



Contract No. 7176212

Project: Business Registration System Upgrade in Dominica

Dominica Online Company Registry How to Amend Company Details

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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BN Post Registration Services

How to File Statement of any Change in the Particulars Registered by an Individual / a Firm / a Corporation

If you already have a registered Entity you can submit this application online.

1. Log into the system
2. On the right top corner of the page click **Online Services → Post-Registration Services → BN → Statement of any Change in the Particulars Registered by an Individual / by a Firm / a Corporation** depending on your goal.
3. Step-by-step application process starts with **Select Business** form.
4. Click "Lookup" button  to select **Business Number**. Business Name and Number will be inserted automatically into corresponding fields (see Figure 1).
5. Click "**Next**" button. **Select Business** form will display with information from the registry database inserted into the corresponding data entry fields.
6. Click "**Next**" button. **Name / Address** form will display as shown below (see Figure 2Figure 15).
7. Select the appropriate "**Yes**" or "**No**" options for "**Is Name Changed**" and "**Is Address Changes**". The appropriate data entry fields will be displayed on selection. Input all the necessary changes to BN Name / Address.
8. Click **Next** button. **Activities / Other** form will display (see Figure 3).
9. Select the appropriate "**Yes**" or "**No**" options for "**Is Activities Changed**" and "**Is Other Changed**". The appropriate data entry fields will be displayed on selection. Input all the necessary changes to Activities / Other Details.
10. Click **Next** button. **Ownership** form will display (see Figure 4).
11. Select the appropriate "**Yes**" or "**No**" options for "**Is Ownership Changed**". The appropriate data entry fields will be displayed on selection. Input all the necessary changes to **Owner** details. Data entry fields will differ for Individual / Firm / Corporation.

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).

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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

1. Figure 5Error! Reference source not found.).

2. 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"**.
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.

SELECT BUSINESS

NAME / ADDRESS

ACTIVITIES / OTHER

OWNERSHIP

DOCUMENTS

PAYMENT

Select Business

Knowledge baseVideo tutorial

Business Number*

Business Name:

Select

×

Business No

Business No	Business Name
2015/B099	ALFABETAGAMA

Total: 1

Click this button to see the available records

Double-click record to insert it in the field

Next

Figure 1 BN Statement of Change / Select Entity

SELECT BUSINESS

NAME / ADDRESS

ACTIVITIES / OTHER

OWNERSHIP

DOCUMENTS

PAYMENT

Name / Address

Knowledge baseVideo tutorial

Business Number

2015/B099

Date of change*

04/12/2015

Is Name Changed

☒ Yes

☐ No

Cleared Name Case

EF-0994/11-15

New Business Name*

SAMPLE

Is Address Changed

☐ Yes

☒ No

Previous

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Figure 2 BN Statement of Change / Name / Address Change

SELECT BUSINESS
NAME / ADDRESS
ACTIVITIES / OTHER
OWNERSHIP
DOCUMENTS
PAYMENT

Activities / Other

Knowledge base
Video tutorial

Business Number

2015/B099

Is Activities Changed

☒ Yes
☐ No

State the proposed activity using one or two codes from the enclosed list

Nature of the business

ISIC Code	Unclassified Nature of Business	Status	
6622. Activities of insurance agents and brokers		Existing	Edit Delete

Add nature of business

Is Other Changed

☐ Yes
☒ No

Previous

Next

Figure 3 BN Statement of Change / Activities / Other Changes

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Ownership

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

Business Number

2015/B099

Is Ownership Changed

☒ Yes

☐ No

Name of Individual

Passport
Number*

123456789

Date Of Birth*

25/11/1980



Last Name*

JOHNES

Gender*

Female



First Name*

MARY

Nationality*

AFGHANISTAN



Middle Name

Occupation

Address

Line1*

MAIN STREET 55

City/Town*

BIG CITY

Line2

BLOCK B

Country*

AFGHANISTAN



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Figure 4 BN Statement of Change / Ownership

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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

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 5 BN Statement of Change / Documents Upload

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10

SELECT BUSINESS

NAME / ADDRESS

ACTIVITIES / OTHER

OWNERSHIP

DOCUMENTS

PAYMENT

Payment

Knowledge base

Video tutorial

Case Number

EF-1138/12-15

Date On

04/12/2015

Unpaid Fees

Fee	Quantity	Amount	Subtotal
Form6 - Statement Under Section 8 of the Above Act of Nature of Change in the Particulars Registered by an Individual and Date of Change	3	20.00	60

Amount to be Paid

60.00

Payment Type*

Cash

Previous

Next

Figure 6 BN Statement of Change / Payment Details

SELECT BUSINESS

NAME / ADDRESS

ACTIVITIES / OTHER

OWNERSHIP

DOCUMENTS

PAYMENT

Knowledge base

Video tutorial

You have successfully completed your case NR EF-1138/12-15.

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.

Please remember this application Case Number

Figure 7 BN Statement of Change / Success Message

How to File Notice of Cessation

If you already have a registered Entity you can submit this application online.

1. Log into the system
2. On the right top corner of the page click **Online Services → Post-Registration Services → BN → Notice of Cessation**.
3. **Notice of Cessation** step-by-step application process starts with **Select Business** form.
4. Click "Lookup" button  to select **Business Number**. Business Name and Number will be inserted automatically into corresponding fields (see Figure 8).
5. Click "**Next**" button. **Select Business** form will display with information from the registry database inserted into the corresponding data entry fields.
6. Click "**Next**" button. **Business Details** form will display as shown below (see Figure 16Figure 15).
7. Review information displayed on the form and click "**Next**" button. Notice of Cessation form will display (see Figure 10).
8. Use calendar to pick up a date for **Date of Cessation** and click "**Next**" button.
9. **Documents** form display as shown below (see Figure 11Error! Reference source not found.).
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"**.

a.

11. Click **"Next"** button. **Payment Information** displays (see Figure 12).

12. Click **"Next"** button.

13. Success message displays confirming application submission (see Figure 13).

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

The screenshot shows a web application interface for selecting a business. At the top is a navigation bar with tabs: SELECT BUSINESS (active), NAME / ADDRESS, ACTIVITIES / OTHER, OWNERSHIP, DOCUMENTS, and PAYMENT. Below the navigation bar is a header section with the title 'Select Business' and two links: 'Knowledge base' and 'Video tutorial'. The main content area contains a form with the following elements:

- A label 'Business Number*' next to a search input field with the placeholder text 'Select'.
- A label 'Business Name:' next to a search input field.
- A search button (magnifying glass icon) next to the 'Business Number*' field.
- A search button (magnifying glass icon) next to the 'Business Name' field.
- A dropdown menu labeled 'Business No' with a downward arrow.
- A search button (magnifying glass icon) next to the 'Business No' dropdown.
- A search button (magnifying glass icon) next to the 'Business Name' field.
- A table with the following data:

Business No	Business Name
2015/B099	ALFABETAGAMA
- A 'Total: 1' label at the bottom of the table.
- A 'Next' button at the bottom right of the form.

Two blue callout boxes provide instructions:

- One callout points to the search button next to the 'Business Number*' field, with the text: 'Click this button to see the available records'.
- Another callout points to the record '2015/B099 ALFABETAGAMA' in the table, with the text: 'Double-click record to insert it in the field'.

Figure 8 Notice of Cessation / Select Entity

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SELECT BUSINESS

BUSINESS DETAILS

NOTICE OF CESSATION

DOCUMENTS

PAYMENT

Business Details

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

Case

EF-1152/12-15

Business Name

ALFABETAGAMA

Business Number

2015/B099

Registered By

Business

Email

EKATERINA.TELEVCA@ALFA-XP.COM

Phone

7672222225

Registered office

DSFSDF, SDFDSFSD

Main business address (if different)

DSFSDF, SDFDSFSD

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Figure 9 Notice of Cessation / Business Details

SELECT BUSINESS

BUSINESS DETAILS

NOTICE OF CESSATION

DOCUMENTS

PAYMENT

Notice of Cessation

Knowledge base

Video tutorial

Business Name

ALFABETAGAMA

Business Number

2015/B099

Date of Cessation*

04/12/2015

Application Date

04/12/2015

Previous

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Figure 10 Notice of Cessation

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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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 11 Notice of Cessation / Documents Upload

SELECT BUSINESS

BUSINESS DETAILS

NOTICE OF CESSATION

DOCUMENTS

PAYMENT

Payment

Knowledge base

Video tutorial

Case Number

EF-1152/12-15

Date On

04/12/2015

No Fee To Pay

Previous

Next

Figure 12 Notice of Cessation / Payment Details

SELECT BUSINESS

NAME / ADDRESS

ACTIVITIES / OTHER

OWNERSHIP

DOCUMENTS

PAYMENT

Knowledge base

Video tutorial

You have successfully completed your case NR EF-1138/12-15.

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.

Please remember this application Case Number

Figure 13 Notice of Cessation / Success Message

LCO Post-Registration Services

How to File for Amendment of Articles

If you already have a registered Entity you can submit application for amendment of articles online. To update 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 → LCO → Amendment of Articles**.
3. **Update Company** 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 14).
5. Click “**Next**” button. **Entity Details** form will display with information from the registry database inserted into the corresponding data entry fields.
6. Click “**Next**” button. **Amendment of Articles** form will display as shown below (see Figure 15).
7. Make all the necessary amendments to entity articles.
8. Click “**Next**” button. **Documents** form displays list of “Prescribed Forms”.
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 16).
- 11. Select value "**Cash**" for "**Payment Type**" and click "**Next**" button.
- 12. Success message displays confirming application submission (see Figure 17).

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

SELECT ENTITY DETAILS AMENDMENT OF ARTICLES PAYMENT

Select Entity Knowledge base Video tutorial

Company Name*

Fast Comp

Company No:

2015/IBC011

Date Of Incorporation

04/02/2015

Click this button to see the available company records

Next

Figure 14 Update Company / Select Entity

Amendment of Articles

Knowledge base
Video tutorial

Entity Name
Fast Comp

Entity No:
2015/IBC011

The articles of the above named Company are amended as follows:
SAMPLE TEXT

the Company Name changed to
NEW COMPANY FAST

Number Of Directors changed to*
2
or Minimum
and Maximum Number Of Directors

Class and Maximum Number of Shares changed to

Class Of Shares	Nominal per value (if any)	Maximum authorised	Number issued	Limited liability
Add Shares List of records added to the field				Edit Delete

Signatories*

First Name	Last Name	Title	Date	
MARY	JOHNES	Applicant	30/11/2015	Edit Delete

Add Signatories

Click this button to add more records to the field

Previous
Next

Click this button to delete this record from the list

Click this button to edit record

Figure 15 Update Company / Amendment of Articles

SELECT ENTITY
ENTITY DETAILS
AMENDMENT C
ARTICLES
PAYMENT

Knowledge base
Video tutorial

Payment

Case Number

EF-1019/11-15

Date On

30/11/2015

Unpaid Fees

Fee	Quantity	Amount	Subtotal
Form 6 - Certificate of Amendment	1	300.00	300

Amount to be Paid

300.00

Payment Type*

Cash

Fee varies by service and country

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Figure 16 Update Company / Amendment of Articles / Payment Details

The screenshot shows a web interface for updating a company. At the top, a dark header contains the title 'Update Company' in white. Below the header is a navigation bar with four tabs: 'SELECT ENTITY', 'ENTITY DETAILS', 'AMENDMENT OF ARTICLES' (which is the active tab), and 'PAYMENT'. To the right of the navigation bar are two buttons: 'Knowledge base' (orange) and 'Video tutorial' (green). The main content area has a light gray background and displays a success message: 'You have successfully completed your case NR EF-1019/11-15.' Below this message, it states 'We aim to process all straightforward applications within 24 hours.' and provides a definition of a straightforward application with three numbered points. A blue callout box points to the case number, reminding the user to remember it. At the bottom, a note advises using the 'My Profile' menu option to change personal details.

Update Company

SELECT ENTITY ENTITY DETAILS **AMENDMENT OF ARTICLES** PAYMENT

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

You have successfully completed your case NR EF-1019/11-15.

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 17 Update Company / Amendment of Articles / Success Message

How to File for Restated Articles of Incorporation

If you already have a registered Entity you can submit application online. To update 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 → LCO → Restated Articles of Incorporation**.
3. **Update Company** 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 18).
5. Click "**Next**" button. **Entity Details** form will display with information from the registry database inserted into the corresponding data entry fields.
6. Click "**Next**" button. **Restated Articles of Incorporation** form will display as shown below (see Figure 19).
7. Make all the necessary amendments to entity articles.
 1. Click "**Next**" button. Documents forms displays list of forms.
 2. 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**".

8. Click "**Next**" button. **Payment Information** displays (see Figure 20).
9. Select value "**Cash**" for "**Payment Type**" and click "**Next**" button.
10. Success message displays confirming application submission (see Figure 21).

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

The screenshot shows a web interface for 'Restated Articles' with a navigation bar containing 'SELECT', 'ENTITY DETAILS', 'AMENDMENT OF ARTICLES', and 'PAYMENT'. The 'SELECT' tab is active. Below the navigation bar is a 'Select Entity' section with a 'Knowledge base' and 'Video tutorial' link. The form 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'. A blue callout box points to the search icon in the 'Company Name' field, containing the text 'Click this button to see the available company records'. A 'Next' button is located at the bottom right of the form.

Figure 18 Restated Articles / Select Entity

Amendment of Articles

Knowledge base
Video tutorial

Entity Name
Fast Comp

Entity No:
2015/IBC011

The articles of the above named Company are amended as follows:
SAMPLE TEXT

the Company Name changed to
NEW COMPANY FAST

Number Of Directors changed to*
2
or Minimum
and Maximum Number Of Directors

Class and Maximum Number of Shares changed to

Class Of Shares	Nominal per value (if any)	Maximum authorised	Number issued	Limited liability
Add Shares List of records added to the field				Edit Delete

Signatories*

First Name	Last Name	Title	Date	
MARY	JOHNES	Applicant	30/11/2015	Edit Delete

Add Signatories

Click this button to add more records to the field

Previous
Next

Click this button to delete this record from the list

Click this button to edit record

Figure 19 Restated Articles / Restated Articles

SELECT ENTITY
ENTITY DETAILS
AMENDMENT C ARTICLES
PAYMENT

Knowledge base
Video tutorial

Payment

Case Number

EF-1019/11-15

Date On

30/11/2015

Unpaid Fees

Fee	Quantity	Amount	Subtotal
Form 6 - Certificate of Amendment	1	300.00	300

Amount to be Paid

300.00

Payment Type*

Cash

Fee varies by service and country

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Next

Figure 20 Restated Articles / Restated Articles / Payment Details

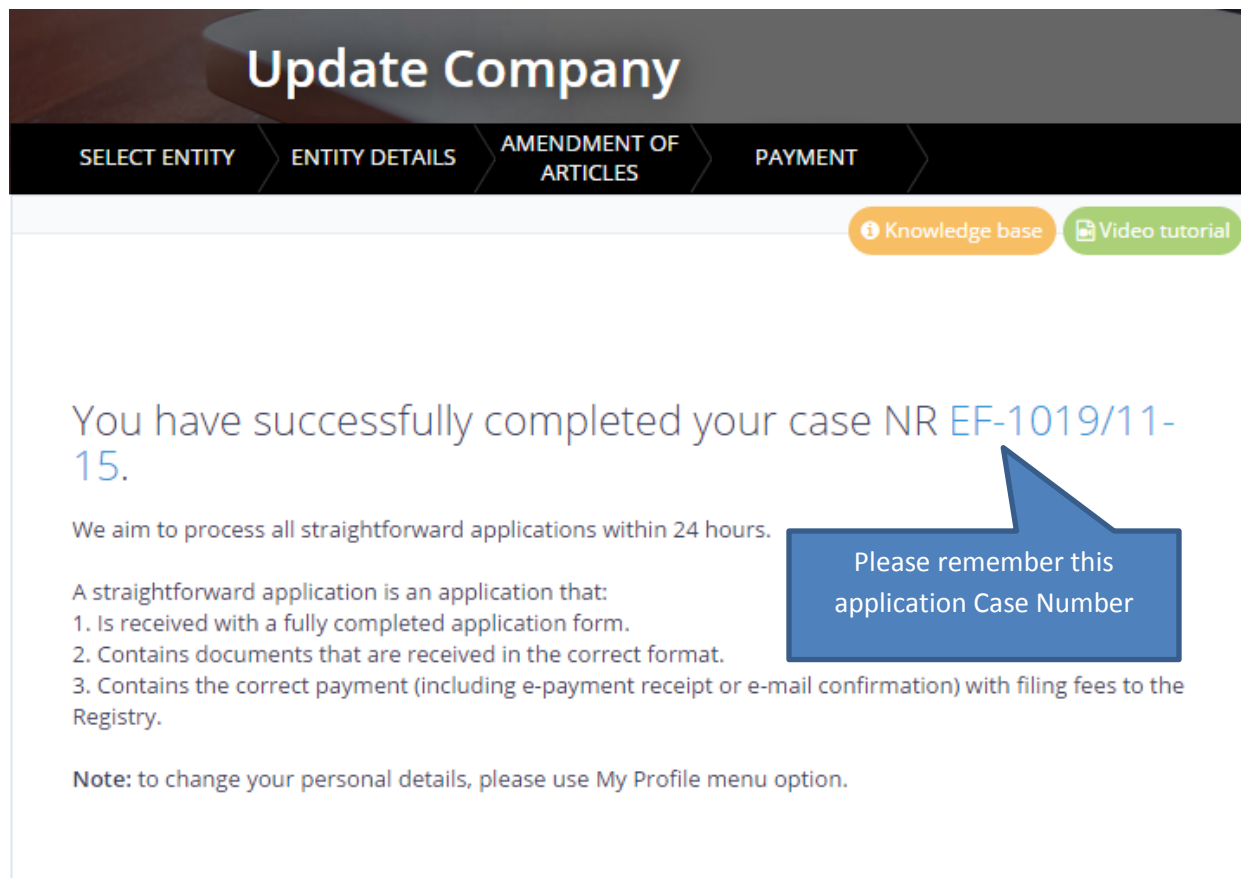


Figure 21 Restated Articles / Restated Articles / Success Message

How to File for Amalgamation of Companies

If you already have a registered Entity you can submit application for amendment of articles online. To update 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 → LCO → Amalgamation of Companies**.
3. **Update Company** 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 23).
5. Click "**Next**" button. **Entity Details** form will display with information from the registry database inserted into the corresponding data entry fields.
6. Click "**Next**" button. **Amalgamation of Companies** form will display as shown below (see Figure 24).
7. Make all the necessary amendments to entity articles.
8. Click "**Next**" button. **Notice of Address** form will display with corresponding data entry fields as shown below (see Figure 25).
9. Provide **Address** and click "**Next**" button. **Directors / Secretaries** form displays as shown below (see Figure 26).
10. Add **Directors, Secretaries** and **Signatories** by doing the following for each record you would like to add:
 - a. Click "**Add Directors / Secretaries / Signatories**" button. "Details" form will display.
 - b. Select values and provide all the fields of the form with relevant data
 - c. Click "**Save**" to button to add record to the list of **Directors / Secretaries / Signatories**.

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).

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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

11. Figure 27).

3. 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"**.
12. Click **"Next"** button. **Payment Information** displays (see Figure 28).
13. Select value **"Cash"** for **"Payment Type"** and click **"Next"** button.
14. Success message displays confirming application submission (see Figure 29).

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

SELECT

ENTITY DETAILS

AMENDMENT OF ARTICLES

PAYMENT

Select Entity

Knowledge baseVideo tutorial

Company Name*

Fast Comp

✕

🔍

Company No:

2015/IBC011

Date Of Incorporation

04/02/2015

Click this button to see the available company records

Next

Figure 22 Update Company / Select Entity

SELECT ENTITY

ENTITY DETAILS

AMALGAMATION OF COMPANIES

NOTICE OF ADDRESS

DIRECTORS/ SECRETARIES

DOCUMENTS

PAYMENT

Entity Details

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

Company

Company Name:

Fast Comp

Company Number

2015/IBC011

Date Of Incorporation

04/02/2015

Email

valerian@alfa-xp.com

Phone

Registered office

Washington Stree, Washington

Main business address (if different)

Previous

Next

Figure 23 Entity Details

SELECT ENTITY
ENTITY DETAILS
AMALGAMATION OF COMPANIES
NOTICE OF ADDRESS
DIRECTORS/ SECRETARIES
DOCUMENTS
PAYMENT

Knowledge base
Video tutorial

Amalgamation of Companies

1. Company Name

Fast Comp

Company No:

2015/IBC011

2. New Amalgamation Name*

3. The classes and any maximum number of shares that the Company is authorised to issue.

Class Of Shares	Nominal per value (if any)	Maximum authorised	Number issued	Limited liability
Preferential Shares			2	Edit Delete

Add Shares

4. Restrictions (if any) on Share Transfer.

5. Number (or minimum and maximum number) of directors.

Number Of Directors* or Maximum and Minimum

6. Restrictions (if any) on business the Company may carry on.

Figure 24 Amalgamation of Companies

Dominica Online Company Registry
Government of the Commonwealth of Dominica

Amalgamation of Companies

HOME FAQ KNOWLEDGE BASE CONTACT US ONLINE SERVICES OLGA

SELECT ENTITY ENTITY DETAILS AMALGAMATION OF COMPANIES NOTICE OF ADDRESS DIRECTORS/ SECRETARIES DOCUMENTS PAYMENT

NOTICE OF ADDRESS Knowledge base Video tutorial

(1) Company Number
2015/IBC011

(2) Company Name
Fast Comp

New Name (for Amalgamation Change of Name)
NAMEAMALGAMATION

(3) Address of Registered Office:

Line1 City/Town*
Line2 Country
Address
Washington Stree, Washington

(4) Mailing Address:

The Same Address
☐

Line1 City/Town
Line2 Country

Use scroll bar to see all the fields of the data entry form

Figure 25 Notice of Address

Company Number

2015/IBC011

Company Name

Fast Comp

New Name (for Amalgamation Change of Name)

NAMEAMALGAMATION

Details of Directors

Full Name	Nationality	Action	Date of Action
-----------	-------------	--------	----------------

+ Add Directors

Details of Secretaries

First Name	Last Name	Nationality	Action	Date of Action
------------	-----------	-------------	--------	----------------

+ Add Secretaries

Signatories

First Name	Last Name	Title	Date
------------	-----------	-------	------

MARY	JOHNES	Applicant	04/12/2015
------	--------	-----------	------------

Edit

Delete

+ Add Signatories

Figure 26 Directors / Secretaries

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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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 27 Amendment of Companies / Documents Upload

SELECT ENTITY
ENTITY DETAILS
AMALGAMATION OF COMPANIES
NOTICE OF ADDRESS
DIRECTORS/ SECRETARIES
DOCUMENTS
PAYMENT

Knowledge base
Video tutorial

Payment

Case Number
EF-1187/12-15
Date On
04/12/2015

Unpaid Fees

Fee	Quantity	Amount	Subtotal
Form 16 - Certificate of Amalgamation	1	750.00	750

Amount to be Paid
750.00
Payment Type*
Cash
☒

Previous
Next

Figure 28 Update Company / Amendment of Articles / Payment Details

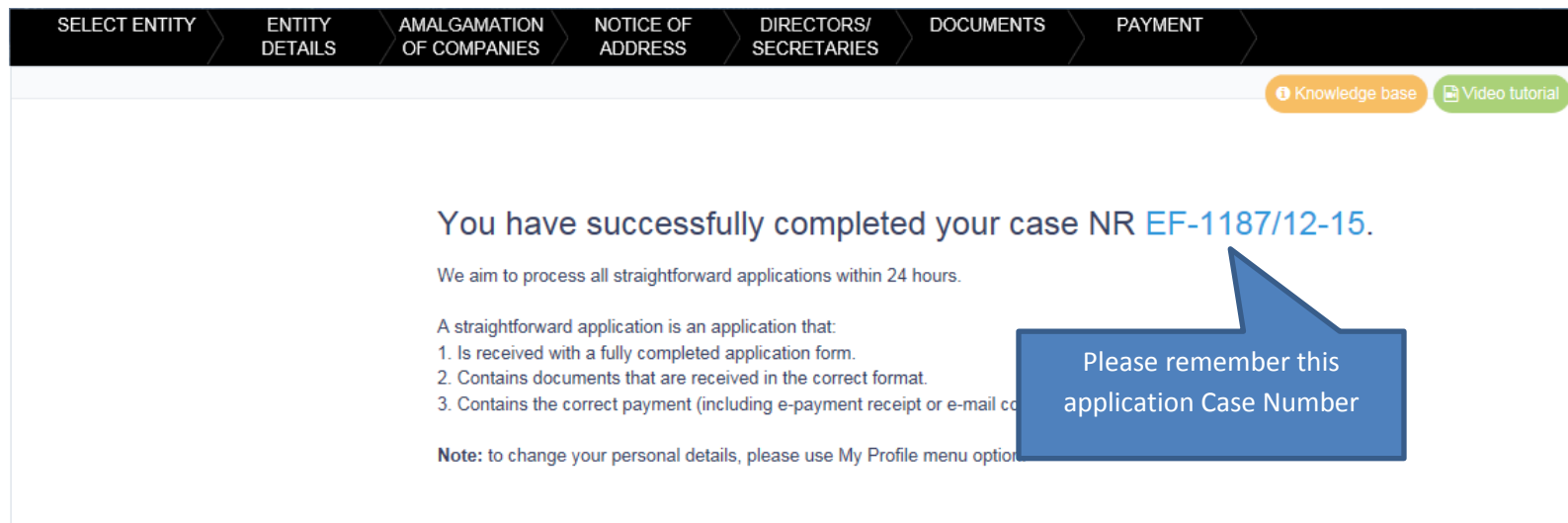


Figure 29 Update Company / Amendment of Articles / Success Message

How to File for Continuance (profit-making) / (non-profit)

1. Log into the system
2. On the right top corner of the page click **Online Services → Post-Registration Services → LCO → Continuance (profit-making) / Continuance (non-profit-making)** depending on your goal.
3. **Update Company** 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 30).
5. Click "Next" button. **Entity Details** form will display with information from the registry database inserted into the corresponding data entry fields.
6. Click "Next" button. **Articles of Continuance** form will display as shown below (see Figure 31).
7. Make all the necessary amendments to entity articles.
8. Click "Next" button. **Documents** list displays.
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 32).

11. Select value "Cash" for "Payment Type" and click "Next" button.
12. Success message displays confirming application submission (see Figure 33).

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

SELECT ENTITY DETAILS AMENDMENT OF ARTICLES PAYMENT

Select Entity Knowledge base Video tutorial

Company Name*

Fast Comp

Company No:

2015/IBC011

Date Of Incorporation

04/02/2015

Click this button to see the available company records

Next

Figure 30 Continuance / Select Entity

Dominica Online Company Registry
Government of the Commonwealth of Dominica

Articles of Continuance HOME FAQ KNOWLEDGE BASE CONTACT US ONLINE SERVICES OLGA

SELECT ENTITY ENTITY DETAILS **ARTICLES OF CONTINUANCE** DOCUMENTS PAYMENT

Use scroll bar to see all data entry fields of this form

Articles of Continuance Knowledge base Video tutorial

Company Name
Fast Comp

Company No:
2015/ID0044

and any maximum number of shares that the Company is authorised to issue.

Shares	Nominal per value (if any)	Maximum authorised	Number issued	Limited liability
1000 shares				

Click this button to add more records to the field

List of records added to the field

Click this button to delete this record from the list

Click this button to edit record

Date Of Continuance*
07/12/2015

Restrictions (if any) on share transfers.
SAMPLE TEXT

Number (or minimum and maximum number) of directors.

Figure 31 Articles of Continuance

SELECT ENTITY
ENTITY DETAILS
AMENDMENT C
ARTICLES
PAYMENT

Knowledge base
Video tutorial

Payment

Case Number

EF-1019/11-15

Date On

30/11/2015

Unpaid Fees

Fee	Quantity	Amount	Subtotal
Form 6 - Certificate of Amendment	1	300.00	300

Amount to be Paid

300.00

Payment Type*

Cash

Fee varies by service and country

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Figure 32 Continuance / Payment Details

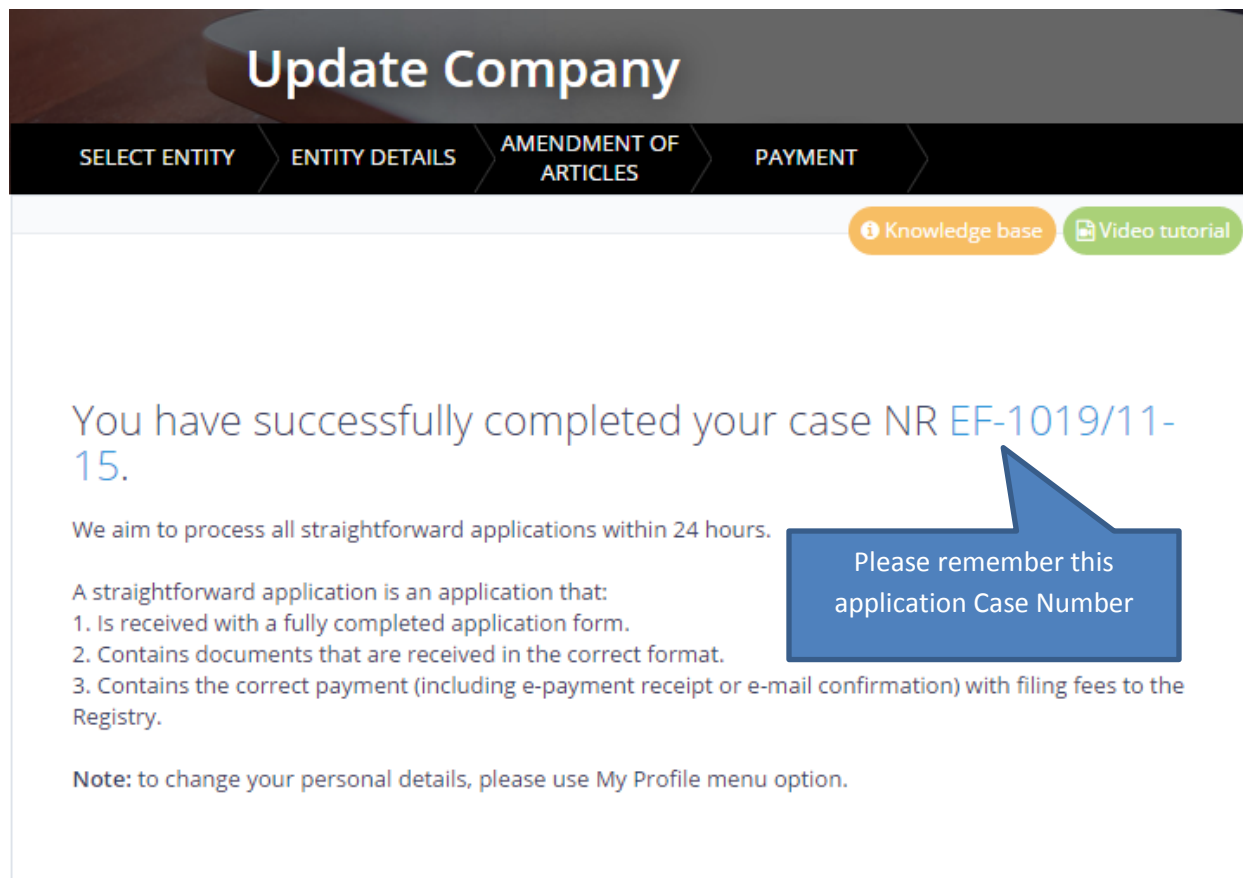


Figure 33 Continuance / Success Message