



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

Division Labor Affairs & Social Services

I – Business Type	Required Documents	First Time	Renewal
<b>NV &amp; BV</b>			
1	Completed Registration Form	x	
2	The Articles of Incorporation of Business	x	
3	Proof of Chamber of Commerce Registration / Excerpt (Director name required)	x	x
4	Proof of registration at Tax Office with a copy of the business Crib number declaration from the Inspectorate of Taxes.	x	
5	Director's License of the current year (Not required for Dutch nationals, born within the Netherlands Antilles)	x	x
6	Business License of the current year	x	x
7	SZV confirmation report (Or letter from SZV stating that Company is not registered) of current year	x	x
8	Proof of Detailed Registration at the Census Office (no older than six months)	x	x
9	Address Verification (Business) (if applicable)	x	
10	Address and contact information of the (Director/Managing Director/President/Sponsor)	x	
11	Copy of valid residence permit (Director / Managing Director / President / Sponsor)	x	x
12	Copy of national passport (Director / Managing Director / President / Sponsor)	x	x
13	Completed Employee Registration Form, including indication of those on contract (with expiration date) and those in permanent employ	x	x
14	Proof of Authorization (if applicable)	x	x
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	x	
<b>Association</b>			
1	Completed Registration Form	x	
2	The Articles of Incorporation of Business	x	
3	Proof of Chamber of Commerce Registration / Excerpt (Director name required)	x	x
4	Proof of registration at Tax Office with a copy of the business Crib number declaration from the Inspectorate of Taxes.	x	
5	Director's License of the current year		
6	Business License of the current year (Not required for Dutch nationals, born within the Netherlands Antilles)		
7	SZV confirmation report (Or letter from SZV stating that Company is not registered) of current year	x	x



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8	Proof of Detailed Registration at the Census Office (no older than six months)	x	x
9	Address Verification (Business) (if applicable)	x	
10	Address and contact information of the Director, Managing Director/President/Sponsor	x	
11	Copy of valid residence permit (Director / Managing Director / President / Sponsor)	x	x
12	Copy of national passport (Director / Managing Director / President / Sponsor)	x	x
13	Completed Employee Registration Form, including indication of those on contract (with expiration date) and those in permanent employ	x	x
14	Completed Authorization Form If representing management, along with a copy of passport or ID card and Copy of valid Proof of Labor Registration for the authorized company	x	x
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	x	
<b>Foundation</b>			
1	Completed Registration Form	x	
2	The Articles of Incorporation of Business	x	
3	Proof of Chamber of Commerce Registration / Excerpt (Director name required)	x	x
4	Proof of registration at Tax Office with a copy of the business Crib number declaration from the Inspectorate of Taxes.	x	
5	Director's License of the current year( Not required for Dutch Nationals, born within the Netherlands Antilles)		
6	Business License of the current year		
7	SZV confirmation report (Or letter from SZV stating that Company is not registered) of current year	x	x
8	Proof of Detailed Registration at the Census Office (no older than six months)	x	x
9	Address Verification (Business) (if applicable)	x	
10	Address and contact information of the Director/Managing Director/President/Sponsor		
11	Copy of valid residence permit (Director / Managing Director / President / Sponsor)	x	x
12	Copy of (non-) national passport (Director / Managing Director / President / Sponsor)	x	x
13	Completed Employee Registration Form, including indication of those on contract (with expiration date) and those in permanent employ	x	x
14	Proof of Authorization (if applicable)	x	x



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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	x	
<b>Sole Prop.</b>			
1	Completed Registration Form	x	
2	The Articles of Incorporation of Business		
3	Proof of Chamber of Commerce Registration / Excerpt (Director name required)	x	x
4	Proof of registration at Tax Office with a copy of the business Crib number declaration from the Inspectorate of Taxes	x	
5	Director's License of the current year (if born outside of the Dutch Caribbean)		
6	Business License of the current year	x	x
7	SZV confirmation report (Or letter from SZV stating that Company is not registered)	x	x
8	Proof of Detailed Registration at the Census Office (no older than six months)	x	x
9	Address Verification (Business) (if applicable)	x	
10	Address and contact information of the Director/Managing Director/President/Sponsor	x	
11	Copy of valid residence permit (Director / Managing Director / President / Sponsor)	x	x
12	Copy of (non-) national passport (Director / Managing Director / President / Sponsor)	x	x
13	Completed Employee Registration Form, including indication of those on contract (with expiration date) and those in permanent employ	x	x
14	Proof of Authorization (if applicable)	x	x
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	x	
<b>Domestic</b>			
1	Completed Registration Form	x	
2	The Articles of Incorporation of Business		
3	Proof of Chamber of Commerce Registration / Excerpt (Director name required)		
4	Proof of registration at Tax Office with a copy of the business Crib number declaration from the Inspectorate of Taxes.		
5	Director's License of the current year		
6	Business License of the current year		
7	SZV confirmation report (Or letter from SZV stating that Company is not registered)		



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8	Proof of Detailed Registration at the Census Office (no older than six months)	x	x
9	Proof of Income Declaration for the current year	x	x
10	Address Verification (Business) (if applicable)	x	
11	Address and contact information of the Employer	x	
12	Copy of valid residence permit (Director / Managing Director / President / Sponsor)	x	x
13	Copy of (non-) national passport (Director / Managing Director / President / Sponsor)	x	x
14	Completed Employee Registration Form, including indication of those on contract (with expiration date) and those in permanent employ	x	x
15	Proof of Authorization (if applicable)	x	x
16	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		

Notice: The address for the Business MUST MATCH in the following documents:

- Business License.
- SZV Confirmation Report.
- Chambers of Commerce.
- Tax Office Registration.

All Documents must be of the current year. Once all applicable documents are received, payment form will be issued. To request information and submit the digital package of all required documents, please use the following email [labor.registration@sintmaartengov.org](mailto:labor.registration@sintmaartengov.org). Documents are to be submitted compiled in ONE PDF FILE.