

## **Procedures for Foreign Companies Seeking Erbil International Airport (“EIA”) Security Clearance Access**

1. Register foreign company’s local branch office in Kurdistan.
2. Register local branch office with (i) the local Income Tax Directorate and (ii) Social Security Office.
  - a. Companies applying should seek local counsel for guidance on registration requirements.
3. Once properly registered, the company should: (a) go to the local EIA Security Office, located opposite EIA’s 1<sup>st</sup> security check point (just inside the main gate). Hours: Sun-Thursday, 9:00-1600. Tel. No. +00-964-750-4450200; and (b) present copies of the following papers (please retain copies):
  - a. Letter from General Directorate of Company Registration (demonstrating proof of local branch office registration);
  - b. Company’s license to do business in Kurdistan (issued by the General Directorate of Company Registration);
  - c. Letter issued by Income Tax Directorate (demonstrating no outstanding taxes);
  - d. Letter issued by Social Security Office;
  - e. Letter on Company letterhead, formally asking to be registered at EIA. (This letter may be supplemented by, but not replaced by, a letter from an official Coalition Force representative. Supporting letters from an official Coalition Force representative may expedite the application). Letter must include the Company’s:
    - i. Full (a) Mailing and (b) Email Addresses;
    - ii. Phone Number;
    - iii. Full Name/email of Company contact Person.
  - f. Companies must also email a copy of this application paperwork to [EIAreistration@krsc.gov.krd](mailto:EIAreistration@krsc.gov.krd)
4. Company will receive an email confirmation and reference number once all required records are on file. If no confirmation is received after 1 week, please email: [paywandi@sec.eia.krd](mailto:paywandi@sec.eia.krd), and [EIAreistration@krsc.gov.krd](mailto:EIAreistration@krsc.gov.krd)
5. The EIA Security Office will transmit the clearance application to the Erbil-based Asayish Directorate General (DG), which, following review, will contact the Company to arrange a security interview.
6. After the interview, the Company’s application paperwork will be forwarded to the Kurdistan Region Security Council (KRSC) to complete the required comprehensive background check/security investigation;
7. The local EIA Security Office will provide email and mail notice to the applicant once an access decision is made, to address(es) provided in the application.
8. Once access is granted, the local EIA Security Office will provide instructions on obtaining security badges for all employees who will require EIA access. Badges are restricted to pre-approved companies only, and their pre-approved employees--those who have successfully cleared the required security vetting process. Badges are not transferable to third parties or agents and must be renewed every 6 months.
9. Every year, beginning 12 months from the grant of security clearance to access EIA, companies may be asked (a) to re-certify that their registration, tax, and other required filings are current, and that they remain in good standing with local authorities, and (b) other questions prompted by security interests of the KRG.
10. After access is granted, no new employee of an approved company will be permitted EIA access before (a) two (2) copies of a letter requesting access for the new employee are submitted to the local EIA Security Office, and (b) that new employee is duly issued an access badge, which is good for six (6) months.
11. Any questions or concerns about these procedures should be directed to, and all applications should be copied to: [EIAreistration@krsc.gov.krd](mailto:EIAreistration@krsc.gov.krd)