





Tax Compliance Department  
Corporate Services

## MI-SS-02 PACKET CHECKLIST

Important: If the application is not complete, it will not be accepted and will be returned.

### I. Marshallese owned-businesses of any kind:

Provide:

1. **Valid Photo ID** (Passport or ID) to identify the applicant(s), and
2. **Registration fee \$50.**

*\*For taxi business ONLY, public Safety and insurance registration documents will also be required.*

*\*If the employer is a corporate business, provide*

- a. **Articles of Incorporation;**
- b. **Bylaws;**
- c. **Corporate Charter** from the Registrar of Corporations (from the Attorney General's office); *If already registered with Registrar as Partnership, Limited Partnership, Limited Liability Company, Joint Venture, or other forms of associations, a copy of the certification stating such must be provided;* and,
- d. **Registration fee \$100**

### II. Non-Resident Domestic Entities

Provide:

1. **Non-Resident Entity Report** indicating the entity status as active (from the International Registries, Inc. or The Trust Co. of Marshall Islands);
2. **Valid Photo ID** (passport or driver's license) of signatory for the application; and
3. **Registration fee \$200**

### III. Foreign company of any kind:

Provide:

1. **Foreign Investment Business License (FIBL)** issued from the Ministry of Finance (excluding designated U.S. contractors on U.S. Army Kwajalein Atoll). In the case of contractors on USAKA, an **awarded contract** (copy) by the U.S. Government will be required in lieu of the FIBL.
2. **Valid Passport or ID** (of the signatory for the application form); and
3. **Registration fee \$100** (a certified check drawn on US banks, payable to, Marshall Islands Social Security Administration, is acceptable)

*\*If employer is a foreign corporation, provide copy of valid corporate documents*

- a. **Articles of Incorporation;** and
- b. **Bylaws**

*\*If the company is also chartered in the Marshall Islands, provide the requirements for a – c of I.*

### IV. Corporate business or non-governmental organization (NGOs) of any kind:

Provide:

1. **Articles of Incorporation;**
2. **Bylaws;**
3. **Corporate Charter** granted from the Registrar of Incorporations (at the office of the Attorney General); in the case of RMI Government Agencies, a copy of the established **Act** (law) is required;
4. **Valid Photo ID** (Passport or ID) to identify the officer(s) listed in the organization; and
5. **Registration fee \$100.**

More information can be obtained from the following contacts:

**Marshall Islands Social Security Administration  
Tax Compliance Department-Corporate Services**

Telephone: (692) 625-3101

Mobile: (692) 455-3101

E-mail: [missatax@gmail.com](mailto:missatax@gmail.com)