

BUSINESS CENTER

'Expanding Entrepreneurship, Business Development Services and Support'

Starters Information Guide

Step By Step Guide On How To Get Started on St. Maarten

Dedicated To Supporting Educating And Encouraging The Continued Growth Of Each Member Of Our Business Community



The Business Center

where Business Starters are Developed into Business Leaders.



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GETTING STARTED ON ST. MAARTEN

Starting a business can be one of the most rewarding, yet challenging experiences. In order to ensure the success of all our existing and future clients, the St. Maarten Chamber of Commerce & Industry (COCI) has established a division, called the Business Center. This service center caters to the development and success of our future and existing clients. Via the Business Center COCI offers professional assistance and business orientated support to all aspiring entrepreneurs and professionals seeking to invest in our thriving business community or develop a business.

For those seeking to establish a business on St. Maarten we have prepared a starters information guide to help you successfully and legally open a business on St. Maarten. These guidelines provide an excellent step by step approach to getting started.

We look forward to working with you in strengthening the driving force of our economy, our 'sellers and buyers', positively influence the equilibrium on the market in order to achieve a sustainable and viable market.

To guarantee and improve the success of new entrepreneurs, improve the current state of a business or ensure the continuity of your business on a long term basis, and, maintain a certificate of good standing in order to do business worldwide, register with the Business Center, **Where Starters Are Developed Into Leaders!**

Background of Our Chamber

The St. Maarten Chamber of Commerce (COCI) was established on March 12, 1979 and is a non-profit organization which represents a wide cross-section of private sector businesses on St. Maarten Dutch Caribbean.

We currently have a membership base of more than 17000 registered companies from various industries including tourism, which as St. Maarten's only industry accounts for 95% of the country's Gross Domestic Product (GDP).

Other industries that we proudly represent include banking and finance, retail, construction and light manufacturing. As the primary advocacy group for the private sector, we work in tandem with our valuable members in the business community, the Government of St. Maarten along with various Non-Government Organizations (NGO's) on ways to further improve private enterprise, in order to ensure a vibrant and stable economy for more than 100,000 Residents, thousands of local business owners and

international investors as well as the 2 million plus visitors who annually travel to our warm tropical paradise.

As we approach the modern and futuristic Chamber of Commerce, we are aggressively working to support our members and the business community at large. We are at the forefront of various issues, which affect our members and hold business and educational seminars and expos in conjunction with our partners in the community. In addition, we serve as a lobbying group and address the varied concerns of our members through various dialogue and exchanges with government officials and various organizations.

To begin, each year in an effort to further encourage business excellence, as well as recognize the outstanding contributions made by leading businesspersons in the community we recognize an exemplary business leader who has dedicated the course of his or her life to the up building of business enterprise in St. Maarten through our coveted Lifetime Achievement Award during our annual gala Awards Banquet.

Other Chamber Awards presented to pacesetters in the business community include the prestigious Businessperson of the Year, Business of the Year in Category A with 51 or more employees, Business of the Year in Category B with 50 or fewer employees and our Developing Entrepreneur of the Year.

These are indeed exciting times for St. Maarten and business in general, and if you are not already a member of the SXMCOCI we encourage you to join and become a part of our active Chamber!

Our Mission: *To Promote and accelerate the economic growth by educating the business community and stimulating inward investment.*

Our Values:

- *Promoting the general interest of the business community of St. Maarten*
- *Informing enterprises on doing business in and through St. Maarten*
- *Keeping the Commercial Register and the Foundations Register*
- *Issuing documentary evidence: certificates of origin, extracts, legalization and other statements*
- *Offering Solicited and unsolicited advice to Government on matters concerning the economic development*

STEP BY STEP GUIDE TO GETTING STARTED ON ST. MAARTEN

In order to establish a company on St. Maarten, you will need to decide the organization form of your company. You can choose for a Sole Proprietor or to incorporate the business.

Step 1: Select An Organization Form

Sole Proprietorship

Sole Proprietorship is also known as 'Sole Ownership', 'Individual Partnership' and 'Single Proprietorship'. A Sole Proprietor is a business where there is no distinction between the business assets and the personal assets. As owner you will be personally liable for all obligations of the business.

Advantages	Disadvantages
<ul style="list-style-type: none">• Being the boss and being responsible for all the profits• Least amount of tax or legal paperwork required• There can be tax advantages• Maximum privacy• Easy way to establish and operate a business, to change the legal structure, or to wind up the business	<ul style="list-style-type: none">• Unlimited liability for business debts and obligations• You are the sole decision maker• The owner is taxed as a single person• Limited business life (sole proprietorship's death or prolonged illness)• Risks of personal bankruptcy• Inability to raise additional capital from outside sources to expand the business

Limited Liability Company

A Limited Liability Company is a corporate body with shareholders, governed by corporate law and its articles of association. Limited Liability Companies offer a middle ground that protects owners from personal liability, while providing the flexibility of running your business without the corporate "red tape". The owners of a limited liability company are called members. Typically, one of the owners is designated to serve as the managing member, overseeing the day-to-day operations of the enterprise.

The Incorporation of Limited Liability Companies:

The incorporation of limited liability company is done by the execution of a notarial act. The establisher and/or incorporator does **not** have to be a citizen of The Kingdom of the Netherlands but one of the directors **has** to be registered on St. Maarten. A limited liability company can have more than one director and needs a business license.

Advantages	Disadvantages
<ul style="list-style-type: none"> Limited liability (accountability of expenses) Pass-through taxation Limitless ownership Allocation flexibility Freedom in management Free to determine your own structure All members can be involved Flexibility in applying or building Business Credit 	<ul style="list-style-type: none"> Building capital Higher fees to pay Government regulation Lack of case law Risks of high taxation Rules confusions across states

For this form of enterprise, there must be at least two founders. Only 20% of the authorized capital must be subscribed at the time of incorporation. If the shares issued are bearer-shares then the value has to be paid up in full.



Table 1: Advantages and disadvantages Sole Proprietorship

	GENERAL PARTNERSHIP	CORPORATION	SOLE PROPRIETORSHIP
ADVANTAGES	<ul style="list-style-type: none"> • Easy to set up • More capital can be brought into the business • Partners bring new skills and ideas to a business • Decision making can be much easier • Partners share responsibilities and duties of the business • Possibilities of labour's division 	<ul style="list-style-type: none"> • Personal assets protected from business debt and liability • Unlimited life extending • Tax free benefits • Transfer of ownership facilitated by sale of stock • Change of ownership need not affect management • Easier to raise capital through sale of stocks and bonds 	<ul style="list-style-type: none"> • Being the boss and keeping all the profits • Least amount of tax or legal paperwork required • There can be tax advantages • Maximum privacy • Easy way to establish and operate a business, to change the legal structure, or to wind up the business
DISADVANTAGES	<ul style="list-style-type: none"> • Unlimited liability • There is a limit to the capital invested • There is no continuity of existence • Disagreement among the partners can lead to problems for the business. 	<ul style="list-style-type: none"> • Expensive to form • More state and federal rules and regulations • More legal formality 	<ul style="list-style-type: none"> • Unlimited liability for business debts and obligations • Limited capacity to raise capital • You are the sole decision maker • Difficulties of maintaining high-caliber employees • It can be hard to take holidays • The owner is taxed as a single person • Limited business life (sole proprietorship's death or prolonged illness) • Risks of personal bankruptcy • Inability to raise additional capital from outside sources to expand the business

***For detail information about additional legal bodies please see our brochure "business forms, characteristics, advantages and disadvantages".**

There are also other legal bodies on St. Maarten, e.g. the Private Limited Liability Company (B.V.), Partnership Firm (V.O.F.), Limited Partnership (Commanditaire Vennootschap), Foundation (Stichting), and Association (Vereeniging).

Table 2: Other Legal Bodies

	LIMITED PARTNERSHIP	COOPERATIVE	PRIVATE LIMITED COMPANY	LIMITED LIABILITY COMPANY
ADVANTAGES	<ul style="list-style-type: none"> • Protection of limited the partners' personal assets • Unlimited Shareholders • Allows general partners to focus their efforts on running the business • Limited partners can leave or be replaced without dissolving the LP • Certain Tax Advantages • Utilization of Financial/Managerial Strengths of Partners • Unlimited Cap on Capital Acquisition with Partnership Agreement • Limited partners are not liable for the partnership's debts, obligations and liabilities • Easy to raise additional capital • Less paperwork and easy to manage • Losses can sometimes be used to shelter partners' other income • Liability Protection for Limited Partners 	<ul style="list-style-type: none"> • Usually inexpensive to register • All members and shareholders must be active in the cooperative • Shareholders have an equal vote at general meetings • Members, other than directors, can be under 18 (but, those can neither stand for office nor have the right to vote) • It is a separate legal entity: no responsibility for the cooperative's debts unless those debts are caused recklessly, negligently or fraudulently • It is owned and controlled by its members, rather than its investors • Service motive • No obstruction for membership • Stability and continuity • State patronage 	<ul style="list-style-type: none"> • Limited Liability • Continuity of existence • Minimum number of shareholders need to start the business are only 2 • More capital can be raised as the maximum number of shareholders allowed is 50 • Added credibility: can make easier for a PLC to borrow money, raise capital and achieve financing without personal risk • Protection from personal liability to LC owners • Hold a reliable legal precedent to guide and direct the shareholders and directors (or managers) • Possibility to bring additional taxes benefits • Subjection to lower corporation tax • Suitable structure for profit or non-profit use 	<ul style="list-style-type: none"> • Limited liability • Pass-through taxation • Limitless ownership • Allocation flexibility • Freedom in management • Free to determine your own structure • All members can be involved • Flexibility in applying or building Business Credit
DISADVANTAGES	<ul style="list-style-type: none"> • Extensive Documentation Required • Requirement of filing official documents with the appropriate state • State filing fees must be paid • Limited partnerships are not required to hold and document meetings • Lack of Legal Distinction for General Partners • One or more general partners should be personally liable for the partnership's debts, obligations and liabilities 	<ul style="list-style-type: none"> • Difficult to attract potential members/shareholders whose primary interest is a financial return • There must be a minimum of five members • There is usually a limited distribution of profits to members/shareholders • Some C may prohibit the distribution of any surplus to members/shareholders • Shareholders with greater involvement or investment than others still only get one vote • Active and direct involvement of members/shareholders • Requires continuous cooperative education programs for members • Lack of secrecy • Cash trading 	<ul style="list-style-type: none"> • Limited growth: maximum shareholders allowed (50) • Impossible to sell or transfer the shares to anyone else without the agreement of other shareholders • PLC must hold annual meetings and the shareholder and directors have specific formalities to observe • Expensive to set up • PLC pay annual fees and have periodic filing obligations • Owners have less personal control over the company due to compliance issues 	<ul style="list-style-type: none"> • Building capital • Higher fees to pay • Government regulation • Lack of case law • Risks of high taxation • Rules confusions across states

This Questionnaire Will Help You Select The Most Suitable Business Form For Your Company Choice

Mode: For each sentence , check the number that best fits your business needs

- 1 Check For 'No'
- 2 Check For 'I Don't Know'
- 3 Check For 'Can Be'
- 4 Check For 'Yes'

Personal Information

Full Name:		
Last	First	M.I.
Address:		
Street Address		Apartment/Unit #
City	State	ZIP Code
Home Phone: _____ Alternate Phone: _____		
Email _____		
Birth Date:	Marital Status:	
Current situation <input type="checkbox"/> Frame work <input type="checkbox"/> Unemployment <input type="checkbox"/> Retired <input type="checkbox"/>		

Questionnaire

You want to be your own boss	1	2	3	4
You want a partnership	1	2	3	4
You want a structure for non-profit use	1	2	3	4
You want with unlimited liability	1	2	3	4
You want a structure incl. family business, friends and relatives	1	2	3	4
You want it maximum privacy	1	2	3	4
You want with Unlimited Shareholders	1	2	3	4
You have to protect your personal possessions	1	2	3	4
You want a possibility of labor's division	1	2	3	4
You desire a Easy to set up structure	1	2	3	4
You want a possibility transfer of ownership	1	2	3	4
You desire Freedom management	1	2	3	4
You want a unlimited capital	1	2	3	4
You want the possibility of continuity of existence	1	2	3	4
You want Tax free benefits	1	2	3	4
You want the limited capital is the number Shareholders	1	2	3	4
You desire a possibility to raise additional capital	1	2	3	4

RESULT	0-32	33-41	42-48	49-52	52-56	57-60
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Score: _____

Results

The results allows to choose the appropriate legal status:

- ☐ 0-32 Sole Proprietorship
- ☐ 32-41 General Partnership
- ☐ 42-48 Corporation
- ☐ 49-52 Limited Partnership
- ☐ 52-26 Private Limited Company
- ☐ 57-60 Limited Liability Company

Decision: _____

Step 2: The Incorporation

Incorporation

Incorporation is the registration of a company by notarial act. St. Maarten has one legal body that is the most commonly used for incorporation of companies which is the Limited Liability Company (N.V.).

Declaration Of No Objection

The Limited Liability company shall be legally incorporated by deed of incorporation passed before a Notary-at-Law, established in St. Maarten. Before passing the deed of incorporation, the Notary at Law shall, on behalf of the incorporator(s) and the corporation file an application at the offices of the Federal Department of Justice for the **Declaration of No objection**. The application comprises of information about the incorporators and a draft of the deed of incorporation. Ministry of Justice will conduct a screening as to the antecedents of the incorporators and the stipulations and provisions set forward in the deed of incorporation.

To obtain a Declaration of No Objection from the Minister of Justice, you will need an instrument of incorporation or a draft of same must be submitted to the Minister of Justice for his or her approval.

The Declaration of No Objection may be refused only for the reason that in view of the plan or the antecedents of the persons who will define or help define the policy of the corporation; if a serious danger exists that the corporation will be used for unlawful purposes; its activities will lead to harm for its creditors; that the instrument is contrary to public policy, public law, or that it is not shown that the incorporators will together participate for at least 20% of the corporate stock.

If the Declaration of No Objection is refused, the submitter is informed of the reason thereof and may appeal the decision.

The incorporators are thus the initial shareholders of the corporation and as such, their names will appear in the Deed of Incorporation. There are **no** restrictions on the nationality or residence of shareholders. Managing Directors and/or members of the Supervisory Board of Directors however, **must** file proper documents to obtain their respective work/residence permits in accordance to the **"Ordinance on Establishment of Business Concerns"**.

The N.V. shall be legally established on St. Maarten **only** after having been granted a Business License. The Managing Directors of the N.V., if they are non-residents, shall be legally established to manage the business only after having been granted a Managing Director License and an additional Residence and Work Permit.

Step 3: File For A Business Licence

Once you have decided on the company structure of your company it is time to file for a Business License. Whether it is a Sole Proprietorship (Eenmanzaak), Partnership (VOF), Incorporation or Limited Liability Company (B.V./N.V.) it is necessary that you request for a business license with the Department of Licenses. Depending on the type of business additional documents may be required.

In principal, any business on St. Maarten must have a business license. Only businesses, which are 'One man businesses' owned by people born in the Kingdom of the Netherlands, do not need a business license.

Persons Eligible for a business license to operate a Sole proprietorship are:

1. Persons born in the Netherlands of Dutch Nationality residing on St. Maarten for ten (10) years or longer.
2. Persons who are Naturalized Dutch.
3. Persons of foreign nationality registered at the Census office for ten (10) years or longer.
4. Persons of foreign nationality married to an Antillean.
5. Persons with a permanent residence permit.

The Business License for a Sole Proprietor:

All sole proprietors who are not owned by people born in the Netherlands Antilles need a business license to operate a business on St. Maarten. This means that Arubans born after 1986 also need a business license.

Request Procedure:

A business license for a Sole Proprietor can be requested by sending a letter to the Minister of Tourism, Economic Affairs, Transport & Telecommunication (Minister of TEATT) of St. Maarten. The letter must mention:

1. The name of the business
2. The name of the owner
3. The nature and objectives of the business
4. The investment capital
5. The location of the business

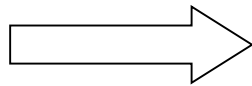
The Following documents must be submitted to the Department of Licenses:

- A letter addressed to the Executive Council requesting a business license. This request should be written in the Dutch language
- A copy of your passport

- A copy of your curriculum vitae. (resume)
- A copy of your diploma(s) certificate(s) (only needed I case to depict a certain expertise)
- A copy of your police record. (not valid after six months)
- The exact business location
- Your present home or mailing address
- Your present telephone number
- A copy of Census registration from.
- A copy your permanent residency permits.
- A copy of your marriage book.

Please take note that any request received by the department that is not sufficiently documented will not processed.

Although the Government is anxious to welcome investors to our shores.



Restricted to Start up a business without securing a Business Permit Council.

This practice will be unacceptable and can affect your ability to either continue and/or get a favorable approval.

The Business License For Limited Liability Companies And Partnerships:

A business license for limited liability companies and partnerships can be requested by sending a letter to the Minister of TEATT. The letter must mention:

1. The name of the business
2. The name of the owner
3. The nature and objectives of the business
4. The investment capital
5. The place of establishment

The Following documents must be submitted to the Department of Licenses:

A letter addressed to the Minister of TEATT requesting a business license. This request should be written in the Dutch language.

1. A copy of your passport of director(s)
2. A copy of your curriculum vitae. (resume) of director (s)
3. A copy of your diploma(s) certificate(s) of director (s) (only needed in case to depict a certain expertise)
4. A copy of your police record of director (s) with foreign nationality. (not valid after six months)
5. The exact address of business
6. Your present home or mailing address
7. Your present telephone number

Please take note that any request received by the department that is not sufficiently documented will not processed.

The N.V. shall be legally established on St. Maarten only after having been granted a Business License from the Minister of TEATT.



NOTARY

Entrepreneurs that are going to incorporate their company can also let the notary's office handle the request procedure for the business and management license including the payment of fees. Incorporation of a business can be done at any notary's office on St. Maarten. But the notarial act has to state that the establishment will be done on St. Maarten. ¹

Branches

Partnerships or limited liability companies, which are already incorporated on St. Maarten and want to open a branch, do not have to incorporate the branch. They only have to request a business license. All limited liability companies and partnerships e.g. N.V., B.V., Ca., SPA., Ltd, SRL, Inc., incorporated in foreign countries must first incorporate the business on the St. Maarten and then request a business license.

Granting Procedure for a Business License:

At the granting of the business license the Ministry of TEATT is authorized to connect conditions concerning the nature and the place of the business as also concerning the creditworthiness of the applicant and the financing of the business. A business license can be refused in the interest of the public order, peace and general interest of St. Maarten.

The Changing Of Data Of A Business License:

When changes occur in a business e.g. the name or location of a business changes etc. you must request the Minister of TEATT to make changes in your license. Changes can be requested by sending a letter to the Minister of TEATT.

The Following Documents/Information are required:

1. A letter to the Executive Council requesting the change of your foreign address to your local address
2. Copy of the company's business license
3. Copy of your director's license
4. Copy of Census Registration

¹ Please see information sheet below for contact information and address of Notary Firms on St. Maarten.

The Zoning Plan:

To know where you may establish your company on St. Maarten you will have to contact VROM. They have a Zoning plan stating the location where companies may establish.

Management License:

All individuals born outside the Netherlands Antilles need a management license in order to start and to operate a business on St. Maarten. The Management license can be requested by letter addressed to the Executive Council of the Island of St. Maarten. A Management License is not necessary for an E.Z. (one man business). The letter must mention:

1. The name of the business
 2. The name, place and date of birth of the applicant
 3. The nationality of the applicant
 4. The nature and objective of the business
2. The acquisition of the director's license does not allow you work on the island; a request must be submitted to the Immigration Department for a residence permit; if granted then you are allowed to work
3. For some types of businesses an additional license is required: an operational license (example restaurant, hotel/guest, Casino car rental) the request for this license must also be submitted to the Executive Council.

Other Licenses and Permits

Businesses that are going to sell drinks or food and/or rent accommodation also need to request for a beverage and horeca license. Those that do not have a Dutch Nationality must also have a residence and work permit. For more information about these licenses and permits, brochures are available at:

Department of Licenses, Public Vending and Economic Control. Zoutsteeg Str. #3 Philipsburg. Phone (599) 542 2986* Fax: (599) 543 7822

REGISTRATION OF BUSINESSES

After the business and management licenses have been granted, businesses must be registered at the Chamber of Commerce and Industry. A fee upon inscription is required. ***Step by Step Procedure will be submitted separately.**

The St. Maarten Chamber of Commerce (COCI) was established on March 12, 1979. COCI represents twenty two thousand (22.000) companies, compelled by law to register and maintain a certificate of good standing. On behalf of our viable business community, COCI explores the possibilities within the Economic Trade Sector, to provide the said business sector with a platform to expand and extend the country's services to the International Markets.

For more information about our Registry, Sectors and Country's services please contact us via telephone number: + 1721 523 35 90 or email us at: board@chamberofcommers.sx or biz@chamberofcommerce.sx

Office Opening Hours 8:00 a.m. – 4:00 p.m.

Phone: (599) 542 3590 Fax: (599) 542 3512

E-mail: biz@chamberofcommerce.sx web: www.coci.sx

TURNEROVER TAX

Turnover Tax (TOT) is levied on the turnover realized from the sale of goods and the rendering of services and the rendering of services at the of 5%. The TOT is a cascade tax or cascading tax that is applied at every stage in the supply chain, without any deduction for the tax paid at earlier stages. However, the TOT is 90% deductible for the calculation of the taxable profit for profit tax purposes. The tax is calculated on the total amount charged (including the turnover tax) for the supply goods or the rendering of services. The tax is levied on entrepreneurs or persons exploiting an asset to obtain income from that asset in St. Maarten. In addition, services carried out by non-resident in St. Maarten are deemed to be performed in St. Maarten.

Tax Holiday / Application Procedures

1. Tax Holiday request forms should be addressed to the Governor and should include a NAF.25,- stamp.
2. Detailed business plan of the project (basic business plan requirements are described in the guidelines).
3. Incomplete forms are not taken into consideration.
4. If required, relevant information; (maps, drawing, etc) may be attached.
5. The requestor may have the opportunity to give an extra presentation.

Tax Incentives

The Corporate Income Tax offers various tax facilities and investment incentives, which include:

- Investment allowance: when an amount exceeding NAF 5,000 is invested in the
- acquisition or improvement of capital assets to be used by deducted from the profit of that year and the following year. This allowance is increased to 12% when the investment is made for the construction of new buildings or the improvement of existing buildings.

If the asset is transferred within 6 years (or 15 years for buildings), the investment allowance is recaptured by adding 8% (12% in the case of new buildings) to the profits of the year in which the asset was sold and the following year, with a maximum of the amount previously deducted as investment allowance.

- Exempt limited liability company ("vrijgestelde vennootschap"): A private limited liability company (BV) incorporated in St. Maarten that nearly exclusively invests in debt instruments, securities, deposits, or provides licensing activities is exempt from tax, provided certain criteria are met;

- Special tax regime for shipping and aviation: Companies engaged in shipping and aviation business, including the letting and freighting of seagoing ships or aircrafts, are subject to a favorable tax treatment. Under this special tax regime, 80% of the profit is deemed to be earned outside St. Maarten and is taxed against one tenth of the normal corporate income tax rate, while the remainder of the profit is taxed under the normal tax regime, resulting in an overall effective tax rate of approximately 9%.

Furthermore, shipping companies that exploits sea going vessels may opt for the tonnage-regime. Instead of the actual profit, the tax is calculated based on the gross registered tonnage of ships;

- Tax Holiday for manufacturing industries, land development corporations, hotels and businesses: For certain companies that contribute to the broadening of the economic base of St. Maarten, a special tax facility is available. A Tax Holiday can be obtained upon request and will be granted if specific requirements are met.

Companies which have been granted a Tax Holiday enjoy a temporary reduced corporate income tax rate of at least 2%. Furthermore, losses incurred during the first four years of business can be carried-forward indefinitely.

THE CHECKLIST PROCEDURE

The issuance of a Business License is based on the Business Licenses Ordinance 'Vestigingsregeling voor Bedrijven'.

- A business can be established on St. Maarten in the form of a sole proprietorship, a limited liability company (N.V or B.V) or any other form regulated in the Civil Code. The issuance of Business and Director Licenses is based on the ordinance regulating the Establishment of Businesses (Vestigingsregeling voor Bedrijven, P.B.1946, no.43)
- A Business License is required for:
- Persons of Dutch nationality not born on the former Netherlands Antilles (St.Maarten, Curacao, Aruba, Bonaire, Saba, St.Eustatius etc.);
- Persons of foreign nationality;
- A limited liability company (NV/BV) or other entity;
- A director of foreign nationality/or not born in the former Netherlands Antilles of Dutch nationality;
- A locally established limited liability company or sole proprietorship
- The articles of incorporation for a limited liability company is established by a Notary at Law
- The notary submits to the ministers of Tourism Economic Affairs, Transport & Telecommunication, the request for a Business and Directors' License along with all other required documents on behalf of the client.
- Applicants are required to pay a nonrefundable Processing Fee with the application.
- After obtaining a Director's License, a Residency Permit is required for the foreign director who intends to reside on the island; the request for the Residency Permit must be submitted to the Department of Immigration, Border Protection Services.
- For certain types of businesses an Operational License required in addition to the Business License.

International Business Celebration Days

	Months	Holidays	Dates
1	January	World Braille Day	January 04 th
2		Mentoring Month: * "I Am A Mentor Day" * "Thank Your Mentor Day"	January *Second Thursday of the month *Third Thursday of the month
3		Community Manager Appreciation Day	Fourth Monday of January
4	February	World Radio Day	February 13 th
5	March	Employee Appreciation Day	First Friday of March
6		Engineers' Day	Third Wednesday of March
7		World Meteorological Day	March 23 rd
8	April	International Children's Book Day	April 02 nd
9		Administrative Professional's Day (Secretaries Day)	Third Thursday of April
10		World Creativity and Innovation Week	April 15 th - 21 st
11		International Workers' Memorial Day	April 28 th
12	May	Labour Day	May 01 st
13		World Press Freedom Day	May 03 rd
14		World Fair Trade Day	Second Saturday of May
15		International Nurses Day	May 12 th
16		World Telecommunication & Information Society Day	May 17 th
17		International Museum Day	May 18 th
18	June	World Day Against Child Labour	June 12 th
19	July	System Administrator Appreciation Day - SAAD	Last Friday of July
20		International Day Of Cooperatives	First Saturday of July
21	August	World Entrepreneurs Day	August 21 st
22	September	International Literacy Day	September 08 th
23		World Tourism Day	September 27 th
24	October	World Teacher's Day	October 05 th

25		International Internet Day	October 29 th
26	November	International Volunteer Managers Day	November 05 th
27		International Accounting Day	November 10 th
28		International Students' Day	November 17 th
29		Women's Entrepreneurship Day	November 19 th
30	December	International Volunteers Day	December 05 th
31		International Civil Aviation Day	December 07 th

Notaries of St. Maarten

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