

Commercial Registration and Business Licensing
Proclamation No. 686/2010

A. Commercial Registration of Business Organization other than a Share Company.

- Where the application is signed by an attorney; a power of attorney given by all of the founders, Photocopies of kebele identification card or valid passport of the attorney and the manager and the passport size photographs of the manager taken within six months' time,
 - Memorandum and Articles of Association,
 - Where there are foreign nationals as members of business organization; their investment permits and photocopies of pages of their valid passports or documents evidencing that they are considered as domestic investors,
 - Where there is a foreign juridical person involved in the business organization under formation; its certificate of incorporation, original and authenticated copies of its memorandum and articles of association or similar document, a notarized minutes of resolution passed by the authorized organ of the juridical person to join the business organization and an investment permit where the juridical person is a foreign business organization,
 - The exact address of the head office and branch offices of his business if any, and
 - If the office of his business is his own a title deed or if it is a leased one an authenticated contract of lease and a verification issued by Kebele administration as to the address of the office,
 - Before the registration in the commercial register, there shall be submitted a bank statement that the capital of the business organization to be contributed in cash has been deposited and all appropriate documents relating to contribution in kind,
 - The registering office shall write a letter to the bank for the capital to be contributed in cash of the business organization to be deposited in a blocked bank account.
- Start the process in the Ministry of Trade Offices, the Memorandum and Articles of Association, Five proposed Trade Name with the relevant documents stated above shall be presented to the relevant office of the Ministry of Trade.

- The Ministry of Trade will authorize the use of trade name after checking the proposed name is not already taken.
- Then Ministry of Trade writes a letter to the Document Authentication and Registration Office (DARO) and to The Ethiopian Revenue and Customs Authority (ERCA). Memorandum and Article of Associations will be authenticated and registered by paying the relevant payments in DARO and TIN No. will be given by ERCA. After completing these processes the Ministry of Trade writes a letter to the Bank to confirm the capital stated is deposited and then the Ministry of Trade will process and complete the registration process.