

HOW TO REGISTER A BUSINESS NAME IN ANTIGUA AND BARBUDA

PROCEDURE	DESCRIPTION	TIME TO COMPLETE / FOR PROCESSING	COST TO COMPLETE
Search for business name	The business name search is done manually by going through business name registers at the Antigua and Barbuda Intellectual Property and Commerce Office (ABIPCO) located in the Hewlett Building on St. John's Street (this practice may soon change since the ABIPCO is currently in the process of automation). This is done to ensure that the proposed business name does not exist.	1 day (if done personally) OR 5 - 7 working days (if done by ABIPCO)	EC\$10.00
Complete Business Registration Form	Once it is certain that the proposed business name does not exist, complete and submit a business name application form. Pay the filing fee. Note that if a business wishes to change its name after operations have begun, a representative should fill out a Change of Name form and pay \$50.00.	1 day (to complete form) 5 - 7 days (for processing)	EC\$100.00
Request Statement of Particulars	Once a business name has been registered at ABIPCO, all businesses are expected to register with the Inland Revenue Department for tax purposes. To do so, business representatives must submit a Statement of Particulars form issued by ABIPCO. It is important that businesses obtain this Statement since some banks request it for lending purposes and the ABIA may request it before processing concessions.	3 - 5 days (for processing)	EC\$12.00
Collect filed documents from ABIPCO	Collect the Business Name Registration Certificate and Statement of Particulars from ABIPCO and store in a safe place.	1 day (for collection)	No charge
Register the business for statutory deductions	All businesses pay taxes. In Antigua and Barbuda, the bodies to register with are Inland Revenue Department (IRD), Social Security, Medical Benefits and the Board of Education.	1 day (per organisation)	No charge

All good business enterprises pay taxes! Proper issuance, collection and use of taxes keep the economy vibrant and healthy.

Whether you are a business or a company in Antigua and Barbuda, the statutory bodies to register with are the Inland Revenue Department, Social Security, Medical Benefits and the Board of Education.

Here is what you should present when you visit the various statutory bodies:

Inland Revenue Department

(to register for your Tax Identification Number).

Take along your Business Name Registration Certificate, a photo ID (preferably your passport), Partnership Agreement (if the business is a partnership), Articles of Incorporation (if the business is incorporated).

After filling out the appropriate forms, you will be issued with a tax identification number (TIN).

Social Security

In addition to your Business Name Registration Certificate, be sure to take along your Social Security card, your passport and one other government-issued ID. If you are registering a company, present the

Notice of Directors and the company seal. The application form must be signed by the owner, a director, or someone authorized to sign on behalf of the director.

Once registered, you will be given a print-out confirming your registration number.

Medical Benefits

Documents required to facilitate the in-house registration process are your passport and the requisite business license granted to ply your trade.

Once the registration process is completed you will be issued with an MBS registration number and all relevant documents to facilitate the payment of contributions.

Board of Education

Take along your Business Name Registration Certificate and the Social Security printout with your registration number.

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