Al Adaa' Al Afdal Consultancy

الاداء الافضل

EXPERIENCE. COORDINATION. COMPLIANCE.

Delivering integrated public-sector liaison and workforce compliance support across Iraq.



34+ Years in Public Sector

21+ Years in Private Sector

15 Hours of Daily Operations

OPERATIONS CENTRE
Key Responsibilities

1. Ensuring smooth flow of information to the field staff instantaneously during the morning and noon work hours to fill any gaps in documents whenever needed with all social security departments in the governorates.
2. Monitoring and updating the HR information monthly.
3. Updates the data on the SSD platform monthly.
4. Updates the annual inspection reports.
5. Filing request to get the Good Stand Letter and completing its requirements.
6. Updating clients with all activities.
7. Updating the labor departments platform for issuing work permits.

Company's Scope of Work



FIELD STAFF
Key Responsibilities

1. Supports the information that was relayed by the operations center on the ground.
2. Follow ups on annual inspection reports and matching it with the records of SSD.
3. Follow ups on field procedures to get the Good Stand Letter.
4. Meeting requirements of the labor departments in Baghdad and other governorates.
5. Field follow ups for Issuing, Renewal, and Cancelation of work permits.

OUR COMPETITIVE ADWANTAGE

- **Government Liaison** — Direct coordination with relevant public-sector entities.
- **Client Responsiveness** — Dedicated correspondence, meetings and follow-ups.
- **Nationwide Network** — Connected teams across Baghdad and the governorates.
- **Compliance Oversight** — Proactive record updates and regulatory monitoring.

OUR OPERATIONAL APPROACH

- **PHASE 1 Morning** — Information flow to field staff & public-sector coordination
- **PHASE 2 Afternoon** — Client communication & follow-ups
- **PHASE 3 Evening** — Team review, report updates & planning

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Opening a Social Security File for a Foreign Company or a Branch of a Foreign Company.

Based on Social Security Law No. 18 of 2023, companies and branches of foreign companies are granted a registration number.

1. Submit an application to the Social Security Department in the governorate.
2. Inspection visit by a specialized committee.
3. Viewing wage records.
4. Documenting employee data in a report.
5. Comparison of the number of local workers to the total workforce.
6. Report writing.
7. Authentication.
8. Issuance of an approval decision and assignment of a registration number.
9. Settlement of outstanding amounts.

Notes:

1. The issuance of the aforementioned approval qualifies the company to obtain work permits for foreign workers.
2. It also qualifies the company or branch to obtain confirmation of compliance with labor and social security laws.

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Workflow for Issuing a Work Permit

Work permits are issued in accordance with **Law No. 37 of 2015.**

The work permit request must be filed within **30 days** of entering Iraq.

The work permit renewal should be applied for **30 days** before expiry.

The work permit is cancelled based on the **exit visa** issued by the Residency Department and the **departure stamp** from the airport, provided that the original copy of the work permit is returned in accordance with a letter issued by the company's branch in Iraq.

Issuance of a Work Permit

1 **Application via the electronic platform.**

1. Name as written in the passport
2. Copy of passport
3. Multiple-entry visa
4. Personal photo

2 Documenting the application in hard copy format at the **Labor Department.**

3 Labor department drafts formal letter addressed to Social Security Department to verify the company's compliance with all requirements of **Law No. 18 of 2023.**

4 The **Social Security Department** should respond with **"positive"** or **"negative".**

5 Based on SSD response, the Labor Department will **grant work permits needed.**

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Opening social security files for projects based on their geographical location and assigning them a subsidiary registration number.

1. Submitting a request from the company.
2. Submit documentation substantiating the legal status of the company or the foreign company branch.
3. Submit the employment contract for the project required to be covered by the Social Security Law.
4. Site visit.
5. Payroll Review.
6. Verifying the contract details in case the project is included.
7. A decision gets issued to include the project under the Social Security Law.

Note:

- Projects are brought under the scope of the Social Security Law based on the decision to include the branch office or the company; that is, the inclusion is based on the main social security registration number of the company or the foreign company's branch.

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Closing the Social Security File for Projects

Once the project is assigned a social security registration number on a derivative basis, the file is closed upon completion of work at the site.

1. Submitting a request to close the social security file for the project.
2. Submitting a letter from the beneficiary confirming receipt of the project.
3. Visit from the governorate's Social Security Department team.
4. Inventory of project personnel data.
5. Cross-referencing data with the Security Clearance Department.
6. Securing the payment of dues under Article 106 of the Social Security Law.
7. Report writing.
8. Final approval for closure.

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Inspection Visit Reports

Inspection visit reports and their associated requirements constitute an important part of the procedures for reconciling company employee data with the records of the **Social Security Department.**

The standard report is prepared **every two years** and is also required whenever exceptional circumstances arise regarding human resources matters.

Work Stages

1. A visit to the branch or project site by a specialized committee.
2. Payroll records review.
3. Fill in the data from the payroll records.
4. Requesting additional information based on the nature of the branch's or project's activity.
5. Report writing.
6. Forwarding the report according to the reference chain.
7. Data matching with Social Security Department records.
8. Notify the company regarding the payment of any outstanding differences, if applicable.

Notes:

1. Periodic and exceptional reports ensure that the company obtains the necessary endorsements to support its business.
2. Current reporting requirements mandate that the Social Security Department—or any of its provincial branches—cross-reference the branch's published data with the records of the Security Clearance Department and the Residency Department.

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Workforce Reduction Reports

1. Filing request with reasons behind reduction of workforce.
   - Paying the fees.
2. Site visit by a specialized committee.
3. Payroll records review.
4. Inquiring about the reasons for the reduction.
5. Writing the report.
6. Submit the report to the Ministry to obtain the Minister's approval.

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Liquidation of the Company or the Foreign Company Branch

Based on the decision to liquidate the local company or the branch of the foreign company, the following steps are taken:

1. Submit an application accompanied by the approval of the Registrar of Companies.
2. Decision of the Registrar of Companies approving the request.
3. A visit to the site by a specialized committee.
4. Preparing a report.
5. Obtaining approvals.
6. Matching data with Social Security Department records.
7. Requesting payment of outstanding amounts, if any.
8. Issuance of a decision approving the closure of the file.

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Thank You

FOR YOUR TIME AND ATTENTION

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COORDINATION
Integrated Support Across Iraq

COMPLIANCE
Reliable & Proactive Solutions

GREATER PEACE OF MIND

Coordinated Operations. Reduced Compliance Risk.
Greater Peace of Mind.