

## How to become a member of the Tuvalu National Private Sector Organization (TNPSO)

### Step 1.

You must first register your business with the Business Registrar or Business Registration Officer of the Government in the Ministry of Finance.

Upon completion of your Business registration, you will receive a Certificate of Registration with a Tax Identification Number (TIN), that has to be reported to the Taxation office – this is a one-off registration

### Step 2.

Submit your Certificate of Business Registration to the Funafuti Kaupule (Funafuti Town Council) to apply for an operational license with a range of fees that will depend on the type of business you registered with the business registration office. Operational License are paid annually and should be paid directly to the Kaupule of Funafuti.

### Step 3.

Submit copies of your Business Registration and operational license to the CEO of the TNPSO for confirmation.

### Step 4.

Go to the TNPSO registration form and fill in the form and pay the fees accordingly. The payment should be made directly to the TNPSO Saving Account. The amount of the fee will be shown on the TNPSO Registration Form.

### Step 5.

In the registration form, tick the box if you want to be a fully Financial Member, or an Associate Member. In brief a Full Financial member has voting and nominating rights to hold office, whilst the Associate Member has no voting rights but will enjoy all other privileges of membership.

### Step 6.

A copy of your receipted TNPSO Membership payment will be submitted to you including a TNPSO Registration Certificate with its validation period.

---