

<div>PPRA</div>	TITLE: COMMON REQUIREMENTS FOR REGISTRATION		
	DOCUMENT NO: CRE.WI.01	REVISION NO: 02	EFFECTIVE DATE: 11.01.2023

No.	REQUIREMENT FOR REGISTRATION
1.	Copy of National Identity Document ,Copy of Passport (non-citizens) for the entity's shareholders/ directors/partners/members etc.
2.	Copy of Work permits and Residence permits for non-citizen Directors (where there are non-citizen Directors) for Entities regulated by Companies Act.
3.	Prescribed Entity Registration Documents stipulating the following; <ul style="list-style-type: none"> Name Registration number Registration Date

REGISTRATION CHARGES applicable to Suppliers, Works & Service Providers

	Fee		
Submission (Applicable to ALL Categories)	Normal Application Submission Fee P100.00		
	Express Application Submission Fee P5000.00		
		New/Additional Registration	Renewal of Codes
Certificate	Category	Fee per Sub Code	Fee per Sub Code
	100% Citizen	P 100.00	P 50.00
	Majority Citizen	P 200.00	P 100.00
	Minority Citizen	P 500.00	P 250.00
	100% Foreign	P 1000.00	P 500.00

REGISTRATION CHARGES applicable to Works Category

	New/Additional Registration (in Pula)	Renewal/Upgrading/Downgrading (in Pula)
Category	Fee per Sub Code	Fee per Sub Code
OC (100% Citizen Only)	100	50
A (100% Citizen Only)	200	100
B (100% Citizen Only)	300	150

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C (100% Citizen)	500	250
C (Majority Citizen)	600	300
D (100% Citizen)	750	375
D (Majority Citizen)	1000	500
D (Minority Citizen)	1500	750
E (100% Citizen)	1000	500
E (Majority Citizen)	1500	750
E (Minority Citizen)	2000	1000
E (100% Foreign)	3000	1500

NOTE: Youth owned contractors (18- below 36 years), pay 50% per sub code.

- **100% Citizen-owned companies:** refers to companies whose shareholding is 100% owned by citizens
- **Majority Citizen – owned associations** refer to companies which come together in the form of an association/consortium to do a particular project/projects, and the shareholding of these individual companies are 51% or more owned by citizens, or where out of the total shareholding of all these individual companies 51% or more is owned by citizens
- **Majority Citizen – owned companies** refer to companies whose shareholding is 51% or more owned by citizens
- **Minority citizen – owned companies** refer to companies whose shareholding by citizen ranges from 25% to 50%.
- **Where shareholding is 50% citizen owned and 50% foreign owned, for the purpose of citizen empowerment and this registration such company is regarded as Minority Citizen owned company.**