

REGISER A BUSINESS IN HAITI

Procedure	Time to Complete	Associated Costs
<p>1 Prepare the company statutes (Articles and Memorandum of Association)</p> <p><i>Agency:</i> Lawyer</p> <p>The lawyer charges approximately HTG 30,000 for the drafting of the company statutes in the case of a Société Anonyme. Prices can vary depending on the lawyer.</p>	10 days	HTG 30,000
<p>2 Notarize the company deeds and articles of association</p> <p><i>Agency:</i> Notary</p> <p>The notary public must hand-write and notarize the documents at a fee of between HTG 15,000 and HTG 25,000 depending on the complexity of the service.</p>	7 days	HTG 15,000 - HTG 25,000
<p>3 Deposit the legally required initial capital in the National Bank and obtain deposit evidence</p> <p><i>Agency:</i> National Bank</p> <p>The lawyer deposits the legally required initial capital in the National Bank (Banque Nationale de Credit) and obtains proof of deposit. A certified check need to be used to pay in the National Bank, where proof of payment is provided.</p>	1 day	no charge
<p>4 Register the statutes with the Direction Générale des Impôts (DGI)</p> <p><i>Agency:</i> Direction Générale des Impôts (DGI)</p> <p>The notary pays the registration fees at the Tax Office (DGI) and proof of payment is obtained.</p>	1 day	included in the notary fees
<p>5 Registration with the Commercial Registry at the Ministry of Commerce and Industry and obtain the authorization of operations (Droit de fonctionnement)</p> <p><i>Agency:</i> Ministry of Commerce and Industry and Le Moniteur (Journal Officiel)</p> <p>Lawyer submits the dossier for registration at the Ministry of Commerce and a request for the 'avis de fonctionnement'.</p> <p>When the Ministry of Commerce has processed the application and registered the company, it forwards the file to the Moniteur for publication.</p> <p>Firms can begin operations before the publication, as soon as they receive authorization from the Ministry of Commerce.</p> <p>Since May 2009, the company's articles of incorporation do not need to be approved by the Prime Minister's office and the Presidency before they can be published in the Official Journal. This process takes about 60 days.</p>	78 days on average	HTG 1,500 for registration + HTG 250 (frais de dossier) + HTG 25 (vignette bleue) + HTG 20,000 for publication in Le Moniteur (10-25 pages)

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<p>The cost depends on the number of pages of the act of constitution: 2 to 9 pages: HTG 5,000 10 to 25 pages: HTG 20,000 26 to x pages: HTG 35,000.</p>		
<p>* 6 Obtain the Tax ID number (numero d'identification fiscale -NIF) from the Tax authorities (DGI), pay fees, and obtain certificate of patente</p> <p><i>Agency:</i> DGI</p> <p>The company must file a form at the Tax Bureau (DGI) and provide an opening balance sheet on which corporate taxes will be based. A 2% tax is levied on a corporation's initial capital, payable annually. A company must pay the "tax on share" (taxe sur action) of 0.3% per share, which will be assessed each year, and a "right of operating" tax (droit de fonctionnement) of HTG 1500 payable annually, and HTG 1500 5 to obtain the professional identity card ("carte d'identite professionnelle").</p>	15 days (simultaneous with previous procedure)	HTG 50 (tax ID card) + 2% of initial capital + 0.3% per share + HTG 102 (droit de fonctionnement) + HTG 5 (taxe carte d'identite professionnelle)
<p>* 7 Obtain the "Carte d'Identite Professionnelle" from the Ministry of Commerce</p> <p><i>Agency:</i> Ministry of Commerce</p> <p>According to Article 2 of the "Décret du 26 septembre 1960 réglementant l'exercice de la profession de commerçant", all commercial entities are required to hold a "carte d'identité professionnelle". After the payment of fees at the DGI and obtaining the business permit ("certificat de patente"), the entrepreneur will obtain the "carte d'identité professionnelle" at the Ministry of Commerce.</p>	17 days on average (simultaneous with previous procedure)	cost included in procedure 5
<p>* 8 Obtain special commercial books</p> <p><i>Agency:</i> Commercial Registry</p> <p>The special commercial books are purchased and prepared by an accountant.</p>	2 days (simultaneous with previous procedure)	HTG 5,000
<p>* 9 Notification to the Labor Ministry about hiring</p> <p><i>Agency:</i> Labor Ministry</p> <p>Companies must submit a declaration on the hiring of personnel to the Labor Direction within 8 days of opening.</p>	1 day (simultaneous with previous procedure)	with no charge
<p>* 10 Legalize the commercial books</p> <p><i>Agency:</i> Court</p> <p>Books are legalized by the Dean of the first instance court (Doyen du Tribunal). Each page must be sealed by the Dean of the civil court and the books must be sealed at the DGI (Direction Generale des Impots).</p>	7 days (simultaneous with previous procedure)	HTG 1,000
<p>* 11 Register for social security (OFATMA)</p>	1 day (simultaneous with previous procedure)	with no charge

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<p data-bbox="94 230 394 256"><i>Agency:</i> Insurance Office</p> <p data-bbox="94 282 1365 370">The company must register with the Insurance Office for Occupational Injury, Sickness, and Maternity (OFATMA) within 15 days of opening and provide the names of all its employees (up to 6% of monthly salary is contributed by the employer to social security).</p>		
<p data-bbox="46 376 688 402">* 12 Register for Retirement Insurance Office (ONA)</p> <p data-bbox="94 428 409 454"><i>Agency:</i> Retirement Office</p> <p data-bbox="94 480 1291 535">The company must register with the Retirement Insurance Office (ONA) within 15 days of opening and provide the name of all its employees.</p>	<p data-bbox="1386 376 1711 431">1 day (simultaneous with no previous procedure)</p>	
