



WORKSHOP
PLAN. LAUNCH. GROW.

*Turn Your Ideas
into Reality*

Business Start-Up Kit

**PLAN SMARTER.
START STRONGER.
BUILD YOUR FUTURE.**

A practical, step-by-step workshop to help you turn your business idea into a real, sustainable, and profitable venture.



WHAT YOU'LL LEARN



VALIDATE YOUR IDEA

Turn your passion into a viable business concept.



CREATE A BUSINESS PLAN

Set clear goals, strategy, and action steps.



UNDERSTAND YOUR MARKET

Identify your ideal customers and competition.



SET UP & LAUNCH

Handle legal, financial and operational essentials.



PLAN FOR GROWTH

Learn strategies to scale and succeed long-term.

KEY TOPICS COVERED



Idea Validation & Market Research



Business Model & Planning



Funding & Budgeting



Branding & Marketing Basics



Legal & Operational Setup



Sales, Growth & Scaling

“Every big business started with a single idea.”



LEARN PRACTICAL SKILLS.



GAIN CONFIDENCE TO START.



BUILD A BRIGHTER TOMORROW.



*Start Today.
Create Tomorrow.*



PLAN SMARTER.
START STRONGER.
GROW FURTHER.

Your Business Journey Starts Here.



BUSINESS START-UP KIT

Your step-by-step guide to launching a business in Vanuatu — legally, financially and operationally.

*Ideas
today.
Stronger
tomorrows.*

Starting a business in Vanuatu takes more than a good idea. This kit walks you through the three things every new business needs to get right from day one: getting legal, getting your money in order, and getting your operation ready to run. Work through each checklist in order — tick items off as you go.

1 LEGAL SET-UP

*Get Legal.
Build Properly.*



BUSINESS
REGISTRATION

LICENCES

TAX

COMPLIANCE

- ☐ Register your business name with the Vanuatu Financial Services Commission (VFSC)
- ☐ Apply for your Business Licence: through your local Municipal Council (Port Vila / Luganville) or Provincial Government office
- ☐ Register for a TIN (Taxpayer Identification Number) with the Department of Customs and Inland Revenue
- ☐ Check whether your turnover means you need to register for VAT — confirm the current threshold with Vanuatu Inland Revenue
- ☐ Planning to employ staff? Register your business with the Vanuatu National Provident Fund (VNPf)
- ☐ Check for sector-specific permits — e.g. Department of Tourism accreditation for tour operators, or a Health Permit for food businesses
- ☐ If leasing land or premises, confirm lease terms and landowner agreements are properly documented

2 FINANCIAL SET-UP

*Plan Well.
Grow Further.*

PLAN
SAVE
GROW



- ☐ Open a separate business bank account — keep business money away from personal money from day one
- ☐ Choose a simple bookkeeping method: a cashbook, spreadsheet, or accounting software like Xero
- ☐ Work out your real start-up costs — registration, equipment, stock, marketing, and 2–3 months of running costs as a buffer
- ☐ Price your product or service based on your actual costs plus a fair margin — not a guess
- ☐ Set a simple weekly or monthly routine for recording sales and expenses
- ☐ Know your break-even point — how much you need to sell each month to cover your costs

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3 OPERATIONAL SET-UP

- ☐ Write a simple one-page plan: what you sell, who you sell it to, and how you'll make money
- ☐ Sort your operating space — market stall, shop, home-based, or online — and what it needs to run smoothly
- ☐ Decide how customers will order, pay, and receive their product or service
- ☐ Build a basic online presence — a Facebook Page or Marketplace listing, clear photos, and up-to-date contact details
- ☐ Know exactly who your target customer is and where they spend their time
- ☐ Set up simple stock or supply arrangements so you're not caught short
- ☐ Plan for the unexpected — what happens if you're sick, a cyclone hits, or a key supplier lets you down



THINGS PEOPLE OFTEN FORGET

- Budgeting for registration and licence renewal costs every year, not just at start up
- Keeping receipts and records from day one — not once the business is already running
- Setting money aside for VAT and tax obligations as you go, not scrambling at the end
- Testing their idea with real customers before spending big on stock or equipment



Need help putting this into action? **Pacific Training Solutions** runs hands-on business start up and coaching sessions across Vanuatu.

How to Access the **Product Link**

Follow the simple steps below to access and customize the template with ease.



1



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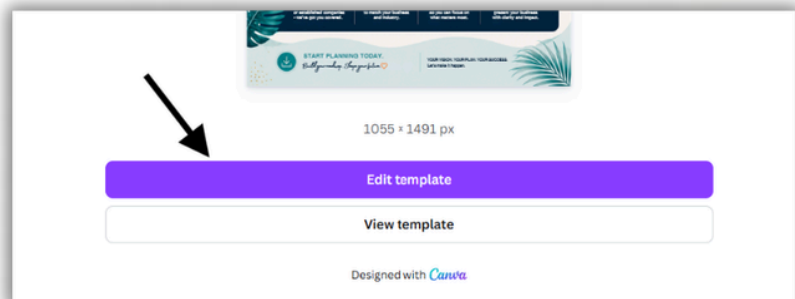
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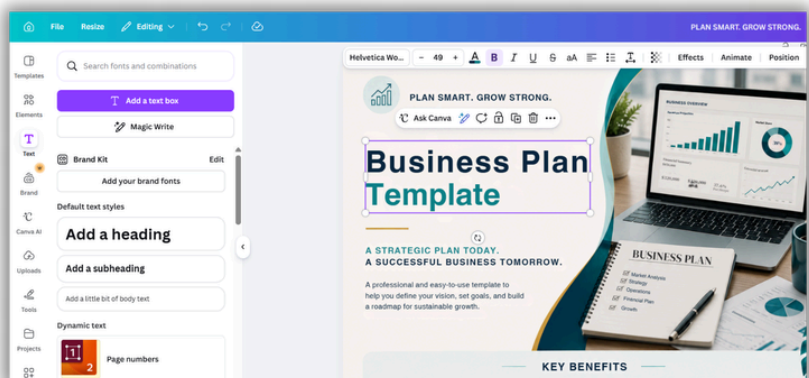


3



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