



**Investment
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Quick Start Guide for Registering and Certifying a Foreign Business in Papua New Guinea



All Foreign business intending to conduct business in PNG must complete two steps in the following order:

Procedure	Processing Time	Cost
1. Registration of a new or Overseas Company.	Between 24 hours to 3 weeks	K500.
2. Certification of a Foreign Company	Between 2 weeks and 5 weeks	K2000.

Steps to Registering a New Company

Step One:

- **Download or collect the following forms from the company office or from the website; *www.ipa.gov.pg***

Form 1: Application for Registration of a Company

Form 2: Consent of Directors of Proposed Company

Form 3: Consent of Secretary of Proposed Company

Form 4: Consent of Shareholder of Proposed Company

Form 5: Application for Reservation of a Company Name

Step Two:

- **Complete all the forms and lodge them plus payment of K500 by cheque made out to the Registrar of Companies at IPA by either:**

1. Mail

2. In-person at ground floor IPA Haus, Konedobu

3. Through an Agent

Please note: Forms which are not fully completed will be rejected resulting in a delay in processing time.

Step Three:

- **Receive registration by the following methods:**

1. Mail to the address listed in Form 1
2. Through your Agent
3. Collection at ground floor IPA Haus, Konedobu

Please note: Processing times vary between 24 hours and 3 weeks from the time of submission of completed applications.

Steps to Registering an Overseas Company

Step One:

- **Download or collect the following forms from the company office or from the website; www.ipa.gov.pg**

Form 46: Application for Registration of Overseas Company

Step Two:

- **Complete all the forms and lodge them plus payment of K500 by cheque made out to the Registrar of Companies at IPA by either:**

1. Mail
2. In-person at ground floor IPA Haus, Konedobu
3. Through an Agent

Please note: An incomplete form will be rejected resulting in a delay in processing time.

Step Three:

- **Receive registration by the following methods:**

1. Mail to the address listed in Form 1
2. Through your Agent
3. Collection at ground floor IPA Haus, Konedobu

Please note: Processing times vary between 24 hours and 3 weeks from the time of submission of completed applications.

Steps to Certify a Foreign Business

Step One:

- **Download or collect the following forms from the company office or from the website; www.ipa.gov.pg**

Form 3: Application for Certificaton

Step Two:

- **Submit the following supporting documents depending on the shareholders of the Foreign Company. The supporting documents will differ depending on the shareholders of the Foreign Company.**

For example: If the shareholders of the foreign company are natural person or individual, e.g: Mr. John Smith of Australia or Ms/ Mrs. Lee Chan of China, the following must be submitted for each individual with Form 3.

- CV or Personal Profile
- Police Clearance Report or Character Check Report,
- Passport copy,
- Visa Copy (if domiciled in PNG)
- Work Permit copy (if employed in PNG or Overseas) and,
- Bank Reference or Statement from a bank in PNG or Overseas.

However, if the shareholders are corporate bodies, e.g, ABC Limited or DEF Limited, then the following are required for each company:

- Latest Financial Statement for the shareholding company, audited where possible,
- Latest Financial Statement for the ultimate holding company
- Register of Shareholders and directors of the companies (top ten if listed on a stock exchange)
- Copies of Certificates of Incorporation
- Other supporting documents such as brochures, annual reports etc.

All applications must include the following supporting documents:

- Copy of Certification of Incorporation of Registration
- Budget/ Cash flow forecast
- Comprehensive Business Plan
- Positions and Nationalities of Staff to be employed
- Value of initial capital investments and
- Copies of agreement, such as Lease Agreements, Purchase Agreements etc if any.

IPA reserves the right to request for other information deemed necessary for IPA purposes.

Step Three:

- **Completed Forms, Supporting Documents, plus Bank Cheque of K2000 made out to “IPA” can be lodged through the following methods.**

Cash Payments will only be accepted if the applicant does not have a local bank account.

1. Mail
2. Through your Agent
3. Collection at ground floor IPA Haus, Konedobu

Please note: Processing times vary between 24 hours and 3 weeks from the time of submission of completed applications.

Step Four:

- **Receive certification by the following methods:**

1. Through Your Agent
2. In-person at 1st floor IPA Haus, Konedobu

Please note: Processing time is approximately 5 weeks. If the certificate is not collected, it may remain in the custody of IPA.

For more Information, Contact us via:

- Email: bifd@ipa.gov.pg
- Telephone: (675) 321 7311/
(675) 321 3900/
(675) 308 4444
- Fax: +(675) 320 0262
(675) 320 2237
(675) 321 2819
- In-person at the Business Information and Facilitation Division at 1st floor IPA Haus, Konedobu



