



## REGISTRATION AS A STARTING ENTERPRISE.

This pamphlet contains information on what you have to do when you have to register yourself at the Tax Office as a starting enterprise.

In this pamphlet you will get the answers to the following questions:

- Where and how I must register
- What will happen with my registration
- What will happen if I do not register voluntarily

### Where and how must I register?

Before you start with your business you must register at the tax office. You can do this by one of the information centers.

To process the inscription smoothly we would like for you to sort out and bring the following information along with you.

If you are going to start a NV, Foundation, Partnership or BV:

- Copy of deed of incorporation
- Registration chamber of commerce Sint Maarten
- Directors Licence
- Business Licence
- Starting date of business
- Local address
- Amount of employees
- Estimated monthly gross wages & turnover

If you are going to begin with a sole proprietorship:

- Registration chamber of commerce
- Business Licence
- Starting date of business
- Local address
- Amount of employees
- Estimated monthly gross wages & turnover
- ID card/pasport/driverslicense

The office staff at the information centers will help you fill out a questionnaire and will be evaluated if you are a sole proprietor and for which taxes you have to fill out a tax return.

### What will happen with my registration?

According to the questionnaire you will be evaluated for which taxes you are taxable and of which date.

If necessary you will receive a "cribnumber". This is a personal number with which you will be registered at the tax office.

The procedure of application for the "cribnumber" and the registration in the tax office application will take up and around three weeks.

You will get a written notice for which taxes you are taxable. You will also be notified what your "cribnumber" is and from when your "cribnumber" has been registered.

### What will happen if I do not register?

If you do not register yourself voluntarily and the tax office discovers this you will be registered retroactively. You will immediately receive the tax returns or impose an estimated assessment.

Please do not let this happen to you as this it will save you but also us a lot of unnecessary work.

You could always get in contact with one of the information centers. They are there to assist you.

#### INSPECTORATE OF TAXES WINDWARD ISLANDS INFORMATION CENTER SABA

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Saba

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