



# INVESTKIRIBATI

## FOREIGN INVESTMENT START-UP GUIDE



## STEPS TO SETTING UP BUSINESS IN KIRIBATI

## Step 1:

# Obtain a Foreign Investment Certificate

A foreign investor is legally obligated to register with the Kiribati Investment Promotion Division within the Ministry of Tourism, Commerce, Industry and Cooperatives (MTCIC). Prior to the commencement of foreign business, a foreign investor will be expected to have done prior research on Kiribati and in the sector, they wish to invest in. Additional information and advice will be provided by the Investment Promotion Division and other relevant authorities if needed.

**Applying to the Investment Promotion Division will require the following information and supporting documents:**

- Completed, signed application form.
- Business name reservation
- Business plan
- Bank statements/reference for each investor
- Passport ID pages for each investor
- Original Police Clearance Certificate(s) for each investor intending to reside in Kiribati.
- Preliminary environment impact assessment (EIA) report for investment projects that have impact to environment (if applicable)
- Application fee (non-refundable)

Application fee varies according to the value of investment (total capital) such as.

- |  |        |
|--|--------|
| ○ Value of investment up to AUD \$25,000       | \$500  |
| ○ Value of investment AUD \$25,000 - \$250,000 | \$1000 |
| ○ Value of investment above \$250,000          | \$1500 |

*(\*Investment value \$250,000 or below: approval/rejection by the Registrar while investment value over \$250,000 will be considered by Cabinet. Foreign investors dissatisfied by the Registrar's decision must write to the Foreign Investment Appeal Panel at the MTCIC)*

**Processing time:** Not more than 30 working days but can be shortened when all relevant documents are provided at the initial submission.



### Contact details:

Office location: MTCIC, Betio, Tarawa  
Telephone #: 75126157/75126158  
Processing officer: Mr Tanawaii Nimarota  
Email: [tnimarota@commerce.gov.ki](mailto:tnimarota@commerce.gov.ki) or  
[investment@commerce.gov.ki](mailto:investment@commerce.gov.ki)  
Website: [www.mciic.gov.ki/investment](http://www.mciic.gov.ki/investment)

## Step 2:

## Company and/or Business Name Registration

All companies setting up in Kiribati must register their company and business name with the Business and Companies Regulatory Division at the Ministry of Tourism, Commerce, Industry and Cooperatives (MTCIC). This process ensures that your business/company is recognized as a legal entity in Kiribati. The process can be done manually.

When applying for a business name or incorporation of the company the following details are required as part of the business registration process

Business Name Registration	Company Incorporation
<ul style="list-style-type: none"><li>○ Application's full name</li></ul>	<ul style="list-style-type: none"><li>○ Applicant's full name</li></ul>
<ul style="list-style-type: none"><li>○ Proposed business name</li></ul>	<ul style="list-style-type: none"><li>○ Company name</li></ul>
<ul style="list-style-type: none"><li>○ Principal place of business</li></ul>	<ul style="list-style-type: none"><li>○ Company's registered office</li></ul>
<ul style="list-style-type: none"><li>○ General nature of business</li></ul>	<ul style="list-style-type: none"><li>○ Full details of shareholders and each director</li></ul>
<ul style="list-style-type: none"><li>○ Date of commencement</li></ul>	<ul style="list-style-type: none"><li>○ Company Secretary</li></ul>
<ul style="list-style-type: none"><li>○ Relevant supporting documents</li></ul>	<ul style="list-style-type: none"><li>○ Share capital</li></ul>
<ul style="list-style-type: none"><li>○ Birth certificate, passport, and government ID card to prove legal identity</li></ul>	<ul style="list-style-type: none"><li>○ Article of Association (setting up how the company is run, governed and owned)</li></ul>
<ul style="list-style-type: none"><li>○ Marriage certificate (if applicable)</li></ul>	<ul style="list-style-type: none"><li>○ Supporting documents (proof of legal identities of shareholders and directors – birth certificate, passport etc)</li></ul>
<ul style="list-style-type: none"><li>○ Certificate of foreign investment where there is foreign involvement</li></ul>	<ul style="list-style-type: none"><li>○ Certificate of foreign investment where there is foreign involvement</li></ul>
<ul style="list-style-type: none"><li>○ <b>Application fee</b></li><li>○ \$100</li></ul>	<ul style="list-style-type: none"><li>○ <b>Application fee</b></li><li>○ Registration fee: \$50</li><li>○ Approval fee: \$50</li><li>○ Incorporation fee: Varies according to total share capital of the investment</li></ul>

**Processing time:** It usually takes up to 3 days but can be shortened when all relevant documents are provided at the initial submission.



### Contact details:

Office location: MTCIC, Betio, Tarawa

Telephone #: 75126157/75126158

Processing officer: Ms. Pesenga

laribwebwe/[bcrd@commerce.gov.ki](mailto:bcrd@commerce.gov.ki)

Email: [piaribwebwe@commerce.gov.ki](mailto:piaribwebwe@commerce.gov.ki)

Website: [www.mci.gov.ki/business-name-registration/](http://www.mci.gov.ki/business-name-registration/)

## Step 3:

# Kiribati Chamber of Commerce and Industry (KCCI) Membership

### **KCCI Membership Requirement under the KCCI Act 2024**

Effective from 1st January 2025, the KCCI Act 2024 mandates that all businesses registering their business names with MTCIC must also register as members of the Kiribati Chamber of Commerce & Industry (KCCI).

This step is required before applying for an operational license with the Local Island Councils, ensuring that all businesses are formally recognized as members of KCCI.

### **How to Apply for KCCI Membership**

To apply for KCCI membership, please ensure the following requirements are met:

1. Business Name Registration Certificate from MTCIC
2. Completed KCCI Membership Application Form
3. Payment of Membership Fees (fees must be paid before a certificate of membership is issued):
  - Micro Businesses: \$75
  - Small Businesses: \$150
  - Medium-Sized Businesses: \$300
  - Large Businesses: \$400
  - State-Owned Enterprises (SOEs): \$600
  - Foreign Investment Businesses: \$800

**Processing Time:** Registration is completed within one business day

If you have any questions or need assistance with your membership application, please contact us:



#### **Contact details:**

Office location: KCCI, Betio, Tarawa  
Telephone #: 75126351  
Processing officer: Ms. Rubetang Tekitea  
Email: [secretariat@kcci.org.ki](mailto:secretariat@kcci.org.ki)  
Website: [www.kcci.org.ki](http://www.kcci.org.ki)

The Tax Division from the Ministry of Finance and Economic Development (MFED) is responsible for Tax registration and administration.

An Individual or Company is required to register for TIN with the Tax office at which point a TIN confirmation letter is to be issued, containing the type of taxes they are subjected to. The TIN registration form must be completed and signed by the authorized person (owner, director or others) with attachments as follow

- proof of identity (Passport)
- ANZ Bank confirmation letter

### **TAX OBLIGATIONS**

The two main tax obligations of a taxpayer include *tax filing* and *tax payment*. These are subject to the type of tax which a Taxpayer's TIN has been registered for.

There are four different types of taxes administered by the Tax office including excise tax, Pay as You Earn Tax (PAYE), Value Added Tax (VAT), and income Tax

- The **Excise Tax** is a tax on imports that are considered to have negative impacts to the people of Kiribati. Some goods/services are known to be exempted from Excise as per the approved list (refer attachment). There is no obligation to lodge any tax return on this type of tax. All taxes are to be paid at the Customs Office (division of the MFED that works closely with the Tax office).
- **Pay As You Earn Tax (PAYE)** is the tax on employee's income to be collected by the Employer and remitted to the Tax office every month within 15 days after end of the month. The Annual PAYE return is also expected to be lodged within 3 months after end of the year. Prescribed forms (Monthly & Annual) are available at the tax office.
- **Value-Added-Tax (VAT)** is an indirect consumption tax imposed at the rate of 12.5% on most goods and services supplied in Kiribati by registered persons during a taxable activity. Some supplies are specifically exempted from VAT, while others are zero-rated (i.e., treated as taxable supplies but at a rate of 0%).
- According to the **VAT Act 2013** any person with total value of taxable supplies exceeding \$100,000 within a tax year should apply for registration of VAT by filling out the VAT Application Form. A VAT registered person is obliged to display its VAT certificate for the public information, design a Tax Invoice showing TIN and other required details, charge VAT (12.5%) on taxable supplies, to submit & pay a quarterly VAT return within 15 days after end of the quarter to the Tax office, and others. A VAT registered person may also appoint a VAT representative who shall carry out VAT obligations on their behalf. VAT forms and other important VAT information are available at the Tax office.
- Under the **Income Tax Act 2023**, an individual and company must lodge an Income Tax Return annually within 3 months after end of the tax year. There is a separate Income Tax Return form for an individual and a company taxpayer. These forms are available at the Tax office.

**Application fee:** Free

**Processing time:** Up to 3 days



#### **Contact details:**

Office location: MFED, Bairiki, Tarawa

Telephone #: 72021806 & 73033777

Officer in Charge: Ms Reta Ubati

Email: [dcot@mfep.gov.ki](mailto:dcot@mfep.gov.ki)/[tax@mfep.gov.ki](mailto:tax@mfep.gov.ki)

Website: [www.mfed.gov.ki/our-work/taxation/business](http://www.mfed.gov.ki/our-work/taxation/business)

## Step 5:

## Register your business license.

A business license is essential for opening your business operations in Kiribati. A foreign investor/company must apply for a business license from the relevant licensing authority in each jurisdiction in which business activities are carried out (e.g., Betio Town Council). The license needs to be renewed annually.

It is also important to remember that should you wish to add in additional activity later while implementing your investment, you will need to apply to the Investment Promotion Division at the MTCIC for a variation in your initial business activity and will also need to apply for a variation for your Business License.

**As a foreign investor/company applying for a business license, applicant(s) are required to submit the following.**

- Completed, signed application form.
- Certificate of Business Name or Foreign Investment Certificate from MTCIC

### **Application fee:**

- Business license fees are charged according to the type of business activity carried out and the category it may fall under. The fees vary depending on the turnover of each business activities under each category including the fee (\$5.00) for filling the business license application form and the late fee of \$50.00 if fails to pay before the end of March every year.

**Processing time:** one day



### **Contact details:**

Office location: Betio Town Council  
Telephone #: 75126278  
Processing officer: Ms Taarai Enoka  
Email: [btc.ido@mcia.gov.ki](mailto:btc.ido@mcia.gov.ki)/[btcclerk@mcia.gov.ki](mailto:btcclerk@mcia.gov.ki)  
Website: N/A



### **Contact details:**

Office location: Tarawa Urban Council  
Telephone #: 75022763  
Officer in Charge: Terubota Taremon  
Email: [tucclerk@mcia.gov.ki](mailto:tucclerk@mcia.gov.ki)/[tuc.ido@mcia.gov.ki](mailto:tuc.ido@mcia.gov.ki)  
Website: N/A

## Step 6:

## Obtain an Investment Visa and Work visa

The Kiribati Government allows for foreign employees by any company however this is limited to technical positions otherwise not available in Kiribati and any application for a work permit for any foreign employee must be submitted with proof of local advertisements that could not source the skills domestically.

The Department of Immigration requests for the following documents to be submitted with the application:

- Completed, signed application form.
- Approved Foreign Investment Certificate from the MTCIC
- Two passport-sized colour photographs.
- Passport or travel document for everyone included in the application.
- Medical certificate(s) if required.
- Police certificate(s) if required.
- If your partner and/or dependent children are included in the application:
  - a) Evidence of your relationship with you partner and/or
  - b) Evidence that you are the parent/guardian of the children included in the application

### Additional Supporting Documents:

- Payment of the Application Fee
- Covering letter for the application form

**Application fee:** Work visa: \$150 (New application) \$90 (Extension)

**Processing Time:** 2 weeks.



### Contact details:

Office location: Bairiki Tarawa at the Ministry of Foreign Affairs and Immigration  
Telephone #: 75021342  
Processing officer: Mr Teeta Moantewa  
Email: [visaofficer@mfa.gov.ki](mailto:visaofficer@mfa.gov.ki), [io5@mfa.gov.ki](mailto:io5@mfa.gov.ki), [di@mfa.gov.ki](mailto:di@mfa.gov.ki)  
Website: [www.mfai.gov.ki/immigration](http://www.mfai.gov.ki/immigration)

## Step 7:

## Register your employee(s) with KPF.

It is a legal obligation to register your company with the Kiribati Provident Fund as an employer once you have been issued a license from the MTCIC to operate.

An Employer employing any person(s) earning month or more is required to apply for registration with the Fund within 10 days of starting a business. To register, the Employer must register manually.

When the Employer registers with the Fund, a registration number is given to the Employer and the Employer is issued a Certificate of Registration. The registration number must be used by the Employer on all correspondence with the Fund and in documents related to the payment of contributions.

Every Employer must ensure that all Employees apply to register with the Fund within 30 days of employment by filling out an Employee Registration Form for Membership.

Contributions Effective from 2001, the rate of contribution to be paid to the Fund is 7.5% by the employee and 7.5% by the employer, making a total of 15%.

Both contributions must be sent to the KPF before the last day of the following month, although the 7.5% contribution must be deducted from the employee's salary each time the employee is paid. (15 days after the end of the month).

### **The documents required for the registration of employees include;**

- Completed, signed application form.
- Certificate of Business Name or Foreign Investment Certificate from MTCIC

**Application fee:** Free

**Processing time:** It usually takes one day to process your registration.



### **Contact details:**

Office location: Bairiki Tarawa, Ministry of Foreign Affairs and Immigration

Telephone #: 75021153

Processing officer: Ms Bwania Timwaio

Email: [compliance@kpf.com.ki](mailto:compliance@kpf.com.ki)

Website: [www.kpf.com.ki](http://www.kpf.com.ki)



**For further advice or information required, please  
contact us on:**

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Betio, Tarawa

Tel: +686 75126157/75126158  
Email: [investment@commerce.gov.ki](mailto:investment@commerce.gov.ki)