Dear Contributor,

We would like to thank you for your participation in the Doing Business project. Your expertise in the area of Starting a Business is essential to the success of the Doing Business report, an annual publication of the World Bank and IFC that benchmarks business regulations in 189 economies worldwide. The Starting a Business indicator is one of the 11 indicators of the Doing Business report.

The report attracts much attention around the world. The latest edition, Doing Business 2014: Understanding Regulations for Small and Medium-Size Enterprises, received nearly 6,000 media citations within two weeks of its publication on October 29, 2013. The coverage spanned major global, regional and local media outlets, from print and broadcast to the web. The Doing Business website had more than half a million page views in just the first 10 days 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. In the past 9 years Starting a Business recorded 411 business registration reforms. In 2012/13 alone, 51 economies made it easier to start a business.

We are honored to be able to count on your expertise for Doing Business 2015. 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 ease of starting a business since June 1, 2013.
- Be sure to update your name and address, so that we can mail you a complimentary copy of the report.
- Kindly return the survey to the Starting a business indicator at starting@worldbank.org

We would like to thank you again for your participation in the Doing Business project.

Sincerely,
**Primary Contributor Information:** Please check the box next to information you **do not** want us to publish.

<table>
<thead>
<tr>
<th>Information</th>
<th>Do not publish</th>
<th>Name</th>
<th>Contact details</th>
<th>Additional Contributor(s): If there are more people whom you would like us to acknowledge, kindly send us an e-mail.</th>
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**Paperless Option for Complimentary Report and Certificate**

Last year Doing Business contributors saved nearly half a million pieces of paper by selecting the paperless report option. We welcome you to join us in conserving resources:

☐ Please e-mail me an electronic copy of the report and my certificate of appreciation, rather than mailing me a paper copy.

**Referrals:** Please help us expand our list of contributors by referring us to other experts in the private or public sector (lawyers, notaries, public officials or any expert on this field) who can respond to the questionnaire.

<table>
<thead>
<tr>
<th>First name</th>
<th>Last name</th>
<th>Position</th>
<th>Firm</th>
<th>Address</th>
<th>Phone</th>
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1. Case Study Assumptions

The Starting a Business indicators record 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:

<table>
<thead>
<tr>
<th>Type of limited liability company</th>
<th>A limited liability company, which has 5 owners and is 100% domestically owned.</th>
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</thead>
<tbody>
<tr>
<td>Location</td>
<td>The largest business city in the economy.</td>
</tr>
<tr>
<td>Company size</td>
<td>Start-up capital: equivalent to 10 times the GNI per capita.</td>
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<tr>
<td></td>
<td>Annual sales (turnover): equivalent to 100 times the GNI per capita.</td>
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<tr>
<td></td>
<td>Number of employees: 10–50 employees (within 1 month of commencement of operations). All are nationals of the country.</td>
</tr>
<tr>
<td>Activities</td>
<td>The business conducts general industrial or commercial activities, such as production or sale of products or services to the public.</td>
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<tr>
<td></td>
<td>The business does not qualify for investment incentives or any special benefits.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Assets</td>
<td>The business does not own real estate. It leases the commercial plant and offices.</td>
</tr>
<tr>
<td>Company deed</td>
<td>10 pages long.</td>
</tr>
</tbody>
</table>
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, 2013?

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

<table>
<thead>
<tr>
<th>Response</th>
<th>If yes, has this reform simplified or complicated the process of starting a business? Please explain:</th>
</tr>
</thead>
<tbody>
<tr>
<td>-Click to Select-</td>
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</table>

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, 2014?

<table>
<thead>
<tr>
<th>Response</th>
<th>If yes, is this reform expected to simplify or complicate the process of starting a business? Please explain:</th>
</tr>
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<td>-Click to Select-</td>
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</table>

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, 2014?

<table>
<thead>
<tr>
<th>Response</th>
<th>If yes, is this reform expected to simplify or complicate the process of starting a business? Please explain:</th>
</tr>
</thead>
<tbody>
<tr>
<td>-Click to Select-</td>
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</table>

2.4 Compared with five years ago, has the time to start a business changed? Is the process now faster or slower? Please explain:

2.5 How many business registrations did you or your company oversee in the past year?

-Click to Select-

2.5.1 If you selected more than 100, please provide a rough estimate:
3. The Business Start-up Process

For your convenience, last year’s aggregate answers are included in this questionnaire. 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 country, 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 country.
(ii) Reform—the different answer resulted from a modification of practice or law after June 1, 2013.
(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 officially required for an entrepreneur to legally operate a business 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.

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.

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.

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.

<table>
<thead>
<tr>
<th>Most common type of domestic limited liability company</th>
<th>Last year’s information</th>
<th>Please update last year’s information</th>
<th>Comments (correction, reform, other)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum capital requirement</td>
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</tr>
<tr>
<td>Paid-in minimum capital requirement (minimum amount to be deposited prior to or within 3 months of company registration)</td>
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</tbody>
</table>
3.2 Please revise as needed the following list of procedures to start a company in City “X” based on the scenario described in section 1.

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Time:</th>
<th>Cost:</th>
<th>Agency:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procedure Details:</td>
<td></td>
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</tbody>
</table>

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-

If yes, please specify when this became possible:

If yes, please provide a link to the website:

3.3 Additional procedures to start a business

Please specify any new or existing procedures that have been omitted from the list above.

<table>
<thead>
<tr>
<th>Name of procedure</th>
<th>Time</th>
<th>Cost</th>
<th>Agency:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procedure Details:</td>
<td></td>
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</table>

Please indicate the sequence of this new procedure (for example, between procedures 2 and 3):

Can this procedure be done online?: -Click to Select-

If yes, please provide a link to the website:

If yes, please specify when it became possible:

4. Transparent Rule Making
The following questions are part of the research Doing Business conducts and are not used in the calculation of the ease of doing business ranking. This section is aimed at understanding how governments consult with stakeholders about new regulations affecting business activities.

**Definition of “regulation”:** For the purpose of the questions below, “regulation” means any delegated legislation (circular instruments, formal or informal orders, statutory instruments, subordinated rules, administrative formalities, decrees, etc.) or laws drafted by government agencies, parliament or the legislature affecting business activity in your jurisdiction.

4.1 Does the regulator or rule-making body in your jurisdiction have the obligation to give notice of proposed regulations to the general public? -Click to Select- (If no, please go to section 4.2.)
   4.1.1 What is included in the notice?
   4.1.2 How is the notice given?
      - On a unified website where all proposed regulations are published. Please provide the website address:
      - On the website of the relevant ministry or regulator
      - Printed in a federal journal or similar publication
      - Other (please specify):
   4.1.3 Please explain if your answers are applicable to only specific types of regulations (e.g., tax law, corporate law, agricultural regulation, international trade or commercial law) and how they will differ for other types:
   4.1.4 Please provide any additional comments:

4.2 Does the regulator or rule-making body in your jurisdiction have the obligation to publish the text of proposed regulations? -Click to Select- (If no, please go to section 4.3.)
   4.2.1 Where is the draft published?
      - On a unified website where all proposed regulations are published. Please provide the website address:
      - On the website of the relevant ministry or regulator
      - Printed in a federal journal or similar publication
      - Directly distributed to interested stakeholders
      - Other (please specify):
   4.2.2 Please provide any additional comments:
   4.2.3 Is the entire legal text of the proposed draft published? -Click to Select-
      - If no, please indicate what is published (for example, a synopsis):
   4.2.4 Is there a period of time set by law for the text of the proposed regulations to be publicly available? -Click to Select-
      - If yes, please specify the period of time:
   4.2.5 In practice, how long are the draft texts available?
   4.2.6 Are the texts of the proposed regulations available free of charge?
   4.2.7 Can anyone access the text of proposed regulations? -Click to Select-
      - If no, please explain:
   4.2.8 Please explain if your answers are applicable to only specific types of regulations (e.g., tax law, corporate law, agricultural regulation, international trade or commercial law) and how they will differ for other types:
   4.2.9 Please provide any additional comments:

4.3 Does the regulator or rule-making body in your jurisdiction have the obligation to request comments on proposed regulations from the general public? -Click to Select- (If no, please go to section 4.4.)
   4.3.1 How are the comments received in practice?
      - Through a unified website for all proposed regulations. Please provide the website address:
      - On the website of the relevant ministry or regulator
      - Through targeted outreach to business associations, other stakeholders or both
      - Through public meetings
      - By email
      - Other (please specify):
   4.3.2 How long is the consultation period by law?
   4.3.3 How long does it last in practice?
   4.3.4 Please explain if your answers are applicable to only specific types of regulations (e.g., tax law, corporate law, agricultural regulation, international trade or commercial law) and how they will differ for other types:
4.3.5 Please provide any additional comments:

4.4 Does the regulator or rule-making body in your jurisdiction have the obligation to provide an assessment of the economic impact of proposed regulations? -Click to Select- (If no, please go to section 4.5.)

4.4.1 Is there a certain criterion or threshold used for determining which proposed regulations receive this economic impact assessment (for example, if the proposed regulations will have a significant impact on business quantified as being over a certain monetary figure)? -Click to Select-

4.4.2 Please provide that criterion or threshold:

4.4.3 What does the assessment typically contain?

☐ Impact of the proposed regulation on administrative costs for the government
☐ Impact on competitiveness and market openness
☐ Impact on the public sector
☐ Impact on the private sector (for example, compliance cost to firms)
☐ Cost-benefit analysis of the proposed regulation
☐ Other (please specify):

4.4.4 How is this assessment distributed?

☐ Through a unified website for all proposed regulations. Please provide the website address:
☐ Through the website of the relevant ministry or regulator
☐ Through targeted outreach to business associations, other stakeholder groups or both
☐ Through public meetings
☐ Other (please specify):

4.4.5 When is this assessment distributed?

☐ Together with the draft proposed legislation
☐ After the consultation period for the proposed legislation
☐ Other (please specify):

4.4.6 Is there a specialized government body tasked with conducting or reviewing these assessments? -Click to Select-

If yes, please provide the name of the government agency, department, unit, etc.:

4.4.7 Please explain if your answers are applicable to only specific types of regulations (e.g., tax law, corporate law, agricultural regulation, international trade or commercial law) and how they will differ for other types:

4.4.8 Please provide any additional comments:

4.5 Does the regulator or rule-making body in your jurisdiction have the obligation to report on the results of the consultation on proposed regulations? -Click to Select-

4.5.1 How does the government report on the results of the consultation in practice?

☐ Government prepares one consolidated response.
☐ Customized responses are provided to certain audiences or stakeholders. Please explain:
☐ Other (please explain):

4.5.2 Is there a time frame set by law for reporting the results? -Click to Select-

If yes, please specify the time frame:

4.5.3 How are the results reported in practice?

☐ On a unified website for all proposed regulations. Please provide the website address:
☐ On the website of the relevant ministry or regulator
☐ Printed in a federal journal or similar publication
☐ Directly distributed to interested stakeholders
☐ Other (please specify):

4.5.4 Please explain if your answers are applicable to only specific types of regulations (e.g., tax law, corporate law, agricultural regulation, international trade or commercial law) and how they will differ for other types:

4.5.5 Please provide any additional comments:

Thank you very much for completing the survey!

We sincerely appreciate your contribution to the Doing Business project.

The results will appear in Doing Business 2015 and on our website: http://www.doingbusiness.org.

Your work will be gratefully acknowledged in both.