**Required Documents to Renew Licenses for the Year 2015**

1. A letter from the company indicating licenses and names of persons it wishes to renew them.
2. A recent Registration Certificate of the company from the Ministry of Industry and Trade, indicating names of members of the Board of Directors or those of the Board of Executives and names of authorized signatories on behalf of the company and a copy of their signatures.
3. The Credit Policy of a company to regulate its financial affairs with its clients (licensed banks are exempted from this requirement).
4. A copy of the ID for all company employees (banks shall provide a copy of the ID for their accredited persons only).
5. A copy of the Memorandum of Association and Articles of Association.