

HOW TO INCORPORATE A COMPANY IN ANTIGUA AND BARBUDA

PROCEDURE	DESCRIPTION	TIME TO COMPLETE / FOR PROCESSING	COST TO COMPLETE
Search for company name	The company name search is done manually by going through Company Registers at the Antigua and Barbuda Intellectual Property & Commerce Office (ABIPCO). This is done to ensure that the proposed company name does not exist. (An automation project has commenced at ABIPCO that will soon eliminate the manual search).	1 day (if done personally) OR 5 - 7 days (if done by ABIPCO)	EC\$20.00
Reserve company name	Once it is certain that the proposed company name does not exist nor does it fall under one of the statutory objections, complete and submit a Names Reservation form. The company name will be reserved for ninety days. If the company does not commence operations within this period, reapplication for use of the name must be made.	5 - 7 days (processing)	EC\$25.00
Prepare Articles of Incorporation	This may be done by the company itself or by an attorney-at-law. The documents to be prepared include Company Name Reservation, Notice of Registered Office, Notice of Directors, Articles of Incorporation and Statutory Declaration. The Statutory Declaration must be sworn to in the presence of an Attorney and the stamp fee must be paid when filing the documents. If an attorney prepares the documents the company may expect to pay an average cost of EC\$2,500 in legal fees.	7 days	EC\$200.00 (plus stamp fee)
Purchase company seal	Companies may require a seal for daily transactions. Company seals can be made at the leading stationery stores. The cost for having a seal made varies between EC\$150 and EC\$250 per seal.	7 days	EC\$200.00
Register the company for tax	All business enterprises pay taxes and should register at the Inland Revenue Department (for a tax ID), Social Security, Medical Benefits and Board of Education (for Education Levy).	1 day each	No charge
Pay Annual Returns	Every registered company in Antigua and Barbuda has an annual commitment in the form of annual returns. This assists authorities in determining if the company is in good and regular standing.	1 day	EC\$200.00

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, please 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.

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).

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