

REGISTRATION CHECKLIST: STARTING A BUSINESS IN VANUATU

STEP 1: CHOOSE YOUR BUSINESS STRUCTURE

- Sole Trader** (Simple, easy, but all liabilities are yours!)
- Partnership** (Two or more people, share the risks & rewards)
- Company** (Limited liability, more formal structure)
- Foreign Investment** (If you're not a local, you may need VIPA approval)

STEP 2: REGISTER YOUR BUSINESS NAME

- Check business name availability with the Vanuatu Financial Services Commission (VFSC)
- Submit a Business Name Registration Application to VFSC
- Pay the registration fee (Approx. 5,000-10,000 VUV)
- Receive Certificate of Business Name Registration

STEP 3: OBTAIN A BUSINESS LICENSE

- Apply for a business license from the Department of Customs & Inland Revenue (DCIR)
- Provide required documents (ID, business name registration, lease agreements, etc.)
- Pay the business license fee (Varies based on business type)
- Receive your Business License Certificate

STEP 4: TAX & FINANCIAL SETUP


- Register for Value Added Tax (VAT) if your annual turnover is over 4 million VUV
- Set up a business bank account (Check local and offshore banking options)
- Consider hiring an accountant (Saves you headaches later!)

STEP 5: ADDITIONAL PERMITS & APPROVALS (IF NEEDED)

- If hiring staff: Register with Vanuatu National Provident Fund (VNPF)
- If operating in a restricted industry (e.g., tourism, liquor, imports), check for extra permits
- If you're a foreign investor, apply for VIPA approval before starting operations

STEP 6: GET SET UP & LAUNCH!

- Find a business location (if needed) & sign a lease agreement
- Set up utilities (electricity, internet, phone)
- Register a domain & create a website or social media presence
- Start marketing & get your first customers!

 **BONUS TIP:** Make friends with local business owners, join networking groups, and learn some Bislama to build trust and relationships in the community!

 **Save this checklist and get your business rolling!**