

**Business Registration**

**Business license**

**Applications to be submitted by a sole business person**

**Applications to be submitted by business organisations**

**Application for trade name registration**

**Application for a business license**

## Business Registrat ion

The following conditions are also set in the Ethiopian Proclamation No. 67/1997 on Commercial Registration and Business Licensing with respect to registration in the Commercial Register:

- No person shall engage in any commercial activity unless registered in a commercial register;
- Any person shall principally register only once even though he carries on different commercial activities in different regions;
- Although a trade name is one of the entries of a principal registration as provided for under Article 105 of the Commercial Code, principal registration shall be made without waiting for the registration of a trade name under Proclamation No. 67/1997.

### *Application for registration*

- A businessperson shall, before starting his commercial activity, apply for a principal or summary registration by completing and submitting to the appropriate authority the application form, prescribed by the regulations, to which he shall attach the necessary documents;
- An application for the alteration or modification of any entry of a commercial registration shall be made to the appropriate authority within two months from the occurrence of such a situation by completing the application form prescribed by the regulation;
- Where any application for principal or summary registration is found acceptable, the appropriate authority shall register the applicant and issue a certificate of registration on payment of the fee prescribed by the regulations.

### *Registration of trade name*

A trade name, according to the Commercial Code of Ethiopia, is the name under which a person operates his business and which clearly designates the business.

- Any person who is engaged in commercial activities may have his trade name registered by completing the application form prescribed by the regulations at a place where he is principally registered;
- Any person who is applying for the registration of his trade name shall, with his application, submit to the appropriate authority: (1) His commercial registration certificate and (2) a valid business license.

### **Regulation for the principal registration of different business forms**

According to the Registration and Licensing Regulation No. 14/1997, principal registration of a sole businessperson, commercial partnership and co-operative society, Share Company and private limited company are presented as follows:

#### **(1) Principal registration of a sole business person**

Where the applicant is a sole businessperson he shall submit, amongst others, together with the application, in two copies:

- (i) His recent passport size photograph;
- (ii) A prior business and operating license, if any;
- (iii) A power of attorney where an agent signs the application.

**(2) Principal registration of commercial partnership and co-operative society**

Where the applicant is in a commercial partnership, he shall submit, in two copies, together with the application:

- (i) A notice published in a newspaper pursuant to Article 8 of the Proclamation for Commercial Registration and Business Licensing, No. 67/1997;
- (ii) A power of attorney where an agent signs the application;
- (iii) The memorandum of association or the contract of partnership;
- (iv) Where the applicant is a co-operative society, it shall, together with the application, submit the documents referred in (ii) and (iii) above.

**(3) Principal registration of share company (if there is no foreign partner)**

Where the applicant is a share company:

- (i) The documents referred under (2) (i) and (ii);
- (ii) A bank statement showing that the amount required to be deposited in a bank has been deposited in pursuant to Article 312 (1) (b) of the Commercial Code. (i.e. one quarter at least of the par value of the shares has been paid up and deposited in a bank, in the name and to the account of the company);
- (iii) A copy of share certificates for each class of shares;
- (iv) A report of any contribution in kind, if any, drawn up in accordance with Article 315 of the Commercial Code;
- (v) The documents referred to in Article 323 (2) of the Commercial Code; shall together with the application, be submitted, in two copies.

**(4) Principal registration of a private limited company (if there is no foreign partner)**

Where the applicant is a private limited company:

- (i) The memorandum and articles of association;
- (ii) The documents referred under (2) (i) and (ii), shall together with the application, be submitted in two copies.

**Summary regulation**

- (i) Any business person who is principally registered with the Ministry of Trade and Industry or any region shall be similarly registered when he/she opens a branch in the region;
- (ii) An application for summary registration pursuant to (i) shall be submitted, in two copies, by completing the form prescribed in the schedule "B" of the Registration and Business Licensing Regulation No. 14/1997, together with the appropriate particulars provided under (1) to (4) for principal registration above and two copies of the certificate of principal registration.

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**Business license**

*Obtaining business license (non-foreigners)*

- Any person engaged in a commercial activity is required to submit to the appropriate authority an application for a business license by completing the application form prescribed by the registration and licensing regulation;
- Any person engaged in a commercial activity whose capital is more than Birr 5,000, shall obtain a business license by applying through a relevant bureau in his/her region;
- Capital includes fixed assets and working capital put at the disposal of the business, but excludes the business premises unless the businessperson chooses otherwise.

*Application for business license (non-foreigners)*

- Any person desiring to obtain a business license shall submit an application, in two copies, to the concerned bureau in the form prescribed in the schedule "B" of the Registration and Business Licensing Regulation No. 14/1997.
- The applicant, shall, together with the above application submit in two copies:
  - (i) a commercial registration certificate;
  - (ii) his/her recent passport size photograph.

*Issuance of a business license*

The concerned Bureau issues business License within a period of five working days.

*Renewal of a business license*

- (i) A business license shall be renewed within six months after expiry of the budget year in which the license has been issued or renewed upon payment of the appropriate fee prescribed by the Regulations;
- (ii) The holder of a business license who has failed to have it renewed within the time period stated above, shall have it renewed within the next three months (from 'Tir' 1 to 'Megabit' 30), by paying, in addition to the renewal fee, a penalty equal to 20% of such fee, for each month of delay;
- (iii) When the business license holder appears for the renewal of the license, he shall submit, in two copies, to the Bureau:
  - A statement regarding the payment of income tax and municipal service fees, endorsing the renewal of the license, issued by the Inland Revenue Authority or Finance Bureau, as may be appropriate;
  - Application for the renewal of the license in the form prescribed in schedule "C" of the Registration and Business Licensing Regulation No. 14/1997.

*Suspension of a business license*

Appropriate authority can suspend business license when:

- The holder of the license fails to maintain the standards of health and sanitary conditions, environmental protection, safety measures and the quality of his/her product or service as confirmed by the concerned government institution;
- The holder has failed to supply, accurately and on time, the information requested by the appropriate authority pursuant to Proclamation No. 67/1997.

**Applications to be submitted by a sole business person**

(for those whose capital is less than Birr 5,000)

Particulars of the application:

1. The applicant's
  - Full name  
\_\_\_\_\_
  - Nationality  
\_\_\_\_\_
  - Date of birth  
\_\_\_\_\_
  - Residential address in Ethiopia:  
\_\_\_\_\_
    - Region \_\_\_\_\_ Zone
    - Woreda \_\_\_\_\_ City
    - Kebele \_\_\_\_\_ H.No.
    - Tel. No. \_\_\_\_\_
  
2. Business Purpose  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. The amount of capital invested or allocated for the business  
\_\_\_\_\_

**Declaration**

1. I hereby declare that all the statements I have made herein and in the additional \_\_\_pages I have attached hereto are true and correct.
  - (a) Applicant's name \_\_\_\_\_ Signature \_\_\_\_\_
  - (b) \_\_\_\_\_ day \_\_\_\_\_ year \_\_\_\_\_
2. Declaration by the registry regarding the acceptance of the application (the same declaration shall also appear on the copy to be retained by the applicant)
  - (a) Date of receipt of application \_\_\_\_\_
  - (b) Number of pages attached \_\_\_\_\_
  - (c) Name \_\_\_\_\_ of receiving officer  
Signature \_\_\_\_\_

**Applications to be submitted by business organisations**

(For those whose capital is more than Birr 5,000)

Particulars of the application:

1. The applicant's

- Full name

- Nationality

- Date of birth

- Place of birth

- Residential address in Ethiopia:

- Region \_\_\_\_\_ Zone \_\_\_\_\_

- Woreda \_\_\_\_\_ City \_\_\_\_\_

- Kebele \_\_\_\_\_ H.No. \_\_\_\_\_

- Tel. No. \_\_\_\_\_

- Marital status

- Married  Single

- Date of marriage \_\_\_\_\_ place \_\_\_\_\_

- Whether or not there is a contract of marriage  Yes

No

If yes, the place where the contract of marriage is kept, or the person who is keeping it

Name \_\_\_\_\_

2. Type of application:

Principal registration

Summary registration

3. In the case of summary registration

(a) the place of principal registration \_\_\_\_\_

(b) the number of principal registration \_\_\_\_\_

4. Business \_\_\_\_\_ purposes \_\_\_\_\_

5. The amount of capital invested or allocated for the business \_\_\_\_\_

5. Trade name (s) and registration number. (if the trade name is not registered in the trade name register it is not necessary to include it in this form, as the trade name is not a valid one.)

(a) Trade name \_\_\_\_\_ (b) Registration number \_\_\_\_\_

6. Address of branches or agencies in Ethiopia, if any:

- Region \_\_\_\_\_ Zone \_\_\_\_\_

- \_\_\_\_\_ City \_\_\_\_\_ Kebele \_\_\_\_\_ Woreda \_\_\_\_\_ H. \_\_\_\_\_

No. \_\_\_\_\_

- P.O. Box \_\_\_\_\_ Tel. No. \_\_\_\_\_

7. Name of the managers, if any

\_\_\_\_\_  
\_\_\_\_\_

8. Where the applicant has a business license

(a) Type of license (b) No. of license (c) Date of issuance  
\_\_\_\_\_

Declaration

1. I hereby declare that all the statements I have made herein and in the additional \_\_\_\_\_ pages I have attached hereto are true and correct.

(a) Applicant's \_\_\_\_\_ name  
Signature \_\_\_\_\_

(b) \_\_\_\_\_ Date \_\_\_\_\_ Year \_\_\_\_\_

2. Declaration by the registry regarding the acceptance of the application (the same declaration shall also appear on the copy to be retained by the applicant)

(a) Date of receipt of application \_\_\_\_\_

(b) Number of pages attached \_\_\_\_\_

(c) Name of receiving officer \_\_\_\_\_  
Signature \_\_\_\_\_

**Application for trade name registration**

Particulars of the Application

1. Applicant's name \_\_\_\_\_

2. Address

Region \_\_\_\_\_ Zone \_\_\_\_\_

Woreda \_\_\_\_\_ City \_\_\_\_\_

Kebele \_\_\_\_\_ H. No. \_\_\_\_\_

P.O. Box \_\_\_\_\_ Tel. No. \_\_\_\_\_

2. Form of Business

Sole businessperson  Other (Specify)

3. Business Address

Region \_\_\_\_\_ Zone \_\_\_\_\_

Woreda \_\_\_\_\_ City \_\_\_\_\_

Kebele \_\_\_\_\_ H. No. \_\_\_\_\_

P.O. Box \_\_\_\_\_ Tel. No. \_\_\_\_\_

Fax \_\_\_\_\_ e-mail \_\_\_\_\_

4. Business sector \_\_\_\_\_

5. Field of business \_\_\_\_\_

6. Trade name intended to be registered \_\_\_\_\_

Declaration

1. I hereby declare that all the statements I have made herein and in the additional \_\_\_\_\_ pages have attached hereto are true and correct.

- (a) Name of the applicant \_\_\_\_\_ Signature \_\_\_\_\_
  - (b) \_\_\_\_\_ day \_\_\_\_\_ year.
2. Declaration by the registry regarding the acceptance of the application (the same declaration shall also appear on the copy to be retained by the applicant).
- (a) Date of receipt of the application \_\_\_\_\_
  - (b) Number of pages of the enclosures attached \_\_\_\_\_
  - (c) Name of the receiving officer \_\_\_\_\_ Signature \_\_\_\_\_

## **Application for a business license**

This form shall also be used for application of a person to whom a business is transferred and for the annual renewal of a business license)

### Particulars of the Application

1. Applicant's name \_\_\_\_\_
2. Nationality \_\_\_\_\_
3. Legal status:  
Sole business person      "      Other      " (Specify)
4. Address of the firm:  
Region \_\_\_\_\_ Zone \_\_\_\_\_  
Woreda \_\_\_\_\_ City \_\_\_\_\_  
Kebele \_\_\_\_\_ H. No. \_\_\_\_\_  
Tel. No. \_\_\_\_\_ P. O. Box. \_\_\_\_\_  
Fax \_\_\_\_\_
5. Address of the branch, if any  
Region \_\_\_\_\_ Zone \_\_\_\_\_  
Woreda \_\_\_\_\_ City \_\_\_\_\_  
Kebele \_\_\_\_\_ H. No. \_\_\_\_\_  
Tel. No. \_\_\_\_\_ P. O. Box. \_\_\_\_\_  
Fax \_\_\_\_\_
6. Type of business \_\_\_\_\_
7. Business sector \_\_\_\_\_
8. Total capital of the firm \_\_\_\_\_  
Subscribed capital \_\_\_\_\_  
Paid up capital \_\_\_\_\_  
Authorised capital \_\_\_\_\_  
Out of the total capital employed in the business:  
Shares owned by Ethiopians \_\_\_\_\_  
Shares owned by foreign citizens \_\_\_\_\_
9. Manager of the firm  
Name \_\_\_\_\_ Nationality \_\_\_\_\_  
Address  
Region \_\_\_\_\_ Zone \_\_\_\_\_  
Woreda \_\_\_\_\_ City \_\_\_\_\_  
Kebele \_\_\_\_\_ H. No. \_\_\_\_\_  
Tel. No. \_\_\_\_\_ P. O. Box. \_\_\_\_\_

### Declaration

1. I hereby declare that all the statements I have made herein and in the additional \_\_\_\_\_ pages have attached hereto are true and correct.  
(a) Applicant's name \_\_\_\_\_ Signature \_\_\_\_\_ (b)  
\_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_
2. Declaration by the registry regarding the acceptance of the application (the same declaration shall also appear on the copy to be retained by the applicant).

(a) Date of receipt of the application \_\_\_\_\_ (b) Number of additional  
pages attached \_\_\_\_\_

Name of receiving officer \_\_\_\_\_ Signature \_\_\_\_\_