



MODEL2-2024



# CHANGE OF COMPANIES

# HOW TO MAKE A CHANGE OF A COMPANY?

- 1. **In person** (at one of the GUICHÉ ÚNICO DA EMPRESA (GUE), service points)
- 2. **Online** (gue.gov.ao)



## WHO CAN APPLY?

Partner, manager, administrator or Lawyer

## DOES A FOREIGN PERSON NEED PRIOR AUTHORIZATION TO CHANGE A COMPANY?

Foreigners do not need special authorization to make changes in a company in Angola. It is enough that they are validly in the country or that they are duly represented by lawyers



## WHAT TYPE OF COMPANIES CAN BE CHANGED AT GUE?

- Sole trader (1 person)
- Cooperatives (10 members minimum)
- Unipersonal limited liability company (1 partner)
- Pluripersonal Society (minimum 2 partners)
- Single-person anonymous company (1 partners)
- Multi-person anonymous company (minimum 5 partners)
- Branches and representative offices
- Group of companies (minimum 2 companies)

## MUST THE AMENDMENT BE MADE BY PUBLIC DEED?

**Yes and no.** Yes, when the form of incorporation of the company is by public deed; in cases of transformation of companies between different types and when involving real estate. No, when the form of incorporation of the company is by social contract



## IS PUBLICATION IN THE REPUBLIC GAZETTE STILL REQUIRED?

**No.** All acts carried out in GUE, are now published on the GUE’s online page. (www.gue.gov.ao/portal/publicacoes), in accordance with Law no. 11/15, February 17th, Presidential Decree no. 153/16, August 5th, with the changes introduced by the Presidential Decree no. 60/20, March 3, and Executive Decree of the Minister of Justice and Human Rights, no. 168/20, June 1.

1 - Documents always required

- Commercial certificate
- Identity Card (also required for new partners, managers and attorneys)
- Deliberative minutes or public deed (if you already have one) containing the intended changes
- Contract or public deed of the last 3 (three) acts carried out by the company (1 copy)
- Mobile number and email
- Professional card and identity card (in case it is a Lawyer filing the case)
- Power of attorney, professional card and identity card (if it's a lawyer signing the documents)

2 - Documents required depending on the type of change

**Appointment of acting managers**, identity card (national), passport and work visa or/and resident card (foreigner)

**Appointment of attorney**, identity card, passport and work visa or/and resident card (foreigner) and power of attorney

**Resignation from de board of managers**, letter of resignation addressed to the company, signed by the resigning party and with the company's stamp

**Assignment of shares**, assignment contract with signatures recognized in person (in cases where it is done without using a public deed)

**Increase in share capital**, proof of capital deposit

**Dissolution and liquidation**, declaration of conformity, document containing the sharing of social assets, account report/balance sheet for the last 3 (three) years signed by the accounts technician registered with the order of accountants

**Change of name**, new certificate of admissibility (new name)

**Transformation of Company**, new certificate of admissibility (name), new company contract, accounts report/balance sheet for the last 3 (three) financial years signed by the accounts technician registered with the order of accountants

**Pledge**, Contract

**Merger and division**: Merger and division project

**Note 1.** Combine points 1 and 2, when applicable

**Note 2:** If the amendment deed is made outside GUE, the user must attach the original public deed to the process. Minutes can be recognized in the GUE.

Amounts payable



Guiché Único da Empresa.....**Akz. 9,500.00**, plus the calculated fee for the requested change

**Note 2:** If signature recognition is required, users will pay **1,140.00 kz** for each signature

**Note 2:** To make the emolumentary calculations, the original Minutes must be submitted

2ND COPY OF DOCUMENTS

Who can apply?

Anyone who has any interest in the Company

Required documentation:

Copy of identity card (national), Passport and residence permit card (foreigner), mobile phone number and email.

**Note:** Other changes not included in the leaflet, users should consult the technician on duty.

Amounts payable:

Guiché Único da Empresa..... **Akz. 9.500,00**  
Business Registration Certificate..... **Akz. 6.600,00**  
Public deed..... **Akz. 3.353,00**  
Incorporation contract..... **Akz. 6.600,00**  
+Akz 220,00 for each page (written side)

Renewal of the certificate of admissibility..... **Akz. 29.000,00**

GUE's fee is added for each document requested.....**Akz. 9.500,00**





## NOTES & RECOMMENDATIONS

1. Investing is a personal decision
2. Companies can be opened online ([www.gue.gov.ao](http://www.gue.gov.ao)) or in person
3. NEVER make payments by hand
4. Please be aware that GUE's employees cannot provide consultancy or be lawyers regarding processes that are processed at GUE
5. Opening a company always generates tax liability towards the State. Consult AGT ([www.agt.minfin.gov.ao](http://www.agt.minfin.gov.ao))
6. Lawyers can request certain registrations (appointment of management, change of headquarters, for example) even without presenting a power of attorney.
7. Power of attorney may only be granted to a lawyer or another partner. See Law no. 8/17, March 13th. If the attorney is a Lawyer, he or she must attach a copy of the Lawyer's card/licence
8. Foreigners do not need special authorization to set up a company in Angola
9. All documents coming from outside the country must have consular authentication
10. REPORT to the Administration any undue charges, attempted extortion or unusual difficulties you face (+244 222 760 682), [reclamacao@gue.gov.ao](mailto:reclamacao@gue.gov.ao) In addition to identification, the telephone number and email address of all parties involved (including partners' spouses) are required.

**Além da identificação, é necessário n.o de telefone e email de todos os intervenientes (incluindo para os cônjuges dos sócios).**

**GUE's HEADQUARTERS:** Avenida Dr. Agostinho Neto, Nova Marginal - Ingombota, building AAA - RC & 2nd floor

**AIPEX:** Rua Kwamme Nkrumah, n.º 8/n.º 10 - Maianga

**NOSSO CENTRO:** Avenida 21 de Janeiro, at Shopping Nosso Centro, 1st floor

**MALANGE:** Rua Louro da Gama, Bairro Azul, City Centre, house s/n.º, next to the Municipal Administration of Malange

**BENGUELA:** Municipality of Benguela, Avenida Aires de Almeida Santos n.º 216, zone C

**BIÉ:** municipality of Kuito, Castanheira neighborhood, Raimundo Serrão street

**HUÍLA:** Commercial district, Rua Dr. António Agostinho Neto (near the municipal administration of Lugango).