

Obtaining a New AISA Business License

AISA business license applications shall include the following documents:

- a. If the contractor company's president, vice president, or equity partner is present in Afghanistan, one of these three should be present at AISA to submit the AISA business license application.
- b. If the contractor company's president, vice president, or equity partner is NOT present when submitting the application to AISA in Afghanistan, a notarized power of attorney is required for a third-party to act as the company's legal representative for the processing of the AISA business license application.
 1. We interpret AISA application procedures to require that the president, vice president, or equity partner be the signing party that is granting the power of attorney to the company's legal representative.
- c. Original passport and visas of the contractor company's president, vice president, and equity partners – or their legal representative.
- d. Original Taskera IDs of the president, vice president, and equity partner; if they are Afghanistan citizens
- e. Three color copies of the passport and visas of the contractor company's president, vice president, and equity partners – or their legal representative.
- f. Four photos of the contractor company's president, vice president and/or equity partners.
- g. If the contractor company is located outside of a U.S. or NATO base
 1. Official/stamped contract letter or leasing documents confirmed by area representative (village elder) or property owner.
- h. If the contractor company is located inside a U.S. or NATO base
 1. The contractor must bring an official letter from the Administration of that base stating that they are located in base. USFOR-A SJA/Resolute Support legal offices will distribute template letters to the various bases for this purpose.
- i. Tax clearance letter for the contractor company. According to Article 109 of the Afghan income tax law, none of the equity partners, company president, or vice president can register a new company without tax clearance of their previous company/companies.
- j. Application fee (amount to be found on the AISA website).
- k. Any application form AISA required (to be found on the AISA website).
- l. All documents being submitted as part of the AISA business license application should be authenticated, as follows:
 1. If the license application is being prepared in the United States:
 - i. If using a power of attorney, notarize the power of attorney;
 - ii. Have the power of attorney notarization attested by the state where the notary is commissioned (e.g., the State of Florida for a Florida-based notary public);
 - iii. Have the U.S. State Department certify the genuineness of the previous state-level notarization; and
 - iv. Have the entire license application package (including power of attorney, if used) authenticated by an Afghan embassy/consulate.
 - v. Following authentication by an Afghan embassy/consulate, submit the complete application to AISA.
 2. If the license application is being prepared outside of both Afghanistan and the U.S., **AND** the President, VP, or equity partner will not be submitting the application:
 - i. If using a power of attorney, notarize the power of attorney;
 - ii. Have the power of attorney notarization attested by the appropriate governmental authority in the nation where the power of attorney is being signed and notarized;
 - iii. Have the nation's ministry of foreign affairs certify the genuineness of the notarization, in accordance with internationally accepted practice for notarized documents; and

- iv. Have the entire license application package (including power of attorney, if used) authenticated by an Afghan embassy/consulate.
 - v. Following authentication by an Afghan embassy/consulate, submit the complete application to AISA.
3. If the license application is being prepared and submitted inside of Afghanistan, and the President, VP, or equity partner will not be submitting the application:
- i. Prepare the necessary power of attorney and have it notarized. If the power of attorney is being signed in Afghanistan, the power of attorney may be notarized by the Office of the Legal Advisor, Resolute Support Legal Advisor/U.S. Forces – Afghanistan, in Kabul. Base legal offices have template powers of attorney available for this purpose.
 - ii. Have the notarized power of attorney and all other license application documents authenticated by the Office of the Legal Advisor, Resolute Support Legal Advisor/U.S. Forces – Afghanistan, in Kabul, which is available to authenticate these documents and to provide a certificate of genuineness. LEGAD letter of introduction should also be included.
 - iii. Have the entire license application package (including power of attorney, if used, and certificate of genuineness) authenticated by the Afghan Ministry of Foreign Affairs. The office location to be used is the Foreigner’s Visa Office, Consulate Department, Ministry of Foreign Affairs, Malik Azghar Avenue, in Kabul.
 - iv. Following authentication by MOFA, submit the complete application to AISA.

Obtaining a Visa Inside of Afghanistan

Processed through the Ministry of Interior

The following documents constitute a complete visa application:

- a. Copy of the contractor company’s AISA business license
- b. Official letter from a senior representative of the contractor which (1) provides a list of the contractor's employees who are applying for visas and (2) the name of the representative who will drop off and pick up the passports;
- c. Original passport;
- d. Visa application form (*not currently required to be notarized*);
- e. One 4 x 5 cm photo;
- f. Da Afghanistan Bank Tariff receipt (\$360 standard visa processing fee for a one-year, multiple entry visa and \$200 visa fee for first-time visa applicants);
- g. Verification the contractor and its employees are entitled to BSA/SOFA privileges:
 - 1. For U.S. Contractors: Submit a DoD-issued Letter of Authorization (LOA) for each employee applying for a visa. Letter of Authorization is generated by the DoD SPOT system.
 - 2. For NATO Contractors under the NATO Support Procurement Agency (NSPA): Submit a NATO Letter of Affiliation (LOA) for each employee applying for a visa. Letter of Affiliation template is available from NSPA.
 - 3. For NATO Contractors under the NATO Communications and Information Agency (NCIA): Submit a NATO Letter of Affiliation (LOA) for each employee applying for a visa. Letter of Affiliation template is available from NCIA.
 - 4. For Other NATO Contractors Not Listed Above: U.S./NATO Contractors may submit a contractor certificate for each employee applying for a visa, issued by the Resolute Support Legal Advisor/U.S. Forces - Afghanistan Staff Judge Advocate office in Kabul.

Obtaining a New Visa or Visa Extension (Outside Afghanistan via the Afghan Embassy, Washington, D.C.)

Processed through the Ministry of Foreign Affairs (Afghanistan Embassy)

The following documents constitute a complete visa application:

- a. Sent by the contractor to the Ministry of Foreign Affairs in Kabul via email:
 1. Official letter from a senior representative of the contractor which provides:
 - i. List of the contractor's employees who are applying for visas, including their (1) first name, (2) surname, (3) country of citizenship, and (4) passport number; and
 - ii. Name of representative who collect applicants' passports in order to provide original passports to the Embassy/Consulate;
- b. Brought by the contractor employee of the contracting company's representative to the Afghan Embassy/Consulate outside Afghanistan:
 1. Original passport with at least six months' validity remaining;
 2. **Notarized visa application form** (On 2 May 2015, RS LEGAD was informed by the Ministry of Foreign Affairs that notarization would no longer be required.)
 3. One 4 x 5 cm photo;
 4. \$360 standard visa processing fee for a one-year, multiple entry visa and \$200 visa fee for first-time visa applicants.

Reputable Intermediaries

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CAO: 21 April 2015