



Registering a Business in Georgia – Procedures

Setting up a business in Georgia is a straightforward process. Procedures are simple and efficient, based on a transparent system that promotes the establishment of new enterprises. In fact, the registration process takes only 1 day to complete.

IN BRIEF

- Straightforward system for business startups
- Registration process can be completed in 1 day.
- Total cost to start a business is GEL 160.

SUMMARY – 3 STEPS TO REGISTER A BUSINESS

PROCEDURE	TIME REQUIRED	COST
1 Pay the registration fee	1 day	GEL 100
	Immediately	GEL 200
2 Register the company with the Entrepreneurial Register and obtain an identification number and certificate of state and tax registration	1 day	no charge
3 Open a corporate account in the bank	1 day	from GEL10 to GEL100 depending on the bank

All firms must register with the National Agency of the Public Registry of the Ministry of Justice of Georgia. In order to register, a firm must provide its Charter (Articles of Association, By-laws) or a Shareholders' Agreement in which the founders may articulate the details of management and operation of the company. The Charter must be presented to the National Agency for the registration purposes and maintained on company premises. For foreign firms, documents executed outside Georgia must be translated, notarized and legalized or apostillized.

Entrepreneurs and firms can either form their Branch Offices in Georgia or choose from 6 legal forms when setting up their business, including:

- Joint Stock Company
- Limited Liability Company
- General Partnership
- Limited Partnership
- Cooperative
- Individual Entrepreneur

REGISTERING A BUSINESS – 3 EASY STEPS

To register a business, an entrepreneur simply needs to complete 3 easy steps. They are:

PROCEDURE 1 – Pay the registration fee

Option I:

- **Time to complete:** 1 day
- **Cost to complete:** GEL 100
- **Name of Agency:** Any Georgian Bank

Option II:

- **Time to complete:** Immediately

- **Cost to complete:** GEL 200
- **Name of Agency:** Any Georgian Bank

PROCEDURE 2 – Register the company with the Entrepreneurial Register and obtain an identification number and certificate of state and tax registration

- **Time to complete:** 1 day / Immediately
- **Cost to complete:** no charge
- **Name of Agency:** National Agency of Public Registry
- **Comment:** Registering the company requires filing the following documents:
 - Application for registration;
 - Document evidencing payment of a registration fee.

Furthermore, application for registration can be signed in presence of a person authorized for company registration. Otherwise the application for registration shall be certified by the notary. Registration of a company shall be carried out upon submission of the above listed documents.

The latest amendments in the Law on Entrepreneurs were made on March 14, 2008 and took effect on May 10, 2008. The Order No. 717 of the Finance Minister of Georgia was revoked and a new Order No. 419 on the Approval of Instruction on State and/or Tax Registration Procedure of Taxpayers and Branches was adopted on May 8, 2008. Pursuant to this Order, the 3 days term established for registration of the companies was abolished. Under the new Order a company will to be registered on the same day or the following day of filing. In addition to the foregoing, a new amendment made in the Tax Code of Georgia stipulates that an enterprise should not commence its activities until obtaining tax identification number, otherwise respective penalties and fines will be imposed to the company.

PROCEDURE 3 – Open a Corporate Bank Account

- **Time to complete:** 1 day
- **Cost to complete:** Varies from GEL10 to GEL100
- **Name of Agency:** Any Georgian Bank
- **Comment:** Opening a corporate bank account requires that the following documents be presented to the bank:
 - The tax administration resolution on company registration;
 - The company charter;
 - The state and tax registration certificate;
 - The director's signature sample;
 - Copies of the identification documentation of each person authorized to represent the company.

The bank immediately transforms the temporary account (opened before registration) into a permanent account.

The Application should be accompanied by signature samples (facsimile) of person(s) responsible for managing the company. The signature sample should be certified by the Notary.

If the founders (partners) are not present at submitting the Application Form at the National Agency, they shall issue a power of attorney. In addition, if a person responsible for representation or the manager of the company (the director) is not in Georgia to certify his/her signature sample at a local Notary Office, it is necessary to send a duly executed signature sample.

USEFUL CONTACTS

GOVERNMENT AGENCIES

GEORGIAN NATIONAL INVESTMENT AGENCY
 Ministry of Economic Development of Georgia
 12 Chanturia St. 0108 Tbilisi, Georgia
 Tel: (+995 32) 433 433
 Email: info@investinggeorgia.org
 www.investinggeorgia.org

NATIONAL AGENCY OF PUBLIC REGISTRY
 Ministry of Justice of Georgia
 2 N. Chkheidze St., 0102, Tbilisi, Georgia
 Tel: (+995 32) 282 828
 Email: info@napr.gov.ge
 www.reestri.gov.ge