

## **The activity of producing civilian products in factories affiliated to the Ministry of Military Production**

### **A- Conditions for registration, renewal and modification of the activity of producing civilian products in factories affiliated with the Ministry of Military Production:**

1. That the project and the activity of manufacturing, production or assembly are recorded in both the commercial register and the tax card of the facility.
2. That the facility has been issued a valid, unconditional or non-temporary industrial register, or that the facility has a clear approval from the Ministry of Military Production to extract or renew the register of production requirements
3. The activity must be in the industrial register or the clear approval letter issued by the Ministry of Military Production with a fixed period (beginning and end) of quantities and items.
4. The activity must exist and evidenced in the operating license.
5. The project and activity data must be identical in the commercial register and industrial register, or the clear approval letter issued by the Ministry of Military Production, the operating license and the tax card.
6. That the person concerned, or whoever has the right to manage and sign or the agent does not work for the government

### **B- Registration, renewal and amendment documents for the production of civilian products in factories affiliated with the Ministry of Military Production:**

1. A production requirements card application form signed by the person who has the right to manage and sign in front of the competent employee or signed by the agent or authorized representative.
2. A copy of the national ID card or passport of those who have the right to manage, sign, and the original for viewing
3. If the applicant is an agent or authorized representative:
  - A copy of the national ID card or passport of the agent or authorized representative and the original for review.
  - A copy of a notarized authorized from the real estate registry and the original for review (even a second agent is accepted only)

Or the original authorization form signed in front of the competent employee who has the right to manage and sign, or the authenticity of the signature is certified by an approved bank.

- Acknowledgment of the validity of the authorized signed by the agent (if the applicant is an agent of the facility).

4. A recent official extract from the commercial register, valid for a period of not less than 90 days, and an update that has not been issued for more than 90 days, including manufacturing, production or assembly activity.

5. A copy of the decision appointing a chairman of the board of directors approved by the Ministry of Military Production, and the original for review.

6. Authorization from the Chairman of the Board of Directors for the applicant to extract or renew the production requirements register.

7. A copy of the tax card is identical to the commercial registration data and the original for viewing

- Or a basic data document for the taxpayer from the Tax Authority (if the project is new and has not been issued a tax card).

#### **8. In the case of an industrial record:**

- A copy of a valid operating license with notification issued by the industrial development and in conformity with the industrial register with review of the original or a copy of a paper operating license from the neighborhood with a receipt for payment of the operating license fees in industrial development with a view of the original.

- A copy of the certificate of the industrial register valid, unconditionally or temporary, and the original to see that the activity includes - its address - duration (beginning and end) - items and quantities - commercial registration number - the name and trade name of the facility

- Completing the "Industrial register undertaking" signed by the person who has the right to manage and sign in front of the competent employee or signed by the agent or authorized representative.

#### **9. In the absence of an industrial record:**

A copy of the operating license issued by the Ministry of Military Production and the original for viewing

- A letter of clear approval issued by the Ministry of Military Production to extract or renew the production requirements register, including the validity period of a specific activity (beginning and end) - quantities - items.
- The original exemption decision from the industrial registry approved by the Ministry of Military Production.
- Completing the “undertaking of activities that do not have an industrial registry” signed by the person who has the right to manage and sign in front of the competent employee or signed by the agent or authorized representative.

**Notes on the registration, renewal and modification of the activity of producing civilian products in factories affiliated with the Ministry of Military Production:**

1. The document evidencing the activity is the industrial register or the clear approval letter issued by the Ministry of Military Production, and the document evidencing the activity is the operating license.
2. It is not required to state in the industrial registry that it is permanent, but it must be unconditional or not temporary.
3. Both the industrial register and the operating license shall be considered temporary if reconciliation of conditions with them is required  
(Settlement of the Environmental File - Civil Defense).
4. Upon renewal, if the industrial register (if existed) is temporary, a temporary card can be obtained for production requirements, provided that the industrial register (if existed) submitted at the time of registration is permanent.
5. The industrial development of the industrial register shall be written off, followed by the cancellation of the production requirements register card

