

## SEVEN STEPS IN SETTING UP YOUR INVESTMENT IN VANUATU

### 1. Business Name Registration:

Where?: Vanuatu Financial Services Commission.

How much?: 12,000VT.

How long?: 2-3 working days.

### 2. VIPA Approval:

Where?: Vanuatu Investment Promotion Authority

How much?: 120,000VT.

How long?: 15 working days.

### 3. Business License Registration:

Where?: Department of Customs & Inland Revenue.

How much?: 10,000VT - 20,000VT (depending on business size and turnover).

How long?: 5 days.

### 4. Get a Residency Permit:

Where?: Department of Immigration.

How much?: 57,600VT per year per adult.

How long?: 2 weeks.

### 5. Get a work permit (for foreign employees):

Where?: Department of Labour.

How much?: 350,000VT (20,000VT for the application form & 330,000vt for permit) per year.

How long?: 5 days.

### 6. Register your company with Vanuatu National Provident Fund:

Where?: VNPF Office.

How much?: No fee.

How long?: 3-4 days.

### 7. Register for VAT:

Where?: Department of Customs & Inland Revenue.

How much?: No fee.

How long? 2-3 days.



# Investing in Vanuatu!



### FOR MORE INFORMATION:



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Vanuatu Investment Promotion Authority



## TYPES OF APPLICATION FORMS

There are three types of application forms, each of which serves its specific purpose:

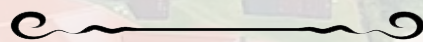
<i>Application Form</i>	<i>Description</i>
<i>New Application</i>	<i>The application for a new Foreign Investment Approval Certificate (FIAC). A foreign investor is to apply with this form when:</i> <i>a) seeking to start out a new investment opportunity in Vanuatu.</i> <i>b) an existing foreign investor wishing to commence a new investment activity that does not correlate with their existing investment.</i>
<i>Variation Application</i>	<i>To change any aspect of an existing FIAC including business name, ownership, business activity or location.</i>
<i>Renewal Application</i>	<i>To renew an existing FIAC. Renewals must be done annually before the anniversary date of the FIAC.</i>

## VIPA BUSINESS PLAN TEMPLATE

VIPA's Business Plan Template requires you to ensure your research on your specific investment field in Vanuatu is sound and your investment will be viable.

Here are key areas that you should be able to cover for your investment (product/service) outlined in our Business Plan template.

1. Investment details: This includes basic information about your product/service and why you have chosen Vanuatu as your investment destination.
2. Business Structure: This is where you provide an organizational structure of your business, your experiences and expertise and most importantly your staff capacity plan.
3. Market Research: This section of your plan makes up the bulk of information that you should have for your product/service. This includes your target market, market position, risk management strategy, product/service unique selling proposition.
4. Financial Information: Your input of the finances available for your investment, cashflow projections, expenditure analysis are provided here.



## APPLICATION FEES

<i>New Application</i>	<i>120,000VT</i>
<i>Variation</i>	<i>30,000VT</i>
<i>Renewal</i>	<i>30,000VT</i>

## INVESTMENT REQUIREMENTS

All foreign investors wanting to invest in Vanuatu require a Foreign Investment Approval Certificate that will be granted by the Vanuatu Investment Promotion Authority.

Minimal research of Vanuatu as your new investment location and specifically in your sector of interest is very much encouraged and VIPA is here to assist you in this process.

Your application to invest in our side of paradise comes with requirements listed:

- Complete application form (FIAC form for a New Investment).
- Copies of the bio-data pages of each investor's passport.
- Copies of police clearance from country of origin.
- Complete VIPA Business Plan template.

Since your FIAC is required by law to identify the location of your business activities, you need to consult with the appropriate authorities before you submit your application.

**1.** Municipalities of Port Vila, Luganville and Provincial Councils to ensure their by-laws do not affect your proposed business activities as they will be required to regulate some aspects of your business operations.

**2.** Annual allowable harvest levels, in particular business activities that involve exploitation of natural resources, consultation with appropriate resource authorities is necessary to gain an understanding of the health of the target natural resources, as well as the current availability of associated licenses.