



FreeZone Aruba

Business plan outline: Service Companies

The business plan shall contain information covering, but not limited to, the questions below. The information you submit in your business plan will remain confidential.

1. Brief description free zone company ownership structure

- a. What is the intended name of the free zone company? Please be advised that whatever name you decide to call your free zone company, the official company name (statutory name) must at all times include the words '*free zone*' or '*vrije zone*' in it. The word 'Aruba' may appear before the name of the company only if the word 'Aruba' is put between brackets. Example: XXXXXX (Aruba) Freezone N.V.
- b. Who will be the shareholder(s) and managing director(s) of the free zone company? Individuals as well as a legal entity may be designated as a shareholder or director of a free zone company. The individual or legal entity does not have to be a resident of Aruba (taking the representation requirements into account).
- c. Will your free zone company have interests in other companies, local and or international? Please elaborate.
- d. Besides this free zone company, do any of the shareholders and/or managing director(s) have any interests in other companies local and/or international? Please elaborate.
- e. Have the shareholders and/or managing directors conducted business in any other free zone? If so, where?

2. Intended operations in the free zone

▪ Nature of business

- a. What type of services will you be providing through the free zone? Please be advised that financial services are not allowed in the free zone. Please contact one of our account executives for more details.
- b. Do you already have contracts or pre-contractual agreements with your customers? In order to protect your company and the reputation of the free zone it is essential that once your company is established you have a sound 'know your customer policy' in place.
- c. Where will your administration be located in or outside the free zone? If outside the free zone, can you provide us with an address?

Please be advised that local sales for services are not allowed.





3. Organizational structure

- **Positions**

- a. What will be the expected size and composition of the staff (Aruban and non-Aruban personnel)?
- b. Please provide us with short descriptions of the positions (tasks, responsibilities, etc.).

- **Manpower planning:**

- a. Who will be responsible for the daily management of the company? Please be advised that if the director of the company will remain residing abroad, he or she must appoint a local representative, with a permanent residence in Aruba and with authorized managerial powers to act as a local managing director (local representative) to represent the free zone company

4. Requirements in the free zone

- **Accommodation:**

- a. How much office space will your company be requiring (in m²) for your business?
- b. How many telephone/fax lines, ADSL/internet -connection or other telecommunication lines will be required in your office space?
- c. What is the capacity of the airco (BTU's) you need to be installed in your office space? Please note that the voltage that is used on Aruba is 110 volts with a frequency of 60 Hz.

5. Financial aspects

- **Start up:**

- a. What will be the expected investment? Once your company is approved we will request you to send us a “proof of income” statement from the bank or a certified public accountant, substantiating the mentioned capital investment. In addition to this, you will be also required to sign a source of income declaration.
- b. What will be the expected turnover? After a company has been admitted to the free zone it is subject to payment of the Free Zone Facility Charge (FFC) which is set at 1.12 % of the turnover and will be charged on a monthly basis,





figured over the previous month.

- c. How will the company be financed? Please elaborate. When the company is established, it is strongly advised to open an account at a local bank. The company must have an account in its name to conduct and receive payments. If the company already made contact with a bank, please provide us with general information, such as: name, and address of bank, name of contact person(s) and telephone number(s).

▪ **Financial projections:**

If possible, please provide us with projected financial statements for three years including:

- a. balance sheet;
- b. profit & loss statements;
- c. investment planning and
- d. cash flow statement.

We request financial statements of each company so we can get a broader idea of the expected midterm viability of the company that wants to establish in the free zone. Although the projected financial statements are based on assumptions, they still give us important information. All financial statements need to be accompanied by explanatory notes, explaining each item in as much detail as possible.

Please take the 1.12% Free Zone Facility Charge into consideration while making your financial projections. This is a uniform, flat percentage levied on the total business volume (turnover) of a free zone company, irrespective of the type of goods traded or services rendered in the free zone. The payment of the FFC will go into effect as soon as your company starts to operate in the free zone.

