## Step 3: Business License Registration

Responsible Agency: Ministry of Customs and Revenue (MCR)

Upon approval of the FIC, the foreign investor is then required to apply for a business license before operating in Samoa.

All investors are prohibited from conducting the following activities as specified in the Prohibited List of the Business License Act 1998:

Storing or disposing of nuclear waste;
 Exporting products prohibited under any law;
 Prostitution;
 Processing and exporting endangered species; and
 Production of weapons of warfare

warfare.

### Fees

Sole Trader /	SAT\$282
partnerships	
Commercial Travellers	SAT\$640
Company	SAT\$640

## Step 4: Foreign Employee **Employment Permit**

Responsible Agency : Ministry of the Prime Minister and Cabinet (MPMC) & MCIL

It is pertinent that any non-citizen wishing to work in Samoa apply for a valid Employment Permit. A permit granted may be subject to conditions and is only valid for a maximum of three (3) years.

All applications are lodged issued and paid through the Samoa Immigration Office housed under the Ministry of the Prime Minister and Cabinet. Fees depend on where the applicant is when the application is lodged.

#### Fees

Main	Main	Dependent
applicant—Off	Applicant—	spouse / child
Island	In country	(per)
SAT \$900.00	SAT \$1800.00	SAT\$450

## Step 5: Residence Permit

Responsible Agency: MPMC

Once all the documents from step 1-4 have been obtained, a residency permit is then required from the Immigration Division to allow the non-citizen to reside in Samoa.

For further enquiries please contact:

Industry Development and **Investment Promotion** Division

### MINISTRY OF COMMERCE, **INDUSTRY AND LABOUR**

4<sup>th</sup> Floor, ACC House P.O. Box 862 Apia, Samoa. Telephone: (685) 20441 Fax: (685) 20443 Email: info@mcil.gov.ws Website: www.mcil.gov.ws



### Ministry of Commerce, Industry and Labour Matagaluega o Pisinisi, Alamanuia ma Leipa



Please address all correspondence to the Chief Executive Officer

P.O Box 862, Level 4 ACC House Apia SAMOA



## Setting up a Foreign business in Samoa







STEP 1

Company Registration



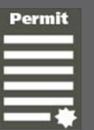
STEP 3

Foreign Investment Registration



STEP 3

**Business License Registration** 



STEP 4

Foreign
Employee
Employment
Permit



STEP 5

**Residency Permit** 

# Step 1: Company Registration

## Responsible Agency : Ministry of Commerce, Industry and Labour (MCIL)

Any person can access information about the companies operating in Samoa through the Online Samoa Company Registry <a href="https://www.businessregistries.gov.ws">www.businessregistries.gov.ws</a>. New company incorporations take place through this site. Directors or agents of an existing company must register and request authority to maintain company details.

#### Fees

Application to register a company under section 6 of the Act	SAT\$250
For registration of an annual return under section 124(1) of the Act	SAT\$50
For registration of documents to effect an amalgamation under section 223 of the Act	SAT\$450
For an application to restore a company to the Samoa register under section 274 of the Act	SAT\$300
For an application to register an overseas company under section 285 of the Act	SAT\$300
For registration of an annual return by an overseas company under section 289 of the Act	SAT\$50
For registration of an instrument creating or evidencing a charge required to be registered	SAT\$100
For re-registration of an existing company	SAT\$100
For inspection under section 326 of the Act of any number of documents contained in a single file that is part of the Samoa register of the overseas register	SAT\$15
For certification of a copy of or extract from any document	SAT\$25
Change of Name of Company	SAT\$30

## Step 2: Foreign Investment Certificate Registration

### Responsible Agency: MCIL

All businesses with foreign shareholding are required under the Foreign Investment Act 2000 to acquire a **Foreign Investment Certificate (FIC)** 

All foreign investors must not conduct any of the following business activities as they are reserved for Samoan Citizens only as indicated in Schedule One (Reserved List) of the FIA 2000:

- 1. Bus transport services for the general public;
- 2. Taxi transport services for the general public:
- 3. Rental Vehicles;
- 4. Retailing;
- 5. Saw Milling; and
- 6. Traditional elei garment designing and printing

### Fees

Lodgment fee for a NEW FIC	SAT\$50
Issuance fee for a NEW FIC	SAT\$50
Inspection fee for Foreign Investment Register	SAT\$50
Fee for amending FIC	SAT\$70
Annual Renewal fee for FIC	SAT\$50
Fee for one copy of FIC	SAT\$5

