

## Ministry of Lands, Housing & Urban Development

- Facilitate land applications
- Facilitate obtaining of land title deeds

## What Steps Should An Investor Follow In Order To Benefit From The Ossc?

**Step 1:** Register and incorporate the company as a local or foreign company - Department of Registrar General's Desk

**Step 2:** Obtain Investment Certificate - Malawi Investment and Trade Centre's Desk

**Step 3:** all other requirements under OSSC will follow from here -  
Immigration Department Desk;  
Malawi Revenue Authority Desk; and Ministry of Lands, Housing and Urban Development Desk.

What are some of the key costs and fees?

## Local and Foreign Company Registration and Incorporation

- Local Company: MWK50 000
- Foreign company: MWK100 000.

## Investment Certification

- Processing Fee: US\$200
  - Issuance Fee: US\$800
- It takes 5 working days to finalize this process

## Business Residence Permit

- Processing Fee: US\$100
  - Issuance Fee: US\$ 2,000
- Permit Validity Period: 5 years

## Employment Permit

- Processing Fee: US\$100
  - Issuance Fee: US\$ 1,000
- Permit Validity Period: 2 years  
It takes 5 working days to finalize this process.

## Domestic Tax Registration

Processing Fee: MK5000

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## Contact Us



### Malawi Investment and Trade Centre

Private Bag 302,  
Lilongwe 3, Malawi.  
Tel: +265 771 315  
Fax: +265 771 781  
Email: [ceo@mitc.mw](mailto:ceo@mitc.mw)

# MITC's One Stop Service Centre



# What is the OSSC?

OSSC stands for One Stop Service Centre. The OSSC is a section in the Malawi Investment and Trade Centre, and became operational on 1st September 2014. The basic concept of a One Stop Service Centre is that business related Government service providers are stationed within the OSSC to assist investors under one roof without having to be referred elsewhere.

This entails consolidation of different (but related) services in one location, making it convenient and efficient for business captains. The essence of the OSSC is centralization of services by having key institutions under one roof.



## Which Institutions are Part of The OSSC?

Currently there are 5 institutions under the OSSC, namely:

- Malawi Investment and Trade Centre (MITC)
- Department of Registrar General,
- Immigration Department
- Malawi Revenue Authority (MRA)
- Ministry of Lands, Housing and Urban Development.

Operationally, the 5 institutions have delegated desks positioned within the OSSC. The desks are manned by senior officials with vast experience and knowledge in their fields.

Within the OSSC, the MITC desk executes the coordinating role and links investors to the relevant OSSC desk according to investors' needs.

## What Services Can Be Accessed from The OSSC?

- Malawi Investment and Trade Centre
- Process and Issue Investment Certificate
- Facilitate acquisition of other sector permits and investor requirements currently not represented in the OSSC

### Department of Registrar General

- Facilitate Local Company Registration and incorporation

- Facilitate Foreign Company Registration and incorporation
- Providing legal advice on matters related to company formation, registration etc

### Immigration Department

- Process and Issue Employment Permits
- Process and Issue Business Residence Permits

### Malawi Revenue Authority

- Provide advisory guidance on tax incentives
- Grant pre-approved incentives
- Facilitate domestic tax registration