

# Registering as a New Supplier with a Cuban State Enterprise

## Basic Guidelines for preparing Documents

### Step 1: The Documents required

The basic documents requested from foreign Suppliers include:

- Articles of Association (Escritura de Constitución)
- Certificate of Incorporation (Certificación del Registro Mercantil)
- Power of Attorney (Poder para obligaciones contractuales)
- Bank Reference or Guarantee (Aval o Referencia Bancaria)

Notwithstanding the above, each Cuban company may have a specific Registration Form to be filled out by the potential Supplier requiring other information. During the negotiation process, companies from Trinidad & Tobago should request the specific requirements from the Cuban entity with which they are attempting to conduct business. The Trade Facilitation Office (TFO) assists in securing this type of information and already has a compilation of the requirements from several of the major enterprises.

### Step 2: Securing Official Translations

Official translations of the documents highlighted above and any other(s) indicated by the respective Cuban entity should be secured. For the translation to be valid, it must be prepared by a translator who is recognized by the Ministry of Foreign Affairs of Trinidad & Tobago. COSTAATT is the recommended body to perform this service.

### Step 3: Notary Public

In many instances, these documents must be certified by a Notary Public *registered with the Supreme Court* before presentation of the documents to the Ministry of Foreign Affairs (MFA) in Step 4. The needs for notarization varies depending on the type of document. The Consular & Information Section at MFA should be contacted to ascertain which documents require certification. (Contact: Ms. Zena Mohammed – 623-4116 ext 2062).

### Step 4: Ministry of Foreign Affairs (Trinidad & Tobago)

Once translated and certified, the documents should be legalized by the Ministry of Foreign Affairs. The process is handled by the Consular & Information Section. In the case of Cuba, Letter of Authentication are being issued *instead of* the Apostille Stamp.

### Step 5: Cuban Embassy in Trinidad & Tobago (Tragarete Road, Woodbrook)

Once the process at MFA is completed, the documents are passed to the Cuban Embassy in Trinidad & Tobago for legalization.

**Note:** The registration process is compulsory for conducting business with Cuban State Enterprises. Since the overall process could be time consuming, many companies find it prudent to commence the process in tandem with their negotiations with the Cuban enterprises. The advantage of this approach is that once an order is obtained or a contract signed, the transaction is not delayed due to lack of having the required documents. Moreover, registration as a Supplier is a prerequisite for Foreign Companies to be incorporated into the Cuban enterprises' Circulation List for Tender opportunities.