ETIHAD

PRACTICE OVERVIEW

NGOs

LOCAL NGOs · INTERNATIONAL NGOs · FOUNDATIONS

Registration, programmes, people and compliance in Iraq



NGOs

Etihad advises local and international NGOs, charitable foundations and international organisations working in Federal Iraq and the Kurdistan Region. We help them set up, deliver their programmes and protect their teams, with one team covering registration, grants, contracts, employment, tax and disputes. Several of our lawyers have worked on programmes with international organisations and donors, so we understand how NGOs operate on the ground.

Why NGOs Work With Us

- **Programme Experience**

  Lawyers who have worked with international organisations and donor-funded programmes, and know how grants, partners and reporting work.

- **Federal Iraq and Kurdistan Region**

  Offices in Baghdad, Erbil, Basra and Mosul, supporting NGOs wherever their programmes operate.

- **One Integrated Team**

  Registration, contracts, HR, tax and disputes handled together, so nothing falls between advisers.

- **Arabic and English**

  Agreements, policies and filings prepared in both languages for donors, partners and the authorities.

WHO WE ACT FOR

Local NGOs ◆ International NGOs and their Iraqi branches ◆ Charitable foundations and endowments ◆ International organisations ◆ Donor-funded programmes and implementing partners

Areas We Cover

- Registration and Governance
- Grants and Partnerships
- Contracts and Procurement
- People and HR
- Tax and Social Security
- Compliance and Reporting
- Disputes and Closure
- Training and Legal Awareness

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Setting Up and Running Your NGO

From registration to day-to-day programme delivery, we handle the legal work so your team can focus on its mission.

Registration and Governance

- Registering local NGOs and foreign NGO branches in Baghdad and Erbil
- Bylaws, founding documents, boards and general assemblies
- Amendments, renewals and post-registration filings
- Internal policies on conflicts of interest and delegated authority

Grants and Partnerships

- Grant and partnership agreements for donor-funded programmes
- Sub-grant agreements with local implementing partners
- Memoranda of understanding with ministries and public bodies
- Support with donor compliance and reporting

Contracts and Procurement

- Supplier, service and consultancy contracts
- Tender documents, requests for proposals and evaluation criteria
- Office and warehouse leases
- Supplier due diligence and anti-bribery checks

People and HR

- Employment contracts and internal work regulations under the Labour Law
- Recruitment, payroll and manpower supply
- Work permits and residency for international staff
- Disciplinary matters, terminations and end-of-service settlements

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Staying Compliant and Protected

We keep your organisation in good standing with the authorities and ready for audits, and step in quickly when problems arise.

Tax and Social Security

- Tax registration and withholding on salaries and contractor payments
- Social security registration and contributions for staff
- Advice on available tax and customs exemptions
- Tax and social security clearances when projects close

Compliance and Reporting

- Annual activity and financial reports to the registration authorities
- Approvals for field activities and surveys
- Anti-money laundering checks and due diligence on partners
- Data protection and confidentiality of beneficiary information

Disputes and Closure

- Employment, contract and supplier disputes
- Representation before Iraqi courts and administrative bodies
- Negotiated settlements and recovery of unpaid amounts
- Project close-out, final clearances and deregistration

Training and Legal Awareness

- Legal training for NGO staff in Arabic or English
- Legal awareness sessions for communities and beneficiaries
- Support for legal aid and protection programmes
- Simple legal guides and templates for non-lawyer teams

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Key Contacts

Our NGO team supports organisations from registration through programme delivery, people matters and disputes. Please contact any of us to discuss your needs.



Dr. Ahmed Hankawi

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Leads the firm's strategy and key client relationships, and oversees engagements for NGOs and international organisations across Iraq.



Farah Mahmood

Partner, Head of Commercial

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Has managed legal aid and protection programmes with international organisations, including the Danish Refugee Council and the International Rescue Committee, and advises on grant, partnership and supplier agreements.



Shayma Aziz

Partner

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Supports NGOs as employers, from employment contracts, policies and work permits to staff benefits, terminations and employment disputes.



Ahmed AlSinjary

Legal & Regulatory Expert

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Has worked extensively with the European Union, the World Bank, UN agencies, GIZ and USAID on legislative drafting, governance and labour law, and has trained more than 1,000 government officials.



Noor Dawood

Associate, Head of Litigation

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Has provided legal support to humanitarian programmes, reviewing agreements and protecting beneficiaries' rights, and represents clients in labour, civil and administrative cases.

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ETIHAD

Experienced Lawyers.
Unique Approach.

BAGHDAD (HQ) · ERBIL · BASRA · MOSUL
MANCHESTER · DUBAI

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