

Ministry of Commerce, Business Development, Investment and Consumer Affairs

Small Business Development Centre (SBDC)

(formerly the Small Enterprise Development Unit (SEDU))

Checklist for Persons applying for Registration of a Company

- 1 Name Search is prepared at the Ministry of Commerce, (SEDU/SBDC) and is to be submitted to the Registry of Companies and Intellectual Property (ROCIP).

Note: Applicant must bring his/her National Identification (ID).

- 2 Client Intake Form is filled.
- 3 Approval of Name Search is done at the Registry of Companies and Intellectual Property.
- 4 Approved Name Search returned to SEDU/SBDC and forwarded to the Ministry's Legal Officer for processing.
- 5 Please note that processing time can be up to three weeks (15 working days) and will require scheduled consultation with the Ministry's Legal Officer.

- 6 ***Fees for filing: \$912.50***

****Please note that legal officer will inform you when payments must be made. Payment is done at ROCIP.***

- 7 Return the Incorporation Certificate to SEDU/SBDC for a copy to be made for the records.

- 8 The Incorporation Certificate should be brought to:

- ***Inland Revenue (IRD) - to be issued a Tax Account Number***
- ***National Insurance Corporation (NIC) - for employer registration***