



Form 3

**The Federal Democratic Republic of Ethiopia**  
**Ministry of Trade and Industry**

**Application Form for Registration, Issuance and Renewal of Commercial Representative Certificate**

**PARTICULARS OF THE APPLICATION**

**1. The applicant**

a) Full name \_\_\_\_\_ G/Father's name \_\_\_\_\_  
b) Nationality \_\_\_\_\_ c) Age \_\_\_\_\_ d) Sex \_\_\_\_\_

**2. Address**

a) Residence  
Region \_\_\_\_\_ Zone \_\_\_\_\_ Woreda/Sub-city \_\_\_\_\_  
City/Town \_\_\_\_\_ Kebele \_\_\_\_\_ House No. \_\_\_\_\_ Tel. \_\_\_\_\_ P.O.Box \_\_\_\_\_

b) Office  
Region \_\_\_\_\_ Zone \_\_\_\_\_ Woreda/Sub-city \_\_\_\_\_ City/Town \_\_\_\_\_  
Kebele \_\_\_\_\_ House No. \_\_\_\_\_ Tel. \_\_\_\_\_  
P.O.Box \_\_\_\_\_ Fax \_\_\_\_\_ E. mail \_\_\_\_\_

**3. Type of application**

- Registration for commercial representative certificate
- Certificate of commercial representative
- Renewal of commercial representative certificate

**4. The principal**

1. Name of the principal \_\_\_\_\_
2. Country of establishment \_\_\_\_\_
3. Address of the principal outside Ethiopia \_\_\_\_\_  
\_\_\_\_\_
4. Name of the manager /director/ chairman of the principal. \_\_\_\_\_

**5. Documents to be attached:**

**a/ For Registration and Certificate**

1. A photocopy of the identification card/ passport pages of the applicant which identifies him/her;
2. A photocopy of the proof of the appointment of the applicant as a commercial representative by the principal, authenticated by the notary public of his country/ here in Ethiopia
3. Where an applicant is a commercial representative of a foreign business enterprise, a photocopy of the proof of registration & juridical existence of the principal in the country of its establishment;
4. Where the principal is a business organization, a photocopy of its memorandum and articles of association or similar documents.
5. For registration, a copy of the letter of confirmation showing the allocation and remittance of the annual expenditure in dollar, for its of the representative office to be established in Ethiopia;

6. For certificate a copy of the bank despot slip of at least 40,000 US Dollars for the annual expenditure of the representative office in Ethiopia;

7. Four recent passport sized photographs of the reprehensive shall be submitted;

**b) For renewal**

1. A copy of the bank deposit slip of at least 40,000 US Dollars for the annual expenditure of its representative office in Ethiopia;

2. A statement regarding the payment of salary income tax endorsing the renewal of the certificate;

3. where the representative is a foreign national a photocopy of valid work and resident permit shall be submitted.

**Declaration**

In undertaking the commitment to produce a work permit after the issuance of the commercial representative certificate, I hereby declare that all the statements I made herein and the additional documents I have attached hereto are true and correct.

Applicant's name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



**For Office use only**

1. **Verification and Deleration**

a) Any registration made or certificate previously issued in the name of the applicant made/issued  not made/issued

b) Application for

1. Registration is accepted and pay Birr \_\_\_\_\_ for the service

2. Certificate/renewal is accepted and pay Birr \_\_\_\_\_ for the service

3. If not accepted, reasons \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

2. **Declaration of the registration/licencing head**

a) Application for commercial representative registration /certificate/ renewal is accepted  not accepted

b) if it is not accepted, reasons, \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_