A GUIDE FOR SETTING UP CIVIL SOCIETY ORGANIZATIONS IN IRAN

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The fundamental right to freedom of expression, association and peaceful assembly, and the right to participate in public affairs, are enshrined in the core international human rights treaties, such as the Universal Declaration of Human Rights, Convention on Civil and Political Rights (ICCPR) and the Convention on Economic, Social, and Cultural Rights (ICESCR). As such, a safe environment for the free establishment and operation of Civil Society Organizations (CSO) is grounded in international human rights law.

In terms of domestic law, Article 26 of the Constitution of the Islamic Republic of Iran emphasizes the fundamental right to establish and freely operate societies and associations. Moreover, Articles 584 and 585 of the Iranian Commercial Code are comprised of the most significant legal references on associational life and constitute the first common law on starting and operating noncommercial-nonprofit institutions. However, many other codes and regulations exist that govern the establishment and operations of civil society organizations. Therefore, the existence of multiple laws and regulations regarding associational life has resulted in ambiguity and confusion among civil society actors who are faced with a range of bureaucratic procedures upon applying for permits required to establish and operate civil society organizations and associations.

This practical guide aims to introduce civil society actors to the various procedures and mechanisms in place for starting and operating CSOs in Iran. It begins by providing an overview of the application procedures for permits and authorization required for civil society organizations. It then highlights other procedural challenges in order to help civil society actors choose the most efficient options based on a wider range of resources of the different procedures and mechanisms involved in associational life.

This guide also aims to help civil society actors streamline a more systematic view on procedures for the registration of CSOs in Iran. This guide aims to provide an overview of standard procedures and steps involved in applying for permits/authorizations required for registering and operating civil society organizations based on the codes and regulations currently in force within the civil society. As such, it is not a comprehensive guide. In order to avoid any discrepancies between CSAs and political organizational procedures—such as establishing and obtaining permits for political parties—Islamic associations, religious congregations, student unions, etc., are not covered here.

We hope that CSAs can use this guide to establish organizations and associations more efficiently contribute to development of civil society in Iran through volunteer and CSA-based activities.
1 STARTING AND OPERATING A NON-GOVERNMENTAL ORGANIZATION
On 17 September 2016, the Executive Bylaw for Establishment and Operation of Non-Governmental Organizations was ratified by the Cabinet, pursuant to the Ministry of Interior’s Proposal 104220, dated 16 November 2014, and with reference to Article 136, the Constitution of the Islamic Republic of Iran. The Iranian National Council for Developing and Supporting Organizations (NCDSO) is responsible for issuing permits and overseeing NGO operations. Secretariats of the NCDSO at national, provincial, and city levels are formed in the Ministry of Interior, Governor’s office (Ostandari), and gubernatorial departments (Farmandari), respectively.
STARTING AN NGO

- File an application on the portal of the Ministry of Interior for starting an NGO and receive a tracking code.
- Visit the Portal to receive the result for your application.
- Complete the forms for charter/articles of association, identification of founders.
- In-person meeting with NGO representative and the Head Department of NGOs in the Ministry of Interior, governorate, or gubernatorial departments (based on geographic location of NGO) to submit documents.
- Official record created at the Ministry of Interior/Governor’s Office/gubernatorial department.
- Requests receive response; Establishment of the NGO is discussed at the Supervisory Board.
- General assembly is held to appoint board members and inspectors and to approve the charter.
- The NGO is referred to the Company Registration General Office for registration as an entity (legal person).
- Establishment is authorized and a permit is issued to start the NGO upon reception of a notice published on official gazette.
1. **File an application at the Portal of the Ministry of Interior for starting an NGO.**

   Visit the Portal of the Ministry of Interior (www.moi.ir) and complete the application form for establishment of organizations. Once you complete the form, a tracking code will be texted to the applicant’s phone number. Save this code for your reference, as you will need it for following steps.

2. **Visit the portal to view the result of your application**

   Upon approximately 7 to 10 days after filing your application, check the portal to view the result for your application. If your application has been approved, you may complete a form for identification of the NGOs’ founders (see Step 3).

3. **Complete the form for identification of founders and the NGO’s charter/articles of association online**

   Once your application is approved, complete the form, providing information such as: proposed name for the organization, address, ZIP code, head office phone number(s), goals, implementation plan for these goals, funding sources, etc.

4. **In-person meeting with NGO representative and the Head Department of NGOs in the Ministry of Interior, governorate, or gubernatorial departments (based on geographic location of NGO) to submit documents**

   You will be notified, via portal or text message, of a date for submission of such documents (e.g., a letter identifying the NGO representative, copies of birth certificates, ID cards, academic degrees/diplomas, and photos of the members to the Ministry of Interior). A representative of the organization will then need to submit these documents to the Head Department of NGOs in the Ministry of Interior, governorate, or gubernatorial departments (based on geographic location of NGO).

5. **Official record created at the Ministry of Interior/Governor’s Office/gubernatorial department**

   Once the documents noted above have been received, a record will be made for your NGO at the Ministry of Interior, or the relevant department, and four requests for further information will be sent to the Judiciary, the Ministry of Intelligence, the Iranian Police, and a relevant specialized agency.

6. **Response to requests for information on the association’s files at the Supervisory Board**

   Once responses for requests are received, the Ministry of Interior will call you to give the NGO representative a packet of forms for charter/articles of association, founding board meeting, board member election, and selecting inspectors. The NGO representative must then arrange for a board meeting, as well as a meeting for electing inspectors and members of the board of directors. The outcome of these meetings will be recorded in these forms, signed by the members of the founding board and the board of directors, and submitted to the Ministry of Interior.

7. **Referral to the Iranian Company Registration General Office (CRGO)**

   The Secretariat of the Ministry of Interior will correspond with the NGO representative for confirmation of delivery and submission of the certified documents and letter of identification to the CRGO.

8. **Registration**

   Register your organization at irsherkat.ssaa.ir.
9. **Official gazette**
Upon registration and issuance of a registration number, visit www.rooznamehrasmi.ir to file a notice of incorporation/association on the official gazette.

10. **Authorization**
Once you filed an electronic copy of the notice on the website above, you may visit the Secretariat of the Ministry of Interior/Governor’s Office/gubernatorial department to submit your documents. A work permit authorizing the NGO to operate will be issued within ten business days.
On 17 August 2016, the Executive Bylaw for Establishment and Operation of Youth Non-Governmental Organizations was ratified by the Cabinet, pursuant to the Ministry of Interior’s Proposal 104220, dated November 16, 2014 and with reference to Article 138, the Constitution of the Islamic Republic of Iran. The NCDSO is responsible for issuing permits and overseeing youth NGOs’ operations. Secretariats of the NCDSO at national, provincial, and city levels are formed in the Ministry of Interior, Governor’s office, and gubernatorial departments, respectively.
STARTING A YOUTH NGO

Download and complete the application form from the Ministry of Youth and Sports website or the provincial HDYS portal.

Review of the application by the provincial HDYS portal, then forwarded it to the HDYSE.

An approval letter is sent to the provincial HDYS for drafting a charter by the founding board.

Three requests are sent for obtaining further information from the NGO.

First general assembly is held in the presence of a HDYS representative; central board members are elected, and records of the meeting are sent to the HDYSE.

The HDYSE reviews the submitted forms and issues a certificate if the forms are approved.

An authorization for establishing the NGO, along with other documents, are sent to the NCDSO for final approval and issuance of permit.
Overview of procedure for establishment of a youth NGO:

1. File a written application with the Provincial Department for Cultural and Youth Affairs for registration of the NGO.

2. Upon reviewing the application, the DCYA will send it to the Head Department of Youth Social Engagement (HDYSE) of the Ministry of Youth and Sports.

3. The Head Department of Youth and Sports (HDYS) will receive a response on its request for information regarding the name of the NGO. The information is used by the founding board to develop the charter/articles of association.

4. A number of forms are completed, requesting information, from the police department, on the members of the founding board. In addition, the application for starting an NGO will be filed, along with a form specifically requesting the subject and scope of the NGO’s operations from the Legal Office of the HDYS. Furthermore, the NGO must develop a charter based on a sample provided by the DCYA.

5. Submit the completed forms referred to in Step 4 together with two photos, copies of all pages of birth certificates, and ID cards of the founding members to the DCYA.

6. Schedule a general assembly in coordination with the NGO affairs expert. Note, “All general assemblies of NGOs must be held at business hours with at least 33 principal members at the Youth Community Center supervised by the NGO affairs expert.”

7. General assembly will be held and minutes of the meeting will be filed for the NGO’s authorized representative, financial director, and inspector in the presence of a representative from the provincial HDYS. In addition, members of the central board will be selected, required forms and proceedings will be filled out and submitted to the HDYSE (for institutional records).

8. The HDYSE will review all documents to issue a permit authorizing establishment of the NGO.

9. Upon successful review, the permit will be submitted along with other documents for final approval by the Secretariat of the NCDSO.

10. The following steps for registration of the NGO will be referred to the CRGO.
STARTING NON-GOVERNMENTAL SOCIETIES, INSTITUTIONS, AND CHARITIES
Pursuant to Article 26, Act for Regulating the Administration Fiscal Regulations, approved by the Iranian Parliament (Majlis) on February 16, 2002, the Iranian State Welfare Organization (Behzisti) is responsible for issuing permits for nonprofit-noncommercial organizations and charities. Operations of these organizations are monitored and supervised by the Article 26 Commission at the State Welfare Organization.
Results of needs assessments published by specialized department. The Article 26 Commission approves the results. Then, a public call for applications for nonprofit and nongovernmental institutions and charities is published on local and national newspapers.

Applicants submit their documents and arrangements are made to request information from relevant authorities (i.e. the Registration Office, the Police Department, the Ministry of Health, and the Security Department of the State Welfare Organization).

Completed documents are sent to the Article 26 Commission within seven days. The Commission Secretariat reviews the documents and inquires for further information, if necessary.

Relevant authorities respond to the Commission by providing information on applicant’s eligibility within 30 days. The Commission will then discuss and approve the application.

The data on organization/association are recorded in the databank and the organization is referred to the CRGO for registration as an entity (legal person).

The secretariat of the commission will issue the permit once the applicant files a notice on official gazette and submits it to the Commission.
Procedure for starting and registering non-governmental organizations, institutions, and charities

1. The specialized department of the Iranian State Welfare Organization publishes the results of needs assessments. Then, the Article 26 Commission approves the results and a public call for applications for nonprofit and nongovernmental institutions and charities is published on local and national newspapers.

2. Applicants submit their documents and arrangements are made to request information from relevant authorities (i.e. the Law Enforcement Forces, the Ministry of Health, and the Security Department of the State Welfare Organization).

Documents required for registering noncommercial-nonprofit institutions and charities:
- Completed application form for a permit authorizing establishment of the organization
- Completed standard charter form signed by all members of the organization
- Completed form for personal identification of all primary and alternate board members, CEO, and primary and substitute inspectors
- Copies of all pages of birth certificates, ID cards, military service discharge cards (for men) for all primary and alternate board members, CEO, and primary and substitute inspectors
- Copies of the last academic degrees/diplomas for all primary and alternate board members, CEO, and primary and substitute inspectors
- Copies of the latest employment or retirement order issued by a human resources department
- Completed forms of separate records for general assembly of the board of trustees and board of directors
- Completed form for summary of the relevant dossier
- Three (3x4 cm) photos, recently taken, with identifications written at the back of the photos for all primary and alternate board members, CEO, and primary and substitute inspectors
- Five (3x4 cm) photos, recently taken, with identifications written at the back of the photos for the board chairperson
- Police clearance records as well as a document certifying that the holder is not addicted to drugs, for all primary and alternate board members, CEO, and primary and substitute inspectors, approved by the city authorities
- Copies of title deeds or lease agreements for the head office
- Documents indicating background and records of board members

3. Relevant authorities (the Registration Office, the Police, the Ministry of Health, and the Security Department of the State Welfare Organization) respond to requests for information. The Article 26 Commission in the province reviews and discusses the case to issue a permit for eligible applicants. The permit will be valid for a period of three years.

4. Upon approval by the Article 26 Commission, data about the institution/organization are recorded in a databank for non-governmental institutions in the State Welfare Organizations. Applicants are then referred to the CRGO.

5. Publishing a notice in official gazette: After completing the administrative procedure and obtain a registration number, go to the official gazette website at www.rooznamehrasmi.ir to publish a notice of registration for your association/organization.

6. Obtaining authorization from the State Welfare Organization: After publishing the notice and downloading the electronic version from the official gazette website, print the notice and go to the Article 26 Commission in your province to submit your documents. A permit will then be issued to authorize operation of your organization/association.
Pursuant to Article 131[5], Iranian Labor Law passed in 1990, the Cabinet passed a bylaw defining the procedure for starting and operating trade unions and employers’ associations in its meeting on October 24, 2010. Workers and employers in any industry or profession covered by the Labor Law are entitled by this bylaw to apply for establishment of trade unions or employers’ associations in accordance with the provisions of this bylaw and other regulations to protect their legitimate rights and interests and to improve economic conditions for workers and employers, which may well lead to protecting the best interests of the society in general.
An authorization for establishing the NGO, along with other documents, are sent to the NCDSO for final approval and issuance of permit.

Applicants submit the required documents to the HDEEO.

The founding board drafts a charter.

Call for members is published in a widely circulated newspaper.

Invitation for the general assembly is published and a copy is submitted to the Ministry of Labor and Social Affairs.

General assembly is held under the supervision of the Ministry. Records and documents are submitted to the HEEDO.

The HEEDO reviews and approves the charter.

A registration code is assigned to the union/employers’ association.

A letter identifying the union/organization along with the registration notice is sent to the public relations office.

The public relations office refers the union/employers’ association to the official gazette and a widely circulated newspaper.

Submission of a copy of the notice published on the official gazette.

A registration certificate is issued and delivered to the union/employers’ association.
Procedure for starting and registering trade unions/employers’ associations

1. Depending on the area and scope of activities (city, town, province), an application must be filed with the Head Department of Labor, Cooperation, and Social Welfare (HDLCSW) in the province. For cases where the scope of operations goes beyond a province, an application must be filed and followed up with the HDLCSW and the Head Department of Employers and Employees Organizations (HDEEO).

2. Applicants must submit the following documents to the HDEEO:
   - Completed application form
   - Documents indicating employee’s status, such as a paycheck or employment agreement
   - Documents indicating employment at the profession or industry referred to in the application form. These include operation permit, technical skills certificate, etc.
   - Completed form for identification of trade union members

3. Membership/recruiting notice is published in a newspaper. For complete documents, the founding board must publish a notice on a widely circulated local newspaper (depending on the union’s area of operations).

4. A charter is drafted according to the relevant regulations. Upon establishment, trade unions are required to draft a charter using the template charter and taking into account relevant regulations. The charter will be discussed and approved at the general assembly of the union and then registered with the Ministry of Labor and Social Affairs (MLSA).

5. Send an invitation to union members for a general assembly. This invitation must be published in a newspaper and a copy must also be sent to union members.
   When sending invitations, consider the following:
   - Invitations must be in written and sent to the members and the representative of the Ministry of Labor at least 15 business days prior to the scheduled meeting date.
   - The notice for holding the general assembly must be published on a local or widely circulated newspaper (depending on the area of operation)
   - Indicate the date, time, location, and agenda for the meeting. The general assembly will be held at the time and place indicated on this notice.

6. Submit the documents for registration of the trade union. Board members must meet within one week from the general assembly to assign positions and responsibilities to each union member. Then, the following documents must be submitted to the MLSA so that the ministry can review the documents to confirm the board elections and issue registration certificate:
   - Application for establishing the union/ employers’ association (at establishment stage)
   - Two copies of the charter (at establishment stage), or two copies of the modified charter, if amended (post-establishment)
   - Records of general assembly, or meetings held by board of directors, approved by the representative of the MLSA
   - Call for members published in a newspaper, as outlined above
   - List of members and signatories at the general assembly
   - Complete list of union members and their names
   - Invitation for general assembly published in a newspaper (depending on the area of operations)
   - Records of board meeting for assigning rules and responsibilities
Completed statistical questionnaire for identification of board members, inspectors, and secretary

7. Publication of an official notice for election and registration of the union on a widely circulated newspaper and the official gazette. Within one month from receiving the abovementioned documents, the MLSA will make arrangements required for registering and issuing certificate, and publishing a notice on the official gazette and a widely circulated newspaper at the applicant’s own cost, provided that ordinary or extraordinary general assembly have been held and relevant documents have been approved.

Note: The Provincial Department of Labor and Social Affairs is responsible for supervising the elections and registration of unions/ employers’ associations which are covered by this bylaw and would operate within a province; for unions/ employers’ associations whose area of operation would go beyond a province, the supervision will fall under the jurisdiction of the HDEEO.
STARTING AND REGISTERING LEARNED SOCIETIES AND ACADEMIC ASSOCIATIONS
Pursuant to Resolution 262, passed by the Supreme Council of the Cultural Revolution, the Ministry of Science, Research and Technology, the Ministry of Health and Medical Education, and the Ministry of Culture and Islamic Guidance, are responsible for issuing permits authorizing establishment of learned societies, or for renewing the permits and supervising and monitoring their operations.

According to this Resolution, the Iranian Learned Societies Commissions, directed by the Research Department of the Ministry of Science, Research, and Technology, is responsible for issuing permits for non-medical learned societies or academic associations.
STARTING A LEARNED SOCIETY OR ACADEMIC

1. Submit complete documents to the Learned Society Commission Secretariat
2. Referral of the case for review
3. Discussion at the Commission Workgroup
4. Commission reviews application
5. Upon successful review of application by the Commission, a permit is issued and a charter is drafted
6. Initial recruiting, holding of general assembly (within six months), elections in the presence of the Commission representative, submitting the records to the Commission Secretariat
7. Referral to the CRGO
8. Copies of registration documents submitted to the Commission Secretariat
9. Commencement of Operations
Procedure for starting and registering trade unions/employers’ associations

1. Applicants must first submit the following documents to the Secretariat of the Learned Societies Commission:
   - Application letter (indicate the name of the learned society/academic association)
   - Completed form of status summary, together with a soft copy on CD
   - Completed form for records of the founding board meeting signed by the founders
   - Completed form of personal identification data for founders
   - A summary of curriculum vitae (CV) for founding members
   - Copies of the latest academic degrees/diplomas and employment certificates for members
   - The learned society/academic association implementation plan
   - Information and documents indicating similar international societies/associations (if applicable)
   - A list of professionals specializing in learned society/academic association field of operation

2. The Secretariat submits the documents for review, assessment, and discussion at the Learned Societies Commission Workgroup meeting

3. A permit will be issued following review and approval by the Commission.

4. A charter is developed based on the template developed by the “Iranian Learned Societies Office”

5. Initial recruiting and general assembly: General assembly must be held by no later than six months from the issuance of the permit.

6. Board elections: Board members must be elected in the presence of a representative from the Learned Societies Commission. A record of the general assembly will be submitted to the Secretariat of the Learned Societies Commission.

7. Referral to the CRGO and the Register of Companies and Industrial Ownership (RCIO) for legal registration
   Required documents:
   - Completed application form for registration of noncommercial institutions (two original copies)
   - Certified copies of birth certificates for organization’s founders and board members
   - Sample invitation letter or notice (supporting documents indicating that invitations were sent out)
   - List of the individuals present at general assembly
   - Records of general assembly (two original copies, in accordance with the template attached)
   - Records of the first board meeting (two original copies, in accordance with the template attached)
   - Original copy of identification letter issued by the Ministry of Science, Research, and Technology
   - Two copies of the learned society/academic association charter (all pages must be signed by founding members)
   - A receipt indicating payment to the Department of Notices

8. Submit documents indicating registration with the CRGO to the Commission Secretariat.

9. Official start of operations: Following registration with the CRGO, as well as the publication of a notice, and downloading of electronic versions of the notice from the official gazette website, print a hard copy and submit it with other documents to the Commission Secretariat in order to obtain a permit authorizing operation of the association.
Important Note: When submitting documents to the Commission Secretariat to apply for starting a learned society/academic association, note that:

— The term “learned society” or “academic association” refers to a society/association with activities in a particular scientific/academic area (approved by the High Council of Planning at the Ministry of Science, Research, and Technology);

— The founding board must have at least 10 members and 60 percent of members must be professors or associate professors;

— Founding members must be well recognized individuals selected from faculty members at universities, research institutions, or experts working at a department of the executive branch; and

— To promote active engagement and create a wide-ranging scope, founding members should not be selected from a single university, research institution, or a particular department.
STARTING NONCOMMERCIAL AND NONPROFIT INSTITUTIONS
The Iranian Commercial Code (ICC) constitutes the first ordinary law on starting and operating noncommercial-nonprofit institutions. According to Articles 584 and 585 of the ICC, the Ministry of Justice is responsible for registering noncommercial-nonprofit institutions. On August 11, 1936, the Ministry of Justice passed a bylaw on this matter, which was later amended and revised in 1958 to address the drawbacks. The Bylaw, together with Articles 584 and 585 of ICC, represent a major legal reference for registering and operating noncommercial-nonprofit institutions. They are currently used as a basis by Iranian courts when deciding matters related to this area.
STARTING A TRADE UNION/EMPLOYERS’ ASSOCIATION

1. Filing an application for starting a noncommercial institution at the CRGO portal and receiving a tracing code
2. Selecting a name and receiving confirmation
3. Submitting original documents
4. Reviewing documents with reference to soft copies (electronic files)
5. Confirmation of documents and referral to the accounting department for payment of relevant fees
6. Sealing the application form and issuing registration permit
7. Referral to the CRIPGO
8. Publishing a notice on the official gazette
9. Commencement of operations
Procedure for starting noncommercial and nonprofit institutions

1. Filing your application
All applications for incorporation or changes in companies and non-commercial institutions must be filed through the CRGO (Company Registration General Office) website (www.ssaa.ir). Applicants must complete all required information in the applications form and receive a tracking code upon completion of the form.

2. Selection and confirmation of name chosen for the institution
The authority responsible for registering companies and non-commercial institutions will review applications and proposed names. It will then inform the applicant of the results of such reviews. The relevant authority will confirm a name if (1) it meets the requirements of Islamic culture, (2) the name is available (has not been previously chosen by another institution), and (3) it is not a foreign name.

3. Submitting documents by mail
For names approved by the relevant authority, the applicant is required to submit original files and supporting documents, along with a tracking code through mail to the authority in charge of registering companies and non-commercial institutions at the State Organization for Registration of Deeds and Real Estates (SORDRE).

Documents required for registering a noncommercial institution:
- Two copies of completed application form, signed by all partners
- Two copies of completed charter/articles of association, signed by all partners
- Completed name selection form (order of proposed names must be indicated)
- Original copy of operation permit, obtained from relevant authorities (if the intended operation requires such permits)
- Certified copies of identification documents for founding members and directors
- Two copies of the records for general assembly of founding members
- Two copies of the record for board of directors meeting or other directing bodies
- Original copy of a power of attorney (if registration is applied for by a legal representative/attorney)

4. Reviewing documents with reference to soft copies
After receiving the documents submitted by applicants, the authority in charge of registering companies and non-commercial institutions at SORDRE reviews and matches the documents with respective electronic files to prepare a draft document, verify identifications, and obtain applicant(s) signature. The authority will inform applicants of any incomplete/incorrect documents. Applicants must complete any missing documents within thirty days.

5. Confirmation of documents and referral for payment of registration fee to the accounting department
Once the documents are received and relevant permits are issued, an auditor/controller will direct applicants with complete documents to the accounting department for payment of registration fees.

6. Confirmation of application form and authorization of legal registration
Accountant will sign and seal the application form upon receiving the relevant fees and payment documents. The controller then will issue an order for registration.

7. Referral to Company Registration and Industrial Property General Office (CRIPGO)
Next, applicants must go to the company registration department where they receive two copies of documents (charter,
records of meetings, application forms), signed and sealed by the CRIPGO. One copy will be used to publish a notice of the Islamic Republic Registration official gazette, and the other will be submitted together with the payment receipt to the Notices Department for the publication of a notice on a widely circulated newspaper. At this stage, registration is complete and the noncommercial-nonprofit institution may start its operations.
STARTING ART & CULTURE CENTERS, INSTITUTIONS, ORGANIZATIONS, AND SOCIETIES
Joint resolution of Commissions in the Supreme Council of Cultural Revolution passed on 17 September 1996. According to Resolution 262, passed by the Commissions of the Supreme Council of Cultural Revolution on September 17, 1996, the Ministry of Science, Research and Technology, the Ministry of Health and Medical Education, and the Ministry of Culture and Islamic Guidance, as the case may be, are responsible for issuing permits authorizing establishment of scientific associations, and art and culture centers, institutions, organizations, and societies, or for renewing the permits and supervising/monitoring their operations. In addition, the Secretary of the Cultural Center Affairs Board of the Cultural Department in the Ministry of Culture and Islamic Guidance is responsible for issuing permits authorizing establishment of art and culture centers, institutions, organizations, and societies.
## STARTING AND REGISTERING ART & CULTURE INSTITUTIONS, CENTERS, AND SOCIETIES

1. Submission of the documents (by hand) to the PCIGD
2. Completion and submission of documents to the Secretariat of the Cultural Center Affairs Board
3. Review by the Professional Committee at the Cultural Center Affairs Board
4. Primary approval and referral to the CRGO
5. Registration of the institution and publication of notice on official gazette
6. Obtaining authorization/permit for operations
Procedure for authorizing establishment of art & culture institutions, centers, and societies

1. Submission of documents to the Provincial Culture and Islamic Guidance Department (PCIGD)
Candidates applying for the establishment of art and culture institutions must submit their relevant documents to the respective PCIGD. These documents include:
- Application form, typed and signed by the managing director
- Proposed charter, typed and signed by the managing director
- Questionnaires for personal identification (typed) for the managing director and the founding board members (two copies)
- Copies of identification cards of the managing director and the founding board members (three copies)
- Copies of all pages of birth certificate of the managing director and the founding board members (three copies)
- Copies of academic degrees/diplomas held by the managing director and the founding members
- Copies of military service discharge/exemption cards for the managing director and the founding members
- Clean record certificate
- Six (3x4 cm) photos
- Documents indicating cultural works by any member, together with books, journals, and CDs supporting that these works were produced by members

2. Completion of documents and request of information from relevant authorities
Once the documents and administrative procedures are completed, an expert at the relevant office from the PCIGD will request further information from the relevant authorities on the qualifications of the applicant.

3. Submission of documents to Secretariat of the Cultural Center Affairs Board
The PCIGD completes and reviews the documents and interviews the applicants, and then submit the documents for approval by the Secretariat of the Cultural Center Affairs Board.

4. Reviewing the documents by the Professional Committee at the Cultural Center Affairs Board
The Professional Committee is responsible for discussing, reviewing, and approving/rejecting all cases. In cases where the application is rejected, the PCIGD will return the case and documents to the applicant.

5. Primary approval
If the relevant authority approves establishment of the art and culture centers, institutions, organizations, and societies, the PCIGD will issue and deliver a preliminary approval to the managing director.

6. Referral to the CROG
Next, the PCIGD will send the charter and a notice for name assignment to the Secretariat of the Cultural Center Affairs Board, which reviews the charter. In addition, the Legal Section of the Secretariat of the Cultural Center Affairs Board confirms the charter and forwards it to the CROG. (Applicants must go to the Cultural Center Affairs Department to receive the approval of the Cultural Center Affairs Board).

7. Publishing a notice of the official gazette
Once the registration is completed and a registration number is issued, the applicant must visit the official gazette website (www.rooznamehrasmi.ir) to publish a notice indicating registration of the organization/association.
8. Obtaining authorization from the Secretariat of the Cultural Center Affairs Board
After registering the charter, publishing a notice, and downloading a soft copy of the official gazette notice, the applicant must visit the PCIGD to submit copies of documents for review by the relevant expert/officer. The officer will then forward these documents to the Cultural Center Affairs Boards for issuing required permits.
References

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