

# How to Open a Business

## *Procedures to Start a Business in Angola*

### 1 – District Administration

Service: Declaration of the Establishment of the Company/Business

Requirements: Residency Certificate and copy of I.D Card

Taxes: 13 USD

Term: 8 days

### 2 – Denomination of the Business

Service: The Central File of designation of (Names)

Requirements: Complete form and submit copy of I.D Card

Taxes: 218 USD

Term: Same day

### 3 – Issuance of a Tax Payer Card

Service: The Fiscal Division of the District

Requirements: Draft Statute of business to be constituted and copy of I.D Card

Taxes: No Cost

Term: Instant/Immediate

### 4 – Tax Payment in order to Start Business

Service: The Fiscal Division of the District

Requirements: Tax-Payer Number (Cartão do Contribuinte) and Revenue Collection Document

Taxes: Varies, depends on the sector of activity and location of the Business

Term: Instant/Immediate

#### 5 – Registry of Commercial Activity

Service: Conservatory of the Commercial Registry

Requirements: I.D card, tax-payer number (Cartão do Contribuinte), declaration of the constitution of the company and of the Company's tax clearance

Taxes: 105 USD (provisional certificate of registration)

Term: 30 days (8 days and 48 hours for Priority)

#### 6 – Statistical Registry of the Business

Service: National Institute of Statistics

Requirements: I.D card, tax-payer number (Cartão do Contribuinte), declaration of the constitution of the company and of the Company's tax clearance

Taxes: 54 + 4 USD

Term: 8 days

#### 7 – Publication of the Business in the Republic's Newspaper "Diário da Republica"

Service: National Press of Angola

Requirements: Copy of Commercial Registry Certificate

Taxes: 59 USD

Term: 3 months

#### 8 – Statement about the Urban Structure and Interest

Service: Municipal District Administration

Requirements: I.D card, tax payment, lease, location sketch

Taxes: 33 + 72 USD (for site inspection)

Term: 10 days

9 – License to Operate Business

Service: Ministry of Commerce

Requirements: forms, tax-payer card (Cartão do Contribuinte), urban structure, business certificate, business and criminal registration

Taxes: 20 + 67 USD (for site inspection)

Term: 5 days

10 – Enroll Employees in the National Social Security Institute (INSS)

Service: National Institute of Social Security

Requirements: fill up forms, tax-payer card (Cartão do Contribuinte)

Taxes: 2 USD

Term: Instant/Immediate

11 – National Investment Proposal

Service: National Agency for Private Investment (ANIP)

Requirements: certificate of the designation of the business, copy of trade registry, I.D card, certificate of the fiscal division and social insurance certificate

12 – Definitive Commercial Registration of the Business

Service: Conservatory of Business Registry

Requirements: Publication on the Official Newspaper “Diário da Republica”

(requirement)

Taxes: 213 USD (for Definitive Registration)

Term: 30 days