



Contract No. 7176212

Project: Business Registration System Upgrade in Dominica

Dominica Online Company Registry

How to De-Register a Company

Version 1.3

For the International Finance Corporation and Government of Dominica

Submitted on December 4, 2015

By dotGov Solutions, LLC



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How to De-Register a Company (Dissolution void / Voluntary dissolution)

If you already have a registered Entity you can submit application online for dissolution of the entity. To de-register a registered company, do the following:

1. Log into the system
2. On the right top corner of the page click **Online Services → Other Filings / Supporting Documents / Voluntary dissolution**.
3. **De-Register** step-by-step application process starts with **Select Entity** form.
4. Click "**Lookup**" button  to select Entity. "Company Number" and "Date of Incorporation" will be inserted automatically into corresponding fields (see Figure 1).
5. Click "**Next**" button. **Company Details** form will display with information from the registry database inserted into the corresponding data entry fields.
6. Click "**Next**" button. **Dissolution Void** form will display as shown below (see Figure 2).
7. Select value for "**Dissolution Type**" field.

Click "Next" button. Documents form display as shown below (see

Documents

Knowledge baseVideo tutorial

Prescribed Forms

[Form 9A - Notice of Directors](#)
[Form 1 - Articles of Incorporation](#)

Please download, sign, scan and upload completed Prescribed Forms.

Attachments

File	Subject	
Form 9A	FORM 9A - SIGNED	Edit Delete

[Add Document](#)

Subject

FORM 1 - SIGNED

Upload File*

Form 1.pdf

46907 B

[Cancel](#) [Save](#)

Please note that allowed file types are Images (.jpg, .png) and Adobe PDF (.pdf).

[Previous](#) [Next](#)

For more information on what is required to complete the process successfully click [here](#) to access the knowledge base or [here](#) to access the video tutorial

8. Figure 3).

9. Do the following for each document file you would like to add to your application:

a. Click name of the form link at the list of **"Prescribed Forms"**.

b. **Print Form** will display in the new tab of your browser.



c. Click the **"Download"** button and save file with the form on your computer. Print it out, sign the document and scan it.

d. At **"Attachments"** section click  button. Form for document upload displays.

e. Enter subject

f. Locate and select file on your computer. Allowed formats are JPEG (.jpg), PNG (.png) and PDF (.pdf)!

g. Click **"Save"**.

10. Click **"Next"** button. **Payment Information** displays (see Figure 4).

11. Select value **"Cash"** for **"Payment Type"** and click **"Next"** button.

12. Success message displays confirming application submission (see Figure 5).

!!! Please remember the **Case Number** for further steps.

De-Register

SELECT ENTITY

ENTITY DETAILS

DISSOLUTION VOID

DOCUMENTS

PAYMENT

Select Entity

Knowledge baseVideo tutorial

Company Name*

Fast Comp

✕🔍

Company No:

2015/IBC011

Date Of Incorporation

04/02/2015

Next

Click this button to see registered companies available for selection

Figure 1 De-Register Company / Select Entity

De-Register

SELECT ENTITY

ENTITY DETAIL

DISSOLUTION VOID

DOCUMENTS

PAYMENT

Dissolution void

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IBC Number

2015/IBC011

Company Name*

Fast Comp

Restoration Type*

BY COURT ORDER (Section 100(1))

Application Date*

30/11/2015

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Figure 2 De-Register Company / Dissolution Void

Documents

[Knowledge base](#)
[Video tutorial](#)

Prescribed Forms

[Form 9A - Notice of Directors](#)
[Form 1 - Articles of Incorporation](#)

Please download, sign, scan and upload completed Prescribed Forms.

Attachments

The attached file with document

File	Subject	
Form 9A	FORM 9A - SIGNED	Edit Delete

[Add Document](#)

Click this button to upload file with scanned document

Click this button to delete this record from the list

Click this button to edit record

Subject

FORM 1 - SIGNED

Upload File*

Form 1.pdf

46907 B

Cancel

Save

Click "Save" to add document to list of attached documents

Please note that allowed file types are Images (.jpg, .png) and Adobe PDF (.pdf).

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Figure 3 De-Register Company / Documents

De-Register

SELECT ENTITY

ENTITY DETAILS

DISSOLUTION VOID

DOCUMENTS

PAYMENT

Payment

Knowledge base

Video tutorial

Case Number

EF-1813/11-15

Date On

30/11/2015

Unpaid Fees

Fee	Quantity	Amount	Subtotal
-----	----------	--------	----------

Amount to be Paid

0.00

Payment Type*

Cash

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Figure 4 De-Register Company / Payment Details

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You have successfully completed your case NR EF-1813/11-15.

We aim to process all straightforward applications within 24 hours.

A straightforward application is an application that:

1. Is received with a fully completed application form.
2. Contains documents that are received in the correct format.
3. Contains the correct payment (including e-payment receipt or e-mail confirmation) with filing fees to the Registry.

Note: to change your personal details, please use My Profile menu option.

Please remember this application
Case Number

Figure 5 De-Register Company / Success Message