



Corporate Obligations Guide Guatemala 2022



Learn about the annual obligations that apply to your company in Guatemala.
At BLP we can help you to ensure compliance.

January: Permission to work on days off and holidays

- Any company that, due to the nature of its functions, has to operate on days off and holidays, must request authorization at the beginning of the year before the General Labor Inspection.

January: Adjustment of the minimum wage

- Adjust the minimum wage of the company's workers under the Government Agreement issued by the President of the Republic of Guatemala for this purpose.
- By Government Agreement No. 278-2021 published in the Diario de Centroamérica on December 17, 2021, the minimum wage that will govern as of January 1, 2022, is established as follows:

Economic Activity	Daily Wage	Monthly wage	Incentive Bonus	Total Wage
Agricultural	Q.94.44	Q.2,872.55	Q.250.00	Q.3,122.55
Non-agricultural	Q.97.29	Q.2,959.24	Q.250.00	Q.3,209.24
Exporter And Maquila	Q.88.91	Q.2,704.35	Q.250.00	Q.2,954.35

First 40 days of each year: Sworn Statement before a Notary, of compliance with labor obligations. Applies only to companies subject to Decree 29-89 of the Congress of the Republic of Guatemala Law for the Promotion and Development of Export and Maquila Activities.

- A company subject to Decree 28-89 must submit to the Department of Industrial Policy, a Sworn Statement before a Notary, through its Legal Representative, stating that during the previous calendar year, the entity has complied with the obligations established in the labor laws of the country and the Information update bill for companies covered by Decree Number 29-89 of the Congress of the Republic of Guatemala Law for the Promotion and Development of Export and Maquila Activities.

February: Employer Report

- During the first 2 months of each year, every employer is required to submit to the Ministry of Labor and Social Security a report containing the names of the employees, total salary earned by each in the previous year, nationality, and type of remuneration.

January/February: Submit the entire payroll. Any company subject to Decree 29-89 of the Congress of the Republic of Guatemala Law for the Promotion and Development of Export and Maquila Activity must report each year the employee payroll.

- Submit annually, to the Ministry of Labor and Social Welfare, through the General Inspection of Labor and Social Welfare, within the period of the first two (2) months of each year, the company's entire employee payroll.

March: Annual Meeting of Shareholders/Partners

- The shareholders/partners must hold an Annual Meeting, within the first 4 months following the close of the fiscal year, in which the following matters must be presented: Financial statements corresponding to the last fiscal year, report of the Administrative Body, report of the Supervisory Body of any profit distribution, appointments of the company's administrators and any other matter indicated in the deed of incorporation.

March: Annual sworn statement to the Tax Authority

- Every taxpayer registered in the Simplified Optional Regime on Income from Lucrative Activities must submit an informative annual sworn statement to the Tax Authority, within the first 3 months of each year, reporting the income obtained in the immediately preceding calendar year.

March: Transfer Pricing Study

- Presentation of the transfer pricing study before the Tax Authority within the first 3 months of the year.

Before December 19, 2022: Environmental Impact Study

- Every company, regardless of the type of activity, must develop before December 19, 2022, a current Environmental Impact Study prepared by an environmental engineer endorsed by the Ministry of Environment and Natural Resources. If such a study is not available at the time of inspection by the environmental authorities, the company will be sanctioned with a fine (the first time) and in case of recidivism, possible suspension of activities.

Before December 19, 2022: Environmental License

- Regardless of the line of activity, every company must have a current Environmental License before December 19, 2022, renewable every 3 years, issued by the Ministry of Environment and Natural Resources. If such license is not available at the time of an inspection by the environmental authorities, the company will be sanctioned with a fine (the first time) and in case of recidivism, possible suspension of activities.

Annual: Publication of Financial Statement

- Submit the company's financial statement to the Mercantile Registry of Guatemala for publication at the end of each fiscal year.

Annual: Update or Ratification of information before the Tax Authority

- Updating or ratification of the company's registration data in the Unified Tax Registry of the Superintendency of Tax Administration is required annually. The update or ratification must include the current status of its main economic activity or activities, defined as those that in the corresponding taxation period earned more than fifty percent (50%) of taxpayer income.

One time only: Occupational Health and Safety Plan

- Every employer must maintain an Occupational Health and Safety Plan registered with the Ministry of Labor and Social Security of Guatemala.

At BLP we have a team that can assist you with the process.

For more information contact us at info@blplegal.com
or +502 2225 7000.