

Guatemala

1. Government requirements

Registration requirements

Some of the requirements related to government bodies are:

For Guatemalan Social Security (IGSS)

1. Photocopy of the Company's Trade Patent
2. Photocopy of Business Trade Patent
3. Photocopy of Business Trade Patent
4. Photocopy of the Notarial Certificate of appointment of the Legal Representative, with the annotation of the Mercantile Registry
5. Photocopy of the Personal Identification Document (DPI) of the legal representative, legible from both sides
6. If the representative is a foreigner, a photocopy of the passport authenticated by a notary
7. Photocopy of the Certificate of Registration and Modification to the Registry

Unified Tax (RTU) with current and recent ratification.

Legal basis:

- Board of Directors Agreement 1,123 "REGULATIONS FOR REGISTRATION OF EMPLOYEES IN THE SOCIAL SECURITY REGIME

For Recreational Institute for workers (IRTRA)

General requirements:

1. Letterhead where the procedure to be completed is specified
2. Photocopy DPI
3. Photocopy of the employer registration of the company to the IGSS (form DRPT-001)
4. Photocopy of the Resolution issued by the Department of Collection of the IGSS
5. Photocopy of the Registration of Establishment issued by the IGSS

It is also necessary to send a photocopy of the receipts since they began to attribute the Recreation tax to the IGSS.

Legal basis:

Decree #1528 Congress of the Republic of Guatemala.

For Tax administration

Every individual or legal entity is obliged to register in the Unique Tax Registry when starting any lucrative activity or business (sale of goods or provision of services), subject to a tax under the administration of the General Tax Office.

General requirements:

1. DPI of the legal representative.
2. When you do not have your DPI, attach a document issued by RENAP, stating the process of obtaining the document, as long as the Unique Identification Code (CUI) is displayed, with or without a photograph.
3. In cases that apply, a neighbourhood card in accordance with the law.
4. Passport in case of being a foreigner.
5. Testimony of the original constitution or legalized copy and photocopy.
6. Appointment of the original legal representative or legalized copy and photocopy.

Simultaneous management:

You must enable accounting books (books that are necessary according to your affiliations) with the form SATRM02 (available on the Mercantile Registry page), you must cancel Q0.50 for each page enabled.

Notes:

- You must ask any printing company authorized by SAT to print your invoices and other documents.
- You must register Active Accountant Expert.
- They can change the regime, after notifying the Tax Administration, as long as they submit it in the month of December and it will take effect as of January 1 of the following year.
- When you have complete accounting, you can opt for the Accrual Accounting System, for both income and costs and expenses, you can change with prior authorization from the Tax Administration.

Ongoing compliance requirements

- Monthly income tax reporting to the SAT through the SAT-1331 form, and the SAT-2000 receipt is provided during the first 10 business days of the month.
- For monthly social security contributions, a receipt is generated from the online system of the IGSS and payment is made on the 20th of each month.
- the tax authority, which is a breakdown of all the withholdings made from employees' pay during the fiscal year. This is submitted on 28 February every year.

2. Pension requirements

Registration requirements

According to the IGSS:

- Pension for old age is available for those who reach 62 years of age and who have 240 months of contributions (Agreement No. 1124 of the Board of Administration of Regulations on Disability, Old Age and Survival ("Consejo De Administración De Reglamentos Sobre Discapacidad Vejez Y Supervivencia")).
- In addition, every individual can voluntarily contribute to a pension plan via the authorized banks in the Guatemala banking systems.

Ongoing compliance requirements

This information is not available.

3. Employment obligations

Employer contribution	Percentage
IGSS	12.67%
Christmas bonus accrual	8.33%
XIV Bonus accrual	8.33%
Vacation accrual	4.17%
Severance accrual	8.33%

- A minimum salary payment of GTQ2,893.21 and payment of Bonus 14 ("Bono 14") (payable in July of each year) are required.
- A Christmas bonus is payable in December each year.
- Employees are eligible to 15 days of vacations for each year worked.

4. Payroll requirements

Employees must receive either monthly or biweekly payments.

Monthly income tax reporting to the SAT through the SAT1331 form, and the SAT-2000 receipt is provided during the first 10 business days of the month.

For monthly social security contributions, a receipt is generated from the online system of the IGSS and payment is made on the 20th of each month.

An annual reconciliation of withholdings is made to the tax authority, which is a breakdown of all the withholdings made from employees' pay during the fiscal year. This is submitted on 28 February every year.

Annual report of active employees must be reported to the Labor Ministry.

5. Banking requirements related to payroll

This information is not available.