



## Setting up a Business in Vanuatu

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# HOW TO SET UP A BUSINESS IN VANUATU

Setting up a business in Vanuatu involves seven simple and quick steps. Contact our friendly staff who will advise and guide you through all the steps.

## The seven steps of setting up a business

More details on the process for each step by departments concerned are also provided by the download links for each step. The Business Startup Guide below to the right presents all the seven steps requirement in more details which you can also download.



1-7 Working Days

### Step 1. Foreign Investment Registration Certificate (FIRC)

Advice on business startup process and requirements and investment certificate registration is your first step. [Click here to get more information about the FIRC registration process and other related information](#)

3-5 Working Days

### Step 2. Company and Business Registration

Company or Business name reservation  English   
second step to start a business in Vanuatu. This step can be done concurrently with steps 1. [Click here to get further information about company registration.](#)

1-3 Working Days

### Step 3. Business License Registration

The approval of business licenses within the municipal areas in Port Vila, is given by the Director of Customs and Inland Revenue while the six Provincial Governments is responsible for issuing licenses to foreign investment outside of the Port Vila municipality. [Click here for further information](#)

1-5 Working Days

### Step 4. Registration for VAT (Value Added Tax)

Consult if your business is eligible to register for VAT. The Department of Customs and Inland Revenue (DCIR) is responsible for VAT registration and administration. [To get more information, click here](#)

1-7 Working Days

### Step 5. Obtaining a Residence Permit

If you will be residing in Vanuatu to manage your investment, you are required to apply for a Residency Permit which has a 12 month validity. The Department of Immigration and Passport Services is responsible for issuing Residency Permits. [Click here to get more information.](#)

1-7 Working Days

### Step 6. Obtaining a Work Permit

A work permit is needed in the instance that you want to employ a foreign employee to work within your company in key positions. The Department of Labor is responsible for the granting of work permits. [Get more information about the process of getting a work permit here](#)

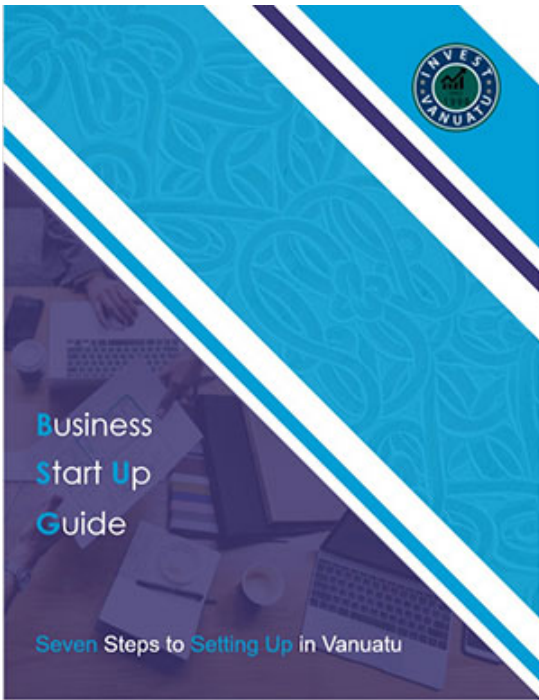
1-7 Working Days

### Step 7. Employer Registration with the VNPF

It is an obligation for anyone employing a person earning up to VT3000 to register as an employer with the Vanuatu National Provident Fund (VNPF). [Get more information about the registration requirements](#)

## The VFIPA can guide you

Your decision to invest in Vanuatu may involve a number of approaches regards the startup requirements.



Business start Up Guide

[Download the startup summary](#)

# TRADE PORTAL AND SINGLEWINDOW PORTALS

These 2 resources provide very useful information relevant to your business. Please take time to explore.



Take a look at the Trade Portal

English

Take a look at the Single Window Portal

## RECENT NEWS

We keep you informed on changes in policy, procedures and related issues that may be of relevance to your business



## VFIPA Engages Public at 2024 PSC Day Event

The Vanuatu Foreign Investment Promotion Agency (VFIPA) proudly participated in the 2024 Public Service Commission (PSC) Day, held from August [...]



## Vanuatu Unlocks Long-Term Investment Potential with 99-Year Lease Extension

The Vanuatu Government, through the Council of Ministers (COM), has taken a significant step to bolster investor confidence and stimulate [...]



## Vanuatu and South Korea Sign Landmark Investment Agreement

On Monday, July 29th, 2024, the Vanuatu Foreign Investment Promotion Agency (VFIPA) signed a landmark Memorandum of Understanding (MoU) with [...]

# GETTING IN TOUCH WITH US

Reach out to us for information on how we can facilitate your investment journey, or other enquiries.

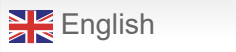
Contact Us





is Vanuatu's first point of contact to foreign investors intending to do business in the country. Our sound institutional knowledge, combined with the excellent relationship we have with our public and private partners allow us to deliver to our customers' expectations.

Get in touch with our customer-friendly staff.

- Vanuatu Governm 
- Department of Finance and Treasury
- Vanuatu Trade Portal
- Vanuatu Tourism Office
- Vanuatu Chamber Of Commerce
- Department of Tourism
- Ministry of Agriculture

### Important Links

- Primary Sector Industries
- Manufacturing Sector Industries
- Services Sector Industries
- Blog

### HEAD OFFICE CONTACT

Tamarama Building

Lini Highway – Port Vila  
PMB – 9011  
Telephone: +678 24096 / 24441  
Email: [Get in touch with us](#)