

Service for Issuing an Additional Copy or Replacement for a Lost Membership Certificate

Instructions:

The Amman Chamber of Commerce provides the service of issuing an additional copy or a replacement for a lost membership certificate for any individual, organization and/or company, provided that the establishment pays its annual subscription fees to the Chamber.

The Required Documents:

Submitting a request form for issuing additional copies or replacing lost copies, or a written request signed by the person/persons authorized to sign administratively on behalf of the organization or company.

Procedures for obtaining the service:

- 1- Obtain a number from the automated queuing system.
- 2- Submit the required documents.
- 3- Enter the service into the computer system.
- 4- Pay the service fee.
- 5- Receive a copy of the Amman Chamber of Commerce membership certificate.

Location where the Service is Provided:

- The Membership Department of the Chamber's Member Services Department.
- The Chamber's office at the Ministry of Industry, Trade and Supply.
- The Chamber's office at the Ministry of Investment.

Prescribed Fees:

1. The capital of the company/organization is five thousand dinars or more: The fee is four dinars.
- 2- The capital of the company/organization is less than five thousand dinars: Fees are two dinars.