

EXECUTIVE WORKING CHECKLIST

Togo Market Entry & Corporate Representation Checklist

A structured internal review for foreign companies preparing to establish, represent or operate a business in Togo.

Edition verified: 16 August 2026

1. Project snapshot

Parent company and country	
Project owner and decision maker	
Sector and proposed activity	
Target customer and route to market	
Expected launch date	
Initial budget and currency	

2. Entry model and authority

☐	The commercial objective and expected permanence are written.	Owner / date · Responsable / date: _____
☐	Exporter, distributor, branch, subsidiary and liaison options have been compared.	Owner / date · Responsable / date: _____
☐	The contracting and invoicing entity is identified.	Owner / date · Responsable / date: _____
☐	The local representative's negotiation, signature and spending powers are explicit.	Owner / date · Responsable / date: _____
☐	Legal and tax professionals have reviewed the proposed substance, not only the title.	Owner / date · Responsable / date: _____

3. Registration and activation

☐	Activity, shareholders, beneficial owners, manager, capital and address are approved.	Owner / date · Responsable / date: _____
☐	Current CFE documents and official fees have been reconfirmed.	Owner / date · Responsable / date: _____
☐	Foreign documents, translations, certifications and legalisation needs are mapped.	Owner / date · Responsable / date: _____
☐	Banking, tax, social-security, accounting and beneficial-owner actions have owners.	Owner / date · Responsable / date: _____
☐	Sector licences, premises and import-export requirements have been checked.	Owner / date · Responsable / date: _____

4. Operations, people and providers

☐	A 90-day operating plan identifies every dependency and approval gate.	Owner / date · Responsable / date: _____
☐	Staffing, lawful employer model, contracts, payroll and onboarding are ready.	Owner / date · Responsable / date: _____
☐	Vendors have written scopes, independent status and risk-based checks.	Owner / date · Responsable / date: _____
☐	Payment instructions, expenses and supporting evidence follow maker-checker controls.	Owner / date · Responsable / date: _____
☐	Reporting covers progress, risks, decisions, cash and outstanding evidence.	Owner / date · Responsable / date: _____

5. Integrity and due diligence

☐	Partners, managers, ownership and material claims have been independently checked.	Owner / date · Responsable / date: _____
☐	No undisclosed commission, facilitation payment or personal conflict is accepted.	Owner / date · Responsable / date: _____
☐	Public-official interactions have a legitimate purpose and accurate records.	Owner / date · Responsable / date: _____
☐	Client logos, references and testimonials are used only with authorisation.	Owner / date · Responsable / date: _____
☐	A concern-reporting and escalation path is known to the project team.	Owner / date · Responsable / date: _____

Verification register

Record the source, date, owner and next review date for every legal, cost or timing claim.

Important: this checklist is a project-control aid, not legal, tax, accounting, customs, investment or employment advice. Official requirements can change. Confirm the current procedure with the competent authority and appropriately qualified professionals before acting.

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