



Contract No. 7176212

Project: Business Registration System Upgrade in Dominica

Dominica Online Company Registry How to Reserve a Name

Version 1.3

For the International Finance Corporation and Government of Dominica

Submitted on December 4, 2015

By dotGov Solutions, LLC



This document has been produced with the financial assistance of the IFC/World Bank Group. The views expressed herein can in no way be taken to reflect the official opinion of the IFC/World Bank Group or Government of Dominica

Prepared by dotGov Solutions, LLC

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How to Reserve Name for LCO

1. Log into the system
2. On the right top corner of the page click **Online Services**. Online Services page displays (see **Error! Reference source not found.** above). Find **Registration Services → LCO → Reserve a Name LCO**.
3. **Reserve a Name** step-by-step application process starts.
4. Select country of your current residence by clicking on its flag.
5. Click "**Next**". Proposed names form will display (see Figure 1).
6. Input **Name (a)**, **Name (b)** and **Name (c)** for Search/Reservation and select value for "**Name is for**" field. Check "**Reserve first available name**" check box.
7. Click "**Next**" button.
8. Provide **Nature of Business** by doing the following for each type you would like to add:
 - a. Clicking "**Add nature of business**" button. **Types** list will display (see Figure 2).
 - b. Select the appropriate values for **Types** fields
 - c. Click "**Save**" button.
 - d. Record of type you have selected displays in the list of "**Nature of Business**" field (see Figure 3).

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

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

File	Subject
Add Document	

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 4 BN Registration / Documents

10.).
11. 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 as shown below (see Figure 5).
 - e. Enter subject
 - f. Locate and select file on your computer. Allowed formats are JPEG (.jpg), PNG (.png) and PDF (.pdf)!
 - g. Click "**Save**".
12. Click "**Next**" button. Payment Information displays (see Figure 6).
13. Select value "**Cash**" for "**Payment Type**" and click "**Next**" button.
14. Success message displays confirming application submission (see Figure 7). !!! Please remember the **Case Number** for further steps.

Reserve a Name

PROPOSED NAMES

BUSINESS ACTIVITIES

DOCUMENTS

PAYMENT

Knowledge base

Video tutorial

Proposed Names

Name 1

SAMPLE COMPANY

Name 2

SECOND COMPANY

Name 3

THIRD SAMPLE COMPANY

Derivation Of Name

Name is for

Incorporation

Reserve First Available Name

☒

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Next

Type in 3 options of name for reservation

Select purpose the name will be used

Select checkbox to agree to reserve the first available name

Figure 1 Reserve a Name / Proposed Names

Types

Search and Select

01. Crop and animal production, hunting and related service activities

×

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Main Sector

A. Agriculture, forestry and fishing

Sub Sector 1

01. Crop and animal production, hunting and related service activities

Sub Sector 2

011. Growing of non-perennial crops

Sub Sector 3

0112. Growing of rice

Sector Details

Explanatory Note Inclusion

This class includes: - growing of rice (including organic farming and the growing of genetically modified rice)

or Unclassified Nature of Business

Cancel

Save

Click "Lookup" button to select from available types

Figure 2 Reserve a Name / Selecting Type of Nature of Business

PROPOSED NAMES

BUSINESS ACTIVITIES

DOCUMENTS

PAYMENT

Business Activities

Knowledge baseVideo tutorial

Case Number

EF-0994/11-15

Records added to the field

Nature of Business*

ISIC Code	Unclassified Nature of Business	Status	
0112. Growing of rice		Added	EditDelete
0150. Mixed farming		Added	EditDelete

Add nature of business

Click this button to add more records

Click this button to delete this record from the list

Click this button to edit record

PreviousNext

Figure 3 Reserve a Name / List of Types at “Nature of Business” field

Documents

Knowledge base

Video tutorial

List of legal forms prescribed for the application (varies for each application type).

Prescribed Forms

Form 9A - Notice of Directors

Form 1 - Articles of Incorporation

Click the link to see the document form.

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

Attachments

File	Subject
+ Add Document Click this button to upload the scanned document	

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 4 BN Registration / Documents

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).

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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

The attached file with document

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

Figure 5 Reserve a Name / Form for Document's Upload

PROPOSED NAMES

BUSINESS ACTIVITIES

DOCUMENTS

PAYMENT

Payment

Knowledge base

Video tutorial

Case Number

EF-0994/11-15

Date On

30/11/2015

Unpaid Fees

Fee	Quantity	Amount	Subtotal
Form 26 - Request for Name Search and Name Reservation	1	25.00	25

Amount to be Paid

25.00

Fee varies by service and country

Payment Type*

Cash

Previous

Next

Figure 6 Reserve a Name / Payment Information

You have successfully completed your case NR EF-0994/11-15.

Remember this application case number

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.

Figure 7 Reserve a Name / Success Message

How to Reserve a Name IBC

1. Log into the system
2. On the right top corner of the page click **Online Services**. Online Services page displays (see **Error! Reference source not found.** above). Find **Registration Services → International Business Companies → Reserve a Name IBC**.
3. **Reserve a Name** step-by-step application process starts.
4. Select country of your current residence by clicking on its flag.
5. Click **"Next"**. Proposed names form will display (see Figure 8).
6. Input **Name (a)**, **Name (b)** and **Name (c)** for Search/Reservation and select value for **"Name is for"** field. Check **"Reserve first available name"** check box.
7. Click **"Next"** button.
8. Provide **Nature of Business** by doing the following for each type you would like to add:
 - a. Clicking **"Add nature of business"** button. **Types** list will display (see Figure 9).
 - b. Select the appropriate values for **Types** fields
 - c. Click **"Save"** button.
 - d. Record of type you have selected displays in the list of **"Nature of Business"** field (see Figure 10).
9. Click **"Next"** button. **Documents** form display as shown below (see Figure 11).
10. 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**".
11. Click "**Next**" button. **Payment Information** displays (see Figure 13).
 12. Select value "**Cash**" for "**Payment Type**" and click "**Next**" button.
 13. Success message displays confirming application submission (see Figure 14). !!! Please remember the **Case Number** for further steps.

Reserve a Name

PROPOSED NAMES

BUSINESS ACTIVITIES

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Proposed Names

Name 1

SAMPLE COMPANY

Name 2

SECOND COMPANY

Name 3

THIRD SAMPLE COMPANY

Derivation Of Name

Name is for

Incorporation

Reserve First Available Name

☒

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Type in 3 options of name for reservation

Select purpose the name will be used

Select checkbox to agree to reserve the first available name

Figure 8 Reserve a Name IBC / Proposed Names

Types

Search and Select

01. Crop and animal production, hunting and related service activities

✕ 🔍

Main Sector

A. Agriculture, forestry and fishing

Sub Sector 1

01. Crop and animal production, hunting and related service activities

Sub Sector 2

011. Growing of non-perennial crops

Sub Sector 3

0112. Growing of rice

Sector Details

Explanatory Note Inclusion

This class includes: - growing of rice (including organic farming and the growing of genetically modified rice)

or Unclassified Nature of Business

Cancel

Save

Click "Lookup" button to select from available types

Figure 9 Reserve a Name IBC / Selecting Type of Nature of Business

PROPOSED NAMES

BUSINESS ACTIVITIES

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PAYMENT

Business Activities

Knowledge baseVideo tutorial

Case Number

EF-0994/11-15

Records added to the field

Nature of Business*

ISIC Code	Unclassified Nature of Business	Status	
0112. Growing of rice		Added	EditDelete
0150. Mixed farming		Added	EditDelete

Add nature of business

Click this button to add more records

Click this button to delete this record from the list

Click this button to edit record

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Figure 10 Reserve a Name IBC / List of Types at “Nature of Business” field

PROPOSED NAMESBUSINESS ACTIVITIESDOCUMENTSPAYMENT

DocumentsKnowledge baseVideo tutorial

List of documents attached to application

Click this button to delete this record from the list

File	Subject	
BOE-A-2013-4289	SAMPLE DOC	EditDelete
11-2-2015 10-44-54 AM	2 SAMPLE DOC	EditDelete

Add Document

Click this button to add more records

Click this button to edit record

PreviousNext

Figure 11 Reserve a Name IBC / List of Attached Documents

Subject

SAMPLE DOC

Upload File*

 BOE-A-2013-4289.pdf

236349 B 

The attached file with document

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

Figure 12 Reserve a Name IBC / Form for Document's Upload

PROPOSED NAMES
BUSINESS ACTIVITIES
DOCUMENTS
PAYMENT

Knowledge base
Video tutorial

Case Number
EF-1120/12-15

Date On
03/12/2015

Unpaid Fees

Fee	Quantity	Amount	Subtotal
Form 26 - Request for Name Search and Name Reservation	1	25.00	25

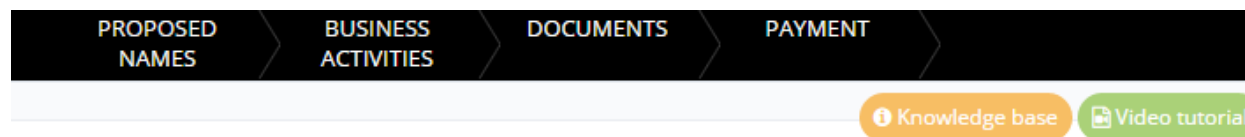
Amount to be Paid
25.00

Payment Type*
Cash

Previous
Next

Figure 13 Reserve a Name IBC / Payment Information

Fee varies by service and country



You have successfully completed your case NR EF-0994/11-15.

Remember this application case number

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.

Figure 14 Reserve a Name IBC / Success Message