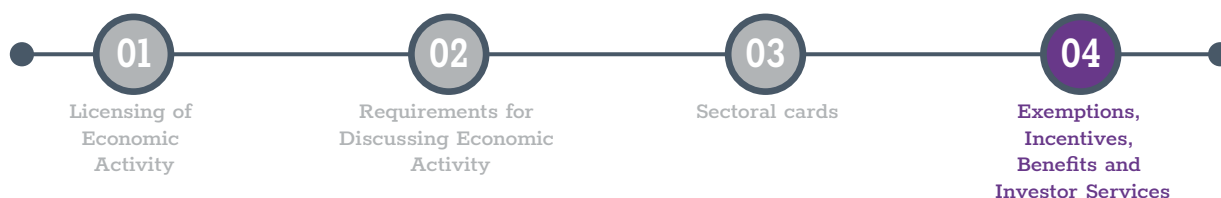
Issuance/renewal of the investor's Card class A	
Objective	- Issue / renew the investors' card of all nationalities to help in simplifying the procedures of registration and licensing of investment projects with the government institutions.
Official authority	- JIC Investment Window/ Investors Services Directorate
Beneficiary	- All investors in all economic sectors

Issuance/renewal of the investor's Card class A	
Entities Involved	<ul style="list-style-type: none"> <li>- Approval of the security services</li> <li>- Ministry of Interior</li> </ul>
Fees	<ul style="list-style-type: none"> <li>- Issuance of the card: JD 100 16%+ sales tax</li> <li>- Card renewal: JD 100 16%+ sales tax.</li> </ul>
Special conditions	<ul style="list-style-type: none"> <li>- Share of the applicant in the registered capital of the company/ or group of companies in which he/she has shares is no less than JD 150,000.</li> <li>- The project / group of projects in which the investor has a registered capital provides no less than 40 permanent job opportunities of added value to Jordanians demonstrated through the social security list.</li> <li>- The investment has been commenced in the operating or production phase.</li> </ul>
Duration	<ul style="list-style-type: none"> <li>- 10 working days after the application is complete.</li> </ul>
Applicable forms	<ul style="list-style-type: none"> <li>- Application form to attain an investor card class A</li> </ul>
Required documents	<ul style="list-style-type: none"> <li>- Valid certificate of company registration</li> <li>- Valid statement, duly certified, from the Social Security Corporation showing number of Jordanian manpower. In case the company was under establishment, a pledge for Employment Condition is submitted</li> <li>- Valid vocational license</li> <li>- Copy of a valid passport or ID card for Jordanians</li> <li>- Personal photos</li> <li>- Company account number, bank &amp; branch</li> <li>- letter from the company authorizing a certain investor to be granted a card in case of multiple shareholders.</li> <li>- letter from the company authorizing a certain employee to receive the card on behalf of the investor.</li> <li>- letter from the company authorizing the deduction of card fees from company's balance. In case there are multiple shareholders, a letter from the company authorizing a certain investor to be granted the card.</li> </ul>

### Issuance/renewal of the investor's Card class A

Procedure	<ol style="list-style-type: none"> <li>1. The investor (or a person he/she authorizes) submits the application and required documents to the Investment Window.</li> <li>2. The Investor's Card Section employee reviews the application, checks documents and in case of compliance define dues and directs investor to accountant.</li> <li>3. The investor pays the fees to the accountant of JIC Investment Window against a payment receipt.</li> <li>4. Investor contacts Registry at JIC, employee files application showing that payment was made/</li> <li>5. The investor hands over the card to the concerned staff member who addresses the authorized person at the Ministry to get the approval , upon granting approval for the first time</li> <li>6. Addressing General Security Directorate in case of renewal</li> <li>7. If not approved the Investor is notified through a telephone call</li> <li>8. If the case is put on hold, the petition stays until a decision is made (approval or no approval) and the investor is notified through telephone call</li> <li>9. In case of approval, the concerned staff member writes a memo elaborating the situation and send it to Director of Investors Services Directorate</li> <li>10. The Director of Investors Services Directorate put the file on Investors Card Committee schedule</li> <li>11. The Committee convenes and cast its recommendation to JIC CEO</li> <li>12. The CEO either approves or do not approve the decision and sends it to Investors Services Directorate</li> <li>13. If not approved the concerned staff member calls the investor and relays the message</li> <li>14. If approved the staff member send the document to the Card Section to print the card</li> <li>15. The concerned staff notifies the investor of the card delivery date</li> <li>16. In case of renewal, the expired card is delivered to the investor card staff or a copy of notification of loss, if it was lost</li> </ol>
Service result	Issuance / renewal of the investor's card class A





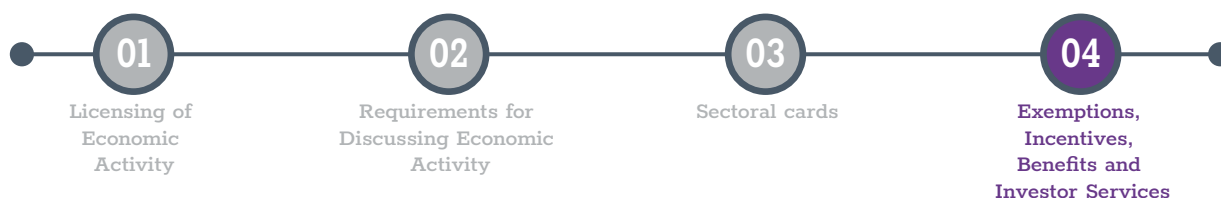
Issuance/renewal of the investor's Card class A	
Additional information	<ul style="list-style-type: none"> <li>- The card is handed over only to the investor or to the officially authorized designate.</li> <li>- The card is valid for one year.</li> <li>- The card is renewed with the conditions stated above for granting.</li> </ul>
Related Laws and Regulations	- Investment Window Regulation No. (32) of 2015


### 3. Issuance/ Renewal of the Investor's Card Class B

Issuance/renewal of the investor's introductory card class B For Syrian nationals only	
Objective	- Issuance/renewal of a card for Syrian investors only to facilitate entry and exit to and from the country and to facilitate access to other services like car registration and have a Jordanian driver's license.
Official authority	- JIC Investment Window
Beneficiary	- Syrian investors in all economic sectors
Entities Involved	- Approval of the Security Services
Fees	<ul style="list-style-type: none"> <li>- Issuance of the card: JD 58 including the sales tax</li> <li>- Card renewal: JD 23.20 including the sales tax.</li> </ul>
Special conditions	<ul style="list-style-type: none"> <li>- Investor holding a Syrian Nationality</li> <li>- Share of the applicant in the registered capital of the company in which he/she has shares is no less than JD 50,000.</li> <li>- The project in which the investor has a registered capital provides no less than 10 permanent job opportunities of added value to Jordanians demonstrated through the social security list for each partner in the company.</li> <li>- The first three partners benefit of getting a class b card from the first 10 permanent jobs, any additional partner must provide at least 33% of the number of workers.</li> <li>- The industrial companies with a JD 100,000 annual export capacity or more (officially recorded), has the right to get two investors cards for each five Jordanian workers regardless of their registration in the SSC. If it is more than two cards, an increase is applied in compliance with basic conditions.</li> <li>- The investment has been commenced in the operating or production phase.</li> </ul>
Duration	- 10 working days when the application is complete.

### Issuance/renewal of the investor's introductory card class B For Syrian nationals only

Applicable forms	Application form to attain an investor card class B
Required documents	<ul style="list-style-type: none"> <li>- Valid certificate of company registration</li> <li>- Valid statement, duly certified, from the social security corporation showing number of Jordanian manpower In case the company was under establishment, a pledge for Employment Condition is submitted</li> <li>- Valid vocational license</li> <li>- Copy of the passport</li> <li>- Personal photo No. 2</li> <li>- A letter from the company authorizing a certain employee to receive the card on behalf of the investor. In case there are multiple shareholders, a letter from the company authorizing a certain investor to be granted the card.</li> </ul>
Procedure ↪	<ol style="list-style-type: none"> <li>1. The investor (or a person he/she authorizes) submits the application and required documents to the Investment Window.</li> <li>2. The Investor's Card Section employee reviews the application, checks documents and in case of compliance define dues and directs investor to accountant.</li> <li>3. The investor pays the fees to the accountant of JIC Investment Window against a payment receipt.</li> <li>4. Investor contacts Registry at JIC, employee files application showing that payment was made/</li> <li>5. The investor hands over the card to the concerned staff member who addresses the authorized person at the Ministry to get the approval , upon granting approval for the first time</li> <li>6. Addressing General Security Directorate in case of renewal</li> <li>7. If not approved the Investor is notified through a telephone call</li> <li>8. If the case is put on hold, the petition stays until a decision is made (approval or no approval) and the investor is notified through telephone call</li> <li>9. In case of approval, the concerned staff member writes a memo elaborating the situation and send it to Director of Investors Services Directorate</li> <li>10. The Director of Investors Services Directorate put the file on Investors Card Committee schedule</li> <li>11. The Committee convenes and cast its recommendation to JIC CEO</li> </ol>



Issuance/renewal of the investor's introductory card class B For Syrian nationals only	
 Procedure	12. The CEO either approves or do not approve the decision and sends it to Investors Services Directorate 13. If not approved the concerned staff member calls the investor and relays the message 14. If approved the staff member send the document to the Card Section to print the card 15. The concerned staff notifies the investor of the card delivery date 16. In case of renewal, the expired card is delivered to the investor card staff or a copy of notification of loss, if it was lost
Service result	Issuance / renewal of the investor's card class B
Additional information	<ul style="list-style-type: none"> <li>- The card is handed over only to the investor or to the officially authorized designate.</li> <li>- The card is valid for one year.</li> <li>- The card is renewed with the conditions stated above for granting.</li> </ul>
Related Laws and Regulations	- Investment Window Regulation No. (32) of 2015

#### 4. Obtain security approval for visa issuance

To obtain the security approval for visa issuance	
Objective	- To obtain the security approval to grant investor (or worker) entry visa into the Kingdom to facilitate project activities.
Official authority	- Ministry of Interior through its authorized officer at JIC Investment Window
Beneficiary	- All non-Jordanian investors (workers) and their families from the different economic sectors to the entity that was established with the Investment Window.
Other Entities Involved	- Ministry of Interior
Fees	- JD 5 service fee to be paid to the Investment Commission per visa.
Special conditions	<ul style="list-style-type: none"> <li>- The investor has good financial solvency</li> <li>- The investor is under the sponsorship of the inviter /the investment concerned authority/ Investment Commission</li> </ul>
Duration	- 5 working days when the application is complete.

### To obtain the security approval for visa issuance

#### Required documents

##### In case of visa to the investor:

- A letter from the Investment Commission/ host
- A copy of the passport

##### In case of visas to the worker:

- Prior approval of the Ministry of Labor to recruit the worker
- A copy of the worker's passport


#### Procedure

##### In case of the investor's visa:

1. The inviter submits the application, required documents and filled up forms to the authorized officer of the Ministry of Interior with the Investment Window.
2. The authorized officer reviews the application to ensure it satisfies all requirements.
3. The security services are addressed for visa issuance
4. In case of approval, a guarantee will be executed to secure the departure of the investor from the Kingdom's territories when the visa expires or to regularize his /her status or to obtain residency permit.
5. Following the issuance of the security approval, the inviter pays the due fees through the accountant of the Investment Window against a payment voucher.
6. Following the issuance of the security approval, a letter is sent to the Department of Residence and Borders to circulate the approval to the investor's visa to the border centers and entrances to allow entry to the Kingdom.

##### In case of the worker's visa:

1. The investor or his/her officially authorized designate submits the application together with the required documents to the authorized officer of the Ministry of Interior with the Investment Window.
2. The authorized officer reviews the application to ensure it satisfies all documents.
3. The security services are addressed for visa granting
4. In case of approval, a guarantee will be executed to secure the departure of the investor from the Kingdom's territories when the visa expires or to regularize his /her status or to obtain residency permit

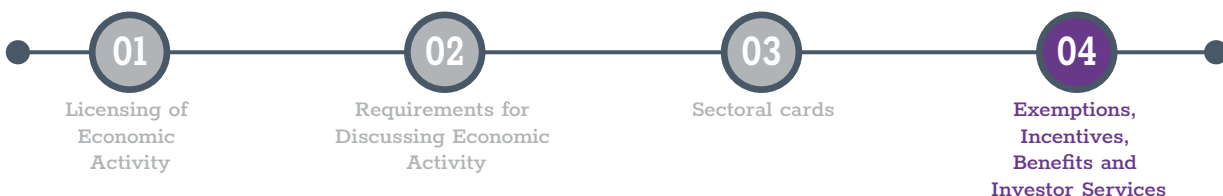
To obtain the security approval for visa issuance	
 Procedure	5. Following the issuance of the security approval, the investor or his representative pays the due fees through the accountant of the Investment Window against a payment voucher.  6. Following the issuance of the security approval, a letter is sent to the Department of Residence and Borders to circulate the approval to the worker's visa to the border centers and terminals to allow entry to the Kingdom.
Service result	Issuance of a letter of visa approval (to the investor or worker)
Additional information	<ul style="list-style-type: none"> <li>- JD 20 is collected as visa fees when entering the Kingdom territories from any border terminal per visit.</li> <li>- The security approval should be presented on the visa issuance and a copy of passport when visiting the office of residence and borders to circulate the visa approval at the different border centers.</li> <li>- A copy of visa should be presented (by the investor or worker) when entering the country through the different border centers</li> </ul>
Related Laws and Regulations	<ul style="list-style-type: none"> <li>- Visas Regulation No. 3 of 1997</li> </ul>


#### 5. Issuance/ Renewal investor residency permit

To obtain/renew investor residency permit	
Objective	- To obtain/renew investor residency permit in Jordan
Official authority	- Investors' Services Directorate at JIC
Beneficiary	- All non-Jordanian investors from the different economic sectors for the entity that was established through the Investment Window
Prior Approvals	<ul style="list-style-type: none"> <li>- Ministry of Interior</li> <li>- Residence &amp; Borders Directorate</li> </ul>
Fees	<u>For Security Clearance to issue investor card:</u> <ul style="list-style-type: none"> <li>- JD 20 service fee for the first time applicant.</li> <li>- JD 5 service fee to be paid to the Investment Commission for residence renewal per person for the investor's family members</li> </ul> <u>For Residency Card Issuance:</u> <ul style="list-style-type: none"> <li>- JD 30</li> </ul>

**To obtain/renew investor residency permit**

Special conditions	<ul style="list-style-type: none"> <li>- The investor must have duly obtained approvals for the establishment/company registration</li> <li>- The company/establishment is duly licensed</li> <li>- The establishment/company practices its activities actually.</li> </ul>
Duration	<ul style="list-style-type: none"> <li>- For Security Clearance to issue investor card:</li> <li>- 5 working days from completion date of application</li> <li>- For Residency Card Issuance</li> <li>- 20 minutes</li> </ul>
Required documents	<p><u>First time residency:</u></p> <ul style="list-style-type: none"> <li>- A copy of the investor's passport</li> <li>- A copy of the company/establishment commercial registration</li> <li>- Personal Photos (2)</li> <li>- Medical certificate for investor</li> </ul> <p><u>Renewal of investor residency</u></p> <ul style="list-style-type: none"> <li>- Photocopy of investor passport</li> <li>- A copy of the company/establishment commercial registration</li> <li>- Personal Photos (2)</li> <li>- Valid vocational license</li> <li>- Social security statement showing the company's workers</li> <li>- Previous residency permit</li> </ul>
Procedure ↪	<p><u>To obtain security clearance to grantor renew residency permit</u></p> <ol style="list-style-type: none"> <li>1. The investor submits the application together with the required documents and filled up forms as required to the authorized officer of the Ministry of Interior with the Investment Window.</li> <li>2. The authorized officer reviews the application to ensure it satisfies all documents.</li> <li>3. The investor pays the due fees through the accountant</li> <li>4. The authorized officer addresses a formal letter through the residency and workers section a letter to the Ministry of Interior for approval</li> <li>5. The authorized officer sends the letter to the Ministry of Interior designated representative for opinion</li> <li>6. Following the issuance of the security approval, a letter is sent by the designated representative through the investors' services department to the Department of Residence and Borders to issue the residence to the investor.</li> </ol>



To obtain/renew investor residency permit	
 Procedure	<p><u>Renewal of investors residency:</u></p> <ol style="list-style-type: none"> <li>1. The investor presents the approval letter together with the required documents to the residence issuance office of the Borders and Residency Control department at JIC</li> <li>2. The employee of the Borders and Residency Control department shall review the application to ensure it satisfies all requirements.</li> <li>3. The investor pays the due fees through the accountant</li> <li>4. The investor receives the residence card.</li> </ol>
Service result	- Issuance of residence approval

#### 6. Approval to obtain a driver's license and/or vehicle registration

Facilitations to obtain a driver's license and/or vehicle registration	
Objective	- Facilitate issuance of driver's license or vehicle registration for non-Jordanians.
Official authority	- Drivers' and Vehicles Licensing Department
Beneficiary	- The investor
Prior Approvals	- N/A
Fees	- As imposed by the Investment Window are: JD 11.60 including the sales tax
Special conditions	- N/A
Duration	- 1 working day from the application completion date with the Investment Window
Applicable forms	- N/A
Required documents	<ul style="list-style-type: none"> <li>- The company's registration certificate or commercial registration (in case of a desire to register the vehicle in the name of the company or establishment)</li> <li>- Vocational license (in case of a desire to register the vehicle in the name of a company or establishment)</li> <li>- Passport for non-Jordanians (in case of a desire to register the vehicle in the name of the investor or to obtain a driver's license)</li> <li>- Driver's license in the homeland of the investor (to issue driver's license to the foreign investor).</li> </ul>

### Facilitations to obtain a driver's license and/or vehicle registration

Procedure	<ol style="list-style-type: none"> <li>1. The investor produces a written application to the directorate of the Investment Window attached with the required documents.</li> <li>2. The Investment Commission officer reviews the application together with the documents.</li> <li>3. Service allowance of JD 11.60 including the sales tax will be collected per application.</li> <li>4. An official letter will be drafted from the Investment Commission to the Drivers' and Vehicles Licensing Department to help the investor complete his/her transaction.</li> </ol>
Service result	To have a letter from the Commission addressed to the concerned authority to facilitate registration of a vehicle or issuance of driver's license
Additional information	- N/A
Related Laws and Regulations	<ul style="list-style-type: none"> <li>- Drivers' Licensing Regulation No. 101 of 2008</li> <li>- Vehicles Licensing and Registering Regulation No. 104 of 2008</li> </ul>

### 7. Approval of entry and exit of investors' family

#### Approval for entry and exit of investor's family

Objective	- Approval for entry and exit of investor's family
Official authority	- Jordan Investment Commission/ Investors Services Department
Beneficiary	- All investors holding Class A or Class B investor card
Prior Approvals	- N/A
Fees	<ul style="list-style-type: none"> <li>- JD10 + 16% sales tax</li> <li>- JD5 Ministry of Interior fees</li> </ul>
Special conditions	- Holding Class A or Class B investor card
Duration	- 10 working days
Applicable forms	- Application form



Approval for entry and exit of investor's family	
Required documents	<ul style="list-style-type: none"> <li>- Recent company's registration certificate or commercial registration</li> <li>- Previous month's list of manpower duly signed from Corporate of Social Security. If the company is still under establishment, then provide a commitment letter regarding labor</li> <li>- Valid occupancy permit or vocational license</li> <li>- Copy of valid passport for applicant</li> <li>- Copy of valid passport for beneficiary i.e. family</li> <li>- Copy of investor card</li> </ul>
Procedure	<ol style="list-style-type: none"> <li>1. The investor fills up the application form attaching all needed documents and submits to Ministry of Interior representative at JIC IW who provided initial approval to move ahead with the application</li> <li>2. In case of approval, the application is forwarded to Residence &amp; Employment section for review</li> <li>3. The investor pays due fees at the accountant</li> <li>4. The investor visits Administrative Office to get an application number</li> <li>5. The investor returns the application to Residence &amp; Employment section</li> <li>6. The Residence &amp; Employment section employee drafts an official letter addressing Ministry of Interior and submits it to the Ministry's representative at JIC IW</li> <li>7. Ministry of Interior's representative at JIC IW forwards the letter for an official approval</li> <li>8. In case of Ministry of Interior's disapproval, the investor is informed</li> <li>9. In case of Ministry of Interior's approval, the representative provides the application with an approval number, date and stamp</li> <li>10. The application and approval are then forwarded to the Residency and Border management liaison officer to seal the application</li> <li>11. The application is submitted to the investor signed and stamped</li> </ol>
Service result	Approval for entry and exit of investor's family



## Appendices

Appendix (1) Jordanian and non-Jordanian labor ratio within economic sectors

Sector	Percentage of Jordanian workers – (%)	Percentage of non-Jordanian workers (expats)- (%)
Chemicals industry	80	20
Minerals industry	85	15
Food industry	80	20
Therapeutic industries	95	5
Engineering industries	85	15
Printing & packing industry	80	20
Timber industries	65	35
Construction industry	40	60
Plastic industries	40	60
Garment industries	60	40
Garment industry at the Qualified Industrial Zones (QIZ)	30	70
Cows and poultry farms, Sheep farms, Sheep & goat fattening farms, Fish farms	In accordance with the applicable standards by the Ministry of Agriculture	
Hotels and tourist recreation / class5*	88	12
Hotels and tourist recreation/ class4*	85	15
Hotels and tourist recreation / class3*	85	15
Hotels and tourist recreation/ class 2*	75	25
Hotels and tourist recreation/ class 1*	75	25
Hotel apartments	To be identified per class in addition to the recommendation of Jordan Hotels Association	
Private hospitals	90	10
Specialized health centers	100	0

## Appendix (2) Economic activities that need an environmental impact study

### Economic Activities in need of Comprehensive Environmental Impact Assessment

1. Raw oil refineries
2. Electricity generating plants
3. Designed constructions such as permanent stores or nuclear waste disposal dumps
4. Steel and iron factories
5. Constructions for asbestos extraction, processing, manufacturing materials
6. Integrated chemical industries such as petrochemical complexes and fertilizers factories
7. Pesticides, peroxides factories and oil and petrochemical storage facilities
8. Main roads, railways and airport construction projects
9. Treatment and disposal of hazardous wastes stations
10. Industrial cities construction
11. Extraction industries
  - Deep drillings and water exploration drillings and geothermal drillings except for drilling designed to check soil stability.
  - Mining and associated operations
  - Extraction of natural resources
  - Power generation industries
  - Industrial constructions for electricity, vapor and hot water production and electric power transfer
  - Superficial storage of natural gas
  - Combustible gas storage underground
  - Superficial storage of fossil fuel
12. Leather tanning and dressing factories
13. Sugar factories
14. Yeast factories
15. Seaports and harbors building
16. Construction of shipyards, boats and marine posts for industrial or recreational purposes
17. Sea backfill to have some land for construction of industrial and recreational or other facilities.
18. Glass factories and construction of slaughterhouses

### Economic Activities in need of Preliminary Environmental Impact Assessment

1. Agricultural projects
  - Poultry farming in excess of 30,000 birds.
  - Cows' breeding farms in excess of 50 heads
  - Sheep breeding in excess of 1000 heads
2. Metal processing projects
  - Steel & iron works including foundries, drawing galvanizing and coating plants and mills
  - Non-iron metal production constructions including production, smelting, purification, machinery and galvanization.
  - Alloys drawing and pressing
  - Metal surface treatment and coating
  - Industry of boilers, tanks, reservoirs made of metal sheets
  - Baking and sintering of metal ores constructions
  - Vehicle industry and assembly
3. Foodstuff industries
  - Vegetable and animal oils and fats industry
  - Animal and vegetable product canning industries
  - Milk product industry
4. Textile, leather, timber and paper industries
5. Rubber industries
6. Infrastructure projects including housing projects
7. Other projects like:
  - Household waste dumps
  - Disposal of scrap dumps
  - Sports Activities centers
  - Scrap storing constructions
8. Any expansion to any of the captioned projects

## Appendix (3) Work permit issuance fees within economic sectors

Sector	Work permit issuance or renewal for one year or part of year fee per worker (JD)	Temporary work permit issuance(not more than 6 months) fee per worker (JD)	Additional fees for the Employment, Vocational and Technical Education and Training Fund for each work permit issued or renewal (JD)
Apparel and Clothing manufacturing registered at JIC	JD 175	JD 300	JD 100
House worker, gardener, chef, or the like, who work on a private farm (that does not exceed 20 dunums in area and is used for agriculture or animal farming and is owned by one person or a group of people)	JD 500	JD 300	JD 100
Other	JD 400	JD 300	JD 100

## Appendix (4) Construction license fees within Governorate of Amman Municipality boundaries according to Building Regulation no. (67) for the year 1979

Usage area	Zoning area	Licensing application registration fee		Site layout fee		Placement fee	
		JD	Fils	JD	Fils	JD	Fils
Housing		5	-	5	-	15	-
		4	-	4	-	10	-
		3	-	3	-	10	-
		2	-	2	-	5	-
	Popular housing	1	-	1	-	2	-
	Green and rural housing	Prescribed fees to the area located in Amman plus 50% of the fee					

Usage area	Zoning area	Licensing application registration fee		Site layout fee		Placement fee	
		JD	Fils	JD	Fils	JD	Fils
Commercial	Local commercial and offices	5	-	5	-	20	-
	Commercial, ordinary	7	500	7	500	40	-
	Commercial central	10	-	10	-	50	-
Industries	Industries	10	-	10	-	30	-
	Light industries	7	500	7	500	30	-

Usage area	Zoning area	Roofed car parking and minor building per m <sup>2</sup>		Swimming pools per m <sup>2</sup>	
		JD	Fils	JD	Fils
Housing		200	-	1	-
		150	-		
		100	-		
		50	-		
	Popular housing	50	-		
	Green and rural housing	Prescribed fees to the area located in Amman plus 50% of the fee			

Usage area	Zoning area	Licensing application registration fee		Site layout fee		Placement fee	
		JD	Fils	JD	Fils	JD	Fils
Housing		1	-	-	300	-	450
		-	800	-	200	-	300
		-	450	-	150	-	200
		-	200	-	50	-	100
	Popular housing	-	100	-	20	-	50
	Green and rural housing	Prescribed fees to the area located in Amman plus 50% of the fee					

Usage area	Zoning area	Ground floor area including the basement and thresholds and umbrella per m <sup>2</sup>		Area of other floors per m <sup>2</sup>		Swimming pools per m <sup>2</sup>		Fences per longitudinal meter	
		JD	Fils	JD	Fils	JD	Fils	JD	Fils
Industries	Industries	2	500	1	500	1	500	-	450
	Light industries	1	500	1	-	1	500	-	300



Usage area	Zoning area	Ground floor area including the basement and thresholds and umbrella per m <sup>2</sup>		Fences per m <sup>2</sup>		Cellars per m <sup>2</sup>		Roofed car parking	
		JD	Fils	JD	Fils	JD	Fils	JD	Fils
Commercial	Local comm. & offices	-	-	-	200	-	500	-	200
	Ordinary comm.	20	-	-	300	1	-	-	250
	Central comm.	25	-	-	500	2	-	-	350

Usage area	Zoning area	Ground floor, basement and thresholds		Other floors per m <sup>2</sup>		Swimming pools per m <sup>2</sup>		Commercial Juts	
		JD	Fils	JD	Fils	JD	Fils	JD	Fils
Commercial	Local comm. & offices	2	-	1	-	1	500	-	-
	Ordinary comm.	3	-	1	500	2	500	25	-
	Central comm.	4	-	3	-	-	500	35	-

Usage area	Zoning area	Ground floor, basement and thresholds		Other floors per m <sup>2</sup>	
		JD	Fils	JD	Fils
Industries	Industries	1	-	-	250
	Light industries	-	-	-	200

Greater Amman Municipality collects the following fees for encroachment cases hereunder. The part of square meter or cubic meter of encroachment is considered to be a square or cubic meter for fee calculation purposes:

Usage area	Zoning area	Per m <sup>2</sup> of encroachment over the set-backs area		Per m <sup>2</sup> of encroachment beyond the building percentage		Per m <sup>2</sup> of encroachment beyond the floor rate		Type of encroachment per cubic meter of enc. in size		Per m <sup>2</sup> of car part allowance	
		JD	Fils	JD	Fils	JD	Fils	JD	Fils	JD	Fils
Housing		100	-	40	-	40	-	40	-	60	-
		75	-	32	-	32	-	30	-	45	-
		50	-	30	-	20	-	20	-	30	-
		25	-	16	-	16	-	16	-	14	-
	Popular housing	10	-	4	-	4	-	4	-	4	-
Comm.	Local comm. & offices	125	-	45	-	30	-	40	-	60	-
	Ordinary comm.	185	-	80	-	46	-	48	-	90	-
	Central com.	250	-	110	-	64	-	72	-	120	-
industries	Industries	25	-	110	-	60	-	72	-	120	-
	Light industries	-	-	-	-	-	-	-	-	-	-

#### Article 49

Greater Amman Municipality collects JD 10 per Jordanian Dinar per horizontal amendment in any existing building or under construction provided the licensed building area or its percentage or floor rate or volume may not be increased.

#### Article 50

a- The Greater Amman Municipality collects the following guarantees:

1. 10% of total licensing fee to abide by the reconstruction in accordance with the license issued to the owner. The license may be seized if the license is not complied with.
2. 10% of total licensing fee against a water well construction by minimum JD 25

b- Security amounts set forth in clause 2 of paragraph A of this Article shall be deemed proceeds to the Municipality and transferred to its account if the owner fails to undertake the required works within 60 days from the date he has been warned to do so. The building occupancy permit will not be granted unless the required works are undertaken.

#### Article 51

The Municipality collects elevator's licensing fee of JD 100 once installed for the first time from the owner and JD 20 when renewed having checked validity by the Municipality annually.

#### Article 52

The Municipality collects building extension fees as per the prescribed fee in accordance with this regulation and the region it falls in as follows:

- a- The fees are collected for staircase area with area of each floor and the reduplicated staircase area is added for once in the upper floor
- b- Skylight fee shall be collected for once when roofed at the upper floor
- c- Fees are collected for the lift area with area of each floor.

Appendix (5) Construction license fees within Municipalities boundaries according to Building Regulation no. (136) for the year 2016

### Article 19

A. Below fees are collected in exchange for the activities stated in this Article for Class 1 municipalities:

Application type	Unit	Residential areas of all classes	Commercial areas, show-rooms & offices	Light & craft industries & warehouses	Medium industries & large factories	Multi-purpose buildings	Agriculture constructions
		JD	JD	JD	JD	JD	JD
Site layout & delimitation	One	5	15	12	12	15	3
Building licensing	One time	6	12	12	12	12	5
Ground floor, upper floors & terrace licensing	m <sup>2</sup>	0.75	2	2	5	2	0.6
Cellars, thresholds, basement & juts licensing	m <sup>2</sup>	0.5	0.2	1.5	1.2	2	-
Roofed car parking licensing	m <sup>2</sup>	0.3	0.3	0.3	0.3	0.3	-
Car parking fees	Per car	3,000	6,000	3,000	5,000	5,000	1,000
Fences licensing	LM	0.15	0.3	0.25	0.3	0.3	10
Swimming pool licensing	m <sup>2</sup>	50	100	100	100	100	
Zoning of buildings & apartments	Each unit or apt	15	50	20	20	50	-

Application type	Unit	Residential areas of all classes	Commercial areas, show-rooms & offices	Light & craft industries & warehouses	Medium industries & large factories	Multi-purpose buildings	Agriculture constructions
		JD	JD	JD	JD	JD	JD
Land zoning	Plot	5	50	20	20	50	5
Licensing of building jut over the setback	m <sup>2</sup>	-	-	6	-	2	-
Licensing of building jut over the right of way above the ground floor (first floor)	m <sup>2</sup>	-	60	-	-	60	-
Each communication tower licensing	One time	2,000					

B. Except for licensing each communication tower fees, class 2 and 3 municipalities collect (50%) of the fees stated in Paragraph (A) of this Article

C. For residential buildings suggested to be built outside the zone, double the fees are charged according the Article's regulations

## Article 20

The concerned committee collects fees resulting from encroachment of the prescribed regulatory provisions in addition to the fees provided for in Article 19 of this regulation upon licensing any existing building before the enforcement of this regulation's provisions and in accordance with the following Table:

Type of encroachment	Unit	Residential areas of all classes	Commercial areas, show-rooms & offices	Light & craft industries & warehouses	Medium industries & large factories	Multi-purpose buildings	Agriculture constructions
		JD	JD	JD	JD	JD	JD
Front, side & rear setback areas	m <sup>2</sup>	150	200	150	200	200	20
Superficial percentages	m <sup>2</sup>	200	300	150	300	300	10
Floor percentage	m <sup>2</sup>	150	200	150	200	200	6
Building size or building floors	Cubic meter	50	80	60	80	80	3

#### Appendix (6) Vocational license fees within Governorate of Amman Municipality boundaries

Serial	Paragraph	Vocation	Fees	
			JD	Fils
1. Banks and financial institutions				
	1	Head office of the local banks and head office in Amman for the foreign banks	1000	
	2	Bank's branches	250	
	3	Credit and financial investment institutions only	200	
	4	Shares and financial bonds	200	
2. Exchangers				
	1	First class	250	
	2	Second class	150	
3. Insurance companies				
1	Head office	300		

Serial	Paragraph	Vocation	Fees	
			JD	Fils
2	Branch	50		
3	Foreign insurance companies' branches and agents	300		
4. Goldsmith and sellers of minerals and jewelry				
	1	Retailers and wholesaler of gold, jewelry, precious stones,	75	
	2	Retailers and wholesalers of silver	30	
	3	Gold & Silver workshops	25	
5. Commercial dealers, agents and clearing agents				
	1	Vegetables and fruits dealers and brokers: a. If the applicant is a company b. If the applicant is an a person	150 50	
	2	Real estate lease and land sale and purchase dealers and brokers: a. If the applicant is a company b. If the applicant is an a person	150 50	
	3	Trading agents and brokers: a. If the applicant is a company b. If the applicant is an a person	100 50	
	4-	Good clearing agents: a. If the applicant is a company b. If the applicant is an a person	100 50	
6. Import and general trading Including the persons, companies and drugstores, the fee is collected based on the registered capital by the following classes:				
	1	From JD 5000 to JD 10000	75	
	2	From JD 10001 to JD 30,000	100	
	3	From JD 30001 to JD 50,000	125	

Serial	Paragraph	Vocation	Fees	
			JD	Fils
	4	From JD 50001 to JD 70,000	150	
	5	From JD 70001 to JD 100,000	200	
	6	From JD 100001 to JD 150,000	250	
	7	From JD 150001 to JD 500,000	350	
	8	From JD 500001 and above	450	
	9	General trading	450	
7. Contractors				
	1	First class	400	
	2	Second class	300	
	3	Third class	200	
	4	Fourth class	150	
	5	Fifth class	100	
	6	Sixth class	50	
8. Wholesale and retail without import				
	1	Vehicles, cars, mechanical machines, tires, machinery and parts, mills stones, motor bikes, medical equipment, building materials (cement, steel, wood), sanitary accessories, household furniture, carpet, fridges, washing machines and TVs.	60	
	2	Radios, stoves, fireplaces, fans, watches, electric lamps, kids vehicles, sun glasses, copiers and accessories, sewing machines, blacksmiths' accessories, carpenters, paintings, antiques, car batteries, auto electric tools, coating materials, mineral oils, engineering tools, ready-made clothing, alcoholic, weapons and shoes.	50	
	3	Steelyard, textile, textile, dressmakers' accessories, household tools, plastic tools, musical instruments, chemicals, glass, agricultural treatments, cosmetics and ornamental organisms.	40	



Serial	Paragraph	Vocation	Fees	
			JD	Fils
	4	Perfumes, aromatic oils, natural and artificial flowers, fishing nets, ropes, strings, tents, newspaper stores, stationary stores, fuel stores without pumps.	30	
	5	Textile on stalls or at store façade	60	
	6	Grocery, vegetables, meat, dairy, roaster, firewood and other consumables:		
		a. Commercial areas, residential areas determined by the Municipality Council	25	
		b. Other residential areas	15	
9. Public services				
	1	Transport and tourism services:		
		a. Maritime and air transport stores and agencies	150	
		b. Travel offices		
		1. Offices having passengers' transport means		
		2. Offices operated by the license applicant through mediation and commission	75	
		c. Half the fee is collected per branch of the above.	50	
	2	Land transport:		
		a. Land transport offices in which the license owner uses or owns vehicles	150	
		b. Passengers' transport offices in which the license owner owns vehicles:		
		1. External travel		
		2. Domestic travel	100	
		c. Half the fee is collected per branch of the above.	50	

Serial	Paragraph	Vocation	Fees	
			JD	Fils
	3	Hotels and hostels and pension: a. First class (5) star per room b. Second class (4) star per room c. Third class (3) star per room d. Fourth class (2) star per room e. Fifth class (one star per room)	7 4 3 2 1	
	4	Restaurants: a. First class (5) star b. Second class (4) star c. Third class (3) star d. Fourth class (2) star e. Fifth class (1) star f. Not classified	100 75 50 25 15 10	
	5	Coffee shops: a. First class b. Second class c. Third class d. Fourth class e. Fifth class	75 50 25 15 10	
	6	Refreshments stores: a. First class b. Second class c. Third class	25 15 10	
	7	Confectionaries and pastries: a. First class b. Second class c. Third class	50 25 15	

Serial	Paragraph	Vocation	Fees	
			JD	Fils
	8	Bakeries: a. Automatic bakeries b. Bakeries to prepare bread, cake for sale c. Bakeries for bread only d. Ovens for sale of bread e. Bread and cake selling stores	40 30 15 15 15	
	9	Fun and pastime houses: a. Entertainment, cabarets lounges b. Dance halls	100 60	
	10	Movies and theatres: a. First class (per seat) b. Second class (per seat) c. Third class (per seat)	250 200 150	
	11	Billiards stores:	30	
	12	Bowling	30	
	13	Bars	50	
	14	Independent commercial baths	25	
	15	Target aiming stores	15	
	16	Vehicle drivers and rent a car owners	30	
	17	Petition writers	15	
10. Free professions				
	1	Doctors, pharmacists and medical services: a. Doctors' clinics (human, dentists and vets) b. Pharmacies c. Eye glasses testers whether the store is independent or not d. Auxiliary medical professions (medical and chemical labs and dental mechanics)	50 50 30 30	

Serial	Paragraph	Vocation	Fees	
			JD	Fils
	2	Engineering and investment offices and travel offices: a. Engineering and decoration offices b. Licensed survey offices c. The fee is added for the engineering companies, survey and decoration companies	50 30	
	3	Legal attorneys: a. If the applicant is an individual b. If the applicant is a company	30 150	
	4	Act firms	50	
11. Publication and news and advertisement houses and service offices				
	1	Distribution houses	40	
	2	News agencies	40	
	3	Publicity and advertising offices	30	
	4	Service offices (students, public relations, commercial institutes and translation offices)	30	
12. Electric appliances maintenance stores and fine crafts stores				
	1	TVs, radios, washing machines stores and household electric wiring stores and others	50	
	2	Zincograph and calligraphers	25	
	3	Household electricity repair stores and fine equipment repair stores	20	
13. Tailors and photographers				
	1	Tailors: a. Tailor and textile merchant (non-imported) b. Tailor c. Pajama, trousers and shirt tailor d. Arab dress male and female tailors	30 20 10 6	

Serial	Paragraph	Vocation	Fees	
			JD	Fils
	2	Photographers: a. Photographers b. Document copier	25 10	
14. Barber, beautification and physical fitness stores				
	1	Unisex barber shop: a. In the commercial and residential areas determined by the city council (per chair) 1. For men 2. For women b. In the other residential areas (per chair) 1. For men 2. For women	10 20  5 10	
	2	Beauty and physical fitness shops	30	
	3	Shoe cleaning saloon	10	
15. Shoes making stores				
	1	Shoe maker, retailer of his products	20	
	2	Shoe repairer	3	
16. Carpentry and blacksmith shop and upholstery				
	1	a. Carpenter (western carpentry) b. Carpenter (local carpentry)	25 10	
	2	a. Blacksmith (western) b. Blacksmith (local)	25 10	
	3	Oxygen welder	10	
	4	Plumbing shop and copper bleacher (manually)	6	
	5	Upholstery, repainting, crafts and photos frames	6	
	6	Furniture upholstery and repainting, timber drilling and photos frames	20	

Serial	Paragraph	Vocation	Fees	
			JD	Fils
	7	Household mattress upholstery	6	
	8	Manual laundry	6	
	9	Bags and curtain of stock repair shop	6	
	10	Coating shops for non-contractors	6	
	11	Books and magazines shops	15	
17. Handmade industries and light industries				
	1	<p>Dismantle parts of auto motors, vehicles, mechanical machines of all kinds or dismantle any part thereof or of their bodies or lathing and replacement of the damaged parts and reinstall them and other Activities relating to the cars, vehicles or mechanical machines. The fee is collected according to the following order:</p> <p>a. Shops prepared to dismantling, installing and lathing</p> <p>b. Shops prepared to make or amend or repair or body repair vehicles» bodies and repainting them.</p> <p>c. Shops prepared for dismantling, installing, repairing and auto glass installation shops</p> <p>d. Shops prepared for upholstering or repair vehicles and mechanical vehicles» bed repair</p> <p>e. Vehicles, cars, springs and radiators parking lot</p>	<p>50</p> <p>40</p> <p>25</p> <p>25</p> <p>15</p>	
	2	<p>Car service shops</p> <p>a. Pumps for sale and supply of fuel and flaming materials</p> <p>b. Vehicles and cars' greasing and washing shops</p> <p>c. Cars and vehicles' parking lots if the area is less than 250 square meter</p> <p>d. Cars and vehicles' parking lots if the area is more than 250 square meter</p>	<p>40</p> <p>40</p> <p>30</p> <p>50</p>	

Serial	Paragraph	Vocation	Fees	
			JD	Fils
	3	Light industries a. Tiles and mosaic plants b. Block plants c. Sewing workshops d. Trico plants – manual e. Glass cutting and rinsing f. Shoes shops g. Manual Trico plants	35 25 20 20 20 15 15	
18.	Plants, factories and electric power houses			
		Plants, factories, mills, stores, electric force houses of different kinds whether ovens have been used in production processes or dredgers or not. This item excludes plants and workshops that are included in another item in this table. The fee is collected based on the registered capital as per the following groups:		
	1	From JD 1 to JD 5,000	40	
	2	From JD 5,001 to JD 10,000	50	
	3	From 10,001 to JD 20,000	60	
	4	From JD 20,001 to JD 30,000	75	
	5	From JD 30,001 to JD 40,000	100	
	6	From JD 40,001 to JD 50,000	125	
	7	From JD 50,001 to JD 75,000	150	

Serial	Paragraph	Vocation	Fees	
			JD	Fils
	8	From JD 75,001 to JD 100,000	175	
	9	From JD 100,001 to JD 150,000	225	
	10	From JD 150,001 to JD 200,000	300	
	11	From JD 300,001 to JD 500,000	400	
	12	From JD 500,001 to JD One million	500	
	13	More than a million	750	
	14	<p>a. The fee is paid in full if the factory and its headquarter is within the Amman city borders whether in the vicinity or separated.</p> <p>b. Half the fee only is paid if the factory management center is within the Amman city without the factory or the factory is within the same borders without the headquarters.</p> <p>c. In case more than one site to the same factory is found within Amman city borders, an additional fee of 25% of the basic fee will be paid per site</p>		
19. For the purposes of realizing the fee on any profession				
	1	It is not provided for in Table (1) or for its exemption in Table (2) attached with this Act. This profession is classified by the Mayor based on classification for the nearest profession subject to fee. The decision of the city council on any dispute relating to the classification shall be final.		
	2	All classes included in this table are classified by the relevant authorities or under instructions by the city council.		



## Appendix (7) Vocational license fees within Municipalities boundaries

Item	Paragraph	Profession	Class One municipalities (located in municipalities areas of the governorates and provinces' centers)	Class Two (located in other municipalities areas and the places beyond them)
1. Banks and financial institutions				
	1	Head office of local and foreign banks	750	400
	2	Branches of banks	300	200
	3	Financial investment and credit only	150	100
	4	Sale of financial stocks and bonds	150	100
2. Exchangers				
	1	First class	185	125
	2	Second class	115	75
3. Insurance companies				
		Head office	225	150
		Branches	35	30
		Foreign insurance companies' branches and agents	225	150
4. Gold, jewelry, silver sellers and maintenance workshops				
	1	Gold, jewelry and precious stones retailers and wholesalers	50	30
	2	Silver retailers and wholesalers, traditional jewelry profession	25	15
	3	Gold and silver goldsmith workshop	15	10

Item	Paragraph	Profession	Class One municipalities (located in municipalities areas of the governorates and provinces' centers)	Class Two (located in other municipalities areas and the places beyond them)
5. Commercial brokers, agents and clearing agents				
	1	Mediators and brokers of vegetables and fruits		
		a. If the applicant is a company	50	30
		b. If the applicant is an individual	15	10
	2	Land sale and purchase and property lease mediators and brokers		
		a. If the applicant is a company	125	75
		b. If the applicant is an individual	35	20
	3	Commercial agents and brokers		
		a. If the applicant is a company	75	50
		b. If the applicant is an individual	35	20
	4	Goods clearing agents		
		a. If the applicant is a company, the fee on every branch shall be collected in favor of the municipality where that branch is located.	150	100
		b. If the applicant is an individual,	35	20

Item	Paragraph	Profession	Class One municipalities (located in municipalities areas of the governorates and provinces' centers)	Class Two (located in other municipalities areas and the places beyond them)
6. Import, general trading including the persons, companies and drug stores, the fee is collected based on the capital registered in the chamber of commerce and industry in the Ministry of Industry & Trade whichever comes higher based on the following categories:				
	1	From JD 1 to JD 5,000	25	15
	2	From JD 5,001 to JD 10,000	50	30
	3	From 10,001 to JD 30,000	75	50
	4	From JD 30,001 to JD 50,000	100	60
	5	From JD 50,001 to JD 70,000	125	75
	6	From JD 70,001 to JD 100,000	150	100
	7	From JD 100,001 to JD 150,000	200	125
	8	From JD 150,001 to JD 500,000	250	150
	9	From JD 500,001 to JD One million and above	350	200
	10	General trading	350	200
7. Contractors				
	1	First class	300	200
	2	Second class	225	150
	3	Third class	150	100
	4	Fourth class	125	75
	5	Fifth class	75	50
	6	Sixth class	35	25

Item	Paragraph	Profession	Class One municipalities (located in municipalities areas of the governorates and provinces' centers)	Class Two (located in other municipalities areas and the places beyond them)
8. Retail and wholesale without import				
	1	Trade in cars, vehicles, mechanical machines, tires, scrap, machines and parts, mills' stones, motorcycles, medical supplies, building materials (cement, steel and wood), sanitary supplies, household furniture, carpet, fridges, washing machines, TVs and second hand furniture.	50	30
	2	Trade in radio sets, stoves, fireplaces, fans, watches, electric lamps, kids vehicles, glasses, copiers and accessories, sewing machines, blacksmith and carpenters' accessories, pictures, antiques, vehicles' batteries, auto electric accessories, painting materials, mineral oils, engineering tools, ready-made clothing, spirits, shoes, old clothing and shoes.	35	25
	3	Trade in steelyard, textile, sewing accessories, household and plastic utensils, musical instruments, chemicals, glass, agricultural treatments, cosmetics and decorative organisms.	30	15

Item	Paragraph	Profession	Class One municipalities (located in municipalities areas of the governorates and provinces' centers)	Class Two (located in other municipalities areas and the places beyond them)
	4	Trade in perfumes, aromatic oils, natural and artificial flowers, fishing nets, ropes, strings, tents, newspaper stores, stationary stores, fuel stores without pumps and nurseries.	20	10
	5	Textiles on stalls or at store facades, kiosks	10	5
	6	Groceries, vegetable, fruits, meat, dairy products, roaster, firewood and other consumables:		
		a. Commercial areas	20	10
		b. Residential areas	10	5
	7	Peddlers	20	10
9. General services				
	1	Transport and travel		
		a. Sea transport agencies	125	75
		b. Air transport offices	60	40
		c. Travel offices		
		1. Offices having passenger transport means	50	25
		2. Offices employed by the license applicant through brokerage and commission	35	20

Item	Paragraph	Profession	Class One municipalities (located in municipalities areas of the governorates and provinces' centers)	Class Two (located in other municipalities areas and the places beyond them)
		3. Half the fee is collected per branch mentioned above in the same city or village		
		d. Insurance and loss adjustment, maritime inspection, assessment expert and vessels maintenance office	50	25
		e. Vehicle drivers, vehicle owners for rent	20	15
		f. Tourist boats lease	35	20
		g. Petition writers	10	5
		h. Water sports centers	50	35
	2	Land transport		
		a. Land freight in which the license owner owns or uses vehicles	100	50
		b. Passengers' transport in which the license owner owns or uses the cars:		
		1. External travel	50	30
		2. Domestic travel	25	15
		c. Half the fee is collected per branch of the captioned offices in the same city or village.		

Item	Paragraph	Profession	Class One municipalities (located in municipalities areas of the governorates and provinces' centers)	Class Two (located in other municipalities areas and the places beyond them)
		d. Vouchers' disbursement and drivers' service offices	25	15
	3	Hotels, hostels and pensions		
		a. First class (5) star per room	5	4
		b. Second class (4) star per room	3	2
		c. Third class (3) star per room	2	1
		d. Fourth class (2) star per room	1	0.750
		e. Fifth class (1) star per room	0.750	0.500
		f. Non-classified (lump sum)	8	6
		g. Students' hostel per room	4	3
	4	Restaurants		
		a. First class (5) star	50	35
		b. Second class (4) star	35	20
		c. Third class (3) star	25	15
		d. Fourth class (2) star	12	8
		e. Fifth class (1) star	8	5

Item	Paragraph	Profession	Class One municipalities (located in municipalities areas of the governorates and provinces' centers)	Class Two (located in other municipalities areas and the places beyond them)
		f. Non-classified	5	3
	5	Coffee shops		
		a. First class	35	20
		b. Second class	25	15
		c. Third class	12	8
		d. Fourth class	8	5
		e. Fifth class	5	3
	6	Ice-cream and refreshment		
		a. First class	20	10
		b. Second class	10	5
		c. Third class	5	3
	7	Confectionaries and pastries		
		a. First class	30	15
		b. Second class	20	10
		c. Third class	10	5
	8	Bakeries		
		a. Electric auto bakeries	30	15



Item	Paragraph	Profession	Class One municipalities (located in municipalities areas of the governorates and provinces' centers)	Class Two (located in other municipalities areas and the places beyond them)
		b. Bakeries for sale of bread and cake	25	10
		c. Bakeries to make bread only	10	5
		d. Ovens for bread sale only	10	5
		e. Stores for sale of bread and cake	10	5
	9	Fund and pastime places		
		a. Entertainment, cabarets lounges	75	50
		b. Dancing halls	50	30
	10	Movies and theatres		
		a. First class (per seat)	200	150
		b. Second class (per seat)	150	100
		c. Third class (per seat)	100	75
	11	Billiards and bowling stores:	20	10
	12	Bars	35	20
	13	Independent commercial baths (swimming pools)	10	5
	14	Target aiming stores	10	5

Item	Paragraph	Profession	Class One municipalities (located in municipalities areas of the governorates and provinces' centers)	Class Two (located in other municipalities areas and the places beyond them)
	15	Computer game centers	35	20
10. Free professions, decoration and survey offices				
	1	Free professions		
		a. Glass testers whether the testing store is independent or not	20	10
		b. Auxiliary medical professions (medical and chemical labs and dental mechanics)	20	10
	2	Decoration and survey offices		
		a. Decoration offices	30	15
		b. Licensed survey offices	20	10
		c. The fee is doubled for the survey and decoration companies		
11. Publication, news and ads houses and services offices				
		a. In case the company is under the clause 6		
		b. Distribution houses	10	5
		c. News agencies	30	15
		d. Advertisement offices	20	10

Item	Paragraph	Profession	Class One municipalities (located in municipalities areas of the governorates and provinces' centers)	Class Two (located in other municipalities areas and the places beyond them)
		e. Service offices, students and public relations offices, commercial institutes and translation, drivers' training centers, seats renting stores for occasions and services	20	10
		f. Community colleges	150	100
		g. Private schools	100	50
		h. Kindergartens and foster care	50	25
12. Electric appliances stores and fine craft stores				
	1	TV, Radio, washing machine stores, wiring stores for household and others	30	20
	2	Zincograph and calligraphers	15	10
	3	Fine machines stores	10	5
13. Tailors				
		a. Tailor and textile merchant (not importer)	20	10
		b. Tailor	12	8
		c. Pajamas, trousers and shirt tailor	5	3
		d. Arabian clothing tailor	4	2

Item	Paragraph	Profession	Class One municipalities (located in municipalities areas of the governorates and provinces' centers)	Class Two (located in other municipalities areas and the places beyond them)
14. Photographers				
		a. Normal photographer, video tape and cassette stores	15	10
		b. Document photographer	5	3
15. General barbershop and Physical Fitness				
	1	General Barbershop		
		a. For men per chair	5	3
		b. Hairdressing for women per chair	10	5
	2	Beauty and physical fitness shops	20	10
	3	Shoes cleaning saloon	5	3
16. Shoe making stores				
	1	Shoe making retailer	15	10
	2	Shoe repair	2	1
17. Trading, blacksmithing and upholstery				
	1	a. Carpenter (western carpentry)	20	10
		b. Carpenter (local carpentry)	5	3
	2	Blacksmith (western blacksmithing)	20	10
	3	Blacksmith (local blacksmithing)	5	3

Item	Paragraph	Profession	Class One municipalities (located in municipalities areas of the governorates and provinces' centers)	Class Two (located in other municipalities areas and the places beyond them)
	4	Oxygen welder	5	3
	5	Plumbing and copper bleaching (manual)	4	2
	6	Upholstery, painting stores and manual craft stores	4	2
	7	Furniture upholstery, coating, timber drilling and picture frames	15	8
	8	Household mattress upholstery	4	2
	9	Manual clothing ironing	4	2
	10	Steam laundry	25	15
	11	Hair drier and bags repair	4	2
	12	Repainting stores for non-contractors	4	2
	13	Books and magazines binding	10	5
18. Hand-made industries and light industries				
	1	Dismantle parts of auto motors, vehicles, mechanical machines of all kinds or dismantle any part thereof or of their bodies or lathing and replacement of the damaged parts and reinstall them and other Activities relating to the cars, vehicles or mechanical machines. The fee is collected according to the following order:		
		a. Shops prepared to make or amend or repair or body repair vehicles' bodies and repainting them.	30	15

Item	Paragraph	Profession	Class One municipalities (located in municipalities areas of the governorates and provinces' centers)	Class Two (located in other municipalities areas and the places beyond them)
		b. Shops prepared for dismantling, installing and lathing	30	15
		c. Shops for dismantling, installing, repairing and auto glass installation	20	10
		d. Shops prepared for upholstering or repairing vehicles mattress and mechanical vehicles' mattress repair	20	15
		e. Flat tires repair, springs and radiator repair	10	5
	2	Car service shops		
		a. Pumps for sale and supply of fuel and flaming materials	30	15
		b. Vehicles and cars' greasing and washing shops	20	15
		c. Cars and vehicles' parking lots if the area is no more than 250 square meter	20	10
		d. Cars and vehicles' parking lots if the area is more than 250 square meter	40	20
	3	a. Tiles and mosaic plants	20	15
		b. Block plants	20	10
		c. Trico plants – manual	15	10
		d. Sewing workshops	15	10
		e. Glass cutting and flushing	15	10
		f. Shoes shops	15	10
		g. Manual mosaic plants	10	8

Item	Paragraph	Profession	Class One municipalities (located in municipalities areas of the governorates and provinces' centers)	Class Two (located in other municipalities areas and the places beyond them)
		h. Masons, sculptors and stonecutters	20	10
		i. Fine artists	20	10
19. Plants, factories and electric force houses, Plants, factories, mills, olive press, stores, electric force houses of different kinds whether kilns or dredgers have been used in production processes or not. This item excludes plants and workshops that are included in another item in this table. The fee is collected based on the registered capital as per the following groups:				
	1	From JD 1 to JD 5,000	30	15
	2	From JD 5,001 to JD 10,000	35	20
	3	From 10,001 to JD 20,000	45	25
	4	From JD 20,001 to JD 30,000	60	30
	5	From JD 30,001 to JD 40,000	75	50
	6	From JD 40,001 to JD 50,000	100	60
	7	From JD 50,001 to JD 75,000	125	75
	8	From JD 75,001 to JD 100,000	150	100
	9	From JD 100,001 to JD 150,000	175	125
	10	From JD 150,001 to JD 200,000	200	150
	11	From JD 200,001 to JD 500,000	300	200
	12	From JD 500,001 to JD One million	350	250
	13	More than JD One million	500	350
	14	a. The fee is paid in full if the factory and the headquarters are within the Amman municipality border whether connected or separate.		
		b. 90% of the fee is paid to the municipality within which the factory is located and 10% of the fee is paid to the municipality where the headquarters is located in its area.		
		c. In case more than one site to the same factory is found within Amman city borders, an additional fee of 25% of the basic fee will be paid per site		

Appendix (8) Table (1) Distances of poultry farms according to instructions of selecting development activities' sites for the year 2016

Area of poultry box (m <sup>2</sup> )	Number of poultry boxes	Distance from population or zoning border (m)	Distance from main road (m)
500	1	0.5	200
1,000	2	0.6	250
1,500	3	0.7	300
2,000	4	0.8	350
2,500	5	0.9	400
3,000	6	1.0	450
3,500	7	1.1	500
4,000	8	1.2	550
4,500	9	1.3	600
5,000	10	1.4	650
5,500	11	1.5	700
6,000	12	1.6	750
6,500	13	1.7	800
7,000	14	1.8	850
7,500	15	1.9	900

Appendix (9) Table (2) Distances of sheep farms according to instructions of selecting development activities' sites for the year 2016

Number of sheep heads	Distance from population or zoning border (m)	Distance from main road (m)
1 – 99	0.5	200
100 – 199	1.0	300
200 – 399	1.5	400
400 – 799	2.0	500
800 – 1,599	2.5	600



Number of sheep heads	Distance from population or zoning border (m)	Distance from main road (m)
1,600 – 3,199	3.0	700
3,200 – 6,399	3.5	800
6,400 – 12,799	4.0	900
12,800 and above	4.5	1,000

Appendix (10) Table (3) Distances of cow farms according to instructions of selecting development activities' sites for the year 2016

Number of cow heads	Distance from population or zoning border (m)	Distance from main road (m)
1 – 99	0.5	200
100 – 199	1.0	300
200 – 399	1.5	400
400 – 799	2.0	500
800 – 1,599	2.5	600
1,600 – 3,199	3.0	700
3,200 – 6,399	3.5	800
6,400 – 12,799	4.0	900
12,800 and above	4.5	1,000

## Appendix (11) Partial restrictions on ownership in economic activities

1. non-Jordanian investor may own a percentage not exceeding (50%) of the capital of any project in the following economic activities:
  - a. Following commercial activities:
    - Retail and wholesale trade, including distribution, import and export services (excluding the importation of what is necessary for the purposes of economic activity and export of the product / goods)
    - Leasing activities except financial leasing
  - b. Following services:
    - Engineering services and consultancy
    - Construction and related services
    - Technical testing services for soil testing and chemical testing for construction purposes
    - Photography except for cinematographic and television services
    - Operating and providing workers
    - Brokerage, except brokering and brokerage by banks and financial services companies
    - Advertising services including advertising agencies and offices
    - Agent services, commercial intermediaries and insurance brokers
    - Money exchange except through banks and financial companies
    - Catering services, cafés and cafeterias, except in hotels and inns
    - Travel agencies, tour management and trips
  - c. Following transportation services:
    - Shipping services and its affiliated services and include:
      - Transport of passengers and goods excluding transport on vessels owned by non-Jordanians
      - Maritime inspection
      - Maritime freight brokers services
      - Navigation agents services
      - Supply of ships
      - Mediation in the rental, leasing, purchase and sale of ships
      - Ship Management
      - Marine maintenance
      - Health services for ships
    - Air transport services and include:
      - Handling
      - Inspection

- Packing and unloading
  - Cargo Transport Agencies
  - Air Freight Brokers
  - Warehouse and warehouse services
- Road transport services including the following services:
    - Specialized tourist transport services
    - Supporting services for road transport including bus station services, parking, tunnel, bridge and highway services
    - Services related to road transport, including cargo handling, warehousing, warehousing, cargo transport, inspection, packaging, unloading and freight forwarding services
- d. Clearance if it is related to any of the services covered by the provisions of paragraph (c) above
2. A non-Jordanian investor may own a percentage not exceeding (49%) of the capital of any project in the following economic activities:
- a. Regular and irregular air transport services for passengers, goods and postage
  - b. Services of transport and forwarding agencies in automobile transportation
  - c. Maintenance of road transport
  - d. Maintenance of transmitters and radio and television broadcasting
  - e. Purchase land for the establishment of residential apartments and sell or lease them
  - f. Sports clubs including sport events

## Appendix (12) Economic activities forbidden to be wholly or partially owned

- A. A non-Jordanian investor may not own or contribute in whole or in part to any of the following economic activities:
- a. Stone saws, quarries of construction sand, bricks, building stone and aggregates used for construction purposes
  - b. Investigation and security services
  - c. Special protection and guarding services and training in their work
  - d. Clearance, subject to paragraph (d) of partial restrictions on ownership
  - e. Trafficking in, import and maintenance of firearms and ammunition
  - f. Special shooting activities
  - g. Trading, importing and using fireworks
  - h. Bakeries of all kinds
- B. Non-Jordanians are not allowed to practice the following trades and handicrafts:
- a. Beauty salon (women/ men)
  - b. Manual upholstery operator
  - c. Sweets, pastry and ice cream maker for direct selling
  - d. Carpentry, blacksmithing, aluminum, metal turning and molding
  - e. A traditional embroidery and sewing operator
  - f. Gold jewelry operator and jewelry ornaments
  - g. The operator of purification, desalination and bottling of drinking water for the purpose of direct selling
  - h. Roasting nuts and grinding coffee and spices for direct sale
  - i. Pottery and pottery manufacturer
  - j. Dry cleaning service
  - k. Operator makhlal
  - l. Pounding plastic, which does not include recycling
  - m. Clothes dyeing operator
- Non-Jordanians may be allowed to practice crafts and handicrafts mentioned in item (B) if the number of workers employed exceeds, within a period of not less than 3 months from the date of application, 10 workers
  - Craft and handicrafts means the exercise of an activity to be performed by the mercenary, which is usually done by a service or handicraft based on personal skill, whether alone or with the assistance of a number of workers, no more than 10 workers, which may include automatic work. It does not include speculation on the goods or goods that will be used in the management of the business, but profits are the result of manual work

## Appendix (13) Restrictions on real estate ownership

### Ownership for personal housing purposes

- A. Subject to the provisions of the applicable legislation and subject to reciprocity, a natural non-Jordanian person may own immovable property for the purpose of his or her family's residence within the zoning boundaries, subject to the approval of the relevant authorities, in accordance to the following authority:
1. With the approval of the Director of the Department of Lands and Survey if the property does not exceed two houses and an office to carry out its work
  2. With the approval of the Minister of Finance upon the recommendation of the Director of more than two houses and an office to carry out his work, provided that the area of the land designated for this purpose does not exceed ten dunums provided the main share of the land is for this purpose
    - If the area exceeds 10 dunums, the jurisdiction will be in approving the ownership of the Council of Ministers
- B. The nationality of any Arab State shall be excluded from the requirement of reciprocity provided for in paragraph (a)

### Ownership for business purposes and establishment of projects

1. Subject to the provisions of the applicable legislation and subject to reciprocity, the Minister of Finance may, upon the recommendation of the Director of the Lands and Survey Department based on the approval of the relevant authorities, permit the natural person to acquire the immovable property for the purpose of his work or for the establishment of industrial or service projects within it. The area of land allocated for the practice of work or the establishment of such projects shall not exceed ten dunums provided the main share of the land is for this purpose
  - If the area exceeds 10 dunums, the jurisdiction will be in approving the ownership of the Council of Ministers
2. After the approval of the relevant authorities, a person who holds the nationality of an Arab country may own immovable property outside the zoning boundaries if the ownership is for the purpose of investing agricultural land or reclamation of land or establishment of an industrial or housing project on it and according to the following:

- a. The approval of the Minister of Finance upon the recommendation of the Director of the Department of Lands and Survey if the area of the land does not exceed 50 dunums
  - b. The approval of the Council of Ministers upon the recommendation of the Minister of Finance if the area of the land exceeds 50 dunums
- 3.
- a. On the ownership of immovable property in accordance with the provisions of paragraphs 1 and 2 above, the completion of his project within three years from the date of his ownership if the ownership is for the purpose of housing or employment, and within five years if the ownership is for any other purpose
  - b. If the period referred to in paragraph (a) elapsed without completion of the project, it may be extended for a similar period and once by a decision of the Minister of Finance upon the recommendation of the Director of the Department of Lands and Survey
  - c. If any of the periods stipulated in paragraphs (a) and (b) of this Article have elapsed without completion of the project, the Department of Lands and Survey shall annually collect from the landlord an amount of (5%) of the market value of the real estate according to the Director's estimate for 10 years maximum. The land is then sold through public auction based the Minister of Finance's decision based on the placement of the Director on the owner's account if not sold by him
- 4.
- a. No natural person other than a Jordanian who owns immovable property in accordance with the provisions of this law may dispose of his property in any form before the elapse of three years from the date of his ownership if he is living in it, and five years if for any other purpose and subject to nullity unless he obtains the approval of the Minister based on the recommendation of the Director of the Department of Lands and Survey in accordance to the provisions of the Law related to rental of immovable property and its sale to non-Jordanians and legal persons No. 47 of 2006 and the relevant legislation in force
  - b. The provisions of paragraph (a) of this Article shall exclude property owned by any natural person other than a Jordanian or any legal person if the intention is to own the investment in residential or commercial projects after the establishment of the project provided adherence to the instructions issued by the Minister for this purpose
5. The Council of Ministers shall, subject to instructions issued for this purpose, subject the right of ownership of persons holding documents and temporary passports to immovable property in the Kingdom in accordance with the provisions (3) and (4) above to the prior approval of the Minister based on the recommendation of the Minister of Interior

#### Appendix (14) Restrictions on the rental of immovable property

Non-Jordanians may lease immovable property in the Kingdom for purposes of employment or housing

If the rent is for a land area of more than ten dunums and for a period of more than three years, a non-Jordanian must obtain the approval of the Minister of Interior or his representative under the weight of the invalidity. The procedures for the registration of such contracts shall be determined by instructions issued by the Minister for this purpose

#### Appendix (15) Restricted nationalities

Restricted nationalities are those nationalities that require prior approval of the Ministry of Interior for the purpose of investment and the exercise of any economic activity, taking into account considerations of national security and reciprocity in addition to other economic considerations. They include the following by continent:

- Asia

Republic of Afghanistan, Islamic Republic of Iran, Islamic Republic of Pakistan, Democratic Socialist Republic of Sri Lanka, Republic of Philippines, Socialist Republic of Vietnam, Kingdom of Cambodia, Lao People's Democratic Republic, Mongolia, Republic of India, Republic of the Union of Myanmar, Kingdom of Nepal, Republic of Iraq, Yemen

- Africa

Federal Democratic Republic of Ethiopia, Eritrea, Central African Republic, Republic of Angola, Republic of Uganda, Republic of Botswana, Republic of Benin, Democratic People's Republic of Burkina Faso, Republic of Burundi, Republic of Chad, Republic of Tanzania, Republic of Togo, Republic of Djibouti, Republic of Zaire, Republic of Zambia, Cote d'Ivoire, Republic of Senegal, Republic of South Sudan, Republic of Sierra Leone, Federal Republic of Somalia, Republic of Gabon, Republic of Gambia, Republic of Ghana, Republic of Guinea, Republic of Tropical Guinea, Republic of Guinea-Bissau, Republic of Cameroon, Democratic Republic of Congo, Republic of Liberia, Republic of Mali, Democratic Republic of Madagascar, Islamic Republic of Comoros, Islamic Republic of Mauritania, Republic of Mozambique, Republic of Namibia, Republic of Niger, Federal Republic of Nigeria, Republic of Sudan, Libya

- Europe

Albania and Moldova

- South America

Belize, Republic of Cuba, Republic of Colombia







# SELECT JORDAN

## Licensing Manual

### Investment Window

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