Starting a Business
So you’ve decided to start your own business!

Then here are some key things you need to know and do.

Legal Requirements

ALL businesses must register with the CORPORATE AFFAIRS & INTELLECTUAL PROPERTY OFFICE (CAIPO) located at Ground Floor, Baobab Towers, Warrens, St. Michael. Trademarks can also be registered there.

There are various types of legal business forms:

1. SOLE PROPRIETORSHIP
   To register as a sole proprietorship, you need only choose a business name that is acceptable to the Registrar.

2. PARTNERSHIP
   To register as a partnership, you and your partner(s) need to sign a Partnership Agreement.

3. INCORPORATED COMPANY
   To register as an incorporated company, you should first consult an Attorney-at-Law.

ALL businesses are required to register with the NATIONAL INSURANCE DEPARTMENT, Sir Frank Walcott Building, Culloden Road, St. Michael, where you will be issued with an employer’s national insurance number. (Your employees may have to make national insurance contributions.)

ALL businesses must register with the BARBADOS REVENUE AUTHORITY (BRA), via the Tax Administration Management Information System (TAMIS). Registration can be done online at tamis.bra.gov.bb

Persons can also visit the office at the Treasury Building, Bridge Street, Bridgetown, St. Michael. TAMIS administers a number of taxes including Corporate Income tax, PAYE, VAT and Withholding Tax.

You should also contact BRA for a Public Entertainment Licence if you propose to offer any form of entertainment to the public, for example, a nightclub.

You must obtain a Retail Licence or a Liquor Licence from the District Court that is responsible for your catchment area, if you propose to retail or sell liquor.
You are required to obtain permission from **THE COPYRIGHT SOCIETY OF COMPOSERS AUTHORS & PUBLISHERS INC. (COSCAP)** and The Police Station that is responsible for your catchment area, if you want permission to play loud music at an event or at a specific location. In many cases, one must obtain this permission in addition to an Entertainment Licence.

You have to obtain a Vendors Licence from the Supervisor of Markets if you propose to be a street or itinerant vendor.

You need to obtain a Permit from the CHILD CARE BOARD, Cheapside, Bridgetown, if you propose to get into the child care business.

You must register with the PARA MEDICAL PROFESSIONALS COUNCIL, Ministry Of Health, Jemmotts Lane, Bridgetown, if you are interested in setting up a business in the medical profession.

You are advised to obtain a Licence from the MINISTRY OF INTERNATIONAL TRANSPORT if you are setting up a Travel Agency or Tour Operator Business.

You must ascertain from the BARBADOS NATIONAL STANDARDS INSTITUTE, Small Business Centre, Fontabelle, St. Michael, whether any standards exists, quality or otherwise, with which your product needs to comply.

You must seek approval from the TOWN PLANNING DEPARTMENT if you wish to develop your home in any way or rather, if you are considering locating your new business there.
**Customs Requirements**

If you plan to import any raw materials and equipment for your business, you should:

1. Ascertain from the **CUSTOMS AND EXCISE DEPARTMENT** whether import licences are required on any such items. If so, then register with the Customs and Excise department to receive an import number before proceeding with the importation of any items. (Failure to do this may result in unnecessary delays or even an outright rejection of your items being passed for entry to the island.)

2. Write a letter to the **COMPTROLLER OF CUSTOMS**, (Attention: the Approved Undertakings Division) to request any **duty concessions**. This letter should include:
   - Name of business
   - The type of operation
   - The location of the premises
   - Contact details

3. New Exporters may Register with the Certification Unit of the BIDC’s **EXPORT AND BUSINESS DEVELOPMENT DIVISION** to facilitate the **duty free entry** of your products into the countries with which Barbados has bilateral trade agreements if applicable.

**Health Requirements**

If you propose to start a business in food processing, child/geriatric care, a restaurant or activity in the health and wellness sector you should:

1. Obtain a **doctor’s certificate** from a **MEDICAL PRACTITIONER**.

2. FILL out the relevant application form for an **Operating Licence** from the **MINISTRY OF HEALTH**.

*This can be done through their main office at Jemmotts Lane or any Polyclinic. Please note that your business’ premises will have to be inspected before a licence can be issued.*
How can we help you?

Contact us today!