FINAL

ANNEX I

WORK PROGRAMME ON STARTING A BUSINESS IN ASEAN

The ASEAN Work Programme shall be implemented over the ten years of the ASEAN Strategic Action Plan on SME Development (SAPSMED 2025). It shall contribute to delivering Strategic Goal D (Enhance Policy and Regulatory Environment); and specifically to the desired outcome D-1 (Inter- and intra-governmental cooperation in terms of policy and regulation will be enhanced) and D-3 (Obtaining of permits and business registration will be streamlined) with a view to promoting the development of MSMEs.

It shall contain four components of:

i) Enhance Transparency and Improve Orientation on Administrative Procedures;
ii) Develop Effective Coordination among Government Agencies Involved in the Business Start-Up Processes including One-Stop Agencies/Single Agency;
iii) Promote Simplification, Rationalization of Business Registration Procedures and Upgrading of National Company Registers; and
iv) Strengthen ASEAN Regional Cooperation including development of ASEAN Principles, Registries, Common Company Registration Procedures and Benchmarks.

STRATEGIC OBJECTIVES	KEY INITIATIVES/OUTCOMES
I. Enhance Transparency and Improve Orientation on Administrative Procedures	• Information on the key steps in business registration is made available on-line or in the form of a manual and made easily available in government registration offices, key economic government departments and business associations. Network of local contact points is developed to provide advice on business registration • Regular dialogues are held with notaries, registration agents and business associations to provide latest information on policy changes or obtain feedback on needed changes • A regional dialogue programme among all the key stakeholders to promote better understanding of business registration and best practices
II. Develop Effective Coordination	• A coordinating mechanism between

STRATEGIC OBJECTIVES	KEY INITIATIVES/OUTCOMES
among Government Agencies Involved in the Business Start-Up Processes including One-Stop Agencies/Single Agency	related agencies responsible for registration is in place • Capacity-building workshops for government officials responsible for business registration to inform them about regulatory changes and introduce new managerial and IT developments • Establishment of one-stop shop or one-roof service mechanism • Establishment of a single super agency for business registration
III. Promote Simplification and Rationalization of Business Registration Procedures and Upgrading of National Company Registers	• National targets (intermediate, final) for reducing time, cost and number of processes adopted • Review licensing requirements and eliminate redundant regulations towards simplified pre-registration requirements and alignment with national targets • Revised laws/regulations are adopted in line with national targets • A single comprehensive and regularly updated national company register • Introduction of a unique company identification number, accepted by all department and government agencies • A single payment point is in place • Modern IT system featuring recognition of an electronic signature, connection to different agencies and tracking of the applications is in place
IV. Strengthen ASEAN Regional Cooperation including development of ASEAN Principles, Registries, Common Company Registration Procedures and Benchmarks	• Establish ASEAN Task force on Starting a Business to monitor and track the implementation of the Work Plan and Schedule and exchange views and best practices and to promote cooperation on ASEAN company registration systems • ASEAN Regional Principles for good business registration practices adopted • Study on business registration requirements harmonization across the ASEAN region, such as business

STRATEGIC OBJECTIVES	KEY INITIATIVES/OUTCOMES
	registration forms and company numbering systems, are studied and implemented, where applicable • ASEAN Common Targets/Benchmarks

IMPLEMENTATION SCHEDULE FOR THE STARTING A BUSINESS WORK PLAN

OUTCOMES	INITIATIVES	INDICATORS	TIMELINE
I. Enhance Transparency and Improve Orientation on Administrative Procedures			
1. Promote Information Dissemination on Starting a Business	1.1 A user manual/guide on "Starting a Business" i.e. business registration process is available either in published hard copies or on-line	Manual/Guide is Available	Q1 2017
	1.2 Published copies should be made available in relevant government departments and offices of business associations	Manual/Guide easily available in government departments/ business associations	Q2 2017
	1.3 Establish network of local contact points (including community leaders, business associations, government agencies) to advise on business registration	Network of local contact points is established	Q1 2017
2. Dialogues with Related Parties	2.1 Dialogue/Feedback mechanism with related parties such as notaries, registration and tax agents, business associations to inform of business registration practices and gather feedback for improvements (at least once annually)	Dialogue/feedback mechanism in place	Q4 2016

OUTCOMES	INITIATIVES	INDICATORS	TIMELINE
3. Regional /International Dialogue Programme	3.1 Regional dialogue programme with key stakeholders (including WB, IFC, OECD, GIZ, ASEAN Business Advisory Council) conducted regularly to gain an understanding of the rankings and business processes and impact analysis	Regional dialogues-are undertaken	Regularly beginning 2017
II. Develop Effective Coordination among Government Agencies Involved in the Business Start-Up Processes and Upgrading of National Company Registers			
4. Coordinating mechanism is established (where applicable) and model for business registration agreed	4.1 Best practices of the coordination mechanism and one-stop agency/single agency are compiled	Best practices are compiled and disseminated	2017
	4.2 Workshop on best practices undertaken (with a site visit to a model agency in an AMS)		
	4.3 Study visits to AMS/non-ASEAN countries to study effective systems of coordination/one-stop/single agencies		
	4.4 Coordination mechanism is instituted under a lead agency	Coordination mechanism is established with clear political mandate	By Q3 2017
	4.5 Business registration institutional process is streamlined	Establishment of: i. one-stop shop (relevant agencies' approvals coordinated through one lead agency); or ii. one roof service (different agencies under one roof); or iii. Combination	2017
5. Single Super Business Registration	5.1 Adoption of a single agency model with integrated databases	A single super agency with integrated databases	2025

OUTCOMES	INITIATIVES	INDICATORS	TIMELINE
Agency Established		(single window approach) agreed by the government and established	
III. Promote Simplification and Rationalisation of Business Registration Procedures and Upgrading of National Company Registers			
6. Improved pre-registration requirements identified	6.1 Review the processes, agencies involved, time and cost including those relating to minimum capital requirement, entrepreneur certification, deposit evidence, tax invoice or company seal, company name checks, official stamps, trade promoting licenses, business registration and tax registration	Number of agencies, processes, cost reviewed and meet intermediate targets	On-going
7. National targets for improved pre-registration requirements adopted	7.1 National targets (both intermediate and final) for shorter time, lower cost and fewer procedures identified and adopted by the Cabinet	National targets adopted (both intermediate and final)	2018
8. Laws, regulations to meet national targets are amended	8.1 Identify legislation/regulation for amendment to enable national targets for shortening time, lowering cost and reducing number of procedures 8.2 Legislation and regulations are amended	Regulations/laws are amended to enable meeting of national targets	2020
9. Modern Registration Systems in place	9.1 Identification of best practices and models including training and site visits	Best practices identified	2020
	9.2 Identify features of the modern registration system to include: - Single national register - Unique identification number - Single payment point	Features of modern system agreed comprising single register, unique company number and single payment	2022

OUTCOMES	INITIATIVES	INDICATORS	TIMELINE
	9.3 Pilot modern IT system featuring the above and recognition of an electronic signature, connection to different agencies and tracking of the applications is in place	Modern IT systems in place	2023
IV. Strengthen ASEAN Regional Cooperation including development of ASEAN Registries, Common Company Registration Procedures			
10. ASEAN Task Force on Starting a Business set up to facilitate implementation, monitoring and tracking of the implementation of the Work Programme	10.1 Terms of Reference for the Task Force Approved	Task Force established	2016
	10.2 Regular meetings of Task Force are held (taking into account the ASEAN Chapter of the Corporate Registers Forum (CRF) meetings)	Task Force meets annually	Beginning September 2016
11. Participation in the Corporate Registers Forum (CRF)	11.1 Remaining AMS becomes members of the CRF	All AMS are CRF members	2025
12. ASEAN Regional Principles for good business registration practices adopted	12.1 ASEAN Regional Principles are drawn up and adopted	ASEAN Regional Principles adopted	Q2 2017
13. Business registration requirements harmonization across the ASEAN region	13.1 Feasibility study of common business registration processes, forms and single company numbering system for ASEAN, are studied and implemented, where applicable	Feasibility Study Undertaken	2023
14. ASEAN Benchmarks Adopted	14.1 ASEAN Benchmarks are finalised by the Task Force	ASEAN Benchmarks endorsed by AEM	2025