



Contract No. 7176212

Project: Business Registration System Upgrade in Dominica

Dominica Online Company Registry How to File Annual Return

Version 1.3

For the International Finance Corporation and Government of Dominica

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How to File Annual Return BN / LCO / ECO

If you already have a registered Entity you can file annual return online. To file annual return for a registered company, do the following:

1. Log into the system
2. On the right top corner of the page click **Online Services → Post-Registration Services → BN / LCO / ECO → Annual Return for BN / LCO / ECO depending** on your goal.
3. **File Annual Return** 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. **Annual Return** form will display as shown below (see Figure 2).
7. Use calendar to pick up "**Data for this return**".
8. Click "**Next**" button. **Documents** form display as shown below (see Figure 3Error! Reference source not found.).
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.

The screenshot shows a web interface for filing an annual return. At the top, a navigation bar has four steps: 'SELECT ENTITY' (highlighted in blue), 'ENTITY DETAILS', 'ANNUAL RETURN', and 'PAYMENT'. Below the navigation bar, there are two links: 'Knowledge base' and 'Video tutorial'. The main section is titled 'Select Entity'. It contains three input fields: 'Company Name*' with the value 'Fast Comp', 'Company No:' with the value '2015/IBC011', and 'Date Of Incorporation' with the value '04/02/2015'. The 'Company Name' field has a search icon (magnifying glass) and a clear icon (X) on its right side. A blue callout box with a pointer to the search icon contains the text: 'Click this button to see and available registered companies'. At the bottom right of the form is a 'Next' button.

Figure 1 File Annual Return / Select Entity

SELECT ENTITY

ENTITY DETAIL

ANNUAL RETURN

PAYMENT

Annual Return

Knowledge base

Video tutorial

Entity Name

Fast Comp

Entity No:

2015/IBC011

Date of Registration

04/02/2015

Date of this return*

30/11/2015

Use Calendar to pick up date

Previous

Next

Figure 2 File Annual Return / Annual Return

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 the scanned document

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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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

Figure 3 Annual Return / Documents Upload

SELECT ENTITY
ENTITY DETAILS
ANNUAL RETURN
PAYMENT

Payment
Knowledge base
Video tutorial

Case Number

EF-1016/11-15

Date On

30/11/2015

Unpaid Fees

Fee	Quantity	Amount	Subtotal
Annual fee	1	25.00	25

Amount to be Paid

25.00

Payment Type*

Cash

Previous

Next

Fee varies by service and country

Figure 4 File Annual Return / Payment Information

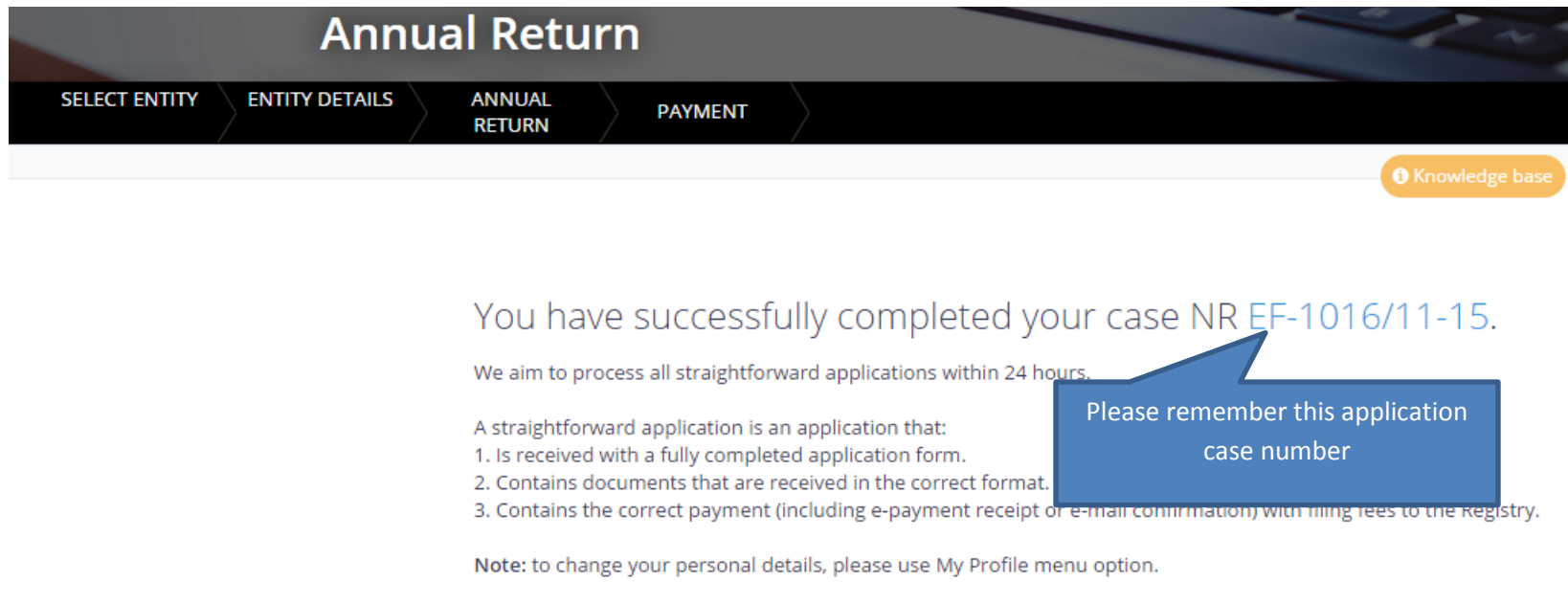


Figure 5 File Annual Return / Success Message