

## **STEPS TO FORM A DOMINICAN CORPORATION**

- **Check company online**

*Agency:* ONAPI (Oficina Nacional de la Propiedad Industrial) (**Santiago, Dom. Rep.**)

**Cost:** RD\$ 4,755  
**Time:** 5 working days

After the petition or request of the registration of a commercial or trade name is made the National Office of Industrial Property (**ONAPI**) **has a time limit of five (5) business days to issue the Formal Certificate.**

Then, the company name announcement is published in a national circulation newspaper in about 10 days. The National Office of Industrial Property publishes the list of requested corporate names and their petitioners twice a month. After that publication, third parties may lodge protests within 45 days. The publication receipt suffices for the company to continue with subsequent simultaneous formalities.

- **Payment of the incorporation tax.**

*Agency:* National Agency of Internal Revenues (DGII)

**Cost** RD\$ 1,000.00  
**Time:** Same day

The relevant incorporation taxes are paid by certified check issued to the Collector of the Internal Revenue Department a **1%** of the amount of the authorized capital. The incorporation tax can also be paid directly at the Internal Revenue Service office if the amount does not exceed DOP 10,000, it can be paid in cash.

- **Register the company in the Chamber of Commerce and obtain the identification number (RNC) online.**

*Agency:* Chamber of Commerce

The company is registered at the Chamber of Commerce of the domicile of the company. In Dominican Republic the domicile of the company is where the effective center of administration and management of the company is located.

The following documents have to be filed at the Mercantile Registry at the Chamber of Commerce:

- Bylaws properly signed;
- General Constitutive Assembly with its corresponding list of presence of Associates;
- List of the distribution of each of the associate's investment to the company and their corresponding amounts of corporate quotas;
- Application Form for registration of Limited Liability Company, duly completed and signed by the authorized manager or agent (must attach

- original power of attorney, if applicable).
- Association Partnership Agreement;
  - Receipt of payment of incorporation taxes;
  - Photocopies of identity card;
  - Copy of Business Name Registration issued by the National Office of Industrial Property (ONAPI).

**Cost: RD\$ 10,800**  
**Time: 5 working days**

- **File for the National Taxpayers Registry at the Internal Revenue Service (DGII) and apply for fiscal receipts**

*Agency:* General Agency of Internal Revenue

According to Decree 254–06, companies that render services or whose operations require the transfer of goods must issue receipts with a fiscal number. Within 5 working days, the Internal Tax Directorate must analyze the information and notify the taxpayer (either physically or electronically) of the administrative resolution of the authorization to issue the fiscal receipts.

**Cost: RD\$ 1,000.00**  
**Time: 6 days**

- **Register local employees with the Department of Labor**

*Agency:* Department of Labor

Forms DGT-3 must be completed within the first week of employment. The following forms, found at the local Department of Labor office, must be filed: a list of permanent personnel and employee work schedules and vacation periods. This procedure can be completed only once the taxpayer's identification number has been obtained.

**Cost: RD\$ 500.00**  
**Time: 2 days**

- **Register employees at the Social Security Office (Tesorería de la Seguridad Social)**

*Agency:* Social security office (Tesorería de la Seguridad Social)

The company shall registered and file the list of its employees at the Social Security National Treasury (Tesorería Nacional de la Seguridad Social, TNSS), a dependency of the main social security office (Consejo Nacional de Seguridad Social, CNSS).

Under Law 87-01, employers must register employees at the CNSS within 3 days of hiring them or upon the start of business. at the Tesorería Nacional de la Seguridad Social.

**Cost: RD\$ 500.00**  
**Time: 1 day (simultaneous with previous procedure)**