

Facsimile Service

Instructions:

First: The Amman Chamber of Commerce provides the service of a facsimile copy of the documents that were stamped with the official seal of the Chamber to any individual organization and/or company, provided that the establishment has paid its annual subscription fees with the Chamber.

Second: The service is paid without showing the original document if this document is available in the Chamber's records.

Required Documents:

Submit a written request signed by the person/persons administratively authorized by the organization or company, and/or show the original document to which the service is to be paid.

Procedures for obtaining the service:

- 1- Get the number from the automated parking system.
- 2- Provide the required documents.
- 3- Enter the service into the computer system.
- 4- Pay the service fee.
- 5- Receive the document stamped with the official seal of the Chamber.

Location where the Service is Provided:

- The Membership Section of the Chamber's Member Services Department.
- The Chamber's Office at the Ministry of Industry, Commerce and Supply.

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: The fee is two dinars.