



**IDAL**  
INVEST IN LEBANON

START  
**TOGETHER.**

**BSU** BUSINESS  
SUPPORT  
UNIT

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ABOUT US

**Are you a startup  
or innovator**  
& would like to  
establish your  
business in **Lebanon**  
but don't know  
where to start?

## ABOUT **BSU**

The Business Support Unit is a new unit located within the premises of the Investment Development Authority of Lebanon (IDAL) that will provide start-ups with all the needed information to set-up and run their business. It will be operated by a dedicated team from IDAL with the support of appointed external legal and accounting advisors. It will also rely on a close collaboration with specific public sector entities who will assign coordinators to support the new unit. The BSU will provide eligible startups with market information, free legal and tax/ accounting advice as well as licensing support in order to help them establish and grow their company in Lebanon.

### READY TO **BENEFIT?**

All start-ups with an existing business plan in the **ICT, Telecommunications, Technology, Digital Media, Agrotech** and other productive sectors will be eligible for IDAL's support through the BSU.

PRE-INCORPORATION

# DISCOVER WHAT WE CAN DO **FOR YOU**

Flip through the list of services that the Business Support Unit can offer you at **IDAL for free** in order for you to start-off well informed.



## 1. START **TOGETHER**

- We will help you understand the sector you operate in through our detailed market studies.
- We will guide you through the different options available to finance your business.
- We will point you to the organizations that can offer you the right support, mentorship and training.



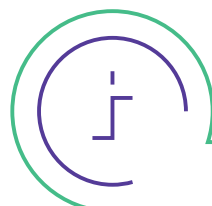
INCORPORATION



## 2. PLAN TOGETHER

- We will walk you through the steps you need to kick-start your business by providing you with business and financial plan templates, guiding you on how to choose your business name, and giving you an overview of the different possible locations for your business.
- We will help you understand the types of legal business structures available in the country and help you choose the most optimal one for your business.
- We will guide you through the company registration process by providing you with the list of documents and formalities that you need to have.
- We will connect you with the right public administration to expedite your registration process.
- We will help you figure out which licenses you need.





### 3. GROW TOGETHER

- We will guide you on how to protect your idea.
- We will walk you through your rights and obligations as an employer, including how to write or terminate an employment agreement, and understand the national social security fund requirements.
- We will help you understand your accounting, including how to set up a bookkeeping system and learning how to write receipts, invoices, and itemized billings.
- We will help you understand your financials, including understanding the different financial statements types, and learning about the different financial ratios.
- We will guide you through the different taxes that you need to pay.
- We will help you tap external markets.



# SUMMARY OF SERVICES



## LEGAL ADVISORY

### PRE-INCORPORATION AND INCORPORATION LEGAL ADVICE

- Legal information on types of business structure
- Information on how to write confidentiality agreements, NDA, etc
- Advice on company incorporation and registration
- Information on employment agreement, consultancy agreement, etc
- Information on how to protect the brand, Intellectual Property (IP)
- Advice on agreement between future shareholders, SHA, etc
- Information on Terms of service, privacy policies, disclaimers
- Information on lease agreement or registered offices

## TAX/ACCOUNTING ADVISORY



### PRE-INCORPORATION AND INCORPORATION TAX/ACCOUNTING ADVICE

- Advice on the tax environment
- Support in understanding financial and income statements
- Provision of a list of documents required by the Ministry of Finance for tax registration including Payroll Tax, Corporate Tax, VAT, etc
- Support in understanding bookkeeping issues and preparation of yearly audit
- Support on how to declare your taxes

## LICENSING SUPPORT



- Provision of all required documents to start a business available through IDAL's "Setting Up a Business in Lebanon" Guide.
- Coordination with the relevant ministries to ease administrative procedures including Ministry of Finance, Ministry of Economy and Trade, Trade Registry...etc. and provision guidance in relation to the applicable process.



# HOW TO APPLY



FILL OUT THE APPLICATION

BOOK AN APPOINTMENT



RECEIVE A CONFIRMATION FOR YOUR APPOINTMENT



Investment Development Authority of Lebanon (**IDAL**)  
Riad El Solh, Lazarieh Tower, 4<sup>th</sup> Floor  
+961 (0) 1 983 306  
[bsu@idal.com.lb](mailto:bsu@idal.com.lb)



GET **FREE LEGAL ADVICE\***

GET **FREE TAX/ACCOUNTING ADVICE\***



GET **LICENSING SUPPORT**



IF ELIGIBLE



\* The legal and accounting advice provided by the BSU does not replace your need for an official appointed lawyer and/or auditor. The BSU legal and tax/accounting advisors cannot act as the official legal advisor or auditor of your company.

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