

INSTRUCTIONS FOR RECEPTION OF APPLICATIONS

I- GENERAL REQUESTS

1.1) All requests must be deposited in writing by the company interested with the company letterhead paper, with the RNC number, address, phone number, fax number and in case it is a special free zone, it must be specified and must be duly directed to the Executive Direction of the National Free Zones Council, signed by the president and/or a person properly authorized by the company.

When the company or park is already in operation it should include its stamp.

1.2) The request must be accompanied by a certified or administration check in the name of the **Consejo Nacional de Zonas Francas de Exportación**, for the amount established as a fee for the services requested.

II- REQUIREMENTS FOR DIFERENT REQUESTS

2.1) Installation Permit of Companies in a Free Zone Park.

Submit the form installation permit (obtained at the Council previously), completed properly.

Leasing contract and/or intention letter from the park where the company will be installed.

Documents of formation of the company (definitive or preliminary), including list of shareholders, nationality and contribution.

- Certified check to the order of “*Consejo Nacional de Zonas Francas de Exportación*”, for processing.

Sample of the product to be manufactured.

A solvency letter or any document that identifies the investor.

Note: This type of request must be reviewed previously by the Technical Department of the NFZC.

2.2) Special Free Zones

Submit letter to NFZC requesting approval.

Submit twenty (20) copies of technical profile of the project.

Documents of formation of the company (definitive or preliminary), including list of shareholders, nationality and contribution.

Submit legal titles of property of the lot (s) where the project will be installed, specifying the superficial extension of the lot(s), the adjacent properties, a copy of the plans of the census of real property of the country (reduced).

Copy of the plans of the buildings (including infrastructure), properly authorized by the respective State Secretariat of Public Constructions and the Municipal Government.

Academic and business antecedents of the main executives of the company.

Letter of the closest Free Zone Park, informing that such activity can not operate in that park.

- Certified check to the order of “*Consejo Nacional de Zonas Francas de Exportación*”, for processing.

Note: This type of request must be reviewed by the Special Free Zone prior to being deposited.

2.3) New Free Zone Parks

Send presentation letter along with the project to NFZC, requesting the approval of the park.

Submit twenty (20) copies of the Technical-Economic feasibility study of the project.

Submit legal titles of property of the lot(s), where the project will be installed, specifying the superficial extension of the lot(s) the adjacent properties, a copy of the plans of the census of real property of the country (reduced).

Copy of the plans of the infrastructure of the park, properly authorized by the state secretarial of public constructions and the Municipal Government, such as area for warehouses, custom office, medical dispensary, cafeteria, etc.

Copy of the plans of the type of buildings to be made.

Academic and business antecedents of the main executives that manage or will manage the operations of the company.

- Certified check to the order of “*Consejo Nacional de Zonas Francas de Exportación*”, for processing.

2.4) Exoneration of Machinery, Equipment, Materials and Raw Materials:

The request shall be made by a communication from the company, detailing the name(s) of the articles to be imported, quantity and any other information, like necessity and use of those articles.

When it is the first time the company is requesting this for the first time (for starting operations) the quantities must be an estimate for the next 6 months. The next times the exoneration will be valid for a 45 days period.

2.5) Modification of Industrial Activity:

The request for a modification of the industrial activity will be done through a letter to the National Free Zones Council, with the following documents attached:

- Companies will have to submit a form (obtained at the Council previously) containing the information about the request.
- Letter of no objection from the park.
- Sample(s) of the new product(s) to manufacture.
- Certified check to the order of “*Consejo Nacional de Zonas Francas de Exportación*”, for processing

2.6) Transfer of Benefits.

Sometimes a free zone company, during their operation period, decides to transfer its classification to another company. For such matters, it is needed that the Council authorizes what is called Transference of Benefits.

The transference of benefits are only possible between companies whose only activity is related to free zone. It means that they can't operate under different incentive regime, i.e. free zones and local market, even though they are different activities. For such purposes, the following documents need to be deposited at the NFZC:

- Request of transfer of benefits or change of name through a letter specifying the reasons, and enclosing the following:
 - a) Certification of the State Secretariat of Labor, stating that the former social reason has no labor obligations unaccomplished.
 - b) Certification of the Central Bank, stating that the former social reason has no debt of foreign currency with that institution.
 - c) In the specific case of transfer of benefits, submit the legal documents of the transaction.
 - d) Certification of no objection from the park operator.
 - e) Documents of the formation of the new social reason (definitive or preliminary).
 - f) Certified check to the order of “*Consejo Nacional de Zonas Francas de Exportación*”, for processing.

Note: This type of request must be reviewed previously by the Technical Department.

2.7) Change of Name

The request for a change of name will be done through a letter to the National Free Zones Council, with the following documents attached:

- a) Legal Documents with the change of name.
- b) Certification of no objection from the park operator.
- c) Certification of the State Secretariat of Labor, stating that the former social reason has no labor obligations unaccomplished.
- d) Certification of the Central Bank, stating that the former social reason has no debt of foreign currency with that institution.
- e) Notarized letter attesting to the commitment to assume any pending obligation resulting from current operations.
- f) Certified check to the order of “*Consejo Nacional de Zonas Francas de Exportación*”, for processing.

Note: This type of request must be reviewed previously by the Technical Department.

2.8) Reclassifications

Originally, at the moment of the classification of a company to operate under the free zone regime, it is granted a period of 15 years to operate, according what Law 8-90 of January 15th, 1990 establishes. After this period is due, if the company decides to continue receiving the benefits of this Law, you should deposit the following documents:

- Submit form properly completed signed by the authorized person of the company with its stamp.
- Sample of the product the company manufactures.
- No-objection letter from the operator, and in case of Special Free Zone, evidence of the legal property titles and/or contracts for the minimum time of the reclassification.

Note: This type of request must be reviewed by the Technical Department prior to being deposited.

2.9) Change of Location.

- The application for a Change of Location will be made via a communication addressed to the National Council of Free Zones (*Consejo Nacional de Zonas Francas*), accompanied by the following documents:
 - a) Certification of no objection from the current Park Operator.
 - b) Letter of intention from the proposed re-location Park Operator.
 - c) Notarized letter attesting to the commitment to assume any pending obligation resulting from current operations.
 - d) Certification from the Ministry of Labor that the corporate entity has no outstanding labor obligations.
 - e) Certified check for RD\$1,000 to the order of “*Consejo Nacional de Zonas Francas de Exportación*”, for processing.

NOTE: Applications must be reviewed by the Evaluation and Legal Departments.

OTHER DOCUMENTS

2.11) Mercantile Registry and Documental Registry

The statutes, the list of Shareholders, the Acts of the First and Second Shareholder Assembly, if there were, will be registered in the Chamber of Commerce and Production of the place where the company will be installed, entity that will also hand over a certificate of Mercantile Registry.

2.12) National Taxpayer Registry

Once the Documents are registered and the Mercantile Registry of the Chamber of Commerce is obtained, you will also need, by means of a letter addressed to the General Office of Internal Taxing, a National Taxpayer Registry.

Attached to this request will be:

- Statutes.
- List of Shareholders and State of Share Payments.
- Copy of Notarial Act.
- Act of the General Constituent Assembly and a List of representative and present shareholders.
- Certificate of Tax Exemption.
- Copy of the Certificate of Mercantile Registry.
- Form for the National Taxpayer Registry.
- Copy of the National Free Zones Council Resolution that certifies the company as a Free Zone.
- Receipts and Official Seals of Law.

2.13) Exemption of Value Added Tax Card

Once obtained the corresponding National Taxpayer Registry, the company must request the Exemption of ITBIS Card, document issued by the General Office of Internal Taxing and used for obtaining a discount on value added tax.

Once the Card is Requested, attached to it must be a no objection letter emitted by the National Free Zones Council, which will cost RD\$8,000.00 for new companies and RD\$3,500, for renovation of already established companies, a copy of RNC, and a copy of the Resolution that certifies the company as a Free Zone.

II- REGISTRY TO BEGIN ACTIVITIES

Once the company starts its operations, they must request to the Industry and Commerce Department of the State Secretary, an authorization to begin their operations.

IV- OBTAINING A EXPORTER REGISTRY

Once the company has obtained the installation permit, issued by the National Free Zones Council, the company must provide itself with an Exporter Registry, which is obtained in the Center of Export and Investment of the Dominican Republic(CEI-RD).

OBSERVATIONS

For all the indicated cases, in addition to the listed requirements, the Office of the Executive Director could ask the company for any other document it deems necessary for its evaluation.

For more information, contact the:

Evaluation Department

Telephone : 686-8077 EXT. 227

Fax : 686-8079

e-mail : m.a.rodriquez@cnzfe.gov.do

All request that needs to be approved by the Board needs to be deposited five (5) working days before the date of the Board meeting. Requests will be accepted up to two (2) days prior the Board meeting, with the payment of the Express service fee.

For all the other Express services, the return time is a maximun of 2 hours.