

**Registration Process for foreign Contractors and Consulting Offices for
the First Time at the Central Tendering Committee**

1. **Commercial License Copy:** It must be certified and attested by the Embassy of the State of Kuwait in the company's homeland. You should also submit the English and Arabic translation, from an accredited interpreter, and certify it by the Ministry of Justice in Kuwait or Accreditation of notary in the country's headquarters. It must include the company's business activity and be submitted in PDF format.

Note: If no activity is listed, the company cannot be registered. Additionally, the company's Articles of Association or Memorandum of Incorporation are not acceptable for registration purposes.

2. **Official Power of Attorney:** You Should provide us with an official document (Power of Attorney for both persons if their names are not written in the license). Additionally, the Authorized Signatory should be authorized from the company, approved and certified by the Embassy of the State of Kuwait in the country's homeland. For more, it must be translated in to English and Arabic, from an accredited interpreter, and certified by the Ministry of Justice in Kuwait or Accreditation of notary in the country's headquarters.

Note: If the authorized signatories are listed in the commercial license, there is no need to submit the power of attorney.

3. **Signature Authorization Form:** The "Signature Authorization" form must be filled out, (it can be downloaded in the PDF format from the official website of the Central Agency for Public Tenders.

Note: No certification is required for the Authorized Signatory.

4. **Official Letter from the Company:** You should submit a registration request to our agency in Arabic and English with a new date, and It should Contain the following requirements (Company Name, Address, Phone numbers, Fax numbers, Official Email, Authorized signatory name and job title).

Note: No certification is required for the official letter.

Important Notes:

- Registration may take from 7 to 14 working days once all required documents are complete.
- If the company is from a country that has not been registered with us before, the registration process may take an indefinite amount of time for document verification by the committee and relevant authorities in that country.
- CAPT is not responsible for any delays in the company registration process if the company does not monitor its email regularly. The company must promptly follow up on any responses from us and take necessary actions swiftly.
- Failure to complete any of the required documents or providing incomplete documents may cause delays in the registration process.
- The Central Agency for Public Tenders reserves the right to request additional documents or modifications to the submitted documents if necessary.
- The Central Agency for Public Tenders is not responsible for any issues arising from an incorrect email address provided by the company.