

The following Regulation was issued according to provisions of item (second) of article (30) of Investment Law No. (13) For 2006:

Number (3) for 2009
Internal Regulation for
Investment Commission in a Governorate not Integrated in a Region

Chapter One
Composition of the Commission

Article 1—The investment commission in a governorate not integrated in a region shall be composed of not less than (7) seven members including the commission president and his deputy, nominated by the governor and endorsed by the governorate council as stipulated in item (second) of article (5) of the Law and shall be attached to the governor and be subject to the audit of the governorate council.

Article 2—First—

The Commission shall be headed by an employee with the rank of director general, at least a primary university degree, of expertise and specialisation, to be appointed according to law, shall be responsible for enforcing the Commission's policy and in whose name directives, decisions and orders shall be issued in all matters concerning the commission's functions.

Second—

The commission president shall have a deputy with the rank of assistant general manager, holding at least a primary university degree, of expertise and specialisation, and assisting the president in managing commission affairs.

Article 3—The commission president may authorise the deputy president or any of the commission's employees with some of his functions .

Chapter Two
The Board of Directors

Article 4—First—

The commission's board of directors shall consist of members stipulated in article (1) of this Internal Regulation.

Second—

The board of directors shall undertake the following functions:

- a- Conduct investment planning and encourage investment in areas subordinate to the governorate not integrated in a region.
- b-Grant investment licenses to projects in areas subordinate to the governorate not integrated in a region except what is under the jurisdiction of the National Investment Commission or the Council of Minister by law.
- c- Establish branches in the governorate not integrated in a region in consultation of the National Investment Commission.

- d- Provide the National Investment Commission with necessary information pertaining to the governorate in order to prepare the investment map for the republic of Iraq.
- e- Prepare lists of investment opportunities for investment projects in the areas subordinate to the governorate not integrated in a region.

Third—

The board of directors may obtain the assistance of experts and governmental or non-governmental consulting firms in order to utilize them in their scope of work.

Fourth—

Members of the board of directors shall receive from the private sector a lump sum financial reward equivalent to that received by an assistant director general in salary and allowances except position allowance.

Chapter Three **The Commission's Organisation Structure**

Article 5—The commission shall be comprised of:-

- First—The Legal Division;
- Second—The Administrative & Financial Division;
- Third—The Economic & Technical Division.
- Fourth—The Public Relations Division;
- Fifth—The Division for One-Window & Investors' Services;
- Sixth—The Monitoring & Internal Audit Division;
- Seventh—The Office of the Commission's President.

Article 6—The divisions stipulated in items (first), (second), (third), (fourth), (fifth) and sixth of article (5) of this Regulation shall be managed by an employee with the rank of manager holding at least a primary university degree and with expertise and specialisation.

Article 7—The Legal Division: This division shall undertake the study and preparation of bills for laws, regulations, internal regulations, and directives relevant to the commission's functions; provide opinion and advice to inquiries requested therefrom; and is comprised of the following sections:-

First—Consultations Section: Shall provide opinion and consultation in whatever is requested therefrom, including staffing, civil service matters and carry out jobs mandated by the division's manager.

Second—Studies and Development Section: Shall prepare studies and research necessitated by the analysis of laws, regulations and directives; prepare recommendations thereto; propose and prepare bills for new laws; amend laws in force; and carry out jobs mandated by the division's director.

Third—Audit Section: Shall audit investment license applications; verify the attainment of legal conditions required to grant this license; submit proposals relevant to facilitating the procedure of granting licenses and establishing projects; and carry out jobs mandated by the division's director.

Article 8—The Administrative & Financial Division; This division shall regulate personnel affairs in the commission and all matters relevant to their services; provide various administrative services for the commission's formations in order to ensure a good workflow; regulate accounting and financial affairs, audit functions before and after expenditure; supervise maintenance of the commission's buildings and assets; and carry out the directives and orders issued by the commission's president. It is comprised of the following sections:-

First—Personnel Section: Shall carry out the commission's personnel affairs; implement provisions of the service laws and rules and the directives issued accordingly.

Second—Human Resources Section: Shall propose the commission's cadre, implement it; assess the commission's need for manpower; and regulate employees' administrative affairs.

Third—Financial Affairs Section: Shall prepare of the commission's budget estimates; follow-up their implementation; prepare expenditure and receipt documents for all of the commission's expenditures and proceeds; audit all accounting and financial transactions before expenditure; and perform the required accounting bookkeeping.

Fourth—Services Section: Shall provide administrative services enabling the commission's employees to carry out their functions; maintain the commission's buildings and assets; supervise their cleanliness, follow up construction of new buildings, maintain vehicles, supervise their movements, and keep their registers; and provide requirements for work, appliances, equipment, stationary and photocopy.

Fifth—Outgoing & Incoming Mail Section: Shall carry out recording and numbering the commission's incoming and outgoing mail.

Sixth—Electronic Archives Section; Shall carry out the archiving of incoming and outgoing resolutions, orders and other official letters.

Article 9—The Economic and Technical Division: Shall prepare studies concerned with encouraging investment; assess feasibility studies submitted by investors to the commission; supervise preparation of training programs for commission staff in order to raise their performance level. It is comprised of the following sections:-

First—Planning & Studies Section: Shall prepare reports and studies of the commission's activities and means of advancement and assess feasibility studies submitted by investors to the commission.

Second—Section for Coordination with Investment Commissions: Shall coordinate with the National Investment Commission and investment commissions in the region and other governorates.

Third—Information Systems Section: Shall carry out coordination, programming, follow-up, development of computer jobs and applications; operate equipment; supervise applications at the commission; prepare studies and proposals for computerising work at the commission including information relevant to investment projects and investors; and provide other divisions with required information.

Article 10—Public Relations Division: Shall organise the commission's expositions, conferences, and seminars; receive guests; arrange ceremonial functions and

media; and promote investment projects. It is comprised of the following sections:-
First—Relations Section: Shall coordinate with competent departments and ministries; follow-up the issuing of passports; obtain visas for outgoing and incoming delegations; any other missions mandated by the president of the commission; prepare and procure requirements for hospitality and ceremonial activities including the reception and farewell of guests.

Second—Media Section: Shall attend to coverage by audio-visual and printed media of investment activities; prepare requirements for seminars, conferences, and expositions organised by the commission in coordination with competent authorities.

Third—Follow-up Section: Shall prepare and implement the holistic promotion strategy for investment in areas subsidiary to the governorate not integrated in a region in the light of the investment map; prepare promotion programs assisting in raising the level of investment awareness through various media facilities; supervise the commission's offices and branches; and follow-up the commission's publications and periodicals.

Article 11—Division for the One-Window and Investors' Services: Shall coordinate with ministries and authorities not attached to ministries that are related to investment activities in order to issue investment license; provide services and guidance to investment license applicants; and inform them of the procedures undergone by these applications. It is comprised of the following sections:-

First—Information Section: Shall meet investment license applicants; receive and register their applications; provide guidance; follow-up applications; and inform investors of the procedures undergone by applications.

Second—Coordination Section: Shall coordinate with ministries and authorities not attached to ministries where investment activity is within their domains; organise their representatives; and set the place and time for their presence or attendance at the commission.

Third—Representatives Section: Investment license applications shall be looked into by the representatives of competent ministries and authorities not attached to ministries according to procedures and periods stipulated by law.

Article 12—The Monitoring & Internal Audit Division:-This division shall audit the receipt and expenditure documents of the commission's revenues and expenses; monitor the enforcement of laws, regulations, directives, and methods of work; present proposals for their development; follow-up reports from the Supreme Audit Board; and submit recommendations to the president of the commission concerning the outcomes of auditing and monitoring.

Article 13—The Office of the Commission's President: Shall be linked to the commission's president and managed by an employee with the title of chief supervisor, holding at least a preliminary university degree; and of expertise and specialisation to organise the commission's president correspondence.

Nouri Kamil AL Maliki
Prime Minister