Before fitting out a café: align activity, premises, entity and signature

Corporate | General preparation paper | 2 November 2026

Before settling the fit-out design or committing to its execution, assemble one file showing what will actually happen at the site, who will operate and contract for it, and what the premises and signatory records show. The purpose is to surface discrepancies and questions early. This is not a complete licence list, approval to carry out works or permission to open. Requirements vary with the activity, location and entity and should be confirmed with the relevant authorities before reliance.

1 / Describe the actual operation

Record the site address and unit, the intended operator, and what will happen there: serving drinks or food, preparation or storage, roasting or repacking, and delivery or importing if planned. Compare that description with the activity in the available extract, licence and approvals. Record differences and additions for the relevant authority. Do not assume that the label “café” or approval for one activity covers every planned operation. PAFN lists separate procedures for food establishments, repacking and certain transport and delivery vehicles [1].

Questions before design: Does the plan match the actual operating method, storage space and proposed equipment? Will the activities or operator change after the lease is signed? What site and safety approvals or reviews apply to this exact activity and location? One document does not automatically answer those questions.

2 / Compare premises and entity records

Gather the lease and rent receipt, plan or sketch, premises automated-number record, and available municipal and commercial-licence documents. Also gather the company’s memorandum of association, MOCI extract and current records for the operator. Compare the name, capacity, address, unit number, automated number and activity across them; note discrepancies and document dates before relying on a copy. If the tenant, contracting party or operator differs, identify the relationship and the document explaining it, and ask for review of its effect. Do not assume that different names automatically resolve themselves or automatically prevent the project.

PAFN’s published form asks for identifiers including the municipal application, commercial licence and automated number, and displays fields for the lease and receipt, licence, MOCI extract, memorandum and legal representative’s ID, plus signature authorisation, sketch and the field labelled «إعلان البلدية» [2]. PAFN’s 2023 establishment sheet refers to similar documents and to submission by the person concerned, under a power of attorney or by an authorised representative with identification [3]. These published preparation sources do not certify the current complete conditions or that every field applies to every case.

3 / Identify the party and signatory

Identify the proposed party to the lease, fit-out contract and authority applications, and the entity that will operate the site. Assemble available incorporation documents and amendments, the extract, relevant signature authorisation, delegation or power of attorney, and the representative’s ID. Check the signatory’s name, capacity, scope and duration of authority, restrictions and any joint-signature requirement for each document. A name on a form or a signature authorisation alone does not establish authority to enter every contract; the actual documents and circumstances need review. The PAFN form has signature-authorisation and representative-ID fields [2], and its sheet describes submission routes [3]; neither decides authority to sign a fit-out contract.

Before issuing the work order: Who contracts with the contractor and who pays? Do the name and capacity in the quotation and contract match the intended party? Does the contract identify the scope, approved plans, and how changes or delayed approvals will be handled? Record open points and review them before committing.

4 / Prepare a review file

Create four columns: document and version; name, address and activity recorded; discrepancy or question; and person or authority responsible for checking it, with the date. Include the latest available copies and distinguish drafts from issued documents. Current verification of activity codes, document validity and municipal, fire and other authority requirements remains necessary for the particular case. Do not post contracts, IDs or private details in public

comments; share them through an agreed channel.

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Sources and limits

Links inspected 2 November 2026. [1] PAFN procedures manual: lists distinct procedures and dates the cited sheet to 2023. [2] PAFN health-licence application form: fields published on inspection; these may change or vary by case. [3] PAFN food-establishment document sheet: historical published sheet, not a certification of today's complete requirements. [4] MOCI commercial-registry services: service entry point, not evidence of any particular entity's record. No case-specific legal conclusion is drawn from these sources.

1. https://www.pafn.gov.kw/ar/ProceduresManual
2. https://pafn.gov.kw/ar-f-ka/IssueLicense/ADDIssueLicense
3. https://www.pafn.gov.kw/assets/images/Uploads/20235237574.pdf
4. https://www.moci.gov.kw/ar/e-service/electronic-services-managing-commercial-registry/