REGISTERING YOUR COMPANY

Private Business Corporation

The checklist below provides the basic steps you should follow to register a Private Limited Company in Zimbabwe. This list should not be construed as all-inclusive. Other steps may be appropriate for your specific type of business or due to on-going regulatory amendments.

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| No. | Procedure | Time to Complete | Associated Costs |
| 1. | **Register the company name with the Chief Registrar of Companies. This can now be done online by logging onto Zimconnet Portal** <https://zimeservices.pfms.gov.zw/irj/portal/anonymous/login>  The reservation is valid for 30 days and can be extended for another 30 days for an additional fee. | 4 days | USD 5 |
| 2. | **File memorandum and articles of association with the Registrar of Companies**  The law provides for model or boilerplate articles of incorporation. on the date of incorporation, the Registrar of Companies must be notified of the appointments of the company’s directors and secretaries and the physical address of where the company will be operating from. This is done by filing the particulars (a) of register of directors and secretaries and any changes therein or a list of directors and principal officers (Form CR 14) and the postal and physical address of the company on Form CR 6. These documents must be accompanied by a duplicate original or a printed notarized copy.  Once the Company has been registered, the Registrar of Companies will issue the Certificate of Incorporation.  ***In practice, companies usually start up with a low amount of capital to avoid the exorbitant stamp duty. A company may also issue shares at a premium to circumvent the requirement.*** | 4 – 7 days | The Current Fee structure stands as follows:  Memorandum and Articles of Association – a fee of $5 on each $100 of authorised capital is payable, with the set minimum of $100.00  CR6 and CR14 form – which are lodged simultaneously with the Memos and Articles, the fee is at $20.00  Once the company has been registered, the Registrar of Companies will issue a Certificate of Incorporation. A fee of $20.00 is payable for the certificate. This certificate comes out after 4 – 7 working days  The total cost of registration is $145.00 |
| 3. | **Register with the tax authorities for income tax, VAT, and PAYE**  Upon formation, a company must register at the regional Zimbabwe Revenue Authority Office. A copy of the company’s certificate of incorporation is required for the Collector's records, along with the memorandum and articles of association and a certified copy of the identification of the assigned public officer. The company will be issued a registration number, known as the BP (business partner number), as well as the current tax tables and the pay-as-you-earn (PAYE) receipt books. The P8 and P6 Forms now must be generated by the applicant itself and are not freely available. The ITF 16 Form must be completed in consultation with the Income Tax Office. According to Zimbabwe’s Finance Act (as amended), companies must now budget to pay all their company tax within the trading year. The tax must be paid as follows: 10% by the 25th of March, 10% by the 25th of June, 40% by the 25th of September, and the balance of the estimated tax for the tax year by the 20th of December  Firms with a turnover of US $60,000 must register for VAT with the Zimbabwe Revenue Authority (ZIMRA). An application must be made on an Application for Certificate of Registration (Form VAT 1), which, along with Forms VAT 2 and VAT 3, is found at ZIMRA Web site (www.zimra.co.zw). | 14 days | no charge |
| 4 | **Register with the National Social Security Authority for pension and Accident Prevention and Compensation Scheme**  The employer and the employee must each contribute 4% of employee gross monthly salary | 14 days  (simultaneous with procedure 3) | No Charge |
| 5 | **Register with the Manpower Development Fund**   Employers must register with, and contribute 1% of their wage bill to, the state-run Manpower Development Fund. The fund allows employers to recover expenses when employees complete training. | 1 day (simultaneous with procedure 3) | No charge |
| 6 | **Pick up the form of license application notice from the City Health Department**  (where applicable-check with local authorities-mostly for businesses involved in hairdressing, restaurant, food manufacturing) | 1 day, simultaneous with procedure 3 | US$25.00 |
| 7 | **Advertise on a local newspaper the application for a trade and business license**   A trade and business license applicant must publicly announce the proposed application twice in a local newspaper. The form, “*Notice of Intention to Apply for The Issuance of a New License*”, is available from the City Health Department. The first notice must be published no more than 6 weeks, but at least 4 weeks, before the application will be heard by the licensing authority. The second notice must appear 7 days after the first notice. Any objections to the application must be submitted in writing to the licensing authority within 7 days of the second notice. | 4-6 weeks, simultaneous with procedure 3 | USD 30.00 |
| 8 | **Licensing officers visit the company site**  Officers inspect the company site to check if the intended premises are suitable for the intended use. The criteria used by the officers are specified in the relevant bylaws. | 1 day, simultaneous with previous procedure | no charge |