



**Ministry of Public Health,
Social Development & Labor**
Department of Labor Affairs

**Required Documents for Business Registration
Foundation (also Churches, Schools)- Renewal**

- (X) 1. The Articles of Incorporation (only if never submitted before)
- () 2. Business License of the current year
- () 3. Director's License of the current year
- (X) 4. Chamber of Commerce registration of the current year
- () 5. Proof of registration at Tax Office (Crib number)
- (X) 6. Proof of SZV confirmation report
- () 7. Proof of Income Declaration (Private Households only)
- (X) 8. Proof of registration at the Census Office (no older than six months) Director President Owner
- () 9. Copy of valid residence permit Director Managing Director President
- (X) 10. Copy of national passport of Director Managing Director President
- (X) 11. Address and contact information of the employer (cell/fax/e-mail)
- (X) 12. Copy of the Proof of Labor Registration of the previous year (for renewal)
- (X) 13. If representing management, a power of attorney is needed along with a copy of passport or ID card and Copy of valid Proof of Labor registration for the authorized company (see Authorization Form)
- (X) 14. A fully completed Employee Registration Form, including indication of those on contract (with expiration date) and those in permanent employ.
- () 15. Proof of payment from the Receivers Office of:
 - ANG 250,- for 0 to 50 employees
 - ANG 750,- for 51 to 200 employees
 - ANG 1000,- for 201 and more employees

Please note the following:

- **The address for the Business must match on the Business License, Chamber of Commerce Registration, Tax Office Registration and SZV Registration**
- **Copies of all abovementioned documents must be made prior to being submitted at the office**