



Contract No. 7176212

Project: Business Registration System Upgrade in Dominica

Dominica Online Company Registry How to Start an Entity

Version 1.3

For the International Finance Corporation and Government of Dominica

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By dotGov Solutions, LLC



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Prepared by dotGov Solutions, LLC

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How to Apply for Name Registration by Individual /By Firm/ By Corporation

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 → BN → Name Registration by Individual / Business Name Registration by Firm / Business Name Registration by Corporation** depending on your goal.
3. **Business Name Registration** step-by-step application process starts with **Clearance Name** form.
 - A. If you have approved reserved name select **“Yes”** for **“Do you have cleared name?”** and input Case Number in **“Clearance Case”** field as shown below (see Figure 1). Data from previous name clearance case is inserted into corresponding fields.
 - B. If you do NOT have approved reserved name select **“No”** for **“Do you have cleared name?”** and then input Entity Name into **“Company Name”** field and select values for the rest of fields on the form (see Figure 2).
NOTE: Fields marked with red asterisk sign (*) are required and must be completed.
4. Click **“Next”** button. **Business Activities** form displays as shown below (see Figure 3).
5. 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 4**Error! Reference source not found.**).
 - 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).
6. Click **“Next”** button. **Company Address** form will display with corresponding data entry fields as shown below (see Figure 5).
7. Provide **Company Address**. If **“Postal Office Address”** is the same as **“Principal Office Address”** click **“Same as principal”** button to fill it automatically.
8. Click **“Next”** button. **Status of the Business** form display as shown below (see Figure 6Figure 19).
9. Select **“Yes”** or **“No”** option for **“Will the company start business immediately following incorporation?”** and select the appropriate values for corresponding fields.

10. Click "**Next**" button. Documents form display as shown below (see Figure 7).
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 **Error! Reference source not found.**).
 - 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 9).
13. Select value "**Cash**" for "**Payment Type**" and click "**Next**" button.
14. Success message displays confirming application submission (see Figure 10).

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

The screenshot shows a web form titled 'Cleared Name' with a progress bar at the top containing steps: CLEARED NAME, BUSINESS ACTIVITIES, COMPANY ADDRESS, STATUS OF THE BUSINESS, DOCUMENTS, and PAYMENT. The 'Cleared Name' step is currently active.

On the right side of the form, there are two buttons: 'Knowledge base' and 'Video tutorial'.

The main form area contains the following elements:

- A question: 'Do you have cleared name?' with two radio button options: 'Yes' (selected) and 'No'.
- A label: 'Clearance Case*'
- A dropdown menu with the text 'Select' and a magnifying glass icon.
- A 'Cleared Proposed' section with a text input field.
- A 'Next' button at the bottom right.

Three blue callout boxes provide instructions:

- Callout 1: 'If you have approved reserved name select "Yes"' points to the 'Yes' radio button.
- Callout 2: 'Click "Lookup" to be able to select previously approved Name Reservation case' points to the magnifying glass icon on the dropdown menu.
- Callout 3: 'Double-click case record to select' points to a row in a table.

The table shown in the dropdown menu has the following data:

Case Number	Entity Name
EF-1097/12-15	MARYEFCO

Below the table, it says 'Total: 1'.

At the bottom of the form, there is a footer: 'For more information' followed by a link to the 'knowledge base' and another link to the 'video tutorial'.

Figure 1 Business Registration / Clearance Name form / Select "Clearance Case"

CLEARED NAMEBUSINESS ACTIVITIESCOMPANY ADDRESSSTATUS OF THE BUSINESSDOCUMENTSPAYMENT

Cleared Name

Knowledge baseVideo tutorial

Do you have cleared name?

☐ Yes

☒ No

If you do NOT have approved reserved name select "No"

Proposed Name:

Name*

GEORGEM

Type in Name you would like to register

Any other business name currently used

NONE

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

Figure 2 BN Registration / Clearance Name form / Company Name

CLEARED NAME

BUSINESS ACTIVITIES

COMPANY ADDRESS

STATUS OF THE BUSINESS

DOCUMENTS

PAYMENT

Knowledge base

Video tutorial

Business Activities

Case Number

EF-1099/12-15

Nature of Business*

ISIC Code	Unclassified Nature of Business	Status	
0111. Growing of cereals (except rice), leguminous crops and oil seeds		Added	Edit Delete
0111. Growing of cereals (except rice), leguminous crops and oil seeds		Added	Edit Delete

Add nature of business

Previous

Next

Figure 3 BN Registration / Business Activities

Types

Search and Select

0111. Growing of cereals (except rice), leguminous crops and oil seeds

Main Sector

A. Agriculture, forestry and fishing

Sub Sector 1

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

Sub Sector 2

014. Animal production

Sub Sector 3

0143. Raising of camels and camelids

Sector Details

Explanatory Note Inclusion

This class includes: - raising and breeding of camels (dromedary) and camelids

or Unclassified Nature of Business

Cancel

Save

Figure 4 BN Registration / Business Activities / Add Record

CLEARED NAME

BUSINESS ACTIVITIES

COMPANY ADDRESS

STATUS OF THE BUSINESS

DOCUMENTS

PAYMENT

Knowledge base

Video tutorial

Company Address

Principal Office Address

Address 1*

MAIN STREET 55

Address 2

Enter address line 2

City/Town*

ROSEAU

Country*

DOMINICA

Email

MARY@JAMES.COM

Phone*

123456789

Mobile

123456789

Fax

789654123

Postal Office Address

Same as principal

If the address is the same click here to fill it automatically

Address 1

MAIN STREET 55

Address 2

Enter address line 2

City/Town

ROSEAU

Country

DOMINICA

Address Hidden

PrincipalOfficeAddress

MAIN STREET 55, ROSEAU

PostalOfficeAddress

MAIN STREET 55, ROSEAU

Previous

Next

Figure 5 BN Registration / Company Address

CLEARED NAME

BUSINESS ACTIVITIES

COMPANY ADDRESS

STATUS OF THE BUSINESS

DOCUMENTS

PAYMENT

Status of the Business

Knowledge base

Video tutorial

Is this an existing business?*

☐ Yes

☒ No

Financial Year End On (DD/MM)

12/12

Do you intend to have employees?*

Yes

Are you registered with the Department of Social Security as an employer?

☐ Yes

☒ No

Do you have a Tax Identification number?

☐ Yes

☒ No

Yes ? The Business started (MM/YY)

Number of Male

2

Number of Female

2

SSN

Tin number

Previous

Next

Figure 6 BN Registration / Status of the Business

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).

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

Figure 7 BN Registration / Documents

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	
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

Figure 8 BN Registration / Documents / File Upload

CLEARED NAME

BUSINESS ACTIVITIES

COMPANY ADDRESS

STATUS OF THE BUSINESS

DOCUMENTS

PAYMENT

Payment

Knowledge base

Video tutorial

Case Number

EF-1099/12-15

Date On

03/12/2015

Unpaid Fees

Fee	Quantity	Amount	Subtotal
Form12 - Certificate of Registration	1	70.00	70
Form1 - Application for Registration by an Individual	1	20.00	20

Amount to be Paid

90.00

Payment Type*

Cash

Previous

Next

Figure 9 Business Registration / Payment Information

CLEARED NAMEBUSINESS ACTIVITIESCOMPANY ADDRESSSTATUS OF THE BUSINESSDOCUMENTSPAYMENT

SummaryKnowledge baseVideo tutorial

You have successfully completed your case NR EF-1099/12-15.

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) w

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

Remember this application Case Number

Figure 10 Business Registration / Success Message

How to Apply for Company Incorporation (Domestic Profit-Marking / Non-Profit-Marking)

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 → Company Incorporation (Domestic Profit-Marking)** or **Company Incorporation (Domestic Non-Profit-Marking)** depending on your goal.
3. **Company Incorporation** step-by-step application process starts with **Clearance Name** form.

If you have approved reserved name select “Yes” for “Do you have cleared name?” and input Case Number in field as shown below (see Figure 11). Data from previous name clearance case is inserted into corresponding fields (see “How to Reserve Name”).

How to Apply for Name Registration by Individual / By Firm / By Corporation

15. Log into the system
16. 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 → BN → Name Registration by Individual / Business Name Registration by Firm / Business Name Registration by Corporation** depending on your goal.
17. **Business Name Registration** step-by-step application process starts with **Clearance Name** form.
 - C. If you have approved reserved name select “Yes” for “Do you have cleared name?” and input Case Number in “**Clearance Case**” field as shown below (see Figure 1). Data from previous name clearance case is inserted into corresponding fields.
 - D. If you do NOT have approved reserved name select “No” for “Do you have cleared name?” and then input Entity Name into “**Company Name**” field and select values for the rest of fields on the form (see Figure 2).

NOTE: Fields marked with red asterisk sign (*) are required and must be completed.
18. Click “**Next**” button. **Business Activities** form displays as shown below (see Figure 3).
19. Provide **Nature of Business** by doing the following for each type you would like to add:
 - e. Clicking “**Add nature of business**” button. **Types** list will display (see Figure 4**Error! Reference source not found.**).

f. Select the appropriate values for **Types** fields

g. Click "**Save**" button.

h. Record of type you have selected displays in the list of "**Nature of Business**" field (see Figure 3).

20. Click "**Next**" button. **Company Address** form will display with corresponding data entry fields as shown below (see Figure 5).

21. Provide **Company Address**. If "Postal Office Address" is the same as "Principal Office Address" click "**Same as principal**" button to fill it automatically.

22. Click "**Next**" button. **Status of the Business** form display as shown below (see Figure 6Figure 19).

23. Select "Yes" or "No" option for "**Will the company start business immediately following incorporation?**" and select the appropriate values for corresponding fields.

24. Click "**Next**" button. Documents form display as shown below (see Figure 7).

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

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

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

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

k. At "**Attachments**" section click  button. Form for document upload displays as shown below (see **Error! Reference source not found.**).

l. Enter subject

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

n. Click "**Save**".

26. Click "**Next**" button. **Payment Information** displays (see Figure 9).

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

28. Success message displays confirming application submission (see Figure 10).

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

Cleared Name

Do you have cleared name? ☒ Yes ☐ No

Clearance Case*

Cleared Proposed

For more information

Knowledge base Video tutorial

Next

ully click here to access the [knowledge base](#) or here to access the [video tutorial](#)

Case Number	Entity Name
EF-1097/12-15	MARYEFCO

Total: 1

Figure 1 Business Registration / Clearance Name form / Select "Clearance Case"

CLEARED
NAME

BUSINESS
ACTIVITIES

COMPANY
ADDRESS

STATUS OF THE
BUSINESS

DOCUMENTS

PAYMENT

Cleared Name

Knowledge base

Video tutorial

Do you have cleared name?

☐ Yes

☒ No

Proposed Name:

Name*

GEORGEM

Any other business name currently used

NONE

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](#)

Figure 2 BN Registration / Clearance Name form / Company Name

CLEARED NAME

BUSINESS ACTIVITIES

COMPANY ADDRESS

STATUS OF THE BUSINESS

DOCUMENTS

PAYMENT

Business Activities

Knowledge base

Video tutorial

Case Number

EF-1099/12-15

Nature of Business*

ISIC Code	Unclassified Nature of Business	Status	
0111. Growing of cereals (except rice), leguminous crops and oil seeds		Added	Edit Delete
0111. Growing of cereals (except rice), leguminous crops and oil seeds		Added	Edit Delete

Add nature of business

Previous

Next

Figure 3 BN Registration / Business Activities

Types

Search and Select

0111. Growing of cereals (except rice), leguminous crops and oil seeds

Main Sector

A. Agriculture, forestry and fishing

Sub Sector 1

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

Sub Sector 2

014. Animal production

Sub Sector 3

0143. Raising of camels and camelids

Sector Details

Explanatory Note Inclusion

This class includes: - raising and breeding of camels (dromedary) and camelids

or Unclassified Nature of Business

Cancel

Save

Figure 4 BN Registration / Business Activities / Add Record

CLEARED NAME

BUSINESS ACTIVITIES

COMPANY ADDRESS

STATUS OF THE BUSINESS

DOCUMENTS

PAYMENT

Knowledge base

Video tutorial

Company Address

Principal Office Address

Address 1*

MAIN STREET 55

Address 2

Enter address line 2

City/Town*

ROSEAU

Country*

DOMINICA

Email

MARY@JAMES.COM

Phone*

123456789

Mobile

123456789

Fax

789654123

Postal Office Address

Same as principal

Address 1

MAIN STREET 55

Address 2

Enter address line 2

City/Town

ROSEAU

Country

DOMINICA

Address Hidden

PrincipalOfficeAddress

MAIN STREET 55, ROSEAU

PostalOfficeAddress

MAIN STREET 55, ROSEAU

Previous

Next

Figure 5 BN Registration / Company Address

CLEARED NAME

BUSINESS ACTIVITIES

COMPANY ADDRESS

STATUS OF THE BUSINESS

DOCUMENTS

PAYMENT

Status of the Business

Knowledge base

Video tutorial

Is this an existing business?*

☐ Yes

☒ No

Financial Year End On (DD/MM)

12/12

Do you intend to have employees?*

Yes

Are you registered with the Department of Social Security as an employer?

☐ Yes

☒ No

Do you have a Tax Identification number?

☐ Yes

☒ No

Yes ? The Business started (MM/YY)

Number of Male

2

Number of Female

2

SSN

Tin number

Previous

Next

Figure 6 BN Registration / Status of the Business

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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).

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

Figure 7 BN Registration / Documents

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	
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

Figure 8 BN Registration / Documents / File Upload

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CLEARED NAME

BUSINESS ACTIVITIES

COMPANY ADDRESS

STATUS OF THE BUSINESS

DOCUMENTS

PAYMENT

Payment

Knowledge base

Video tutorial

Case Number

EF-1099/12-15

Date On

03/12/2015

Unpaid Fees

Fee	Quantity	Amount	Subtotal
Form12 - Certificate of Registration	1	70.00	70
Form1 - Application for Registration by an Individual	1	20.00	20

Amount to be Paid

90.00

Payment Type*

Cash

Previous

Next

Figure 9 Business Registration / Payment Information

CLEARED NAMEBUSINESS ACTIVITIESCOMPANY ADDRESSSTATUS OF THE BUSINESSDOCUMENTSPAYMENT

SummaryKnowledge baseVideo tutorial

You have successfully completed your case NR EF-1099/12-15.

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.

Figure 10 Business Registration / Success Message

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E. " section of this document).

F. If you do NOT have approved reserved name select **"No"** for **"Do you have cleared name?"** and then input Entity Name into **"Company Name"** field and select values for the rest of fields on the form (see Figure 12).

NOTE: Fields marked with red asterisk sign (*) are required and must be completed.

4. Click **"Next"** button. **Company Address** form will display with corresponding data entry fields as shown below (see Figure 13).
5. Provide **Company Address**. If "Postal Office Address" is the same as "Principal Office Address" click **"Same as principal"** button to fill it automatically.
6. Click **"Next"** button. **Business Activities** form displays as shown below (see Figure 14).
7. 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 4).
 - 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 14).
8. Select "Yes" or "No" option for **"Will the company start business immediately following incorporation?"** and select the appropriate values for corresponding fields.
9. Click **"Next"** button. **Shares** form will display as shown below (see Figure 15).
10. Add **Shares Allotted** by doing the following for each record you would like to add:
 - a. Click **"Add Class of Shares"** button. "Share Allotted" form will display (see Figure 16)
 - b. Select value for **"Class of Shares"**
 - c. Provide all the fields of the form with relevant data
 - d. Click **"Save"** to button to add record to the list of **Shares Allotted**.
11. Click **"Next"** button. **Incorporators** form display as shown below (see Figure 17).
12. Add **Signatories** by doing the following for each record you would like to add:

- a. Click "**Add Signatories**" button. "Signatories Details" form will display (see Figure 18)
- b. Select value for "**Title**"
- c. Provide all the fields of the form with relevant data
- d. Click "**Save**" to button to add record to the list of **Incorporators**.

13. Click "**Next**" button. **Directors** form display as shown below (see Figure 19).

14. Type in the numbers of directors.

15. Add director(s) by doing the following for each record you would like to add:

- a. Click "**Add Directors**" button. "Director Details" form will display (see Figure 20).
- b. Select "**Individual**" or "**Firm**" option
- c. Provide all the fields of the form with relevant data
- d. Click "**Save**" to button to add record to the list of **Directors**.

16. Click "**Next**" button. Documents form display as shown below (see Figure 23).

17. 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**".

18. Click "**Next**" button. **Payment Information** displays (see Figure 24).

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

20. Success message displays confirming application submission (see Figure 25).

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

The screenshot shows the 'Cleared Name' step of a company incorporation process. The form includes a progress bar at the top with steps: CLEARED NAME, COMPANY ADDRESS, BUSINESS ACTIVITIES, SHARES, INCORPORATORS, DIRECTORS, DOCUMENTS, and PAYMENT. The 'Cleared Name' step is currently active. Below the progress bar, there are links for 'Knowledge base' and 'Video tutorial'. The main form area contains the following fields and annotations:

- Do you have cleared name?** with radio buttons for 'Yes' (selected) and 'No'. A blue callout bubble points to the 'Yes' button with the text: "If you have approved reserved name select 'Yes'".
- Clearance Case*** with a text input field containing 'EF-1097/12-15' and a 'Lookup' button. A blue callout bubble points to the 'Lookup' button with the text: "Click 'Lookup' to be able to select previously approved Name Reservation case".
- Proposed corporate name** with a text input field containing 'MARYEFCO'.
- Company Name Suffix** with a text input field.
- Company Type*** with a dropdown menu showing 'Profit'.
- Company Category*** with a dropdown menu showing 'Private'.
- A blue callout bubble points to the 'Case Number' column of the dropdown menu with the text: "Double-click case record to select".

The dropdown menu for 'Company Type' is open, showing a table with the following data:

Case Number	Entity Name
EF-1097/12-15	MARYEFCO

Below the table, it says 'Total: 1'. A 'Next' button is located at the bottom right of the form.

Figure 11 Company Incorporation / Clearance Name form / Select "Clearance Case"

CLEARED NAME

COMPANY ADDRESS

BUSINESS ACTIVITIES

SHARES

INCORPORATORS

DIRECTORS

DOCUMENTS

PAYMENT

Cleared Name

Knowledge base

Video tutorial

Do you have cleared name?

☐ Yes

☒ No

If you do NOT have approved reserved name select "No"

Company Name

MARYEFCO Limited

Type in Name you would like to register

Company Name Suffix

Limited

Company Type*

Profit

Company Category*

Private

Next

Figure 12 Company Incorporation / Clearance Name form / Company Name

CLEARED NAME

COMPANY ADDRESS

BUSINESS ACTIVITIES

SHARES

INCORPORATORS

DIRECTORS

DOCUMENTS

PAYMENT

Knowledge base

Video tutorial

Company Address

Principal Office Address

Address 1*

MAIN STREET 55

Address 2

Enter address line 2

City/Town*

ROSEAU

Country*

DOMINICA

Email

MARY@JOHNES.COM

Phone*

123456789

Mobile

321654987

Fax

987654321

Postal Office Address

Same as principal

If the address is the same click here to fill it automatically

Address 1

MAIN STREET 55

Address 2

Enter address line 2

City/Town

ROSEAU

Country

DOMINICA

Address Hidden

PrincipalOfficeAddress

MAIN STREET 55, ROSEAU

PostalOfficeAddress

MAIN STREET 55, ROSEAU

Previous

Next

Figure 13 Company Incorporation / Company Address

CLEARED NAME

COMPANY ADDRESS

BUSINESS ACTIVITIES

DIRECTORS

SHARES

SHAREHOLDERS

INCORPORATORS

DOCUMENTS

PAYMENT

Knowledge base

Video tutorial

Business Activities

Case Number

EF-1003/11-15

Nature of Business*

ISIC Code	Unclassified Nature of Business	Status	
0111. Growing of cereals (except rice), leguminous crops and oil seeds		Added	Edit Delete
0111. Growing of cereals (except rice), leguminous crops and oil seeds		Added	Edit Delete

Add nature of business

Will the company start business immediately following incorporation?*

Yes

No

Later ? probably in (MM/YY)

Financial Year End On (DD/MM)*

12/12

Will the company have employees?*

Yes

Will the company be engaged in import or export?

Import

Previous

Next

Figure 14 Company Incorporation / Business Activities

CLEARED NAME

COMPANY ADDRESS

BUSINESS ACTIVITIES

DIRECTORS

SHARES

SHAREHOLDERS

INCORPORATORS

DOCUMENTS

PAYMENT

Shares

Click this button to add more records

Click this button to delete this record from the list

Shares Allotted*

Class Of Shares	Maximum Authorised	Number issued	Limited Liability
Ordinary Shares	100	100	Yes

Add Class of Shares

Edit

Delete

Share record added to list of Shares

Click this button to edit record

Restrictions On Share Transfers

SOME TEXT

Restrictions On Business

SOME TEXT

Other provisions (if any)

SOME TEXT

Previous

Next

Figure 15 Company Incorporation / Shares

The screenshot shows a web form for adding a class of shares. It includes several input fields and a radio button group. Two blue callout boxes provide instructions: one points to the 'Class Of Shares' dropdown menu, and the other points to the 'Save' button. The form is titled 'Class Of Shares*' and contains the following elements:

- Class Of Shares***: A dropdown menu with 'Ordinary Shares' selected.
- Maximum Authorised**: A text input field containing '100'.
- Number Of Shares Issued**: A text input field containing '100'.
- Limited Liability**: A radio button group with 'Yes' selected and 'No' unselected.
- Restrictions On Share Transfers**: A large text area containing 'SAMPLE TEXT'.
- Buttons**: 'Cancel' and 'Save' buttons at the bottom right.

Callout 1: Select Class of Shares and type in the details

Callout 2: Click "Save" button to add record to the list of Shares

Figure 16 Company Incorporation / Shares / Add Class of Shares

CLEARED NAME

COMPANY ADDRESS

BUSINESS ACTIVITIES

SHARES

INCORPORATORS

DIRECTORS

DOCUMENTS

PAYMENT

Knowledge base

Video tutorial

Incorporators

Incorporators (first shareholders/members of the company)

FirstName	LastName	Address	Date	
MARY	GEORGES	MAIN STREET 55, BLOCK C, ROSEAU	03/12/2015	Edit Delete
MARY	JOHNES	MAIN STREET 55, BLOCK B, BIG CITY	03/12/2015	Edit Delete

Add Signatories

Previous

Next

Figure 17 Company Incorporation / Incorporators

Title*	Incorporator	Start with "Password Number". If Person is registered, the fields will be automatically filled with information from the database.
Date*	03/12/2015	
Passport Number*	123456789	
Last Name*	JOHNES	Date Of Birth* 25/11/1980
First Name*	MARY	Gender* F
Middle Name		Nationality* DOMINIC
		Occupation
Fields marked with red asterisk (*) are required. All required fields must contain the appropriate value.		
Address		
Line1*	MAIN STREET 55	City/Town* BIG CITY
Line2	BLOCK B	Country* AFGHANISTAN
Cancel Save		

Figure 18 Company Incorporation / Incorporators / Record Details

CLEARED NAME

COMPANY ADDRESS

BUSINESS ACTIVITIES

DIRECTORS

SHARES

SHAREHOLDERS

INCORPORATORS

DOCUMENTS

PAYMENT

Directors

Knowledge base

Video tutorial

Number at incorporation*

2

Records added to the field

Minimum (if applicable)

Maximum (if applicable)

Click this button to delete this record from the list

The following person(s) was/were appointed director(s):*

Name	Mailing Address	Occupation
MARY JOHNES	MAIN STREET 55, BLOCK B, BIG CITY	
LAW FIRM	QWE, QWER, QWR	LAWFIRM

Click this button to add more records

Click this button to edit record

Add Directors

Edit

Delete

Edit

Delete

Previous

Next

Figure 19 Company Incorporation / Directors

Select type* ☒ Individual ☐ Firm

Passport Number* 123456789

Last Name* JOHNES

First Name* MARY

Middle Name

Action* Appointed

Address Line1 MAIN STREET 55

Address Line2 BLOCK B

Address MAIN STREET 55, BLOCK B, BIG CITY

Date Of Birth* 25/11/1980

Gender* Female

Nationality* AFGHANISTAN

Occupation

Date of Action 30/11/2015

City/Town BIG CITY

Country* AFGHANISTAN

Cancel Save

Start with "Password Number". If Person is registered, the fields will be automatically filled with information from the database.

Fields marked with red asterisk (*) are required. All required fields must contain the appropriate value.

Figure 20 Company Incorporation / Directors / Adding Individual

Select type* ☐ Individual ☒ Firm

Company Name* MAKS **Company Number*** 2015/C1010

Action* Appointed ☒ **Date of Action** 03/12/2015

Address Line1 **City/Town** ROSEAU **Country*** DOMINICA

Address Line2 **Address** ROSEAU, DOMINICA

Cancel Save

Start with "Company Number". If Firm is registered, the fields will be automatically filled with information from the database.

Fields marked with red asterisk (*) are required. All required fields must contain the appropriate value.

Click "Save" button to add record to the list

Figure 21 Company Incorporation / Directors / Adding Firm Record to the List

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

+ Add Document

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

Figure 22 BN Registration / Documents

Documents Knowledge base Video tutorial

Prescribed Forms

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

Please download, sign, scan and upload the prescribed forms.

Attachments

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

[Add Document](#)

Click this button to upload the scanned document

Click this button to delete this record from the list

Click this button to edit record

The attached file with document

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

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

Figure 23 Company Incorporation / Documents

CLEARED NAME

COMPANY ADDRESS

BUSINESS ACTIVITIES

SHARES

INCORPORATORS

DIRECTORS

DOCUMENTS

PAYMENT

Knowledge base

Video tutorial

Payment

Case Number

EF-1106/12-15

Date On

03/12/2015

Unpaid Fees

Fee	Quantity	Amount	Subtotal
Form 3 - Certificate of Incorporation	1	750.00	750

Amount to be Paid

750.00

Payment Type*

Cash

Previous

Next

Figure 24 Company Incorporation / Payment Information

CLEARED NAMECOMPANY ADDRESSBUSINESS ACTIVITIESSHARESINCORPORATORSDIRECTORSDOCUMENTSPAYMENT

SummaryKnowledge baseVideo tutorial

You have successfully completed your case NR EF-1106/12-15.

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 the correct application fee.

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

Remember this application Case Number

Figure 25 Company Incorporation / Success Message

Prepared by dotGov Solutions, LLC

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How to Apply for External Company Registration

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 → ECO → External Company Registration** depending on your goal.
3. **External Company Registration** step-by-step application process starts with **Clearance Name** form.

If you have approved reserved name select “Yes” for “Do you have cleared name?” and input Case Number in field as shown below (see Figure 26). Data from previous name clearance case is inserted into corresponding fields (see “How to

Reserve NameHow to Apply for Name Registration by Individual /By Firm/ By Corporation

29. Log into the system
30. 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 → BN → Name Registration by Individual / Business Name Registration by Firm / Business Name Registration by Corporation** depending on your goal.
31. **Business Name Registration** step-by-step application process starts with **Clearance Name** form.
 - G. If you have approved reserved name select “Yes” for “Do you have cleared name?” and input Case Number in "Clearance Case" field as shown below (see Figure 1). Data from previous name clearance case is inserted into corresponding fields.
 - H. If you do NOT have approved reserved name select “No” for “Do you have cleared name?” and then input Entity Name into "Company Name" field and select values for the rest of fields on the form (see Figure 2).
NOTE: Fields marked with red asterisk sign (*) are required and must be completed.
32. Click “Next” button. **Business Activities** form displays as shown below (see Figure 3).
33. Provide **Nature of Business** by doing the following for each type you would like to add:
 - i. Clicking "Add nature of business" button. **Types** list will display (see Figure 4**Error! Reference source not found.**).
 - j. Select the appropriate values for **Types** fields

- k. Click **"Save"** button.
 - l. Record of type you have selected displays in the list of **"Nature of Business"** field (see Figure 3).
34. Click **"Next"** button. **Company Address** form will display with corresponding data entry fields as shown below (see Figure 5).
35. Provide **Company Address**. If "Postal Office Address" is the same as "Principal Office Address" click **"Same as principal"** button to fill it automatically.
36. Click **"Next"** button. **Status of the Business** form display as shown below (see Figure 6Figure 19).
37. Select "Yes" or "No" option for **"Will the company start business immediately following incorporation?"** and select the appropriate values for corresponding fields.
38. Click **"Next"** button. Documents form display as shown below (see Figure 7).
39. Do the following for each document file you would like to add to your application:
- o. Click name of the form link at the list of **"Prescribed Forms"**.
 - p. **Print Form** will display in the new tab of your browser.
 - q. Click the  **"Download"** button and save file with the form on your computer. Print it out, sign the document and scan it.
 - r. At **"Attachments"** section click  button. Form for document upload displays as shown below (see **Error! Reference source not found.**).
 - s. Enter subject
 - t. Locate and select file on your computer. Allowed formats are JPEG (.jpg), PNG (.png) and PDF (.pdf)!
 - u. Click **"Save"**.
40. Click **"Next"** button. **Payment Information** displays (see Figure 9).
41. Select value **"Cash"** for **"Payment Type"** and click **"Next"** button.
42. Success message displays confirming application submission (see Figure 10).

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

CLEARED NAME BUSINESS ACTIVITIES COMPANY ADDRESS STATUS OF THE BUSINESS DOCUMENTS PAYMENT

Cleared Name Knowledge base Video tutorial

Do you have cleared name? ☒ Yes ☐ No

Clearance Case* Select

Cleared Proposed

Case Number

Case Number	Entity Name
EF-1097/12-15	MARYEFCO

Total: 1

Next

For more information Total: 1 fully click here to access the knowledge base or here to access the video tutorial

Figure 1 Business Registration / Clearance Name form / Select "Clearance Case"

CLEARED
NAME

BUSINESS
ACTIVITIES

COMPANY
ADDRESS

STATUS OF THE
BUSINESS

DOCUMENTS

PAYMENT

Cleared Name

Knowledge base

Video tutorial

Do you have cleared name?

☐ Yes

☒ No

Proposed Name:

Name*

GEORGEM

Any other business name currently used

NONE

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](#)

Figure 2 BN Registration / Clearance Name form / Company Name

CLEARED NAME

BUSINESS ACTIVITIES

COMPANY ADDRESS

STATUS OF THE BUSINESS

DOCUMENTS

PAYMENT

Business Activities

Knowledge base

Video tutorial

Case Number

EF-1099/12-15

Nature of Business*

ISIC Code	Unclassified Nature of Business	Status	
0111. Growing of cereals (except rice), leguminous crops and oil seeds		Added	Edit Delete
0111. Growing of cereals (except rice), leguminous crops and oil seeds		Added	Edit Delete

Add nature of business

Previous

Next

Figure 3 BN Registration / Business Activities

Types

Search and Select

0111. Growing of cereals (except rice), leguminous crops and oil seeds

Main Sector

A. Agriculture, forestry and fishing

Sub Sector 1

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

Sub Sector 2

014. Animal production

Sub Sector 3

0143. Raising of camels and camelids

Sector Details

Explanatory Note Inclusion

This class includes: - raising and breeding of camels (dromedary) and camelids

or Unclassified Nature of Business

Cancel

Save

Figure 4 BN Registration / Business Activities / Add Record

CLEARED NAME

BUSINESS ACTIVITIES

COMPANY ADDRESS

STATUS OF THE BUSINESS

DOCUMENTS

PAYMENT

Knowledge base

Video tutorial

Company Address

Principal Office Address

Address 1*

MAIN STREET 55

Address 2

Enter address line 2

City/Town*

ROSEAU

Country*

DOMINICA

Email

MARY@JAMES.COM

Phone*

123456789

Mobile

123456789

Fax

789654123

Postal Office Address

Same as principal

Address 1

MAIN STREET 55

Address 2

Enter address line 2

City/Town

ROSEAU

Country

DOMINICA

Address Hidden

PrincipalOfficeAddress

MAIN STREET 55, ROSEAU

PostalOfficeAddress

MAIN STREET 55, ROSEAU

Previous

Next

Figure 5 BN Registration / Company Address

CLEARED NAME

BUSINESS ACTIVITIES

COMPANY ADDRESS

STATUS OF THE BUSINESS

DOCUMENTS

PAYMENT

Status of the Business

Knowledge base

Video tutorial

Is this an existing business?*

☐ Yes

☒ No

Financial Year End On (DD/MM)

12/12

Do you intend to have employees?*

Yes

Are you registered with the Department of Social Security as an employer?

☐ Yes

☒ No

Do you have a Tax Identification number?

☐ Yes

☒ No

Yes ? The Business started (MM/YY)

Number of Male

2

Number of Female

2

SSN

Tin number

Previous

Next

Figure 6 BN Registration / Status of the Business

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
Add Document	

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

Figure 7 BN Registration / Documents

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	
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

Figure 8 BN Registration / Documents / File Upload

CLEARED NAME

BUSINESS ACTIVITIES

COMPANY ADDRESS

STATUS OF THE BUSINESS

DOCUMENTS

PAYMENT

Payment

Knowledge base

Video tutorial

Case Number

EF-1099/12-15

Date On

03/12/2015

Unpaid Fees

Fee	Quantity	Amount	Subtotal
Form12 - Certificate of Registration	1	70.00	70
Form1 - Application for Registration by an Individual	1	20.00	20

Amount to be Paid

90.00

Payment Type*

Cash

Previous

Next

Figure 9 Business Registration / Payment Information

CLEARED NAMEBUSINESS ACTIVITIESCOMPANY ADDRESSSTATUS OF THE BUSINESSDOCUMENTSPAYMENT

SummaryKnowledge baseVideo tutorial

You have successfully completed your case NR EF-1099/12-15.

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.

Figure 10 Business Registration / Success Message

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- A. " section of this document).
- B. If you do NOT have approved reserved name select **"No"** for **"Do you have cleared name?"** and then input Entity Name into **"Company Name"** field and select values for the rest of fields on the form (see Figure 27).

NOTE: Fields marked with red asterisk sign (*) are required and must be completed.

- 4. Provide **Head Office Address** fields on the form (see Figure 28).
- 5. Click **"Next"** button. **Shares** form will display as shown below (see Figure 29).
- 6. Add **Shares Allotted** by doing the following for each record you would like to add:
 - a. Click **"Add Class of Shares"** button. "Share Allotted" form will display (see Figure 16)
 - b. Select value for **"Class of Shares"**
 - c. Provide all the fields of the form with relevant data
 - d. Click **"Save"** to button to add record to the list of **Shares Allotted**.
- 7. Click **"Next"** button. **Company Address** form will display with corresponding data entry fields as shown below (see Figure 31).
- 8. Provide **Company Address**. If "Postal Office Address" is the same as "Principal Office Address" click **"Same as principal"** button to fill it automatically.
- 9. Click **"Next"** button. **Business Activities** form displays as shown below (see Figure 32).
- 10. 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 4).
 - 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 32).
- 11. Select "Yes" or "No" option for **"Will the company start business immediately following incorporation?"** and select the appropriate values for corresponding fields.
- 12. Click **"Next"** button. **Incorporators** form display as shown below (see Figure 33).

13. Add **Signatories** by doing the following for each record you would like to add:
 - a. Click "**Add Signatories**" button. "Signatories Details" form will display (see Figure 34)
 - b. Select value for "**Title**"
 - c. Provide all the fields of the form with relevant data
 - d. Click "**Save**" to button to add record to the list of **Incorporators**.
14. Click "**Next**" button. **Directors** form display as shown below (see Figure 35).
15. Type in the numbers of directors.
16. Add director(s) by doing the following for each record you would like to add:
 - a. Click "**Add Directors**" button. "Director Details" form will display (see Figure 36 / Figure 37).
 - b. Select "**Individual**" or "**Firm**" option
 - c. Provide all the fields of the form with relevant data
 - d. Click "**Save**" to button to add record to the list of **Directors**.
17. Click "**Next**" button. **Documents** form display as shown below (see Figure 39).
18. 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**".
 - a.

19. Click "Next" button. **Payment Information** displays (see Figure 40).
 20. Select value "Cash" for "Payment Type" and click "Next" button.
 21. Success message displays confirming application submission (see Figure 41).
- !!! Please remember the **Case Number** for further steps.

The screenshot shows the 'Head Office Info' form with several fields and a dropdown menu. Annotations are provided for each key step:

- Do you have cleared name?** with radio buttons for 'Yes' (selected) and 'No'. A callout bubble says: "If you have approved reserved name select 'Yes'".
- Clearance Case*** dropdown menu. A callout bubble says: "Click 'Lookup' to be able to select previously approved Name Reservation case".
- Proposed name*** text input field.
- Company Category*** dropdown menu. A callout bubble says: "Double-click case record to select".
- Jurisdiction of incorp** dropdown menu.
- Date of incorporation*** date picker.
- Company Number in the Country of incorporation** text input field.

The dropdown menu for 'Company Category*' shows a table with the following data:

Case Number	Entity Name
EF-1097/12-15	MARYEFCO

Total: 1

Figure 26 External Company Registration / Clearance Name form / Select "Clearance Case"

HEAD OFFICE INFO

SHARES

COMPANY ADDRESS

BUSINESS ACTIVITIES

INCORPORATORS

DIRECTORS

DOCUMENTS

PAYMENT

Head Office Info

Knowledge baseVideo tutorial

Do you have cleared name?

☐ Yes

☒ No

If you do NOT have approved reserved name select "No"

Proposed name

MARYEXTER

Type in Name you would like to register

Company Category*

Private

Jurisdiction of incorporation

Date of incorporation*

03/12/2010

Company Number in the Country of incorporation

UK123456789

Figure 27 External Company Registration / Clearance Name form / Company Name

HEAD OFFICE INFO

SHARES

COMPANY ADDRESS

BUSINESS ACTIVITIES

INCORPORATORS

DIRECTORS

DOCUMENTS

PAYMENT

Head Office Info

Knowledge base

Video tutorial

Do you have cleared name?

☐ Yes

☐ No

Head Office Address

Address 1*

MAIN STREET 55

Address 2

BLOCK B

City/Town*

LONDON

Country*

UNITED KINGDOM

Period Fixed For Duration Of Company

Extent To Which Liability Limited

Manner Of Incorporation

Next

Figure 28 External Company Registration / Head Office Info

CLEARED NAME

COMPANY ADDRESS

BUSINESS ACTIVITIES

DIRECTORS

SHARES

SHAREHOLDERS

INCORPORATORS

DOCUMENTS

PAYMENT

Shares

Click this button to add more records

Click this button to delete this record from the list

Shares Allotted*

Class Of Shares	Maximum Authorised	Number issued	Limited Liability
Ordinary Shares	100	100	Yes

Add Class of Shares

Edit

Delete

Share record added to list of Shares

Click this button to edit record

Restrictions On Share Transfers

SOME TEXT

Restrictions On Business

SOME TEXT

Other provisions (if any)

SOME TEXT

Previous

Next

Figure 29 External Company Registration / Shares

Shares Allotted*

Class Of Shares	Nominal per value (if any)	Maximum authorised	Number issued	Limited liability
Add Shares				

Class Of Shares*

Ordinary Shares

▼

Nominal Per Value

100

Maximum Authorised

100

Amount Of Stated Capital

100000

Purchased Total

1000

Redeemed Total

1000

Number Of Shares Issued

100

Limited Liability

☐ Yes

☒ No

Click "Save" button to add record to the list of Shares

Cancel

Save

Figure 30 External Company Registration / Shares / Add Class of Shares

HEAD OFFICE
INFO

SHARES

COMPANY
ADDRESS

BUSINESS
ACTIVITIES

INCORPORATORS

DIRECTORS

DOCUMENTS

PAYMENT

Company Address

Knowledge base

Video tutorial

Principal Office Address

Address 1*

MAIN STREET 55

Address 2

BLOCK C

City/Town*

ROSEAU

Country*

DOMINICA

Email

COMPANY@NAME.COM

Phone*

123456789

Mobile

987654321

Fax

123456789

Postal Office Address

Same as principal

If the address is the same click here to fill it automatically

Address 1

MAIN STREET 55

Address 2

BLOCK C

City/Town

ROSEAU

Country

DOMINICA

Address Hidden

PrincipalOfficeAddress

MAIN STREET 55, BLOCK C, ROSEAU

PostalOfficeAddress

MAIN STREET 55, BLOCK C, ROSEAU

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Next

Figure 31 External Company Registration / Company Address

Prepared by dotGov Solutions, LLC

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CLEARED NAME

COMPANY ADDRESS

BUSINESS ACTIVITIES

DIRECTORS

SHARES

SHAREHOLDERS

INCORPORATORS

DOCUMENTS

PAYMENT

Knowledge base

Video tutorial

Business Activities

Case Number

EF-1003/11-15

Nature of Business*

ISIC Code	Unclassified Nature of Business	Status	
0111. Growing of cereals (except rice), leguminous crops and oil seeds		Added	Edit Delete
0111. Growing of cereals (except rice), leguminous crops and oil seeds		Added	Edit Delete

Add nature of business

Will the company start business immediately following incorporation?*

Yes

No

Later ? probably in (MM/YY)

Financial Year End On (DD/MM)*

12/12

Will the company have employees?*

Yes

Will the company be engaged in import or export?

Import

Previous

Next

Figure 32 External Company Registration / Business Activities

CLEARED NAMECOMPANY ADDRESSBUSINESS ACTIVITIESSHARESINCORPORATORS DIRECTORSDOCUMENTSPAYMENT

Incorporators

Knowledge baseVideo tutorial

Incorporators (first shareholders/members of the

Record added to list of Incorporators

Click this button to delete this record from the list

Click this button to edit record

Click this button to add more records

FirstName	LastName	Address	Date	
MARY	GEORGES	MAIN STREET 55, BLOCK C, ROSEAU	03/12/2015	EditDelete
MARY	JOHNES	MAIN STREET 55, BLOCK B, BIG CITY	03/12/2015	EditDelete

Add Signatories

Click this button to add more records

PreviousNext

Figure 33 External Company Registration / Incorporators

Title*

Date*

Passport Number*

Last Name*

First Name*

Middle Name

Date Of Birth*

Gender*

Nationality*

Occupation

Address

Line1*

Line2

City/Town*

Country*

Start with "Password Number". If Person is registered, the fields will be automatically filled with information from the database.

Fields marked with red asterisk (*) are required. All required fields must contain the appropriate value.

Figure 34 External Company Registration / Incorporators / Record Details

CLEARED NAMECOMPANY ADDRESSBUSINESS ACTIVITIESDIRECTORSSHARESSHAREHOLDERSINCORPORATORSDOCUMENTSPAYMENT

DirectorsKnowledge baseVideo tutorial

Number at incorporation*2Records added to the field

Minimum (if applicable)

Maximum (if applicable)Click this button to delete this record from the list

The following person(s) was/were appointed director(s):*

Name	Mailing Address	Occupation
MARY JOHNES	MAIN STREET 55, BLOCK B, BIG CITY	EditDelete
LAW FIRM	QWE, QWER, QWR	LAWFIRM EditDelete

Add DirectorsClick this button to add more records

Click this button to edit record

PreviousNext

Figure 35 External Company Registration / Directors

Select type* ☒ Individual ☐ Firm

Passport Number* 123456789

Last Name* JOHNES

First Name* MARY

Middle Name

Action* Appointed

Address

Line1 MAIN STREET 55

Line2 BLOCK B

Address MAIN STREET 55, BLOCK B, BIG CITY

Date Of Birth* 25/11/1980

Gender* Female

Nationality* AFGHANISTAN

Occupation

Date of Action 30/11/2015

City/Town BIG CITY

Country* AFGHANISTAN

Cancel Save

Start with "Password Number". If Person is registered, the fields will be automatically filled with information from the database.

Fields marked with red asterisk (*) are required. All required fields must contain the appropriate value.

Figure 36 External Company Registration / Directors / Add

Select type* ☐ Individual ☒ Firm

Company Name* MAKS **Company Number*** 2015/C1010

Action* Appointed ☐ **Date of Action** 03/12/2015

Address Line1 **City/Town** ROSEAU **Country*** DOMINICA

Address Line2 **Address** ROSEAU, DOMINICA

Cancel Save

Start with "Company Number". If Firm is registered, the fields will be automatically filled with information from the database.

Fields marked with red asterisk (*) are required. All required fields must contain the appropriate value.

Click "Save" button to add record to the list

Figure 37 External Company Registration / Directors / Adding Firm Record to the List

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

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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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

Figure 38 BN Registration / Documents

Documents

Knowledge base

Video tutorial

Prescribed Forms

Form 9A - Notice of Directors

Form 1 - Articles of Incorporation

Please download, sign, and upload completed Prescribed Forms.

Attachments

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

Add Document

Subject

FORM 1 - SIGNED

Upload File*

+ Upload file here.

Cancel

Save

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

Previous

Next

Figure 39 External Company Registration / Documents

HEAD OFFICE
INFO
SHARES
COMPANY
ADDRESS
BUSINESS
ACTIVITIES
INCORPORATORS
DIRECTORS
DOCUMENTS
PAYMENT

Knowledge base
Video tutorial

Payment

Case Number
EF-1117/12-15
Date On
03/12/2015

Unpaid Fees

Fee	Quantity	Amount	Subtotal
Form 22 - Certificate of Registration of External Company	1	3000.00	3000

Amount to be Paid
3000.00

Payment Type*
Cash

Previous
Next

Figure 40 External Company Registration / Payment Information

HEAD OFFICE
INFO

SHARES

COMPANY
ADDRESS

BUSINESS
ACTIVITIES

INCORPORATORS

DIRECTORS

DOCUMENTS

PAYMENT

Summary

Knowledge base

Video tutorial

You have successfully completed your case NR EF-1117/12-15.

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) w

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

Remember this
application Case Number

Figure 41 External Company Registration / Success Message

How to Apply for IBC Incorporation

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 → IBC → Incorporation** depending on your goal.
3. **Company Incorporation** step-by-step application process starts with **Cleared Name** form.
4. Input Entity Name into "**Proposed Name**" field and select values for the rest of fields on the form (see Figure 42).
Fill in **Company Address** form with corresponding data entry fields. NOTE: Fields marked with red asterisk sign (*) are required and must be completed.
5. Click "**Next**" button. **Company Shares** form will display as shown below (see Figure 43).
6. Add **Shares Allotted** by doing the following for each record you would like to add:
 - a. Click "**Add Class of Shares**" button. "Share Allotted" form will display (see Figure 44)
 - b. Select value for "**Class of Shares**"
 - c. Provide all the fields of the form with relevant data
 - d. Click "**Save**" to button to add record to the list of **Shares Allotted**.
7. Click "**Next**" button. **Details** form display as shown below (see Figure 45).
8. Add **Signatories** by doing the following for each record you would like to add:
 - a. Click "**Add Signatories**" button. "Signatories Details" form will display (see Figure 46)
 - b. Select value for "**Title**"
 - c. Provide all the fields of the form with relevant data
 - d. Click "**Save**" to button to add record to the list of **Signatories**.

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	
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

9. Figure 47).

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 48).
12. Select value **"Cash"** for **"Payment Type"** and click **"Next"** button.
13. Success message displays confirming application submission (see Figure 49).

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

CLEARED NAMECOMPANY SHARESDetailSDOCUMENTSPAYMENT

Cleared Name

Knowledge baseVideo tutorial

If you have approved reserved name select "Yes"

Proposed name*

IBCNAME

Click "Lookup" to be able to select previously approved Name Reservation case

Company Type*

Profit

Registered Office of the Company

Line 1*

MAIN STREET 55

Double-click case record to select

Line 2

BLOCK B

City/Town*

ROSEAU

Country*

DOMINICA

Next

Figure 42 IBC Incorporation / Clearance Name form / Select "Clearance Case"

CLEARED NAME

COMPANY SHARES

DETAILS

DOCUMENTS

PAYMENT

Knowledge base

Video tutorial

Company Shares

Shares in the Company shall be issued in the currency of the*

USD

Authorised capital*

10000

Shares Allotted*

Class Of Shares	Authorised	Number issued	Limited liability	
Ordinary Shares			No	Edit Delete

Add Shares

7. The issue of shares shall be under the control of the Directors who may fix by resolution any designations, powers, preferences, rights, qualifications, limitations and restrictions to any shares issued.

8. All the shares shall be registered and such registered shares shall not be exchanged for the shares issued to bearer.

9. Any notice required by law to be given to members shall be given to the shareholders, or by serving the same on the Registered Agent of the Company or by advertisement in a newspaper circulated in the Commonwealth of Dominica.

Previous

Next

Share record added to list of Shares

Click this button to delete this record from the list

Click this button to add more records

Click this button to edit record

Figure 43 IBC Incorporation / Shares

The screenshot shows a web form for adding a class of shares. It includes several input fields and a callout box. The 'Class Of Shares*' dropdown is set to 'Ordinary Shares'. The 'Maximum Authorised' and 'Number Of Shares Issued' fields both contain the value '100'. The 'Limited Liability' section has 'Yes' selected. The 'Restrictions On Share Transfers' field contains 'SAMPLE TEXT'. At the bottom right are 'Cancel' and 'Save' buttons. Two blue callout boxes provide instructions: one points to the 'Class Of Shares*' dropdown with the text 'Select Class of Shares and type in the details', and another points to the 'Save' button with the text 'Click “Save” button to add record to the list of Shares'.

Class Of Shares*

Ordinary Shares

Maximum Authorised

100

Number Of Shares Issued

100

Limited Liability

☒ Yes

☐ No

Restrictions On Share Transfers

SAMPLE TEXT

Cancel Save

Select Class of Shares and type in the details

Click “Save” button to add record to the list of Shares

Figure 44 IBC Incorporation / Shares / Add Class of Shares

CLEARED NAME

COMPANY SHARES

DETAILS

DOCUMENTS

PAYMENT

Knowledge base

Video tutorial

Details

Liability of the Members

Limited

11. The Company shall not:

a. carry on business in the Commonwealth of Dominica with persons domiciled or resident in Dominica except as provided by the International Business Companies (IBC) Act 1996 or

b. own an interest in real property situated in the Commonwealth of Dominica other than an interest referred to in Subsection 5 (2) (e) of the International Business Companies (IBC) Act 1996 or

c. act as a bank, insurance company or financial institution

For the purpose of incorporation in the Commonwealth of Dominica the company shall not

Record added to list of Signatories

Click this button to delete this record from the list

Signatories*

FirstName	LastName	Address	Date	
MARY	GEORGES	MAIN STREET 55, BLOCK C, ROSEAU	03/12/2015	Edit Delete

Add Signatories

Click this button to add more records

Click this button to edit record

Previous

Next

Figure 45 IBC Incorporation / Details

The screenshot shows a web form for recording signatory details. It includes fields for personal information (Title, Date, Passport Number, Last Name, First Name, Middle Name, Date of Birth, Gender, Nationality, Occupation) and address (Line1, Line2, City/Town, Country). Red asterisks indicate required fields. Two blue callout boxes provide instructions: one about the 'Password Number' and another about the required fields marked with red asterisks. The form has 'Cancel' and 'Save' buttons at the bottom right.

Title*	Incorporator	Start with "Password Number". If Person is registered, the fields will be automatically filled with information from the database.	
Date*	03/12/2015		
Passport Number*	123456789	Date Of Birth*	25/11/1980
Last Name*	JOHNES	Gender*	Female
First Name*	MARY	Nationality*	DOMINICAN
Middle Name		Occupation	
Address		City/Town*	BIG CITY
Line1*	MAIN STREET 55	Country*	AFGHANISTAN
Line2	BLOCK B		
		Cancel	Save

Figure 46 IBC Incorporation / Signatories / Record Details

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).

[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

Figure 47 IBC Incorporation / Documents

CLEARED NAME

COMPANY SHARES

DETAILS

DOCUMENTS

PAYMENT

Payment

Knowledge base

Video tutorial

Case Number

EF-1121/12-15

Date On

03/12/2015

Unpaid Fees

Fee	Quantity	Amount	Subtotal
Form 14 - Certificate of Incorporation	1	243.00	243

Amount to be Paid

243.00

Payment Type*

Cash

Previous

Next

Figure 48 IBC Incorporation / Payment Information

CLEARED NAMECOMPANY SHARESDETAILSDOCUMENTSPAYMENT

SummaryKnowledge baseVideo tutorial

You have successfully completed your case NR EF-1121/12-15.

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) w

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

Remember this application Case Number

Figure 49 Company Incorporation / Success Message

How to Apply for Creation of Trusts

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 → Trusts → Creation of Trusts** depending on your goal.
3. **Trust Registration** step-by-step application process starts with **Registration** form.
4. Input Entity Name into "**Trust Name**" field and select values for the rest of fields on the form (see Figure 50). NOTE: Fields marked with red asterisk sign (*) are required and must be completed.
5. **Trust Number** will be automatically generated and inserted in the field.
6. Fill in the Address into **Line 1** and **Line 2** fields on the form. Provide **City/Town** and **Country** with appropriate values and check the entire address at **Principal Office Address** field below.
7. At **For use by IRD and DSS** section select the appropriate option for all the displayed fields.

Click "Next" button. Documents form display as shown below (see Figure 51

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	
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 47).

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.
11. Select value "**Cash**" for "**Payment Type**" and click "**Next**" button.
12. Success message displays confirming application submission (see Figure 52).

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

REGISTRAR

DOCUMENTS

PAYMENT

Registration

Knowledge baseVideo tutorial

Trust Name*

SAMPLETRUST

Trust Number

Autogenerated number

Line1

MAIN STREET 55

Line2

BLOCK B

City/Town

ROSEAU

Country

DOMINICA

Principal Office Address

MAIN STREET 55, BLOCK B, ROSEAU, DOMINICA

For use by IRD and DSS

Is this an existing business?*

Yes

No

Financial Year End On (DD/MM)

12/12

Start Business In (MM/YY)*

12/2015

Intent To Have Employees?*

Yes

Next

Figure 50 Trusts / Registration Form

The screenshot shows a web application interface with a top navigation bar containing three tabs: **REGISTRATION**, **DOCUMENTS** (which is highlighted with a blue arrow), and **PAYMENT**. Below the navigation bar, the main content area is titled **Documents**. A callout points to this title, stating: "List of documents attached to application".

Below the title, there is a table with two columns: **File** and **Subject**. The first row of the table contains the text "11-30-2015 11-19-59 AM" under the **File** column and "SAMPLE DOC 1" under the **Subject** column. To the right of this row are two buttons: **Edit** and **Delete**. A callout points to the **Delete** button, stating: "Click this button to delete this record from the list".

Below the table, there is a button labeled **+ Add Document**. A callout points to this button, stating: "Click this button to add more documents records".

Below the **Add Document** button, there is a form section. It has a label **Subject** and a text input field containing "SAMPLE DOC 2". Below this is a label **Upload File*** and a green button with a plus icon and the text **+ Upload file here.**. A callout points to this button, stating: "Click here to select and upload file".

At the bottom of the form section, there are two buttons: **Cancel** and **Save**. A callout points to the **Save** button, stating: "Click 'Save' to add document to list of attached documents".

At the very bottom of the page, there are two buttons: **Previous** and **Next**.

Figure 51 Trusts / Documents Upload

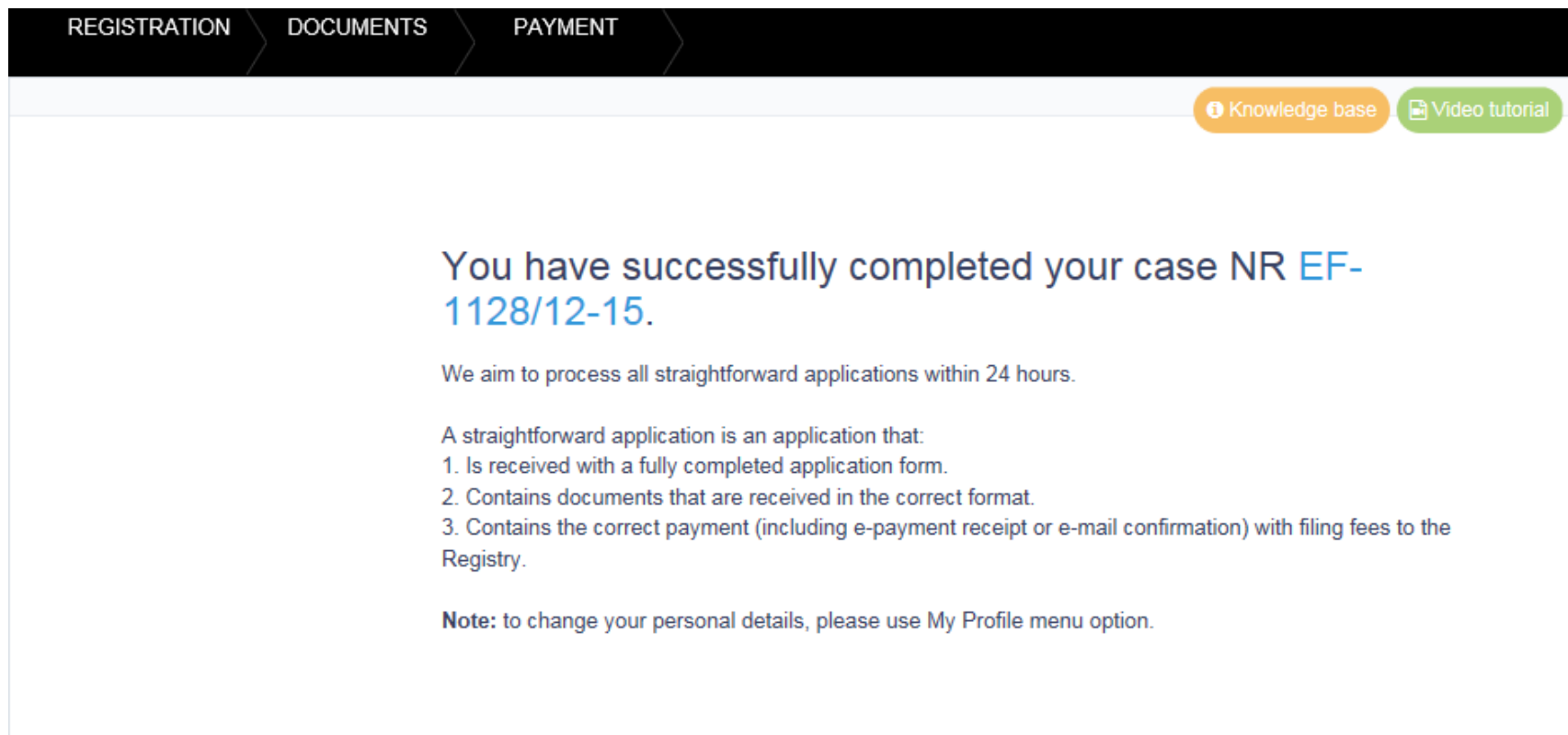


Figure 52 Trusts / Success Message