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:

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Processing Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Registration of a new or Overseas Company</td>
<td>Between 24 hours to 3 weeks</td>
<td>K500.</td>
</tr>
</tbody>
</table>


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](http://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 Certification

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/
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  (675) 308 4444
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  (675) 320 2237
  (675) 321 2819
- In-person at the Business Information and Facilitation Division at 1st floor IPA Haus, Konedobu