



CONCIERGE SERVICES

Bermuda is the jurisdiction of choice for international business. For companies wishing to incorporate on the Island, below are the main steps to do so.

STEP 1 Incorporating a Company

- The first step to incorporating a company is to reserve a company name with the Registrar of Companies (ROC). The name reservation is free of charge and the name is reserved for three months. Once the name has been approved by the ROC, simultaneous filings are made to the ROC and the Bermuda Monetary Authority (BMA).
- Submit to the BMA the application for consent to form a company.
- Submit to the ROC the Memorandum of Association, the annual declaration, information regarding the registered office and the annual fee. Once that application has been approved, the ROC activates the company incorporation and issues a certificate of incorporation.
- Exempted companies are charged an annual fee which is based on the amount of their “assessable” capital, which is the company’s authorised share capital and share premium account.

STEP 2 Registering with the Department of Social Insurance (DOSI)

- All employers and self-employed persons must apply for a Social Insurance number with DOSI.
- All employees who work 4 hours or more per week must be registered for Social Insurance under the employer’s account.
- All employees should be covered for a minimum of standard health benefits.
- All employers are required to give their employees an itemised pay stub which details deductions for DOSI payments.



+1 (441) 444-2253

@edd_bermuda

The Economic Development Department

concierge@gov.bm



STEP 2 (Ctd.) Registering with the Department of Social Insurance (DOSI)

- Social Insurance deductions are to be deducted during probationary periods of employment.

The following must be submitted to DOSI by the employer/company at registration:

1. A completed Social Insurance Employer Registration Form.
2. An original or a certified copy of the company's Incorporation Certificate and Memorandum of Association.
3. An original or a certified copy of the passport of the sole or majority shareholders of the Company.
4. A completed Social Insurance Employer Registration Form.
5. An original or a certified copy of a birth certificate or valid passport and an Immigration Spousal Letter if you are the spouse of a Bermudian.
6. An original or a certified copy of a birth certificate or valid passport and a copy of your work permit if you are a Non-Bermudian.

For more information go to www.gov.bm/department/social-insurance or contact the [Concierge Services](#).

STEP 3 Registering for Payroll Tax Purposes

Every employer and self-employed person who is liable for tax must register with the Office of the Tax Commissioner within 7 days of the end of the first tax period in which they commence business. The following must be submitted at registration:

Limited liability companies and incorporated entities must submit:

1. A completed Application.
2. A certified copy of the company's Certificate of Incorporation.
3. A certified copy of the company's current Share Register
4. A certified copy of the company's Memorandum of Association
5. A certified copy of either a valid driver's license or passport for all major shareholders.

For more information, contact the Concierge Services or go to www.gov.bm/department/office-tax-comissioner.





STEP 4 Applying for Work Permits

The Department of Immigration has various categories of work permits to support your human resource requirements.

- Only an employer can apply for a work permit.
- An employee can only enter the Island to work after receiving a work permit. They cannot seek employment while visiting as a tourist.
- Employers must submit:
 1. proof of company registration with the ROC and other public authorities,
 2. an original Police Certificate, valid for a minimum of 6 months, in the name of the employee,
 3. a cover letter detailing the length, the type, and the position they are applying for, and
 4. references for the employees - from former employers.
- All applications should be submitted with the prescribed work permit fees.
- Payments should be made by cheque, payable to the Accountant General - make sure you include a copy of your payment in your application.

For more information, contact the Concierge Services or go to www.gov.bm/types-work-permits.

To access the Government Concierge Services please contact:

 +1 (441) 444-2253

 conciierge@gov.bm

