



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

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

Checklist for Incorporation

To ensure the public's and staff's safety, in light of the COVID-19 pandemic, the services of the Small Enterprise Development Unit (SEDU) are being offered via the virtual/e-modality. Walk-ins are not recommended, without an appointment. Therefore, for general information, please visit our website: www.commerce.gov.lc, email: sbdcsaintlucia@govt.lc, or call: 468-4223/453-2891. If you have an assigned business development officer at SEDU, kindly contact him / her for assistance.

To incorporate a business / register a company:

1. Download the **Name Search Form: Company Name** on the Government of Saint Lucia website www.govt.lc or the Ministry of Commerce website www.commerce.gov.lc. Complete the form and email it to the Registry of Companies (ROCIP), info@rocip.gov.lc, for approval.
2. Upon receiving ROCIP's approval notification email:
 - (i) Complete the Client Intake Form on SEDU's page on the Ministry of Commerce website, if you are not a client of SEDU or became a client prior to 2015.
Note: Use the Client Intake form labelled "*Individual*" - if the business has one owner, or "*Partnership*", if the business has two or more owners.
 - (ii) Forward ROCIP's Name Search approval email, along with a scanned copy/photograph of the Intake form (if necessary), and the owner(s) ID(s) to SEDU at sbdcsaintlucia@govt.lc.
3. The Ministry's Legal Officer will be in contact with you (the owner) to continue the process.
4. **Fees associated with filing:** Upon submission of the Incorporation Documents a Client will be required to make a payment of **\$855.00** to the Accountant General. The client will also be required to obtain a postage stamp in the amount of \$2.50 and pay for a Statutory Declaration to be executed by the Legal Officer. The Legal Officer will offer guidance and instructions on the requirements and timelines for the said payments.
5. Upon receiving payment, the Legal Officer will advise when to collect the Certificate of Incorporation at the Ministry of Commerce.
6. Subsequent to the incorporation of the Company you will be required to prepare and file the Notice of Secretary, Allotment of Shares and Bi-Laws. The Legal Officer will facilitate this process.

7. The Certificate of Incorporation and accompanying Incorporation Documents should also be submitted to:
- Inland Revenue Department (IRD) - to be issued a Tax Account Number
 - National Insurance Corporation (NIC) - for employer registration
 - Your bank – to open a bank account for the Company.