



الجمهورية العربية السورية
وزارة الخارجية والمغتربين

Syrian Arab Republic
Ministry of Foreign Affairs and Expatriates

Conditions for Granting a "Temporary" Work License to International Non-Governmental Organizations in the Syrian Arab Republic

Article 1

Definitions

1. **The Ministry:** The Ministry of Foreign Affairs and Expatriates
2. **The Directorate:** The Directorate of International Organizations and Conferences
3. **International Non-Governmental Organization:** A group of natural or legal persons that has been registered and acquired international legal personality under the laws of another country, and has not been established by government entities or international agreements, and does not seek to achieve profit-making purposes.
4. **Non-Governmental Organization:** Associations licensed to operate by the Ministry of Social Affairs and Labor in the Syrian Arab Republic.
5. **The National Partner:** The Syrian Arab Red Crescent, the Syrian Trust for Development.

Article 2

The purpose of this decision is to establish a national mechanism for regulating the licensing process of international non-governmental organizations and to enhance their work and activities in the Syrian Arab Republic.

Article 3

The licensing of an international non-governmental organization shall be subject to the condition that it has a written system signed by the founders, that it has been operating for at least 3 years, and that its employees have multiple nationalities.

Article 4

An international non-governmental organization willing to operate in the Syrian Arab Republic must obtain a work license from the Ministry of Foreign Affairs and Expatriates before commencing any activity on the territory of the Syrian Arab Republic. The work license shall be issued based on the organization's request according to the form prepared for this purpose, accompanied by the following documents:

1. A certificate of the organization's license according to the laws in force in the country in which it was established under its law and bears its nationality.
2. A copy of its basic system in accordance with the conditions specified in Article 5.
3. A request from the original organization to open an office in the Syrian Arab Republic, including a statement of the legal representative of the office in the Syrian Arab Republic.



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4. A copy of the lease or ownership deed of the organization's headquarters in the country of origin.
5. A file on its activities and its field of expertise, with a statement of its chairman and members of its board of directors, a statement of its means of communication, and its location on the web page.
6. An official authorization from the legal representative of the parent organization to complete the licensing procedures in the Syrian Arab Republic.
7. Determining a legal agent for the organization registered in the Association in the Syrian Arab Republic.
8. The organization's work program to be implemented in the Syrian Arab Republic, including the requirements of its projects, the estimated financial value, and the time frame allocated for each activity.
9. A statement of the organization's funding sources, the estimated budget allocated for work in the Syrian Arab Republic, and data on the organization's donors and the conditions of the organization's donors for funding in everything related to funding its projects inside the Syrian Arab Republic.

Article 5

The basic system must include the following data:

1. The name of the organization and its administrative headquarters (it must not be headquartered in the Syrian Arab Republic).
2. A detailed statement of the organization's objectives and purpose, and the means of achieving those objectives and purpose.
3. The name of each founding member, his title, age, nationality, and nationalities obtained, his profession, and his residence. It is stipulated that only persons who possess civil status may participate in the establishment of the organization and join its membership, and do not hold any government positions, whether inside the Syrian Arab Republic or in any other country.
4. The sources of the organization's financial resources, how they are used, and how they are disposed of.
5. The bodies that represent the organization and the powers of each of them, and the determination of the body responsible within the organization for appointing the members of which they are composed and the ways of dismissing them.
6. The rights and duties of members.
7. Methods and procedures for financial control and auditing of the organization's projects and activities.
8. How to amend the organization's system and how to merge, divide, or form branches for it.
9. The rules for dissolving the organization and the entity to which its funds are transferred.



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Article 6

All of these documents must be translated into Arabic by a legal translation (if they are in another language), and their originals must be certified by the Embassy of the Syrian Arab Republic in the country of establishment, and by the Ministry of Foreign Affairs and Expatriates in the Syrian Arab Republic or its place in the governorates.

Article 7

Applications shall be submitted to the Directorate of International Organizations and Conferences at the Ministry of Foreign Affairs and Expatriates, and a decision on the application shall be made within a maximum period of 30 working days from the date of submission of the application.

Article 8

The Ministry of Foreign Affairs and Expatriates, in the event of approval of the application, shall register it in the register of international non-governmental organizations. In the event of disapproval, the decision of refusal must be justified, and the organization is prohibited from working in the Syrian Arab Republic.

Article 9

A work permit shall be granted for a period of one year from the date of granting the license, subject to renewal each year, provided that the organization commits to submitting the administrative and financial reports justifying the request for renewal.

Article 10

Immediately upon issuance of the work permit, the organization must:

1. Obtain a letter from the national partner at its request for the purpose of opening a bank account in one of the banks operating in the Syrian Arab Republic. The organization must, in the event of changing the persons authorized to sign checks at the banks or opening another account, notify the national partner of that.
2. Submit a list of foreign employees and Syrian employees, indicating their positions and a copy of their passports and personal data.
3. Provide communication information with the organization in the Syrian Arab Republic, including the address of the organization's office, fax number, phone number, and e-mail.

Article 11

International non-governmental organizations, after being granted a license, are permitted to complete their registration procedures with the national partner and carry out the activities authorized to them upon registration. They are granted freedom of movement and travel, meetings with local organizations, field visits, and cooperation in the fields of training, technical advice, and joint activities and projects that are consistent with the objectives of local organizations in coordination with the national partner after obtaining the necessary approvals in accordance with



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the rules from the Directorate of International Organizations and Conferences at the Ministry of Foreign Affairs and Expatriates.

Article 12

The organization is committed to submitting periodic reports to the national partner, and these reports must include the following:

1. Monthly, quarterly, and annual detailed financial and technical reports on the implementation of the agreed-upon activities and projects, and projects under implementation in the Syrian Arab Republic.
2. Reports detailing the percentage of project implementation and its conformity with the agreed-upon implementation stages.

Article 13

International non-governmental organizations do not enjoy any of the privileges or immunities granted to international governmental organizations or governmental organizations. The international non-governmental organization shall bear the consequences of its violation of the laws in force in the Syrian Arab Republic, and is obligated to pay compensation for the damages resulting therefrom, as determined by a final court ruling.

Article 14

The organization bears full responsibility for the actions of its employees and for their safety, and their behavior must be in accordance with the highest professional standards.

Article 15

The international non-governmental organization undertakes not to harm the security of the Syrian Arab Republic and to fully comply with the laws and regulations in force in the Syrian Arab Republic under penalty of accountability.

Article 16

The organization undertakes that the implementation of its activities will be in coordination with the Syrian authorities and the relevant ministries, and after obtaining the necessary approvals from the relevant national bodies through the national partner.

Article 17

The organization undertakes to provide the funding and logistical and technical requirements necessary for the implementation of the agreed-upon projects and activities, and to inform its national partner and the relevant Syrian authorities in the event of the unavailability of funding or the existence of anything that prevents this.



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Article 18

The organization undertakes to maintain impartiality and integrity in its work, and neither the organization nor its employees shall engage in any political or illegal activity in the Syrian Arab Republic, nor shall it engage in any work on a discriminatory basis or incite such actions.

Article 19

The organization undertakes not to deal with any entity or organization not licensed to operate in Syria, and is committed exclusively to dealing with entities that the Syrian government permits to deal with.

Article 20

The organization undertakes to fulfill the rights of its employees in accordance with the relevant labor laws in the Syrian Arab Republic, including the registration of Syrian employees with the General Organization for Social Insurance in accordance with the laws and regulations in force in the Syrian Arab Republic, and it also undertakes to commit to appointing a percentage of not less than eighty percent of Syrian employees among its employees.

Article 21

The organization undertakes not to use the information or data exchanged with the Syrian party in any form with external parties.

Article 22

The assets, resources, and activities of the projects carried out by the organization shall be transferred to the Syrian party (the relevant ministry) after completion of implementation. The delivery of these assets, resources, and activities shall be documented and signed by the organization and the relevant Syrian authority.

Article 23

The organization is prohibited from holding a cash balance exceeding three times the annual administrative expenses, except with the permission of the licensing authority after presenting justified reasons.

Article 24

The organization is not entitled to involve any third party in the implementation of activities and projects without the written approval of the Ministry of Foreign Affairs and Expatriates. In the case of cooperation, the third party must be legally licensed to operate in the Syrian Arab Republic.

Article 25

Upon termination of its work in the Syrian Arab Republic, the organization must submit its final accounts to the national partner, certified by a legal auditor from outside the organization, within a



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period not exceeding six weeks from the end of the fiscal year or upon termination of its work in the Syrian Arab Republic in accordance with tax law.

Article 26

The international non-governmental organization, upon its departure from the Syrian Arab Republic, must notify the Ministry of Foreign Affairs and Expatriates of its intention to terminate its work 30 days before its decision to terminate its work, and submit a document proving the settlement of its administrative and financial obligations, including taxes, and a clearance certificate from its Syrian employees and a closure file with the national partner.

Article 27

The license of the international non-governmental organization may be revoked by the Ministry of Foreign Affairs and Expatriates upon proof of the following:

1. Obtaining the license through forgery, fraud, or based on incorrect information.
2. Violation of the terms of the license or engaging in activities that affect national sovereignty or security.
3. Violation of the applicable laws, regulations, and legislations.
4. Failure of the organization to complete the projects and activities for which it was established.

Article 28

1. Any dispute that may arise between the organization and any governmental body in the Syrian Arab Republic shall be resolved amicably through direct negotiations between the two parties.
2. In the event of failure to settle the dispute amicably within 30 days from the commencement of negotiations, the two parties shall resort to arbitration. The arbitration shall be conducted in the Arabic language and within the territory of the Syrian Arab Republic, in accordance with the laws and regulations in force in the Syrian Arab Republic.