

# INVESTOR PACK



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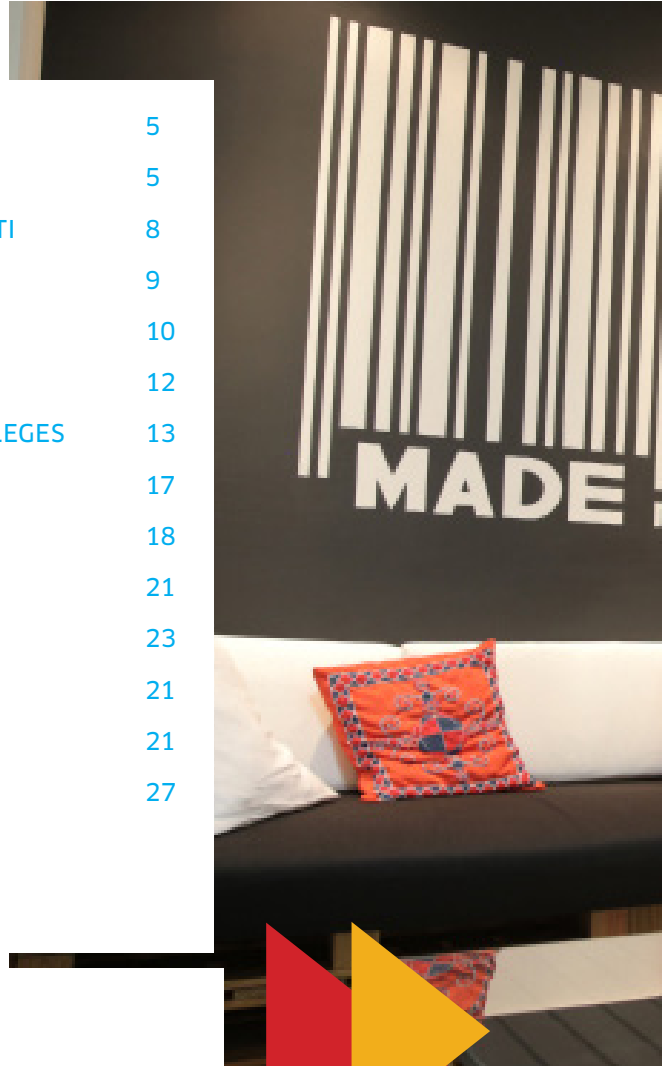
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## THE CENTER FOR FACILITATION OF INVESTMENTS (CFI)

The Center for Facilitation of Investments (CFI) in Haiti was created by presidential decree in 2006 under the auspices of the Ministry of Trade and Industry. It is the national investment promotion agency that works to attract investments that contribute to the development of the country, diversify the economy, strengthen supply chains, and generate jobs. The CFI's main mandate is to promote investments and help potential investors find and take advantage of opportunities in Haiti.

The Department of Facilitation of CFI aims, through this Investor Pack, to support investors during all stages of their investment decision-making process providing them technical support and administrative assistance. In this handbook you will find:

- Complete and relevant information about Haiti's current "investment climate"
- Help to ensure smooth entry and establishment of an investment project, including providing information and assistance with acquiring permits and licenses, as well as with business registration processes.
- Assistance with identifying suitable sites for a proposed investment project and support with legal and regulatory frameworks and processes.
- General information to benefit from Haiti's fiscal incentives regime

CFI collects no fees for the services provided to investors. Look for CFI representatives in Port-au-Prince, Gonaives and at investment summits as well as trade shows around the world.

A photograph of three business professionals in an office setting. Two women on the left are smiling, and one woman in the center is shaking hands with a man on the right. The scene is lit with warm, indoor lighting. In the foreground, a laptop screen displays a bar chart with blue bars of varying heights. The background shows office shelves and a window with blinds.

# INVESTING IN HAITI



# INVESTING IN HAITI



## STARTING A BUSINESS

There are several options available to investors, both local and international, who would like to set up a business in Haiti.

- Sole Proprietorship
- Registered Partnership
- Limited Liability Company
- Corporation
- Subsidiary of a Foreign Company

The following will provide an overview of the procedures to follow for the Corporation (Société Anonyme) and the subsidiary.

Incorporating a company in Haiti takes approximately six (6) weeks

### INCORPORATION PROCEDURES

The “Société Anonyme” which is Haiti’s equivalent of a Corporation is the most common business structure as it affords its shareholders protection from personal liability.

Incorporation steps include:

Procedure /Steps	Cost	Notes
<b>Shareholders prepare the company bylaws &amp; for the capital stock</b>		<ul style="list-style-type: none"> <li>• All documents should be deposited in a Public Notary office</li> <li>• ¼ of the minimal capital stock should be deposited in national bank (BNC)</li> </ul>
<b>Shareholders &amp; designated attorney visits Public Notary office to sign act of deposit and all documents related to incorporation</b>		If shareholders are absent, the designated attorney must represent the client at public Notary office
<b>Notarize company deeds and articles of association</b>	Varies between HTG 15,000 to HTG 25,000 depending on complexity	
<b>Public Notary delivers documents to Attorney who, in turn, transmits to the Ministry of Commerce and Industry (MCI)</b>	<ul style="list-style-type: none"> <li>• HTG 500 service fee</li> <li>• HTG 50 vignette</li> </ul>	Proof of receipt given to Attorney
<b>MCI prepares a notice authorizing the operations of the Corporation</b>		Notice signed by the Minister of Commerce and Industry
<b>Corporation documents are transferred to the official bulletin (Le Moniteur) for publication</b>	Cost depend on number of pages of act of constitution: <ul style="list-style-type: none"> <li>• 1 to 9: HTG 11,000</li> <li>• 10 to 25: HTG 33,000</li> <li>• 26 +: HTG 60,000</li> </ul>	<ul style="list-style-type: none"> <li>• Documents transferred by the Ministry of Commerce and Industry</li> <li>• Certified check required for payment</li> </ul>

Once the Company is published in the official bulletin “Le Moniteur”, the Company’s representative handles the administrative procedures:

- Meeting the requirements of the Haitian Tax Authorities (Direction Générale des Impôts) such as:
  - Presentation of the opening balance sheet
  - Obtaining a Tax Identification number
  - Payment of Tax on issued shares
  - Obtain an operating license (Patente)
  - Notifying the Ministry of Social Affairs and Labor about hiring plans
  - Register for worker’s health / accident insurance with (OFATMA) within 15 days of opening
  - 4- Register with the Retirement Insurance Office (ONA) within 15 days of opening

It is also possible for foreign investors to create a subsidiary in Haiti. The subsidiary should be registered at the Registry of The Ministry of Commerce and Industry, as well as with all relevant fiscal and social authorities in Haiti.

For the creation of a subsidiary **It is mandatory to hire a lawyer** to conduct all the steps for the registration of the company.

The table below summarizes the main steps for creating a subsidiary in Haiti. The formalities that apply for a Corporation, also apply to a subsidiary once published in “Le Moniteur”

Procedure /Steps	Cost	Notes
<b>Authentication of the parent company’s documents overseas</b>	Varies on location	<ul style="list-style-type: none"> <li>• Documents must be translated in French</li> <li>• Parent company must submit articles/ bylaws/authorization legalized at Haitian consulate in its place of location</li> <li>• Submit resolution of Board of Directors allowing establishment of subsidiary in Haiti and appointment of representative</li> </ul>
<b>Legalize parent company’s documents and the Consul’s signature at the Ministry of Foreign Affairs in Haiti</b>	-	
<b>Draft company’s statutes (Articles of memorandum)</b>	<ul style="list-style-type: none"> <li>• Depends on lawyer or law firm retained</li> </ul>	<ul style="list-style-type: none"> <li>• Done with legal counsel</li> <li>• Deposit of minimum capital</li> </ul>
<b>Notarize the company’s deeds and articles of association &amp; payment of registration fee at DGI</b>		Done by notary’s office
<b>Registration with the Commercial Registry at the Ministry of Commerce and Industry</b>	<ul style="list-style-type: none"> <li>• HTG 500 service fee</li> <li>• HTG 50 vignette</li> </ul>	Registration must be filed by lawyer
<b>Publish the deed of constitution in the official gazette (Le Moniteur)</b>	Cost depends on number of pages of act of constitution: <ul style="list-style-type: none"> <li>• 1 to 9: HTG 5,000</li> <li>• 10 to 25: HTG 20,000</li> <li>• 26 +: HTG 35,000</li> </ul>	Documents are transferred by the Ministry of Commerce and Industry





## REGISTRATION TAXES WITH THE DIRECTION GÉNÉRALE DES IMPÔTS (TAX AUTHORITY)

Tax	Payable Amount in HTG	Payable Amount in USD*	Frequency
Tax ID number	50	1.05	Annually
Authorization of Operation	1,500	31.71	Annually
Tax on Shares (taxe sur action)	300	6.34	Annually
Stamp duty	5,000	105.7	Once
License to operate (Patente)	200	4.22	Annually
Professional ID Card	1,000	21.24	Annually

\*77.75 HTG (Haitian gourde) = \$ 1USD as of Decmeber 2018

Information and procedure on how to incorporate the other companies can be found at CFI Headquarters.



## OPENING A BANK ACCOUNT IN HAITI

Residents as well as foreigners can hold bank accounts in Haiti in local currency and also in USD. Accounts are opened immediately with no cost except the minimum required when opening a bank account

Public	Private/Commercial	Foreign
Banque Nationale de Crédit (BNC)	UNIBANK	Citibank
Banque Populaire Haïtienne (BPH)	SOGE BANK	
	CAPITAL BANK	
	BANQUE DE L'UNION HAITIENNE	

### REQUIRED DOCUMENTS TO OPEN A BANK ACCOUNT

#### INDIVIDUAL

- Valid identity card (passport)
- Resident Permit
- Proof of address (rent receipt / electricity bill, accommodation contract)
- A minimum of HTG 2,500
- A completed application form

#### LEGAL ENTITY (COMPANY)

- A completed application form
- Company Bylaws
- Copy of “Le Moniteur” in which company was published
- Proof of company address
- The Minutes of the last General Assembly electing, amending or renewing the Board of Directors
- Valid license to operate and Tax Identification number of Company
- An initial deposit of 25,000 HTG if account is opened in local currency
- An initial deposit of USD2,500 if account opened in US currency
- For each signatory on the account: two valid ID's are required
- Proof of address for each signatory on account

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Minimum required may vary depending on Bank chosen; and whether bank account will be for personal use or for a company.





## LABOR CONSIDERATIONS

The working relations are determined and regulated by a special law the Labor Code of 1984. The Ministry of Social Affairs and Labor, is in charge of promoting a trusting relationship between Employers and Workers.

### LABOR COSTS

#### MINIMUM WAGE BY SECTOR

<b>Segment A</b>	HTG 500/day
<b>Segment B</b>	HTG 400/day
<b>Segment C</b>	HTG 350/day
<b>Segment F</b>	HTG 400/day

### SOCIAL SECURITY CONTRIBUTIONS

Companies operating in Haiti are required to assume certain social security contributions such as:

- The annual bonus that is 1/12th of annual salary paid between the 23rd and the 31st of December
- The work accident insurance (OFATMA)
- 2% of salaries for commercial companies
- 3% of salaries for agricultural, industrial companies
- 6% of salaries for mining companies
- Pension Fund Contribution (ONA)
- Contribution of 2 to 6% according to levels of salary by Employer (same contribution by Worker)

### WORK HOURS AND LEAVE PROVISIONS

Type	Length	Conditions
<b>Working hours</b>	8hrs/day 48hrs/week	
<b>Overtime</b>		50% bonus
<b>Weekly rest</b>	24hrs (paid)	After 6 consecutive working days
<b>Night work</b>	6pm to 6am	
<b>Annual leave</b>	15 days	
<b>Sick leave</b>	15 days	
<b>Maternity leave</b>	12 weeks	

## PAYING TAXES

The fiscal year in Haiti runs from October 1st to September 30th.

Type of Tax	Rate	Notes
<b>Corporate Tax</b>	<b>30%</b>	<b>Independently to the revenues</b>
<b>Personal Income Tax (approx. USD)</b>		
\$ 1 - \$ 1,268 USD	0%	<b>Based on Income</b>
\$1,268 - \$ 5,073 USD	10%	
\$5,073 - \$ 10,147 USD	15%	
\$ 10,147 - \$21,141 USD	25%	
\$ 21,141 USD and above	30%	
<b>Payroll Tax</b>	<b>2%</b>	
Local Tax	1%	
<b>Value Added Tax</b>	<b>10%</b>	
Property Tax	15%	
<b>Capital Gains Tax</b>	<b>15%</b>	

Companies operating under the Investment Code are also required to submit their financial statements to the DGI at the end of each fiscal year.





## INVESTMENT INCENTIVES

Haiti offers a highly competitive incentive package for investors as outlined in the **Haitian Investment Code of 2002 and in the Free Zone Law of 2002**. The Center for Facilitation of Investments (CFI) will be your entry gate to the Inter Ministerial Commission for Investment, which is the Governmental body awarding these incentives.

### APPLYING FOR INCENTIVES

The Center for Facilitation of Investments (CFI) is responsible for providing information regarding the procedures for granting incentives, receiving and processing applications for incentives and transferring them to the related ministries for technical analysis of projects.

CFI also tracks these requests until the Inter-ministerial Commission for Investment makes an administrative decision.

The application forms for requesting incentives are available at CFI headquarters.

### ELIGIBILITY CONDITIONS:

A. Have a company registered, or in the process of registration in Haiti

B. Issue a request to CFI's General Director along with the following:

- Feasibility study
- Business plan (over a five year period)
- Form outlining the incentives applicable to the related sector (form available at CFI)
- Detailed list of equipment, material and commodities to be imported
- Ministry of Commerce and Industry's authorization and copy of official publication "Le Moniteur", in which the company's bylaws are published
  - Copy of newspaper publication of the legal notices of registration for limited partnerships and partnerships
  - If company is a sole proprietorship: a copy of business name certificate issued by the Ministry of Commerce and Industry
- Tax identification card
- Fiscal Clearance (Quitus Fiscal)
- Opening balance sheet
- Income tax statement of the company's board members or partners



## ELIGIBLE SECTORS

- Agriculture
- Handicrafts
- Tourism and related services
- Export and re-export oriented investments
- Investments made in national industry with an added value of at least 35% and intended for local consumption
- Investments in free zones
- Investments in other sectors or special regimes



## HAITIAN INVESTMENT CODE PRIVILEGES



General privileges granted by the Haitian Investment code of 2002 are as follows :

- Total exemption from income taxes for a period which should not exceed 15 years
- Accelerated depreciation of properties, equipment, hardware, software, and some expenses
- Exemption from local taxes, except for the License to Operate (Patente) which should not exceed 15 years

Each eligible sector is also allocated specific incentives.



## AGRICULTURE

Eligible Agriculture investments include those in the following sub-sectors: deep sea fishing, industrial scale aquaculture, industrial scale animal breeding, horticulture, forestry. (article 30)



- Exemption from payroll taxes and all other direct internal taxes for a period, which shall not exceed fifteen (15) years.
- Exemption from the security deposit provided for by the Customs Tariff Code for temporary entry imports.
- Customs duty and tax relief on import of equipment goods and materials necessary for the establishment and operations of the company



## HANDICRAFTS

Eligible Handicrafts investments include production of products such as sculptures, paintings, metal workings, pottery, woodwork etc. (article 32)



- Exemption from payroll taxes and other direct internal taxes.
- Exemption from the security deposit provided for by the Tariff Code for temporary entry imports.
- Customs duty and tax relief on the import of equipment goods and materials needed in the establishment and operations of these companies



## TOURISM

Eligible tourism investments include development and operation of tourist areas, tourist accommodation in urban and rural areas, rental services for cars, airplanes, boats, etc. transportation and excursion, catering, attraction and leisure services, development and operation of seaside resorts, beach hotels and tourist complexes (article 37))



- Exemption from the security deposit provided for by the Tac Code in temporary entry imports
- Exemption from the Land Tax on Built-Up Properties for the first ten (10) years following restoration of buildings registered as part of the national heritage and open to the public
- Exemption from individual income taxes for revenue generated by the investment
- Customs duty and tax relief on import of equipment, goods and materials needed in prospecting, establishing, furnishing or refurbishing, when this material or this equipment cannot be found locally in the same quantities and according to the same quality and price standards



## EXPORT AND RE-EXPORTS

All companies whose services or production are focused on exporting or re-exporting are eligible (article 29)

- Temporary entry for active development of raw materials and packaging materials
- General exemption from bonds or security deposits in the temporary entry of raw materials and packaging materials.
- Exoneration from payroll taxes and other direct internal taxes
- Exemption from audit charges.
- Exemption from customs duty and from income taxes on the import of equipment goods and materials needed in installation, operations and production of the company

## DOMESTIC INDUSTRY

Eligible investments include processing of local or foreign origin raw materials for the production of goods with an added value of at least 35% for local consumption (Article 34 )

- Exoneration from payroll taxes and other direct internal taxes.
- Exemption from the security deposit provided for by the Tariff Code for temporary entry imports.
- Customs duty and tax relief on the import of equipment goods and materials needed in the establishment and operations of the company

## INCENTIVES IN FREE ZONES

Promoters, operators and users of free trade zones (physical persons or corporate bodies) shall be entitled, in addition to the benefits provided for by the Investment Code of 2002, to fiscal and customs benefits mentioned in the law on free trade zones.

## INCENTIVES FOR INVESTMENTS IN OTHER SECTORS OR SPECIAL REGIMES

Any individual or any corporate body (company) that can provide the qualifications as well as the financial guarantees may enter into an agreement with the State for the establishment of a businesses in Haiti that is considered of interest to the community. Such agreements shall define in detail the special status granted to the company, the specific benefits attached, and the counterpart obligations required of the beneficiary or beneficiaries.



## PROCEDURES FOLLOWING THE AWARD OF INCENTIVES



### CLEARING DUTY FREE GOODS

The company in receipt of the award should publish a notice of award in a large circulation daily newspaper at its own expense



#### AT THE MINISTRY OF TRADE AND INDUSTRY (MCI)

- Write to the Ministry of Trade and Industry for the attention of the Minister attaching, on the company letterhead, a list of items to be imported
- Submit a copy of the daily newspaper in which was published the announcement of the incentives award
- Complete, sign, and return two (2) copies of the benefits validation form. This form is available from the Industrial Control and Regulation Department (DCRI).
- Submit a valid Tax Certificate
- Submit the opening balance sheet of the company

After completing these formalities, **an eligibility certificate** with a franchise number will be issued.



#### AT THE DEPARTMENT OF TAX INSPECTION (DIF) INSIDE THE MINISTRY OF ECONOMY AND FINANCE

- Submit a copy of the daily newspaper posting the Notice of Award and on company letterhead the detailed list of items to be imported
- To refer the notice of receipt of the letter of transmission of the file to the Ministry of Economy and Finance (MEF) to claim a copy of the **Franchise Memorandum**



#### AT CUSTOMS

- Certificate of eligibility issued by the Ministry of Trade and Industry (MCI)
- Copy of the Memorandum
- CFI notification letter
- Copy of the newspaper publishing the Notice of Award
- Tax Certificate
- Commercial invoices, bill of lading, packing list, and customs declaration.

Note: The post-grant formalities to be fulfilled at the level of the Ministry of Trade of Industry (MCI) concern only the Domestic Industry and Export and Re-export sectors.



## FREE ZONES

The Free Zones are regulated under the Free Zone Law of 2002. Said law defines free trade zones as geographical areas to which a special regime on customs duties and customs controls, taxation, immigration, capital investment, and foreign trade applies, where domestic and foreign investors can provide services, import, store, produce, export and re-export goods. Free trade zones may be private or joint ventures involving state or private investors.

The National Council on Free Zones (NCFZ), is responsible for:

- Receiving applications for the approval as a free zone
- Approving applications for admission to the free zone regime and the relevant changes
- Ensuring that the projects approved are carried out in accordance with the terms
- Authorizing the operation of free zones
- Defining and regulation of free zones
- Approving and monitoring procedures and operation in free zones



### FREE ZONE DEPARTMENT

**General director** : M. Rode PRÉVAL

**Address** : Ministère du Commerce et de l'industrie (MCI)

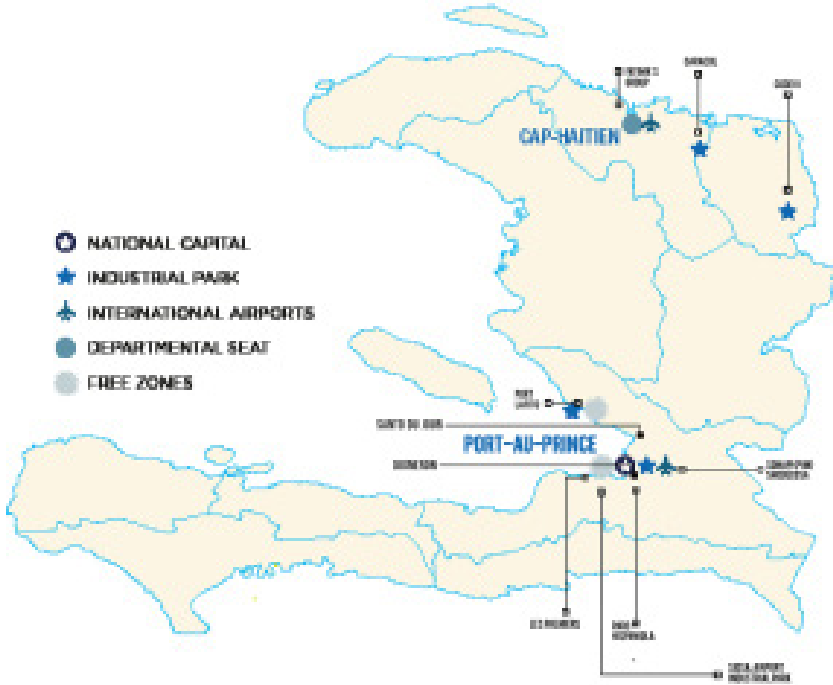
8 Rue Légitime, Champ-de-Mars

Port-au-Prince, HT 6112

**Telephone** : (+509) 22 24 04 07 | 22 24 07 17

**Email** : [direction@dzfhaiti.com](mailto:direction@dzfhaiti.com)

**Website** : [www.dzfhaiti.com](http://www.dzfhaiti.com)



## INDUSTRIAL PARKS

Haiti’s industrial parks are administered by the “Société Nationale des Parcs Industriels” also known as SONAPI. All industrial park tenants in Haiti are required to fill out a “Building lease Application Form” available at SONAPI

Haiti has two main industrial parks

### PARK INDUSTRIAL METROPOLITAN

The Park Industrial Metropolitan (PIM) located in Port-au-Prince, 4 kilometers from the port and less than 1 kilometer from the International Airport (PAP) . .

- 66 hectares of land, entirely fenced
- 53 buildings varying in size between 1,700 at 3,250 M2 and two new buildings with footprints of 13,125 and 11,692 M2 respectively.
- 16 operational businesses employing about 11,000 (May 2018).
- 24/7 security provided by 130 guards employed by SONAPI
- A diverse range of sectors represented including: garments, wigs, electric cables, electronic equipment and cardboard packaging materials.



## AVAILABLE SERVICES AT PIM

- Customs office onsite
- Banks: BNC ; BUH ; Capital Bank ; SOFIHDES
- Health Care: OFATMA, DASH, promoting working women Center (CPFO) AYITI AIR ANBILANS

## CARACOL INDUSTRIAL PARK

Caracol Industrial Park (PIC), located in Northern Haiti, close to Cape Haitian is 28 kilometers from the Cap Haitian Harbor and 26 kilometers from its International airport ( CAP).

- 252 hectares, entirely fenced
- Beginning of construction: November 2011
- Operational since March 2012
- 14 industrial buildings from 5,000 m2 to 11,800 m2
- 4 dormitories for foreign staff and management
- 5 national and international companies are operational (May 2018)
- A diverse range of sectors represented include: clothing, paint, perfume, sisal products and building components
- 14,000 jobs (March 2018).

## AVAILABLE SERVICES AT PIC

- Transport : Fleet about 72 bus, transport over 12 000 employees / day
- Electricity: 25 MW of which 10 MW already installed;
- Factory production water: well water available at 2,400 m3 per day. A second reserve well is available with a similar flow rate
- Water Storage: 3,000 m3 industrial water, , 500m3 potable water.
- Waste Water Treatment Plant : biological treatment; Treatment capacity: 3,600m3 per day

## OTHER SERVICES

- Customs Office onsite
- Banks : BNC ; BUH ; Capital Bank ; SOFIHDES
- Security : Presence 24/7 of guards employed by SONAPI
- Health Care: OFATMA, DASH, promoting working women Center (CPFO) AYITI AIR ANBILANS



## OPERATIONAL COSTS IN CARACOL INDUSTRIAL PARK

<b>Water consumption charge</b>	USD 0.90 to 1.20/m <sup>3</sup>
<b>Sewage Treatment charge</b>	USD 1.00/m <sup>3</sup>
<b>Electricity cost</b>	Based on the price of petrol June 2014, USD 0.26/KWH
<b>Factory Construction cost</b>	Average cost USD 450/M2 with a range from USD 350 – USD 550 /M2
<b>Office construction cost</b>	USD 430/M2

Source SONAPI



### SOCIETE NATIONALE DES PARCS INDUSTRIELS (SONAPI)

**General Dictor:** M. Bernard SCHETTINI

**Address :** Boulevard Toussaint Louverture

Port-au-Prince, HT 6112

**Telephone :** (509) 29 41 47 00 | 29 41 47 01

**Email :** info@sonapi.gouv.ht

**Website :** www.sonapi.gouv.ht





## CUSTOMS REGULATIONS

The following documentation is required under regulations governing imports and exports in Haiti.

**For imports, the documentation requested by Customs includes:**

- Bill of lading
- Cargo release order
- Customs import declaration
- Import license (DPI)
- Commercial invoice
- Inspection report (Société Générale de Surveillance)
- Tax certificate (Quitus)

**For exports, the documentation requested by Customs includes:**

- Bill of lading
- Cargo release order
- Commercial invoice
- Certificate of origin
- Export license
- Tax certificate (Quitus)
- Customs export declaration

Haitian law requires that exporters obtain an export permit from the Ministry of Commerce and Industry for export of some agricultural and textile products.

For more information on Haitian tariffs and customs administration, foreign investors as well as local investors should contact the Haitian Customs Authority (Administration Générale des Douanes)



**Administration Générale des Douanes**

Blvd La Saline, Corner of Rues du Quai and des Fonts-Forts • Port-au-Prince, Haiti  
+509 2236 8263 • +509 3811 7583 • [www.douane.gouv.ht](http://www.douane.gouv.ht)

In May 2003, the Haitian Government signed a pre-shipment inspection agreement with Société Générale de Surveillance (SGS). Under this agreement all imports with a value of at least USD 5,000 or an entire container regardless of its value, must be inspected by SGS before shipment to Haiti.

Certain goods are exempt from inspection by the SGS. For more information, contact:



**SGS Haiti Liaison Office**

116 Avenue Jean-Paul II, Turgeau • Port-au-Prince, Haiti  
+509 2816 0102 • +509 2816 0103 • [www.sgs.ht](http://www.sgs.ht)



**VISIT  
HAITI**





# DOING BUSINESS IN HAITI



## ENTERING HAITI

Most visitors do not need a visa to enter Haiti and can receive a tourist visa upon arrival.

Only nationals of the following countries require a visa to enter Haiti, if they do not have a valid passport containing a U.S., Canadian or Schengen visa:

- Colombia
- Panama
- Dominican Republic

Visitors' stay may not exceed 90 days on each trip to Haiti. Foreign investors and visitors who wish to settle in Haiti after the ninety-day period must obtain a legal residents permit from the Immigration and Emigration Service.

Investors have three (3) months to obtain their resident permit

### TO OBTAIN A RESIDENCE PERMIT, YOU MUST PROVIDE :

- An explanatory letter requesting a residence permit addressed to the Immigration and Emigration Directorate of the Ministry of the Interior, to the attention of its Director: Joseph F. CIANCIULLI)
- A photocopy of the biographical page of the passport of the applicant
- A letter of employment from his or her employer or caretaker, guaranteeing the stay of the foreigner in Haiti and his repatriation in case of need. (Attached should be a copy of the employer's license or operating authorization in the case of NGOs)
- A Medical Certificate not older than thirty (30) days.
- Two (2) color photographs of the person concerned in passport format
- A photocopy of the boarding pass obtained during the most recent trip to Haiti.
- A photocopy of the Birth Certificate (French translation mandatory).
- A bank guarantee from a bank located in Haiti for a minimum of 7,500.00 Gourdes OR \$ 200 US)
- A recent extract from the criminal records file of the country of origin of the applicant
- A bankers draft for five thousand gourdes (5,000 gourdes) made out to the Public Treasury

Note during the submission of the above elements, the applicant will have to pass an interview and then complete the Residence Permit application form. The applicant will then be digitally fingerprinted and the information stored in the Ministry database. According to article 34, the annual renewal application for the Residence Permit will be accompanied by evidence of the payment of income tax during the previous year.



## WORK PERMIT

The work permit can be applied for at the Ministry of Social Affairs and Labor.

### DOCUMENTS REQUIRED

- Passport
- Residence permit
- Three (3) recent passport photos in color
- Certificate of good conduct of all places where the applicant has lived during the last 5 years
- Certificate from the Labor Office certifying that the foreigner is not doing work that Haitians can do
- Academic qualifications or certificate of technical competence

### COSTS OF A HAITIAN WORK PERMIT:

- Initial permit 5,000 HTG
- Renewal of an existing permit 2,500 HTG
- Student permit 1,250 HTG







## LIVING IN HAITI

### ACCOMMODATION

Both Port-au-Prince and Pétion-Ville are home to major hotels.

Hotels	Address	Telephone	Email
<b>Best Western Premier Carabimmo SA</b>	50 angle rue Louverture et Geffrard, Pétion-Ville	(509) 28142222	<a href="mailto:reservations@bestwesternht.com">reservations@bestwesternht.com</a>
<b>Coconut Villa Hôtel</b>	3 rue Berthol, Delmas 19	(509) 31793752	<a href="mailto:coconutvillahotel@prodigy.net">coconutvillahotel@prodigy.net</a>
<b>Elite Hotel</b>	14, rue Jacques 1er. Delmas 31	(509) 28136187	<a href="mailto:info@elitehotel.ht">info@elitehotel.ht</a>
<b>Hôtel Ibo Lélé</b>	Route Ibo Lélé, Pétion-Ville	(509) 29408502	<a href="mailto:info@ibolehaiti.com">info@ibolehaiti.com</a>
<b>Hôtel Karibe</b>	Juvénat 7, Pétion-Ville	(509) 28127000	<a href="mailto:info@karibehotel.com">info@karibehotel.com</a>
<b>Hôtel Montana</b>	Rue Frank Cardozo, Pétion-Ville.	(509) 29400584	<a href="mailto:reservation@hotelmontanahaiti.com">reservation@hotelmontanahaiti.com</a>
<b>Hôtel Villa Thérèse</b>	13 rue Léon Nau, Nérétte Pétion Ville.	(509) 28162524	<a href="mailto:info@hoteltherese.com">info@hoteltherese.com</a>
<b>Kinam Hôtel</b>	Place Saint-Pierre, Pétion-Ville	(509) 29446000	<a href="mailto:reservation@hotelkinam.com">reservation@hotelkinam.com</a>

<b>La Lorraine</b>	36 rue Clerveau, Pétion-Ville	(509) 28168300	<b>reservation@ lalorrainehaiti.com</b>
<b>La Réserve</b>	2 Marcel Toureau, Berthé, Pétion-Ville.	(509) 29461111	<b>info@lareserveht.com</b>
<b>Le Montcel</b>	Km 14, Belot, rte de Kenscoff	(509) 37014777	<b>montcel@aol.com</b>
<b>Le Plaza</b>	10 rue Capois, Port-au-Prince.	(509) 28146000	<b>reservations@ plazahaiti.com</b>
<b>Marriott</b>	147 avenue Jean Paul II Turgeau, Port-au-Prince HT6113	50928142800	<b>noe.belia@marriott.com</b>
<b>NH Haiti El Rancho</b>	5 rue José Marti, impasse des Hôtels, Pétion-Ville	(509) 28151000	<b>nhhaitielrancho@ nh-hotels.com</b>
<b>Royal Oasis By Occidental Hotels</b>	15 ave Panaméricaine, Pétion-Ville.	(509) 22292030	<b>reservations@ ht.occidentalhotels.com</b>
<b>Servotel</b>	Bldv Toussaint Louverture, Zone Cargo, Port-au-Prince.	(509) 28127500	<b>info@servotelhaiti.com</b>
<b>The Lodge</b>	Furcy, Rte de Kenscoff	(509) 34585968	<b>info@ thelodgeinhaiti.com</b>
<b>Visa Lodge</b>	Rue des Nimes, Blvd. Toussaint Louverture	(509) 28130777	<b>services@ visalodge.com</b>

## APARTMENT RENTALS

Foreigners interested in renting apartments can contact:

### 1- Groupe Immobilier d'Haiti (GIDH)

74 rue Grégoire #6 • Pétion-Ville • +509 29404434 / +509 34847441  
www.groupeimmobilierdhaiti.com

### 2- Haiti Real Estate and Services (HRS)

16, Delmas • +509 36355124 • www.hrshaiti.com • info@HRS Haiti.com



## ÉDUCATION

There is a presence in Haiti of International bilingual schools. Whether private or religious, they offer preparatory education to students in pre-kindergarten through grade 12. Some establishments have the SACS-CASI / ACSI and Advanced Accreditation.



## **CREDITS**

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