

**Department of Commerce, International Trade, Investment, Enterprise
Development & Consumer Affairs**

Small Business Development Centre (SBDC)
(also known as the Small Enterprise Development Unit (SEDU))

Checklist for Persons Registering a Business Name

1. Conduct Name Search at Registry of Companies and Intellectual Property (ROCIP).
2. Return to SEDU/SBDC with Approved Name Search Form and National Identification (ID) Card.
3. Complete Client Intake Form at SEDU/SBDC.
4. Statutory Declaration Form is prepared by SEDU/SBDC, in triplicate.
5. Statutory Declaration Form must be signed by a lawyer or a Justice of Peace (JP) and must bear their seal or stamp.
6. Statutory Declaration Form must have correct date of application.
7. Fees for filing:
 - **Stamp:** **\$2.50** ... purchased at a Post Office.
 - **Processing Fee:** **\$125.00** ... paid at ROCIP.
- **Please note that ROCIP does not sell stamps. Do not affix the stamp.*
8. Approved Name Search Form must be attached.
9. Return the Business Name Registration Certificate to SEDU/SBDC where a copy will be made for the records.
10. The Business Name Registration Certificate should also be brought to:
 - **Inland Revenue (IRD) - to be issued a Tax Account Number**
 - **National Insurance Corporation (NIC) - for employer registration**