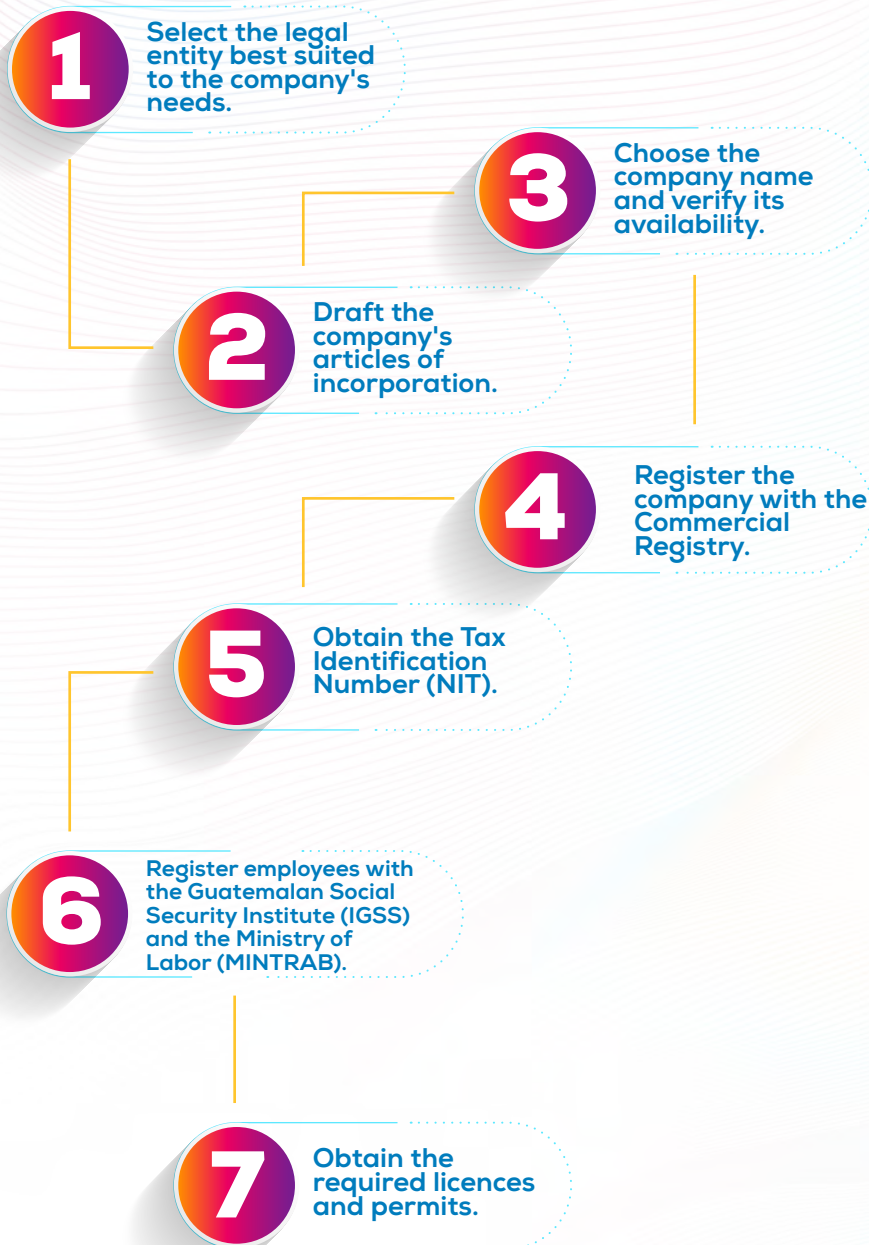


HOW TO START A BUSINESS IN GUATEMALA?



01



CHOOSE THE APPROPRIATE LEGAL STRUCTURE FOR THE COMPANY:

To begin operations in Guatemala, it is necessary to establish a legally recognized business entity in the country.

- The most common approach is to create a Public Limited Company - PLC (Sociedad Anónima - S.A.). In this type of entity, the capital is divided into shares, and shareholders' liability is limited to the amount they have paid for their shares.

REQUIREMENTS:

- A minimum of two shareholders is required.
- A bank account must be opened first with a letter from an attorney confirming that the incorporation process is underway. (The bank will open the account provisionally.)
- The minimum capital required to establish an S.A. is GTQ 200.00 (approximately USD 25.00).
- Other common business structures include registering a foreign branch of a parent company or acquiring an already established company in the country.

02



CHOOSE THE COMPANY NAME:

- It is necessary to select a name for the company to be established. The chosen name must comply with legal requirements, ensuring that it:
 - Is not easily confused with the name of an existing company.
 - Does not contain inappropriate terms.
- Once a potential name has been selected, a name search must be conducted through the Commercial Registry (Registro Mercantil) portal to verify its availability.

03



DRAFTING THE COMPANY'S ARTICLES OF INCORPORATION:

- To draft the company's Articles of Incorporation in Guatemala, the following requirements must be met:

REQUIREMENTS:

- Personal information of the founders.
- Company name.
- Type of business entity to be established.
- Stated capital (amount of money or assets contributed by the founders to establish the company).
- Company structure, including: (Number of shareholders or partners, decision-making processes, appointment of administrators and legal representatives).
- Business purpose (description of the activities the company will engage in).
- Registered business address.

04



REGISTRATION WITH THE COMMERCIAL REGISTRY:

- Commercial Registry (Registro Mercantil) is the entity responsible for registering businesses in Guatemala.
- To complete the registration process with the Commercial Registry, the following requirements must be met:

REQUIREMENTS:

- Articles of Incorporation, signed by the founders and a notary.
- Payment of the registration fee.
- Personal identification of the founders.
- Tax Identification Number (NIT).

05



OBTAINING TAX IDENTIFICATION NUMBER (NIT):

➤ To obtain the Tax Identification Number (NIT)—assigned by the Superintendence of Tax Administration (SAT) to each taxpayer—the following requirements must be met:

REQUIREMENTS:

- Personal Identification Document (DPI).
- Form SAT-1.
- Payment of the applicable fee.
- Registration on the SAT website.
- Submission of the application at SAT offices.

06



REGISTERING THE COMPANY WITH IGSS AND MINTRAB:

➤ To register a company with the Guatemalan Social Security Institute (IGSS), the following requirements must be met:

REQUIREMENTS:

- Articles of Incorporation.
- Company's Tax Identification Number (NIT)
- Registration certificate from the Commercial Registry.
- Personal identification of the company's founders.
- Completed registration form.
- Payment of the applicable fee.
- Once the company is registered with IGSS, employees must also be enrolled.

To register a company with the Ministry of Labor and Social Welfare (MINTRAB), the following requirements must be met:

- Articles of Incorporation.
- Company's Tax Identification Number (NIT)
- Registration certificate from the Commercial Registry.
- Personal identification of the company's founders.
- Completed registration form.
- Payment of the applicable fee.

07



OBTAINING THE REQUIRED LICENSES AND PERMITS

➤ Depending on the type of business, the company may need to obtain additional licenses and permits.

Contact us

