



GOVERNMENTAL RELATIONS DEPARTMENT List of services

Manpower Ministry

1. Residency transfer (22 – 18)
2. Residency transfer (18 – 18)
3. Residency renewal (18)
4. Cancelling residency (18)
5. Absence case
6. Kuwaiti registration in social security
7. Kuwaiti registration on Manpower
8. Kuwaiti registration on social allowance
9. Kuwaiti registration renewals
10. Cancelling Kuwaiti registration
11. Issuing National Certificate from Manpower
12. Issuing Quarterly statistics of work injuries from Manpower
13. Issuing Authorized signatory from Manpower
14. Adding branch on Manpower file
15. Update Manpower file
16. Adding slots on Manpower file
17. Cancelling authorized signatory on Manpower file
18. Adding new authorized signatory
19. Registering vehicles on Manpower file
20. Issuing new visas
21. Issuing new residency (18)
22. Opening new file on Manpower
23. Closing manpower file

Finance Ministry

1. New Company registration
2. Issuing NOC
3. NOC renewal

Central Agency for Public Tenders

1. New Company registration
2. Issuing CTC
3. CTC renewal

Ministry of Commerce & Industry

1. Company establishment
2. Commercial licenses renewal
3. Amend company's commercial activity
4. Amend company's commercial name
5. Amend company's commercial address
6. Amend partners percentages
7. Amend company's legal structure



8. Adding new commercial activities
9. Applying for audit reports
10. Increase company's capital
11. Amend company's partnership
12. Amend company's managerial rule/partnership
13. Issuing customs licenses
14. Renewing customs licenses
15. Trademark registration
16. To whom it may concern certificates
17. Cancelling commercial licenses
18. Temporary commercial licenses renewal
19. Establish a branch
20. Establish a GCC company branch

Kuwait Chamber of Commerce & Industry

1. Register a new company
2. Registration renewals
3. Documents authentications and certifications
4. Company's name in English certificate
5. Authentication signature for individuals

Justice Ministry

1. Amend AOA
2. Issuing official authorization
3. To whom It may concern certificates (No cases on the company or individuals)

Ministry of Interior

1. Fingerprints
2. Clearance certificates
3. Commercial visit visas
4. Residency extension
5. Passport information update
6. Driving licenses for individuals

Kuwait General Administration of Customs

1. New Company registration
2. Registration renewal
3. Clearing shipments

Public Institute for Social Security

1. New Company registration
2. New individual registration
3. Paying social security subscription
4. Update company's information
5. To whom it may concern certificates
6. Cancelling registrations



Foreign affair ministry

1. Documents authentications and certifications

Kuwait Municipality

1. Issuing new Signboard licenses
2. Renewing signboard licenses
3. Issuing new Health licenses
4. Renewing health licenses
5. Approvals for offices and shops

Kuwait Fire department

1. Issuing new Fire department licenses
2. Renewing fire department licenses

