



### REQUIREMENT TO OPEN INDIVIDUAL ENTERPRISE

1 (one)	Original Form N°1 ( please find an editable file in this page) .
2 (TWO)	Authenticated photocopies of the identity card of the holder + 1 (one) scanned copy of both sides of the original, on a single sheet, in PDF format, (photos of the document are not accepted). Send the same to mmontiel @ suace. gov.py or to info @ suace.gov.py
1 (one)	Simple photocopy of the georeferenced location of the premises, which must contain the names of the streets.
1 (one)	Simple photocopy of the original ANDE or ESSAP bill that have CCC or real estate tax bill, which does not exceed 90 days from the date of issue. Send the same to mmontiel @ suace. gov.py or info @ suace. gov.py

### DOCUMENTS IN CHARGE OF THE PROFESSIONAL SPONSOR ATTORNEY

2 (Two)	Originals of the Brief Petition, addressed to the Civil and Commercial Court requesting the Registration of the Merchant, signed by the interested party and the sponsoring Attorney (The document must include the procedural address, in addition to the private commercial domicile. or of the SUACE).
2 (Two)	Originals of the Registration Minute - Form No. 17 of the General Directorate of Public Registries, signed by the sponsoring Attorney. (The minutes must include all the information that appears in the Petition Document).
1 (one)	Original of the Personal Records Report of the DGRP.
1 (one)	Copy of the settlement of the Payment of the fees in the following concepts: - Judicial application fee for merchant registration - Judicial fee for inscription of Merchant Registration in the Registry of Commerce - Special rate of registration in the Public Registry of Commerce. Note: Payment can be made through financial service enabled for this purpose.

### NOTE

- In case of not having initiated the procedures before the SUACE, a simple photocopy of the documents that accredit the previous procedures in order to complete the registration of formalization will be required.
- The form must be completed electronically.
- The presentation of the application is with the physical presence of the interested party, manager or through the authorized person in the sworn statement, presenting a copy of his identity card.