

Starting a Business Questionnaire – «DB_SB_Survey_Economy_FullName1»

www.doingbusiness.org

Dear «FirstName» «LastName»,

We would like to thank you for your participation in the *Doing Business* project. Your expertise in the area of Starting a Business in «DB_SB_Survey_Economy_FullName1» is essential to the success of the *Doing Business* report, one of the four flagship publications of the World Bank Group that benchmarks business regulations in 189 economies worldwide. The Starting a Business indicator, which measures the number of procedures, time, cost and the paid-in minimum capital requirement for a small and medium-size limited liability company to start up and formally operate, is one of the 11 indicator sets published by the *Doing Business* report.

The report attracts much attention around the world. The latest edition, *Doing Business 2016: Measuring Regulatory Quality and Efficiency*, introduced improvements in 6 of 11 *Doing Business* indicator sets. It received over 7,000 media citations within just three weeks of its publication on October 27, 2015 and 31.4 million twitter accounts were reached with *Doing Business* mentions within that same time period. The coverage spanned major global, regional and local media outlets, from print and broadcast to the web. The *Doing Business* website had over 1 million page views and nearly 60,000 downloads within three weeks after the report's launch.

Governments worldwide read the report with interest every year, and your contribution makes it possible for the *Doing Business* project to disseminate the regulatory best practices that continue to inspire their regulatory reform efforts. Since 2004, more than 170 economies have implemented more than 520 reforms making it easier to start a business. In 2014/15, 45 economies implemented such reforms. For Starting a Business, most focused on simplifying preregistration and registration formalities.

We are honored to be able to count on your expertise for *Doing Business 2017*. Please do the following in completing the questionnaire:

- Review the assumptions of the case study before updating last year's information in the questionnaire.
- Describe in detail any reform that has affected the process for starting a business since June 1, 2015.
- Be sure to update your name and address if necessary, so that we can mail you a complimentary copy of the report.
- Kindly return the questionnaire to **starting@worldbank.org**

We thank you again for your invaluable contribution to the work of the World Bank Group.

Sincerely,

«SurveyAnalystName»
Tel: «SurveyAnalystPhone»
Fax: +1 202 473-5758
Email: starting@worldbank.org

1. Case Study Assumptions

The *Starting a Business* indicators records all procedures officially required, or commonly done in practice, for an entrepreneur to start up and formally operate an industrial or commercial business, as well as the time and cost to complete these procedures and the paid-in minimum capital. These procedures include obtaining all the necessary licenses and permits and completing any required notifications, verifications or inscriptions for the company and employees with relevant authorities.

Please provide responses to the questions in sections 2 and 3 of the questionnaire based on the case study assumptions and information below.

You are setting up the following company:

Type of limited liability company	<ul style="list-style-type: none"> • «DB_sb_CompanyType». The business has 5 owners (shareholders) and is 100% domestically owned.
Location	<ul style="list-style-type: none"> • In «Survey_City», «DB_SB_Survey_Economy_FullName1»
Company size	<ul style="list-style-type: none"> • Start-up capital: «Survey_Currency_Code» «DB_sb_StartupCapitalLCU» (equivalent to USD «DB_sb_StartupCapitalUSD»). • Annual sales (turnover): «Survey_Currency_Code» «DB_sb_AnnualSalesLCU» (equivalent to USD «DB_sb_AnnualSalesUSD»). • Number of employees: 10–50 employees (within 1 month of commencement of operations). All are nationals of «DB_SB_Survey_Economy_FullName1».
Activities	<ul style="list-style-type: none"> • The business conducts general industrial or commercial activities, such as production or sale of products or services to the public. • The business does not qualify for investment incentives or any special benefits. • The business does not perform foreign trade activities and does not handle products subject to a special tax regime, for example, liquor or tobacco. It does not use heavily polluting production processes.
Assets and office space	<ul style="list-style-type: none"> • The business does not own real estate. It leases the commercial plant and offices. • The amount of the annual lease for the office space is «Survey_Currency_Code» «DB_sb_AnnualLeaseLCU» (equivalent to USD «DB_sb_AnnualLeaseUSD»). • The size of the entire office space is approximately 929 square meters (10,000 square feet).
Company deed	<ul style="list-style-type: none"> • 10 pages long.

2. Reform Update

When answering the questions below, please use the case study assumptions provided in section 1.

2.1 Has there been any reform (in practice or in laws and regulations) related to the process of starting a business SINCE June 1, 2015?

If applicable, please indicate the name and date of the law and provide an online link to the legal text:

Response	If yes, has this reform simplified or complicated the process of starting a business? Please explain:
-Click to Select-	

2.2 Are you aware of any reform (in practice or in laws and regulations) related to the process of starting a business that is expected to be adopted PRIOR TO June 1, 2016?

Response	If yes, is this reform expected to simplify or complicate the process of starting a business? Please explain:
-Click to Select-	

2.3 Are you aware of any reform (in practice or in laws and regulations) related to the process of starting a business that is ongoing and is expected to be adopted AFTER June 1, 2016?

Response	If yes, is this reform expected to simplify or complicate the process of starting a business? Please explain:
-Click to Select-	

2.4 How many «DB_sb_CompanyType» registrations did you or your company oversee in the past year?

-Click to Select-

3. The Business Start-up Process

For your convenience, last year's aggregate answers are included in this survey. They represent a **unified** answer based on the answers we received from various contributors. Thus, they may not match the specific answers that you or your colleagues provided last year.

If you feel that the unified answers do not reflect the current reality in your economy, kindly provide us with your own answers and a clear indication of the reasons for your different views.

Please describe in detail any change to the data and indicate when the change took effect. Please specify the reason why you think the data for this year should be different:

- (i) Correction: our unified answer is wrong and does not reflect the current practice in your economy;
- (ii) Reform: the different answer resulted from a modification of practice or law after June 1, 2015;
- (iii) Other: please specify.

Definitions

A **procedure** is any interaction of the company founder with external parties, for example, government agencies, lawyers, auditors or notaries. Interactions between company founders or between company officers and their employees are not considered separate procedures. Both pre- and post-incorporation procedures that are required for an entrepreneur to legally operate a business (**including procedures required within 3 months of company incorporation**) are recorded.

Time is recorded in **calendar days**, not working days. The time span for each procedure starts with the first filing of the application or request and ends once the company has received the final document, such as the company registration certificate or tax number (for example, it includes the time to make an appointment with a notary or any waiting time once the documents are filed). It is assumed that the entrepreneur has had no prior contact with any of the officials. Procedures that can be fully completed online are counted as half a day.

Costs include only **official fees and taxes**. Bribes are excluded. If possible, please indicate the relevant fee schedule or calculation formula (for example, as a percentage of the company's capital). Fees for professional services (such as those of notaries, lawyers or accountants) are included only if the company is required by law to use such services or if the use of professional services are solicited by the majority of entrepreneurs.

Paid-in minimum capital requirement is the amount that an entrepreneur is required to deposit in a bank or with a notary prior to or within 3 months of company registration.

Please note that all time and cost estimates for each procedure should be provided assuming that no bribe is offered to the officials. Similarly, please assume that no procedure can be skipped through a bribe payment.

3.1 Please update the data below, taking into account the case study assumptions provided in section 1.

- Please describe in detail any change to the data and indicate when the change took effect.
- When your answers differ from last year's information, please specify whether this is due to a correction, a reform or other reason, as defined at the beginning of section 3.

	Last year's information	Please update last year's information	Comments (correction, reform, other)
Most common type of domestic limited liability company in «DB_SB_Survey_Economy_FullName1»	«DB_sb_CompanyType»		
Minimum capital requirement	«DB_sb_MinCapLCU»		

Paid-in minimum capital requirement (minimum amount to be deposited prior to or within 3 months of company registration)	«DB_sb_PaidinMinCapLCUorUSD CON»		Please provide legal basis and indicate other comments you may have if applicable:
New question this year: What is the minimum amount to be deposited within 6 months of company registration?	«DB_sb_NewQuestion»		
New question this year: What is the minimum amount to be deposited within 1 year of company registration?	«DB_sb_NewQuestion»		

3.2 Please revise as needed the following list of procedures to start a company in «Survey_City» based on the scenario described in section 1

Procedure «DB_sb_DBSBProcList_PROCEDURE_NUMBER_counter»	«DB_sb_DBSBProcList_ProcedureName_counter»
Time:	Time last year: «DB_sb_DBSBProcList_ProcedureTimeforWeb_c»
	Time update:
	Can this procedure be done simultaneously with another procedure? -Click to Select-
	If so, which other procedure can it be done simultaneously with?
Cost:	Cost last year: «DB_sb_DBSBProcList_ProcedureCostforWeb_c»
	Cost update:
	Legal basis for the fee (including a link to the fee schedule where available):
Agency:	Agency last year: «DB_sb_DBSBProcList_ProcedureAgency_count»
	Agency update:
Procedure Details:	Details: «DB_sb_DBSBProcList_ProcedureComments_cou»
	Your comments:
If you made changes to last year's information, please indicate whether these reflect a correction or a reform -Click to Select-	
Please explain the changes and provide the legal basis when applicable:	
Can this procedure be done online? -Click to Select- Please provide a link to the website:	
If yes , do the majority of companies use this online service? -Click to Select-	
If not , what are the main obstacles?	
If the procedure is done online, is any further in-person interaction still needed at the agency (i.e. a visit to submit physical documents in addition to the electronic submission; a visit to obtain the final document; receive a physical inspection visit, etc.)? -Click to Select-	
If yes, please explain:	

3.3 Additional procedures to start a business. Please specify any new or existing procedures that have been omitted from the list above. For example, within the first 3 months of incorporation, are there any missing procedures related to:

- Registration of employer and/or employees with the relevant social security agency
- Registration of employer and/or employees with the Ministry of Labor
- Registration of employer with the relevant tax authority and/or VAT
- Registration or inspection of the company's office space by any agency

Name of procedure	
Time:	
	Can this procedure be done simultaneously with another procedure? -Click to Select-
	If so, which other procedure can it be done simultaneously with?
Cost:	
	Legal basis for the fee (including a link to the fee schedule where available):
Agency:	
Procedure Details:	
Please indicate the sequence of this new procedure (for example, between procedures 2 and 3):	
Can this procedure be done online? -Click to Select- Please provide a link to the website:	
If yes , do the majority of companies use this online service? -Click to Select-	
If not , what are the main obstacles?	
If the procedure is done online, is any further in-person interaction still needed at the agency (i.e. a visit to submit physical documents in addition to the electronic submission; a visit to obtain the final document; receive a physical inspection visit, etc.)? -Click to Select-	
If yes, please explain:	

Name of procedure	
Time:	
	Can this procedure be done simultaneously with another procedure? -Click to Select-
	If so, which other procedure can it be done simultaneously with?
Cost:	
	Legal basis for the fee (including a link to the fee schedule where available):
Agency:	
Procedure Details:	
Please indicate the sequence of this new procedure (for example, between procedures 2 and 3):	
Can this procedure be done online? -Click to Select- Please provide a link to the website:	
If yes , do the majority of companies use this online service? -Click to Select-	
If not , what are the main obstacles?	
If the procedure is done online, is any further in-person interaction still needed at the agency (i.e. a visit to submit physical documents in addition to the electronic submission; a visit to obtain the final document; receive a physical inspection visit, etc.)? -Click to Select-	
If yes, please explain:	

Name of procedure	
Time:	
	Can this procedure be done simultaneously with another procedure? -Click to Select-
	If so, which other procedure can it be done simultaneously with?
Cost:	
	Legal basis for the fee (including a link to the fee schedule where available):
Agency:	
Procedure Details:	
Please indicate the sequence of this new procedure (for example, between procedures 2 and 3):	
Can this procedure be done online? -Click to Select- Please provide a link to the website:	
If yes , do the majority of companies use this online service? -Click to Select-	
If not , what are the main obstacles?	
If the procedure is done online, is any further in-person interaction still needed at the agency (i.e. a visit to submit physical documents in addition to the electronic submission; a visit to obtain the final document; receive a physical inspection visit, etc.)? -Click to Select-	
If yes, please explain:	

4. Research Questions

This year, *Doing Business* is collecting data on legal and regulatory barriers to women's entrepreneurship. When answering the questions 4.1 – 4.3 below, please assume that the married woman has reached the age of majority and resides in «Survey_City». For married women, please assume that the marriage is monogamous and registered.

4.1 Registration of business

4.1.1 Can a married woman legally register any type of business in the same way as a married man?

a. Answer:

Last year's information:	Please update last year's information:
«DB_sb_Mwoman register business»	

b. Legal basis:

Last year's information:	Please update last year's information:
«DB_sb_Mwoman register business legal bas»	

4.1.2 If not, please specify all additional steps the married woman must take that do not apply to a married man (i.e., obtain husband's written permission, provide information concerning her husband on registration forms, submit additional documentation, etc.):

4.1.3 For each additional step listed above, please specify how much time (in calendar days) each step would take:

4.1.4 For each additional step listed above, please specify the fee (if any) for each step:

4.1.5 For each additional step listed above, please list the relevant agency each step must be completed at:

4.1.6 Additional comments regarding the above:

4.2 Obtaining a national identity card

4.2.1 Can a married woman obtain a national identity card in the same way as a married man?

a. Answer:

Last year's information:	Please update last year's information:
«DB_sb_Mwoman_obtain_ID»	

b. Legal basis:

Last year's information:	Please update last year's information:
«DB_sb_Mwoman_obtain_ID_legal basis»	

4.2.2 If not, please specify all additional steps the married woman must take that do not apply to a married man (i.e., obtain husband's signature, include spouse's information on forms, submit additional documentation such as her marriage certificate, etc.):

4.2.3 For each additional step listed above, please specify how much time (in calendar days) each step would take:

4.2.4 For each additional step listed above, please specify the fee (if any) for each step:

4.2.5 For each additional step listed above, please list the relevant agency each step must be completed at:

4.2.6 Additional comments regarding the above:

4.3 Opening a bank account

4.3.1 Can a married woman legally open a bank account in the same way as a married man?

a. Answer:

Last year's information:	Please update last year's information:
«DB_sb_Mwoman open Bank account»	

b. Legal basis:

Last year's information:	Please update last year's information:
«DB_sb_Mwoman open bank account legal bas»	

4.3.2 If not, please specify all additional steps the married woman must take that do not apply to a married man (i.e., obtain husband's written permission, provide proof of employment, submit additional documentation, etc.):

4.3.3 For each additional step listed above, please specify how much time (in calendar days) each step would take:

4.3.4 For each additional step listed above, please specify the fee (if any) for each step:

4.3.5 For each additional step listed above, please list the relevant agency each step must be completed at:

4.3.6 Additional comments regarding the above:



When answering questions 4.4 – 4.11 below, please use the case study assumptions provided in section 1.

4.4 Third Party Professional

4.4.1 Is a company legally required to hire a lawyer or notary or any other professional to complete any part of the registration process for the case study company in section 1? If yes, please specify which third-party professional is hired (if more than one, please list them all):

4.4.2 Please provide the legal basis:

4.4.3 If not legally required, do the majority of companies (such as the case-study company described in section 1) still hire the services of a lawyer or notary in practice to complete any part of the registration process for the case study company in section 1?

4.4.4 Please specify which parts of the registration process the third-party professional would usually complete:

4.4.5 Please specify what the third-party professional is legally responsible and liable for (i.e. verifying identity of parties, ensuring legal validity of documents, ensuring veracity of information contained in the documents, etc.):

4.4.6 How much would the third-party professional charge for his/her services?

4.4.7 Would hiring a third-party professional for business start-up depend on the size of the company?

a. If so, please specify:

b. Please provide the legal basis:

4.5 Bank Account

4.5.1 Does any government agency require a bank account for a new company at or within 3 months of incorporation (i.e., for registration at the tax authority, social security agency, etc.)?

4.6 Company Seal (*Note: If obtaining a company seal is a procedure that is already listed above in section 3, then please only respond to question “4.6.1” below.*)

4.6.1 Is a company seal required by law or in practice in a company’s interaction with any government agencies?

4.6.2 If required by law, please provide the legal basis:

4.6.3 If a seal is not required by law in a company’s interaction with any government agencies, is a company required to obtain a seal for any **post-registration procedures** (i.e., tax registration, social security registration, etc.)?

4.7 VAT Registration

4.7.1 Is there a turnover threshold for mandatory VAT registration? If yes, please complete the following:

4.7.2 What is the threshold?

4.7.3 What is the legal basis?

4.7.4 If this threshold is below «**Survey_Currency_Code**» «**DB_sb_AnnualSalesLCU**» (equivalent to USD «**DB_sb_AnnualSalesUSD**»), by when is the company required to complete the registration after incorporation (i.e., within 6 months, within 1 year, etc.)?

4.7.5 Would a company with a start-up capital of «**Survey_Currency_Code**» «**DB_sb_StartupCapitalLCU**» (equivalent to USD «**DB_sb_StartupCapitalUSD**») constitute a small, medium or large enterprise according to your economy’s legislation?

4.7.6 Please provide the legal basis:

4.8 Tax Authority

4.8.1 Is a company required by law to register with the relevant tax authority (e.g. taxpayer identification number [TIN], VAT, payroll taxes, etc.)?

4.9 Social Security Agency (or its equivalent)

4.9.1 Is a company required by law to register its national employees with the social security agency (or its equivalent)?

4.10 Ministry of Labor (or its equivalent)

4.10.1 Is a company required by law to register its national employees with the Ministry of Labor (or its equivalent)?

4.11 Business License

4.11.1 If a business license is necessary after incorporation, do the fees to obtain a business license in your economy differ by type of business activity?

4.11.1 If yes, please specify the most common type of business/category that a company conducting general industrial or commercial activities (not subject to any special regimes or incentives or separate sector-specific licenses, which have to be obtained in addition to a generic industrial or trade license as detailed in section 1) would fall under:

5. Additional Research Questions on Citizen Engagement in Rulemaking

Definitions

For the purpose of the questions below:

- **“Proposed regulation”** means any draft rule of general applicability proposed by an executive authority, ministry, or regulatory agency of a government, which if finalized is intended to bind any individuals or companies covered by it – such as subordinated legislation, administrative formalities, decrees, circulars, and directives – affecting business activities in your jurisdiction. The term also includes rules proposed by the government that require final approval by the parliament or other legislative body or by the head of state.
- **“Rulemaking Process”** means the process for issuing proposed and final regulations.

Please focus your answers on the practices most commonly followed in your ministry or regulatory agency, and note in the “comments” section where different practices exist.

Questions

1. **Have there been any recent reforms that have had an impact on the rulemaking process in your jurisdiction – including notification, publication of proposed regulations, consultation or public comment mechanisms, and/or regulatory impact assessment practices?** -Click to Select- (If no, please go to section 2.)
If yes, please specify:
2. **Do ministries or regulatory agencies in your jurisdiction develop forward regulatory plans – that is, a public list of anticipated regulatory changes or proposals intended to be adopted/implemented in your jurisdiction within a specified time frame?** -Click to Select- (If no, please go to section 3.)
If yes, are these plans available to general public? -Click to Select-
If yes, please specify how the plans are distributed:
3. **Does the government publish regular reports on regulatory reforms?** -Click to Select- (If no, please go to section 4.)
If yes, where are these reports published?
4. **Is there a practice of “pre-consultation” with the public? (Pre-consultation includes an invitation by the regulator to interested stakeholders to engage in the “early thinking” on how to address an identified problem, before the preparation of a draft regulation.)** -Click to Select- (If no, please go to section 5.)
5. **Do ministries or regulatory agencies in your jurisdiction publish the text or summary of proposed (not yet adopted) regulations before their enactment?** -Click to Select- (If no, please go to section 6.)
 - 5.1 Is the entire text of the proposed draft published? -Click to Select- If no, please indicate what is published (for example, a summary):
 - 5.2 Can anyone access the text of proposed regulations? -Click to Select- If no, please explain who has access to it:
 - 5.3 Please explain if your answers are applicable to only specific types of regulations (e.g., tax law, environmental regulation, international trade or commercial law) or if practices differ across those regulations or across different ministries/regulatory agencies:
 - 5.4 Please provide any additional comments:
6. **Do ministries or regulatory agencies in your jurisdiction solicit comments on proposed (not yet adopted) regulations from the general public?** -Click to Select- (If no, please go to section 7.)
 - 6.1 Can comments be given anonymously? -Click to Select-
 - 6.2 Do ministries or regulatory agencies include discussions on how regulations will be implemented? -Click to Select-
 - 6.3 Are the received comments accessible to the general public? -Click to Select- If yes, please explain where these comments are published or made available:
 - 6.4 How long, typically, is the consultation period?
 - 6.5 Please explain if your answers are applicable to only specific types of regulations (e.g., tax law, environmental regulation, international trade or commercial law) or if practices differ across those regulations or across different ministries/regulatory agencies:

6.6 Please provide any additional comments:

7. Do ministries or regulatory agencies in your jurisdiction report on the results of the consultation on proposed regulations? -Click to Select- (If no, please go to section 8.)

7.1 How does the government report on the results of the consultation?

- Prepares one consolidated response
- Provides customized responses
- Other (please specify):

7.2 Please provide any additional comments:

8. Can affected parties request reconsideration or appeal adopted regulations to the relevant administrative agency? -Click to Select- (If no, please go to section 10)

If yes, please provide details about the rules governing this process (for example, appeals can only be brought when the regulation is being enforced against that person or firm):

8.1 When appealing against adverse regulatory decisions, which of the following options are typically available to affected parties:

- Administrative review by the regulatory body
- Administrative review by an independent body
- Judicial review
- Other (please specify)

8.2 Please provide any additional comments:

9. Are the laws that are currently in effect available in a single place? -Click to Select-

If yes, how are the laws that are in force accessed?

- On a unified website for all laws currently in force managed by the government
If yes, please provide the website address:
- On a unified website for all laws currently in force managed by the private sector
If yes, please provide the website address:
- Printed in an official gazette / journal or other publication
If yes, please explain:
- Other (please specify):

10. Are these websites or registries updated regularly? -Click to Select-

If yes, are the laws presented in a consolidated form to include all amendments and revisions?
-Click to Select-

If yes, please specify how quickly an enacted law, amendment or final regulation is integrated into the registry or code:

If no, please explain how citizens, businesses and the legal community access the consolidated laws, regulations and amendments that are in force:

Thank you very much for completing the questionnaire!

We sincerely appreciate your contribution to the *Doing Business* project.

The results will appear in *Doing Business 2017* and on our website: <http://www.doingbusiness.org>.

Your work will be gratefully acknowledged in both.