

BUSINESS REGISTRATION PROCESS

The Business Registration process is regulated by Decree-Law No. 7/2006 (Commercial Registration Code).

Applicants must submit their registration request at the **Public Registry Department** in the **National Directorate for Registry and Notary** of the **Ministry of Justice**, located beside the Dili District Court in Mandarin. Requests should be made Monday to Thursday, from 8:30am to 12:00pm.

The steps for registration are:

- ✚ Complete the **Certificate of Uniqueness of Company Name** form. This should be processed in a maximum of 2 days.
- ✚ Complete the **Application for Business Registration** form, and submit all required documents (see inside for a list).
- ✚ Once the documents have been verified, applicants will be issued with a "Receipt" indicating the type of registration requested and the date that the applicant should return to the Public Registry Department to collect their Business Registration Certificate.

The time to process an application and issue a Business Registration Certificate should take a maximum of 5 working days.

- ✚ After registering with the Public Registry Department, the applicant must apply for a **Taxpayer Identification Number (TIN)** at the National Directorate of Domestic Revenue at the Ministry of Finance, located in Colmera. **There is no cost to apply for a TIN.**
- ✚ After the issuance of the Business Registration Certificate and the TIN, a **Business License** must be requested at the National Directorate for Domestic Commerce at the Ministry of Tourism, Commerce and Industry, located at the Fomento building in Mandarin.

The forms for Business Registration are available to download at no cost at: www.mj.gov.tl/dnrrn.

For more information, please visit the Public Registry Department Monday to Thursday between 8:30am and 12:00pm or 2:00pm to 5:30pm, and Friday between 2:00pm and 5:30pm, or email registo.comercial@mj.gov.tl.

HOW TO REGISTER YOUR COMPANY

English



Types of Companies

1. **Single Shareholder Limited Liability Company (Unip. Lda.)**, with 1 shareholder, and share capital of a minimum of US\$5,000 and maximum of US\$500,000*.
2. **Limited Liability Company (Lda.)**, with a minimum of 2 and a maximum of 30 shareholders, and share capital of a minimum of US\$5,000 and maximum of US\$500,000*.
3. **Joint Stock Company (S.A.)**, with a minimum of 3 shareholders and minimum share capital of US\$50,000.

To register any of these types of companies, you need to submit the following documents:

- 1 Certificate of Uniqueness of Company Name
- 2 Memorandum of Association and Articles of Association (in accordance with the Law)
- 3 ID for each shareholder (in accordance with the Law)^{# %}
- 4 Proof of paid share capital, in cash or in kind (if not mentioned and certified in the Articles of Association)
- 5 Formal Declaration of the company members accepting the positions and responsibilities (if not mentioned in the Articles of Association)
- 6 Proof of residency in Timor-Leste of at least 1 Administrator (Working Visa or Provisory or Permanent authorisation of Residency)
- 7 Address of company's office (shown on a map)
- 8 Power of Attorney for the legal representative (if applicable)

In addition to the above documents, applicants registering a **Single Shareholder Limited Liability Company (Unip. Lda.)** or a **Limited Liability Company (Lda.)** also need to submit the following:

- 9 Proof of civil status of each shareholder (age of majority/emancipation and/or marriage certificate)
- 10 Tax Identification Number (TIN) of each shareholder (if it is not mentioned in the Memorandum of Association)

*Any company with share capital above US\$500,000 must be registered as a Joint Stock Company, in accordance with Art. 188 of Law No. 4/2004.

[#]If any of the shareholders are a **local company**, proof of the Business Registration, a copy of the latest Articles of Association, and the Minutes stating the decision to establish/participate in the new company should be presented.

[%]If any of the shareholders are a **foreign company**, proof of the company's registration in the foreign country, a copy of the latest Articles of Association, and the Minutes stating the decision to establish/participate in the new company in Timor-Leste should be presented. **All documents must be notarised, legalised and translated into one of the official languages.**

Registering your company brings real benefits to you and your employees.



Registered and legalised companies can gain access to credit from banks, helping them to grow.



Owners and employees have their rights protected when a company is registered and legalised.



More registered and legalised companies mean a stronger private sector, resulting in more jobs being created.

