

Online Business Registration via digiGov - A Simple Guide for Cellphone Users

Presenters: SEDU/SBDC

Business Development Officers - Small Business Development Centre (SBDC)
Ministry of Commerce, Manufacturing, Business Development, Cooperatives & Consumer Affairs

Oct 2024 by Sandy Cheng (TOV/SEDU) and Renna Henry (SEDU/SBDU)

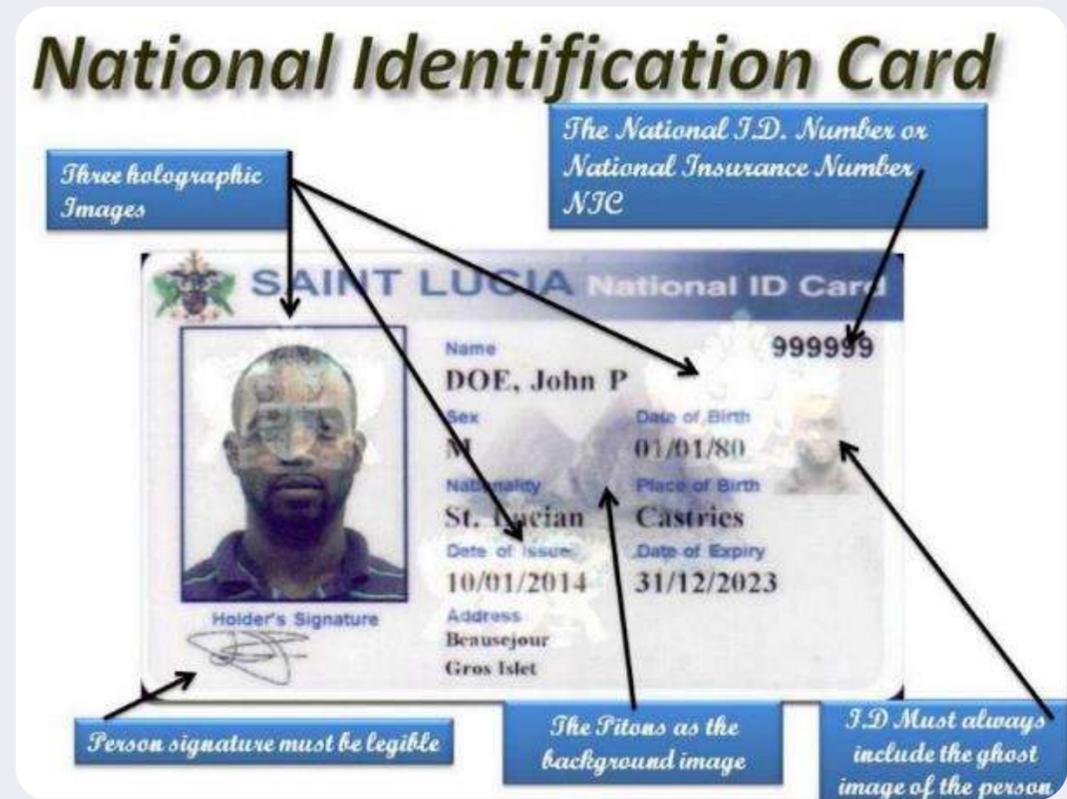
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TO START

- Valid ID copy or driving license (snapshot in phone)
- Passport size photo (save in phone)
- Email address and cellphone number



Step-by-Step (online)

1
Create a digiGov account

1. Create a personal account to log in to digiGov
<https://digigov.govt.lc/>
2. Receive a One-Time Password (OTP)
3. Activate personal digiGov account
4. Practice the following applications

2
Business name search request and propose business name

LOGIN

1. Application Details
2. Proposed business name
Prepare your "business name" (1, 2 or 3) to fill
3. Nature of business
4. Attachments
5. Applicant comments
6. Summary
7. Submit
8. Await for approval
9. Continue business registration

3
Application for business registration

LOGIN

1. Business type
2. Name search request result
3. Follow and fill all process requirements
4. Upload "signed statutory declarations"

**TO
COMPLETE**

Step-by-Step (in-person)

4

Visit and submit documentation to related government bureaus

1. Upon receiving the “Statutory Declaration” from digiGov online,

- **Download and print out THREE copies of the document**
- **Please have them notarized by a Justice of Peace (JP) or lawyer**
- **Upload the signed “Statutory Declaration” to your digiGov account**
- **Print out Invoice**
- **Submit Statutory Declaration, \$2.50 Stamp and make the payments of \$125.00 to ROCIP for the certificate.**

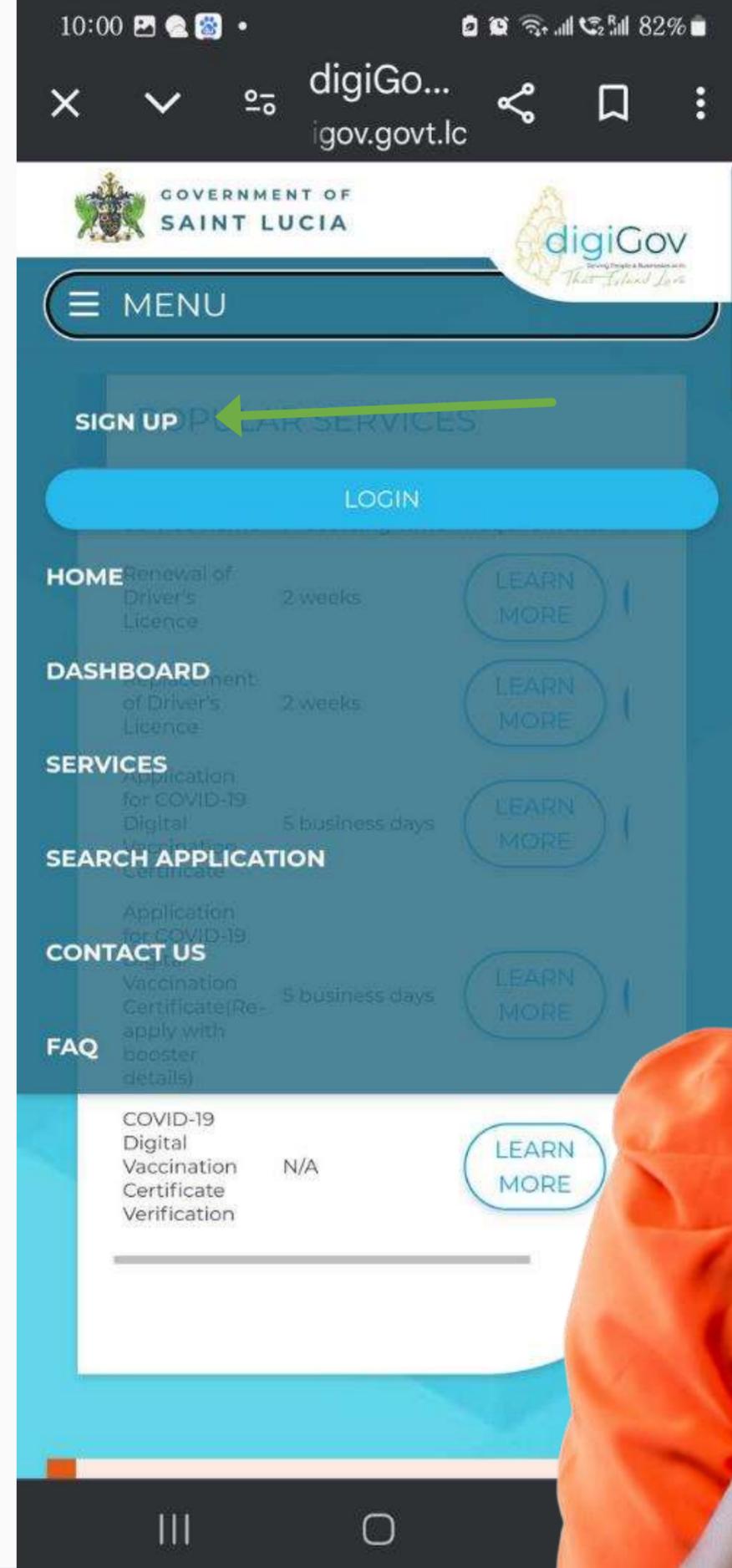
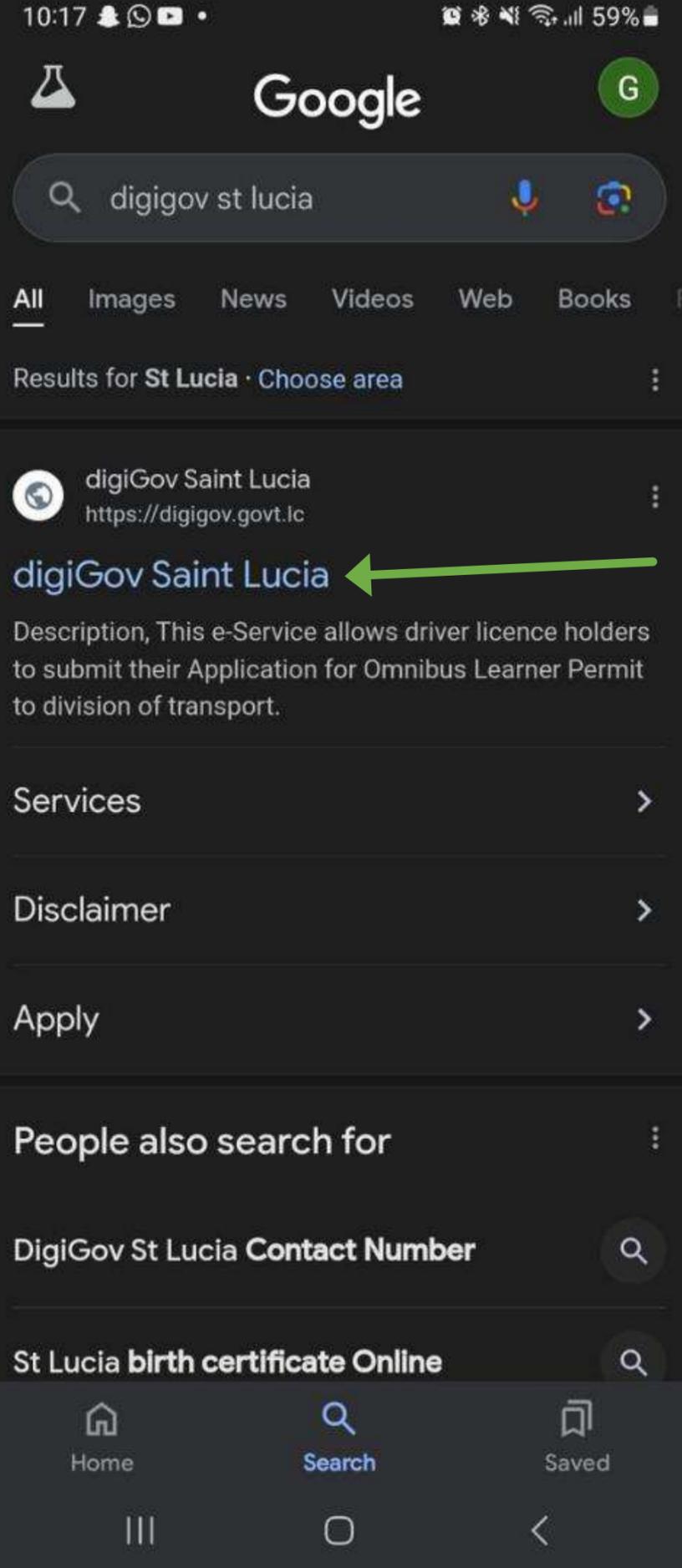
Note: ROCIP does not sell stamps. Also, do not affix the stamp to the documents.

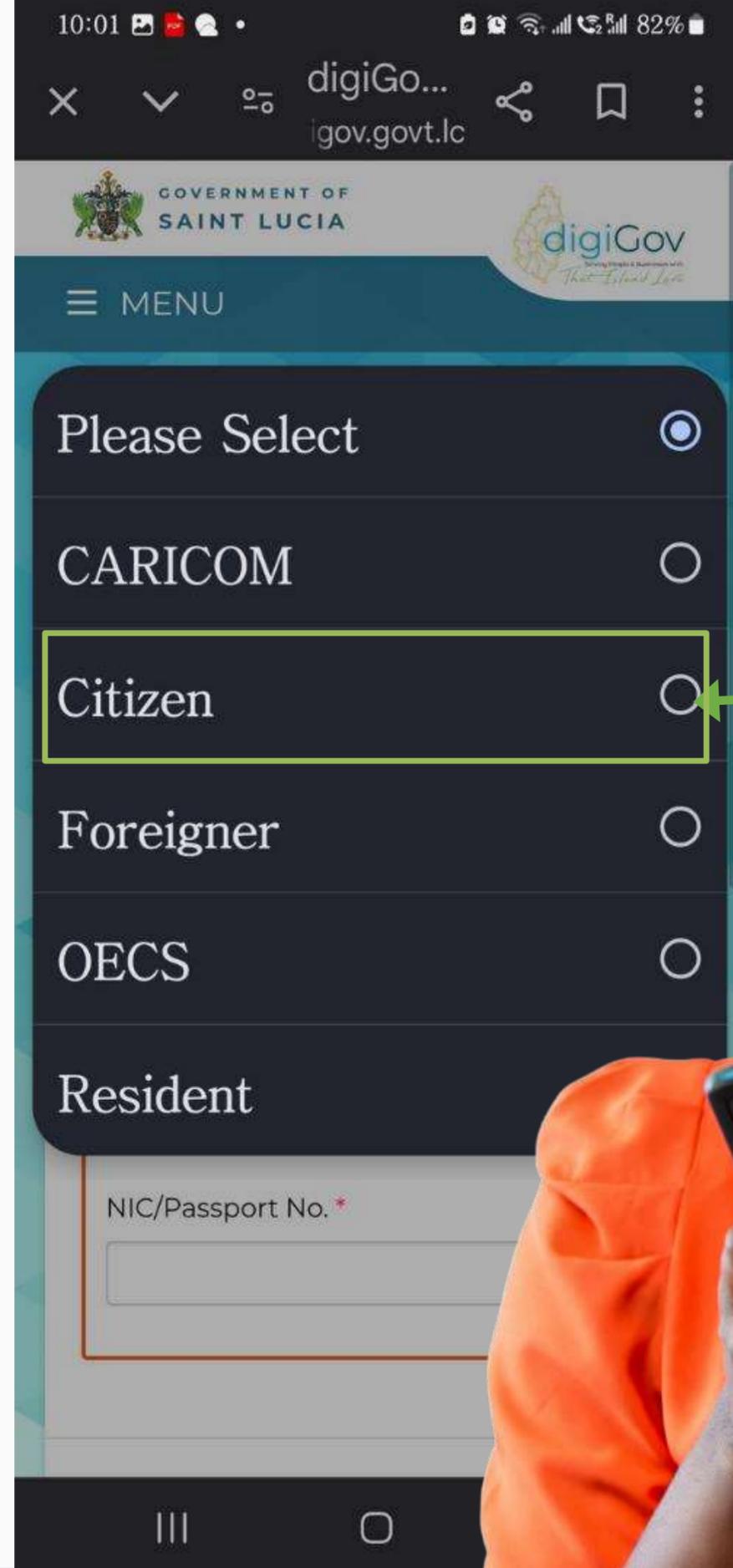
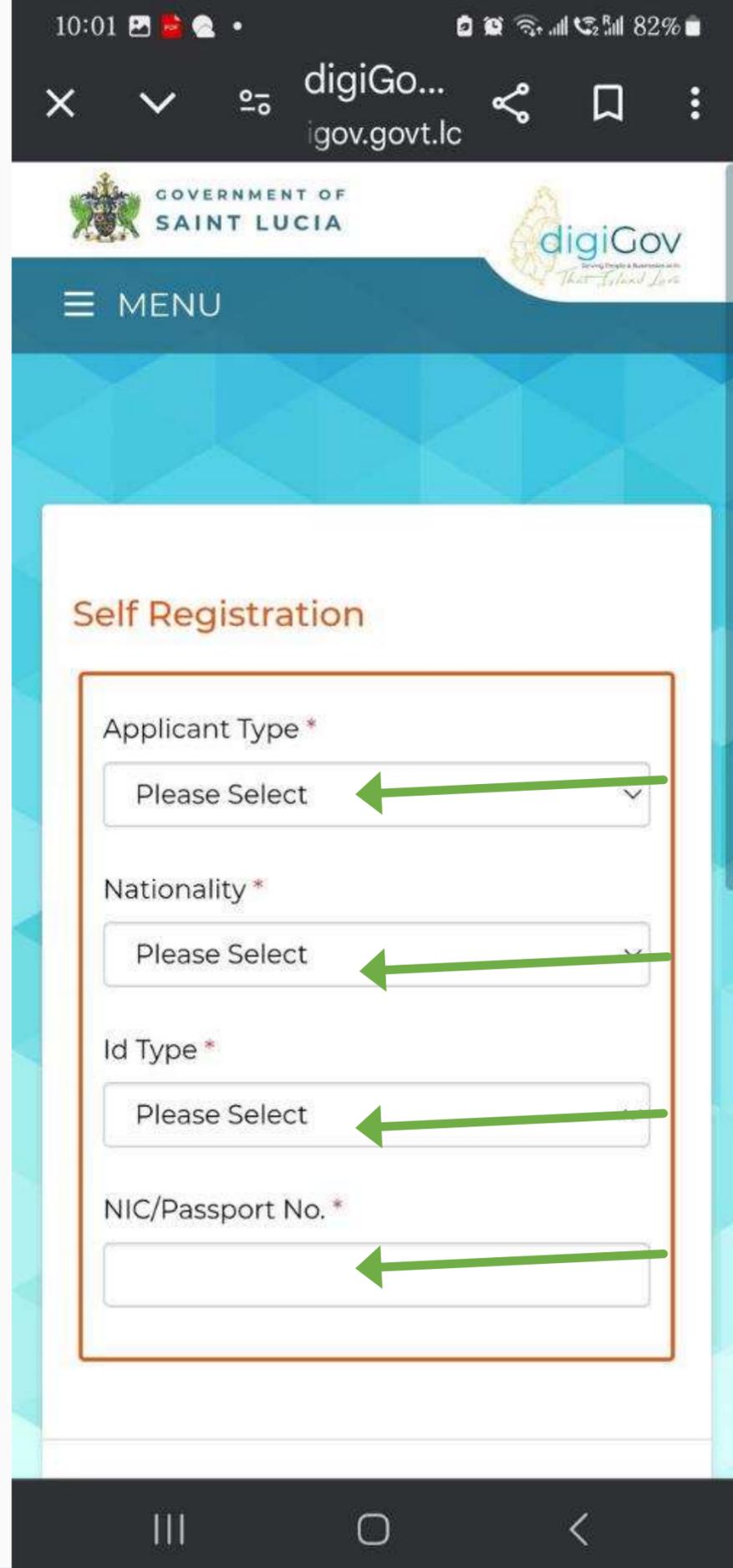
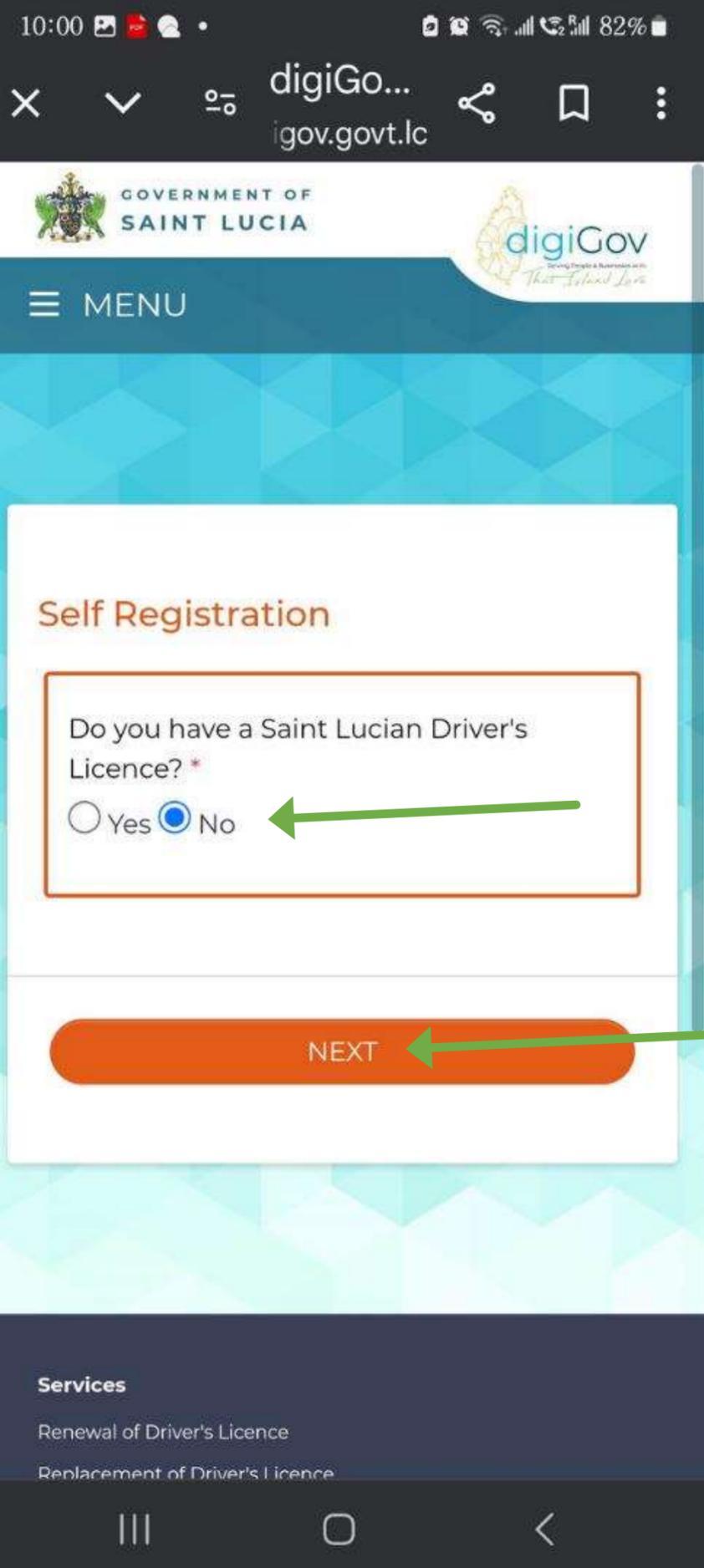
2. The Business Name Registration Certificate should also be submitted to:

- **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 business**



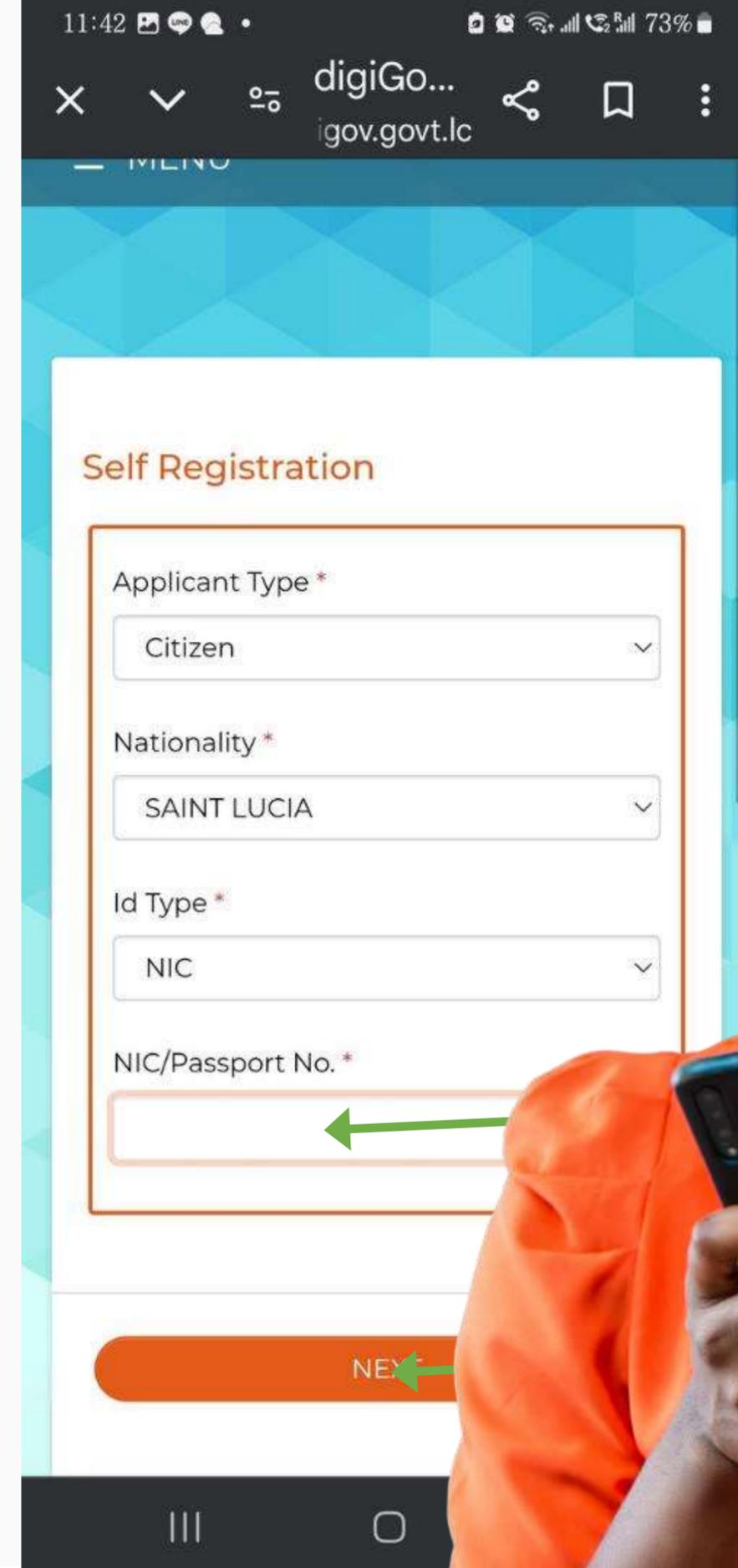
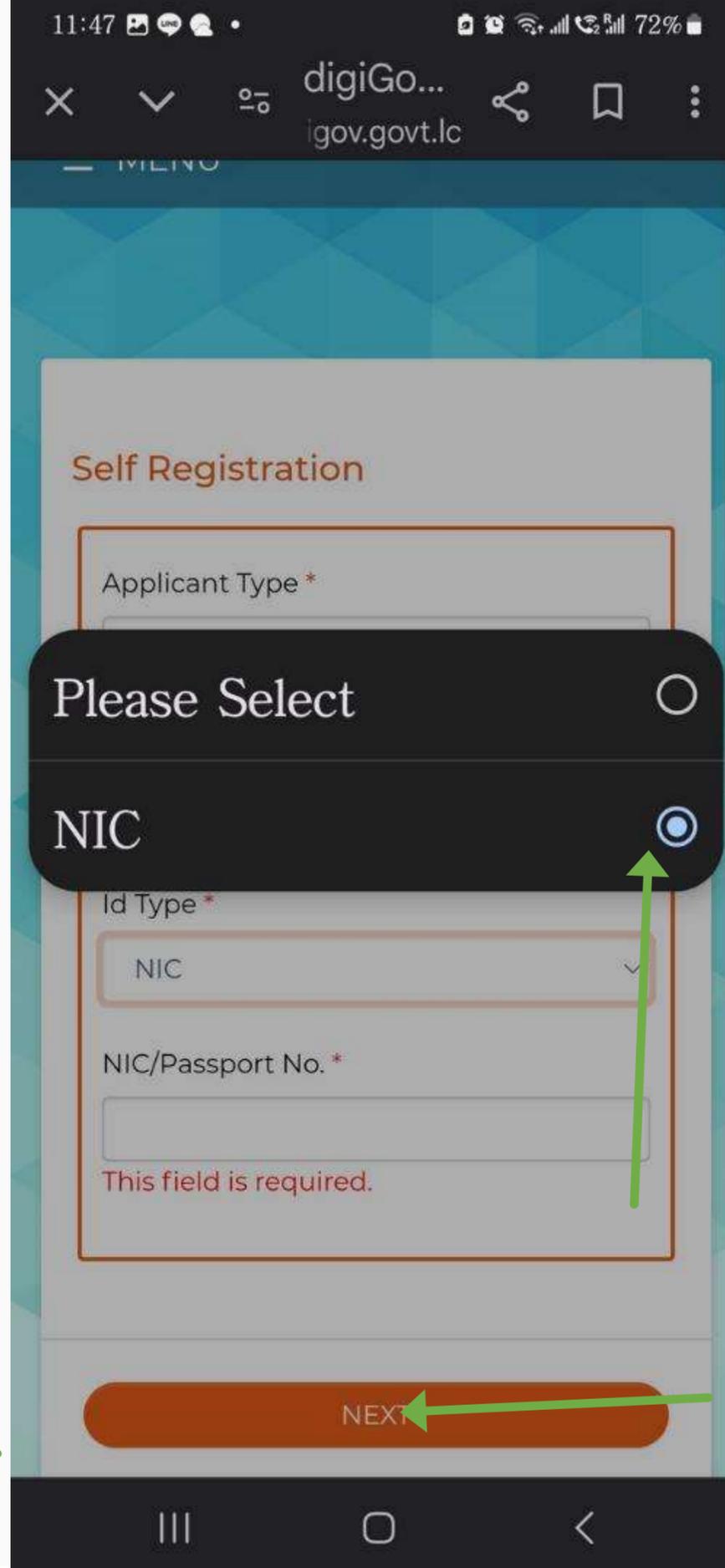
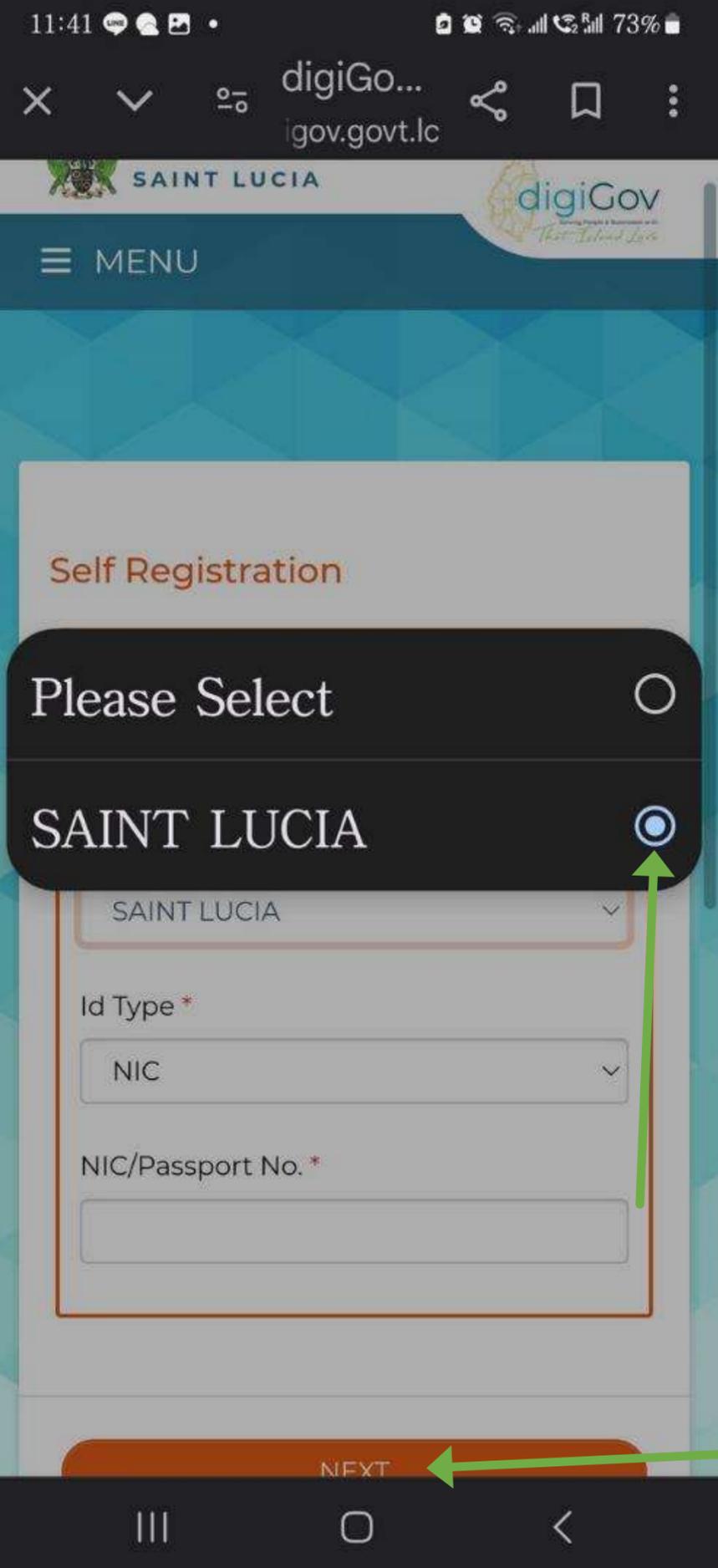
1. Create a digiGov Account





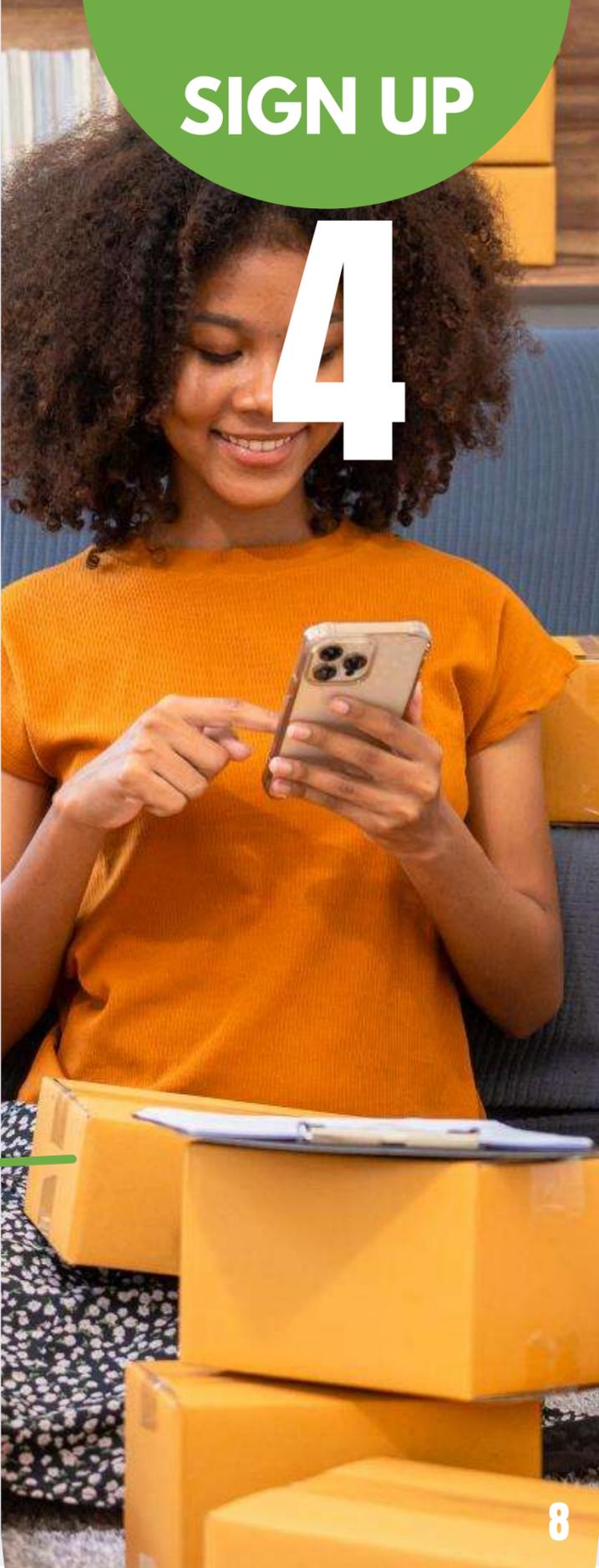
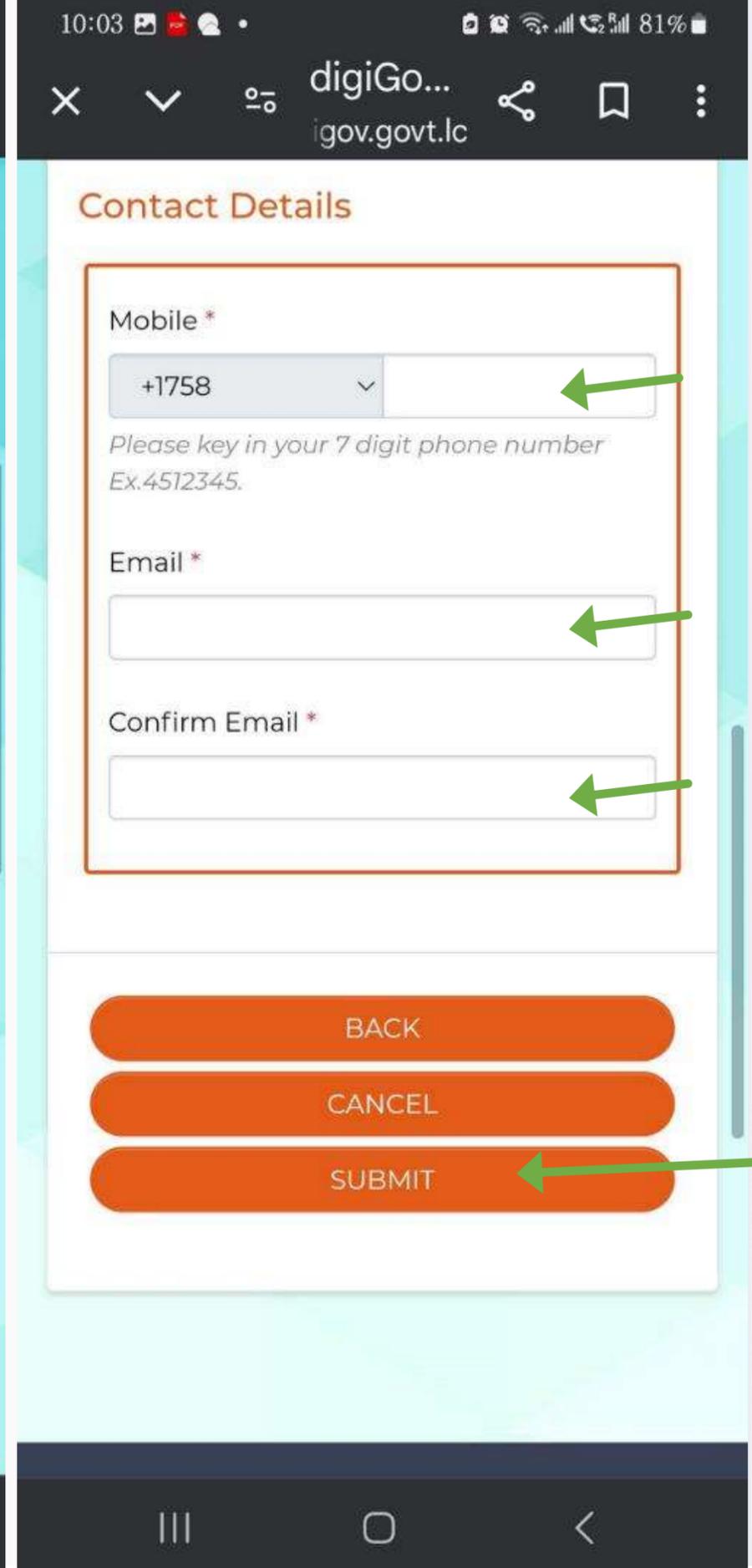
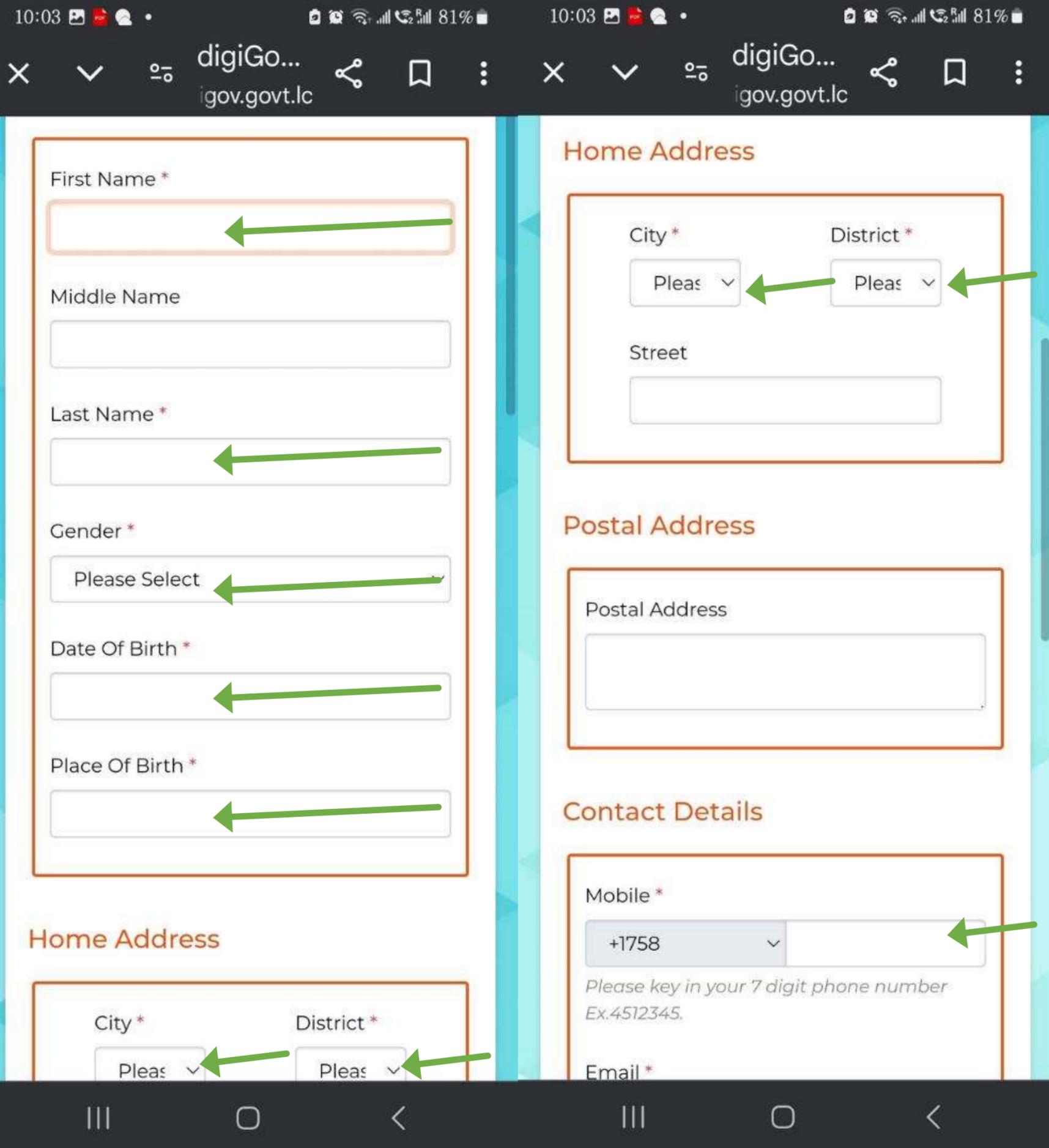
SIGN UP

2



SIGN UP

3



11:03 am

Dear Applicant, We refer to your digigov.govt.lc account, OTP details are Username: 431580, OTP Prefix: LRQ & OTP: 397142

Tap to load preview

Dear Applicant, We refer to your digigov.govt.lc account, OTP details are Username: 431580, OTP Prefix: JZY & OTP: 545645

Tap to load preview

11:08 am

Can't reply to this short code. [Learn more](#)

Receive One Time Password

SIGN UP

5

digiGov <no-reply@govt.lc>
To: You

Dear [Redacted]

To Authenticate your registration to digigov, given below is your One Time Password (OTP).
Please do not share with anyone.

OTP Prefix: **ZUI**

OTP: **199368**

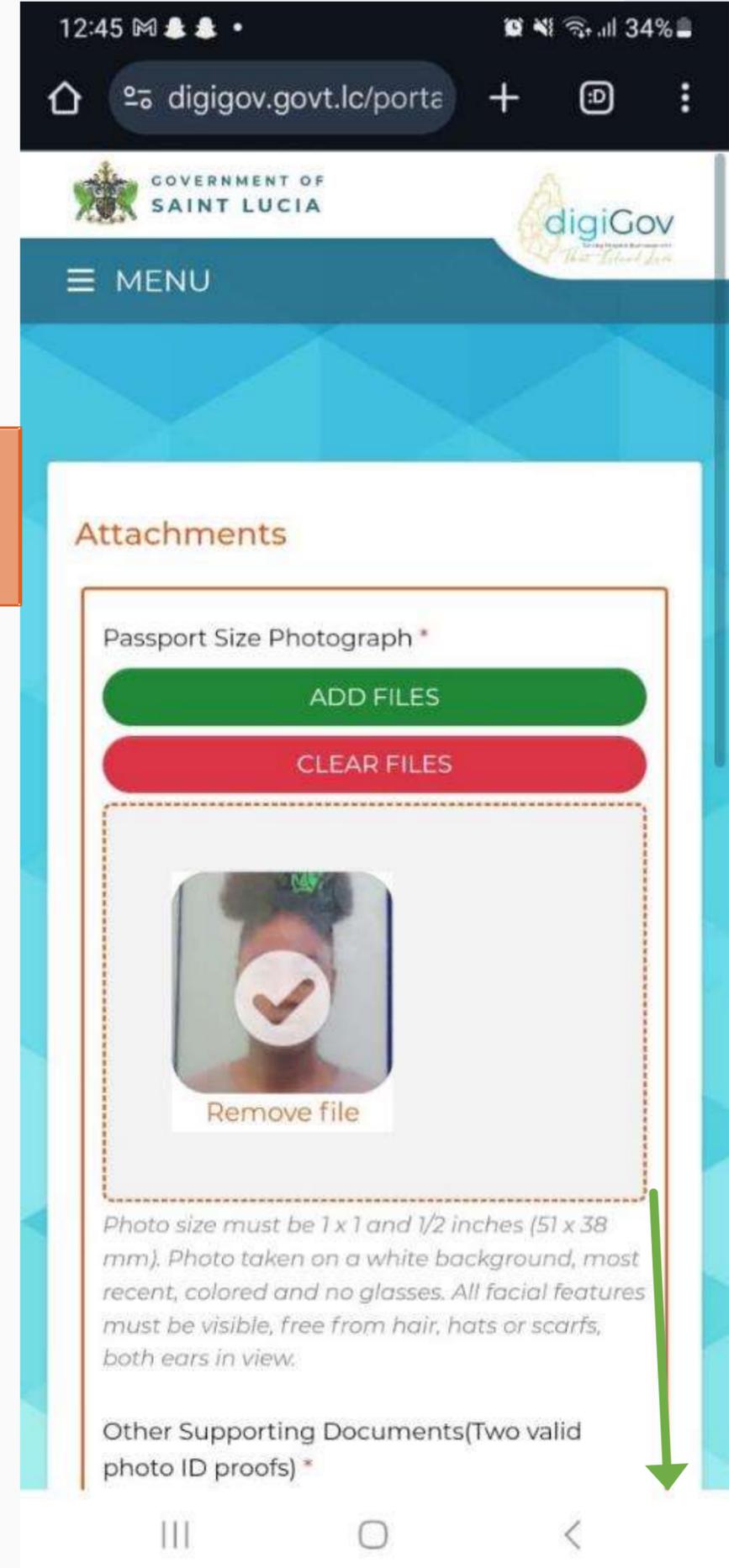
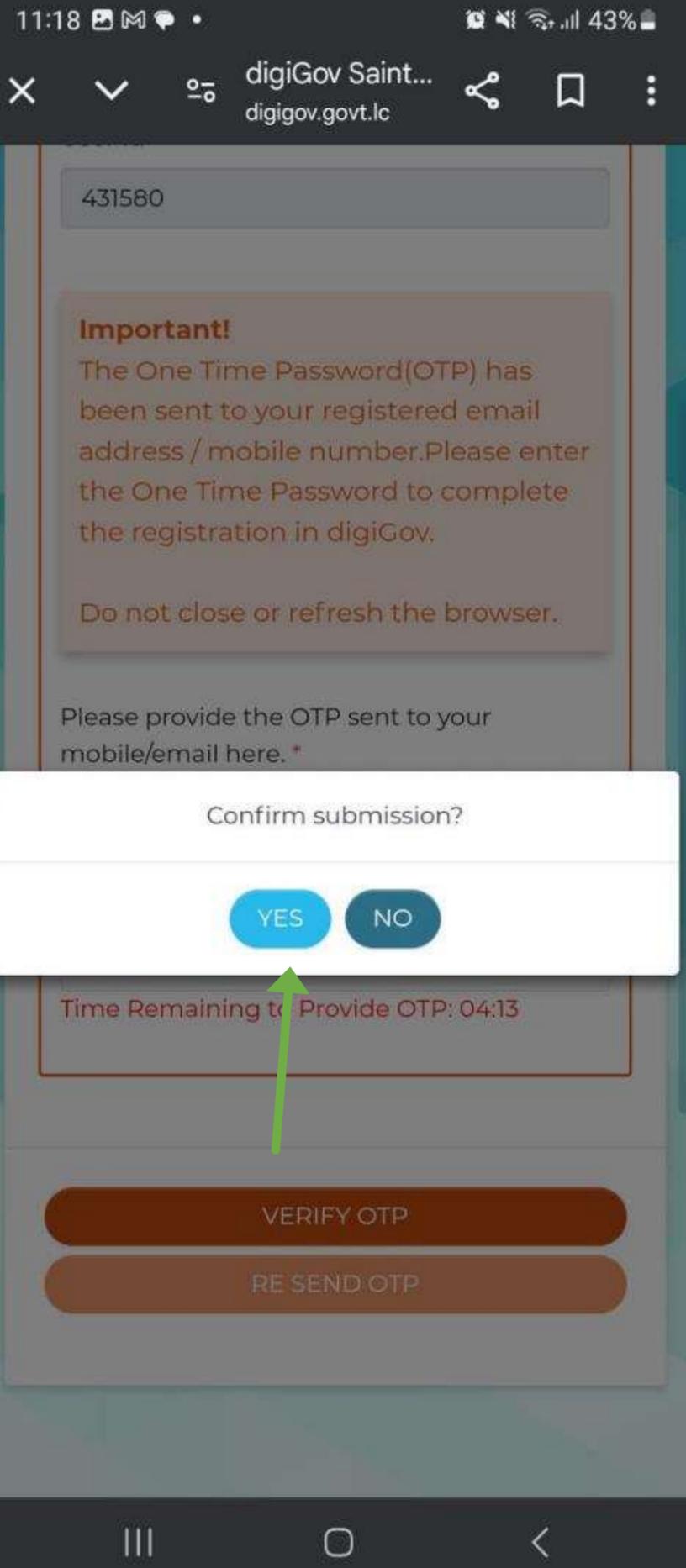
Thank you for your registration to digiGov.

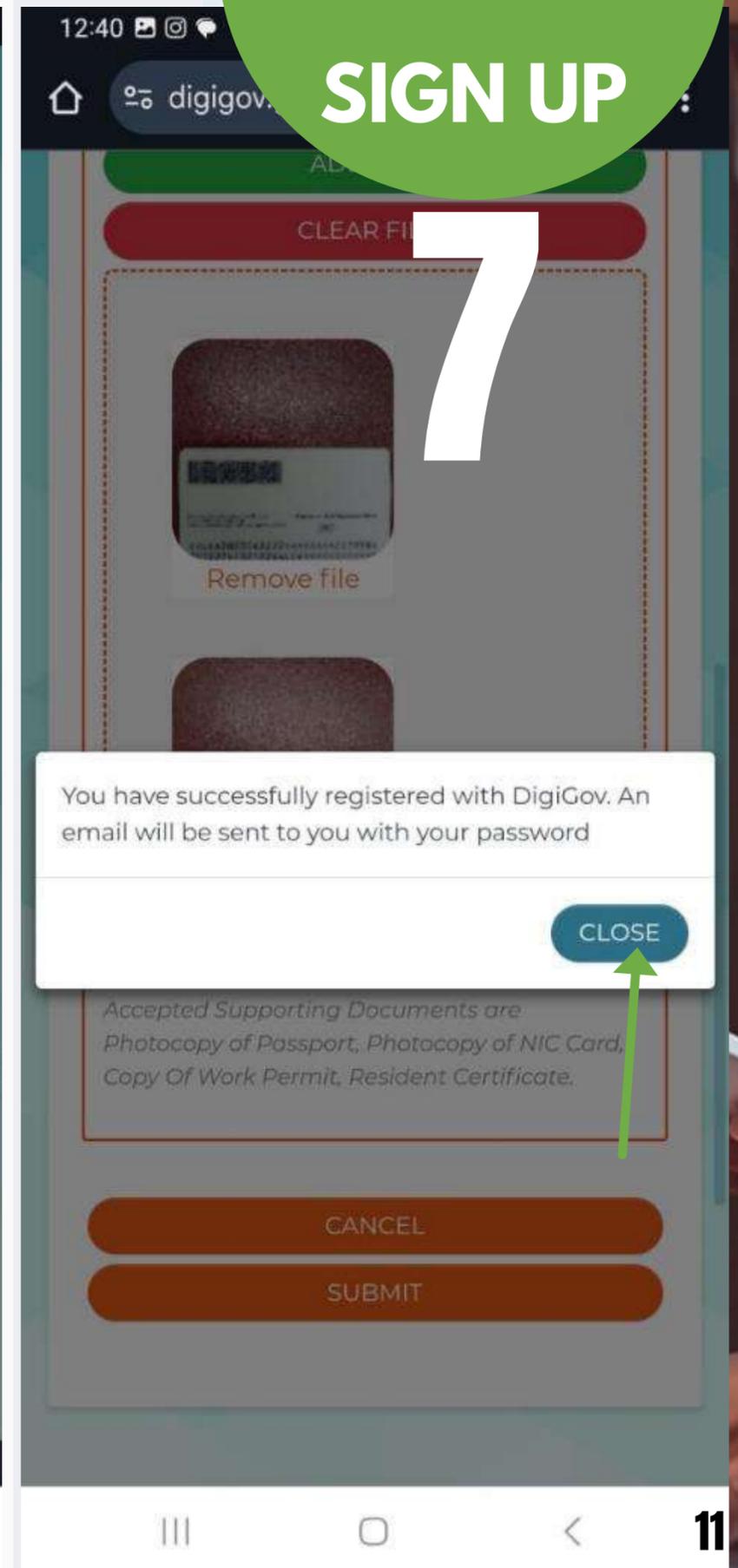
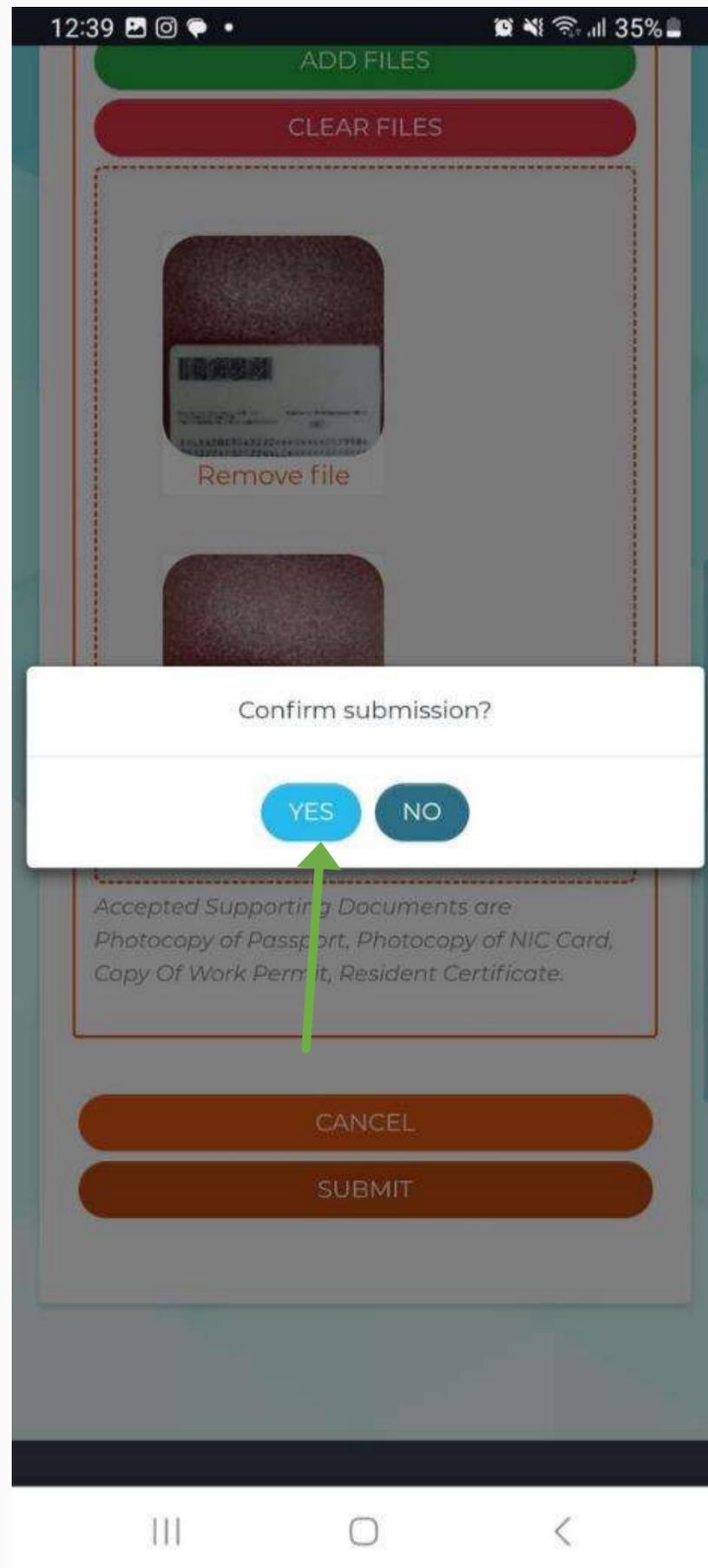
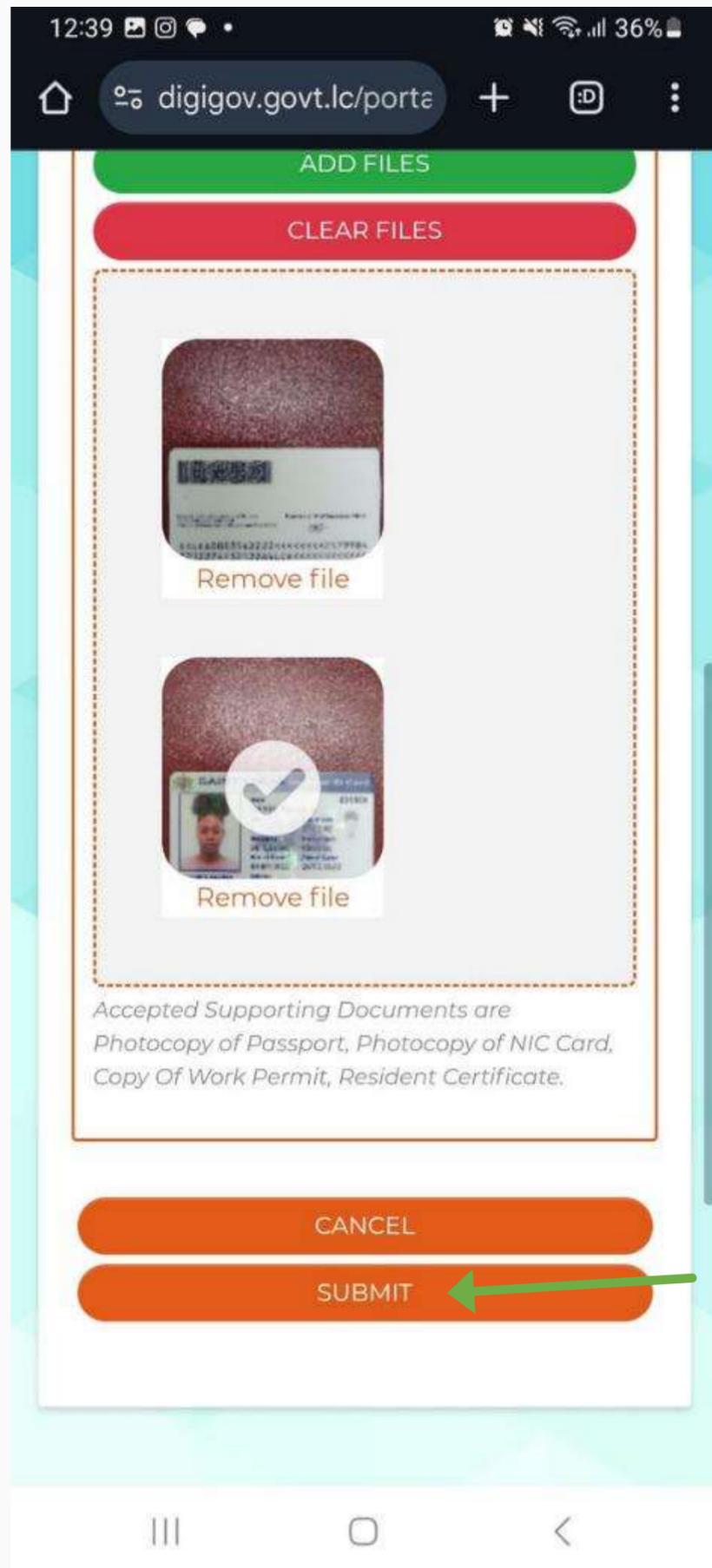
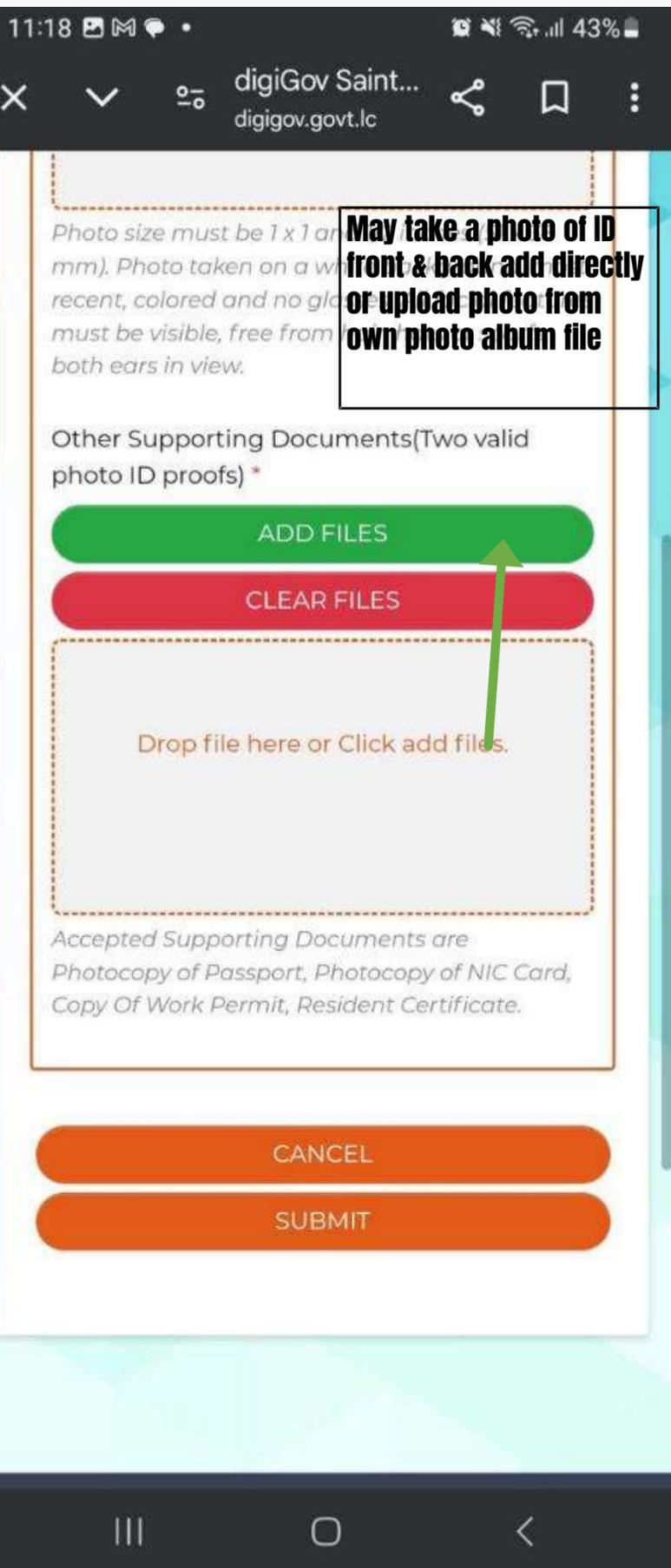
If you have any query or require further information, please contact 311 or email to us at ccagents@govt.lc

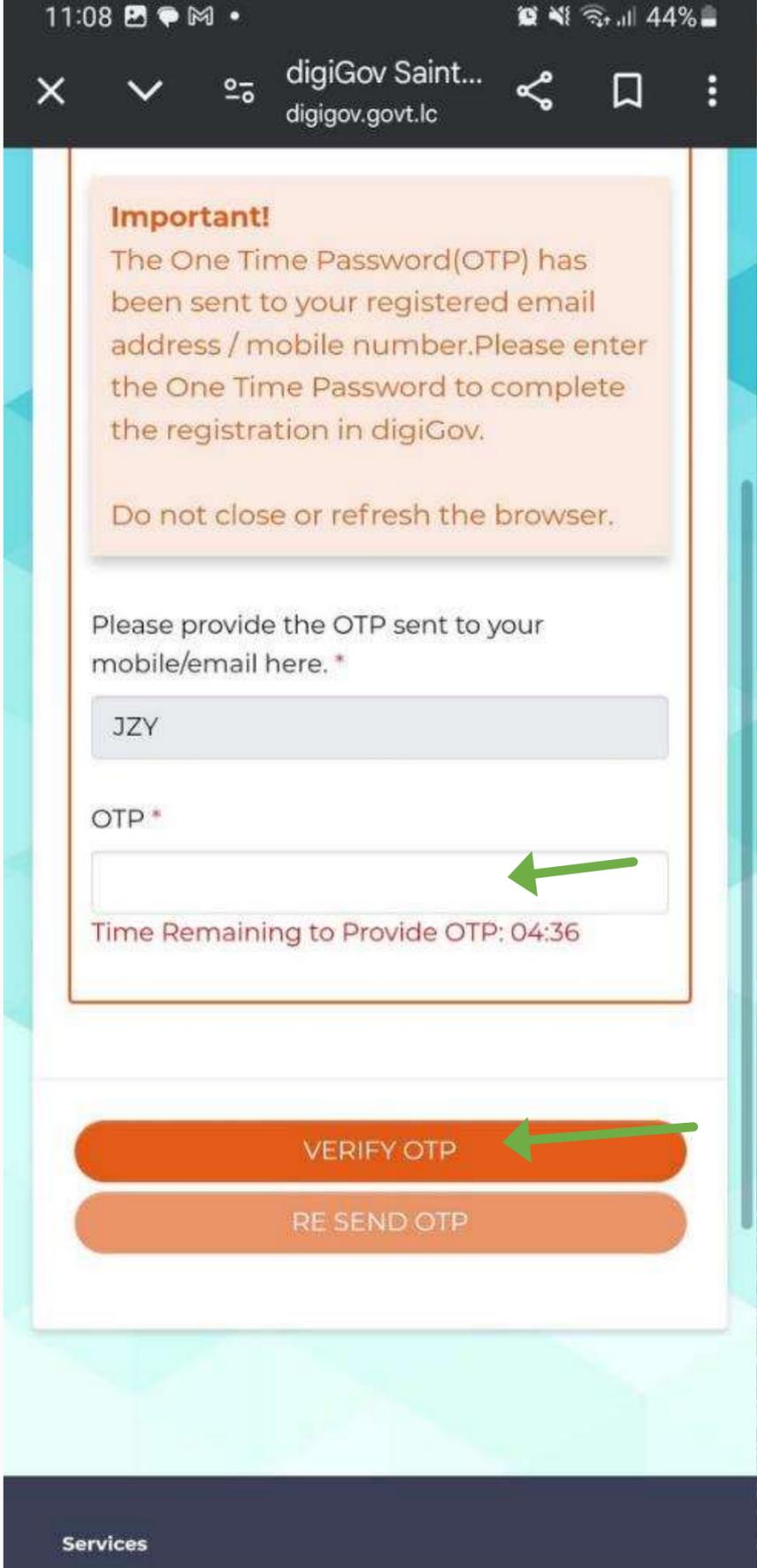
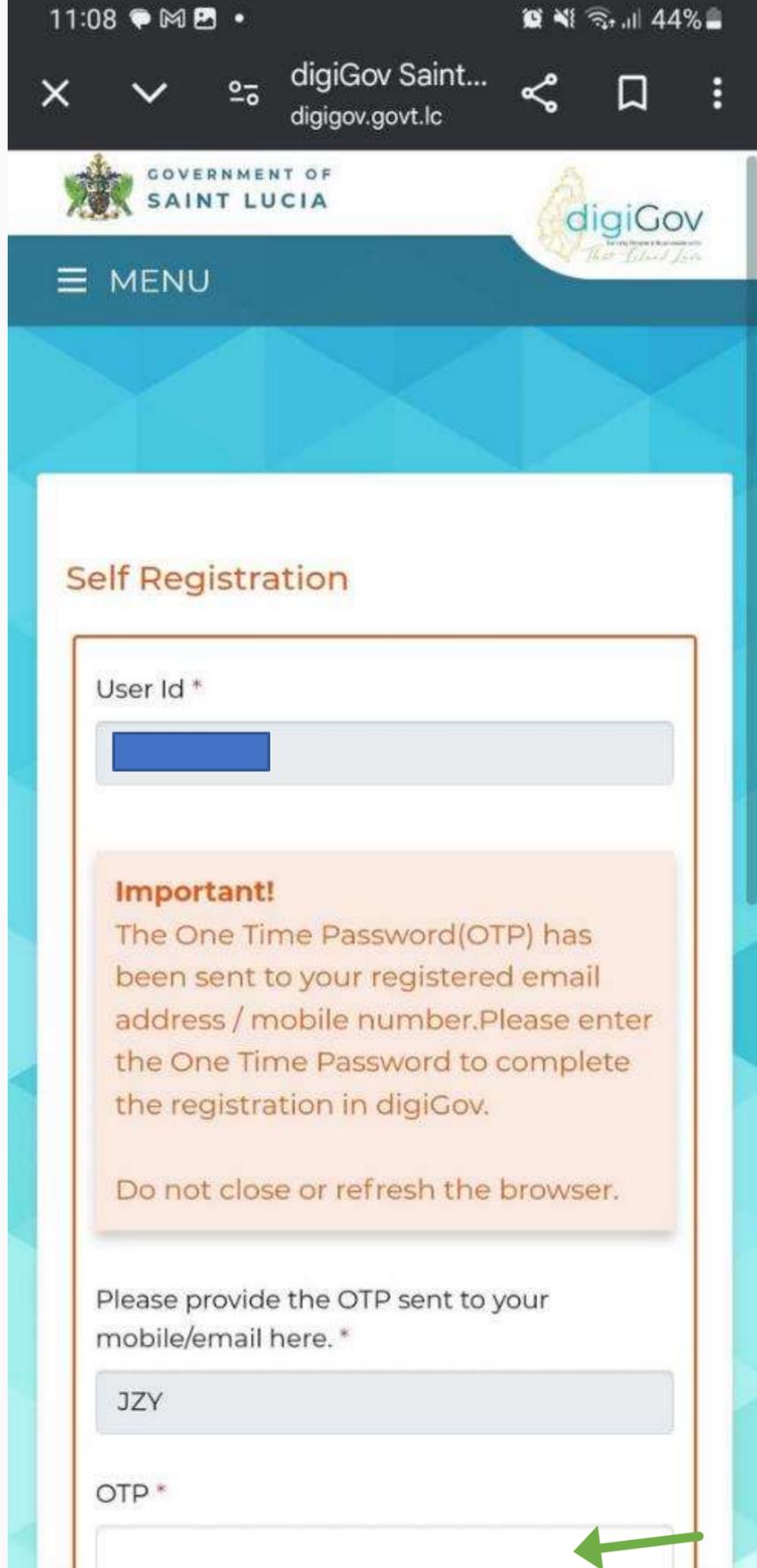
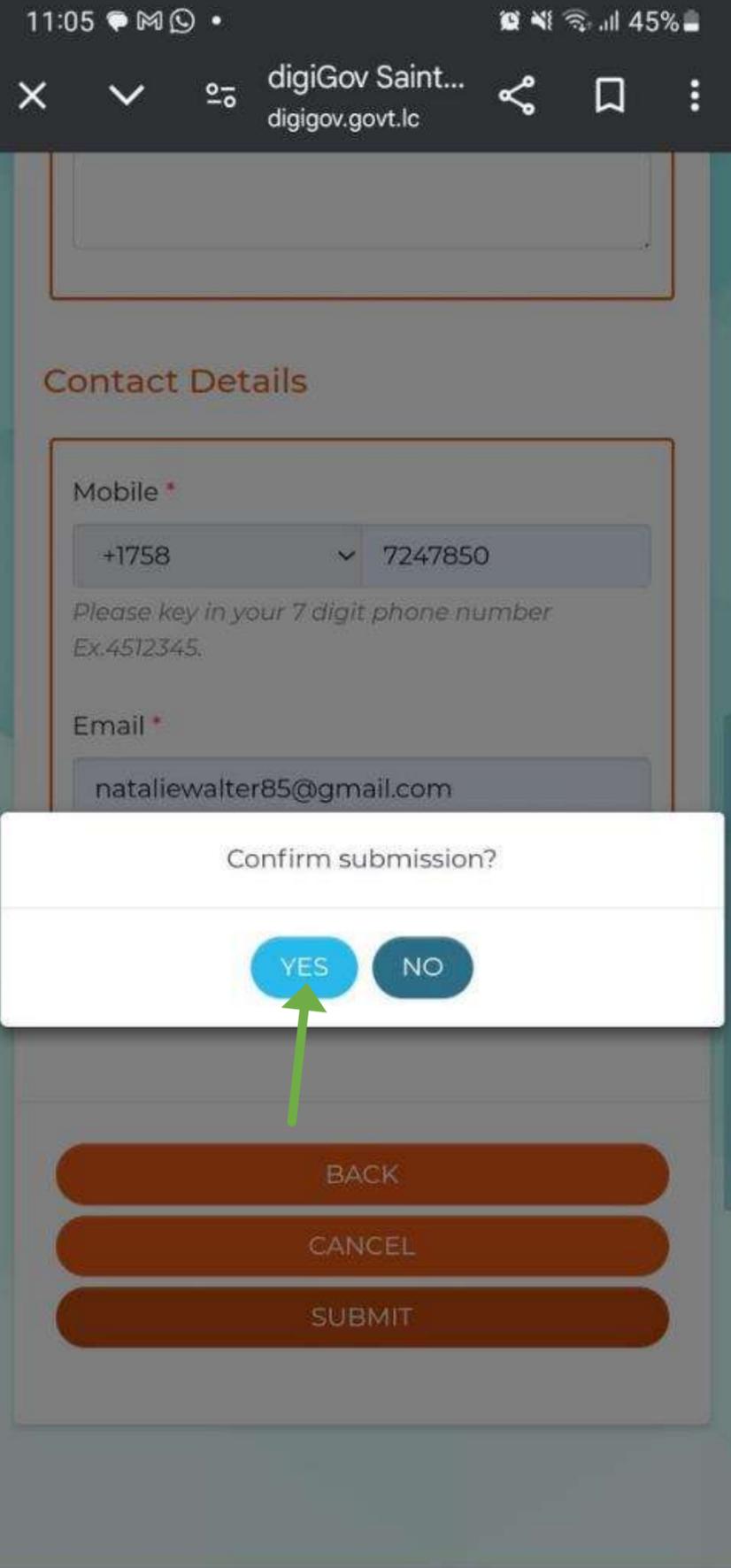
Assuring you of our best services.

Regards,
digiGov









digiGov Registration



digiGov <no-reply@govt.lc>

To: You

- Receive User Name and Password
- May change to own password after login

Dear [REDACTED]

We are pleased to inform that your registration in digiGov is successfully completed.

Username: [REDACTED]

Password: **x*V7(Qx%**

Thank you for your registration to [digiGov](#).

If you have any query or require further information, please contact 311 or email to us at ccagents@govt.lc

Assuring you of our best services.

Regards,
digiGov

[Disclaimer](#)

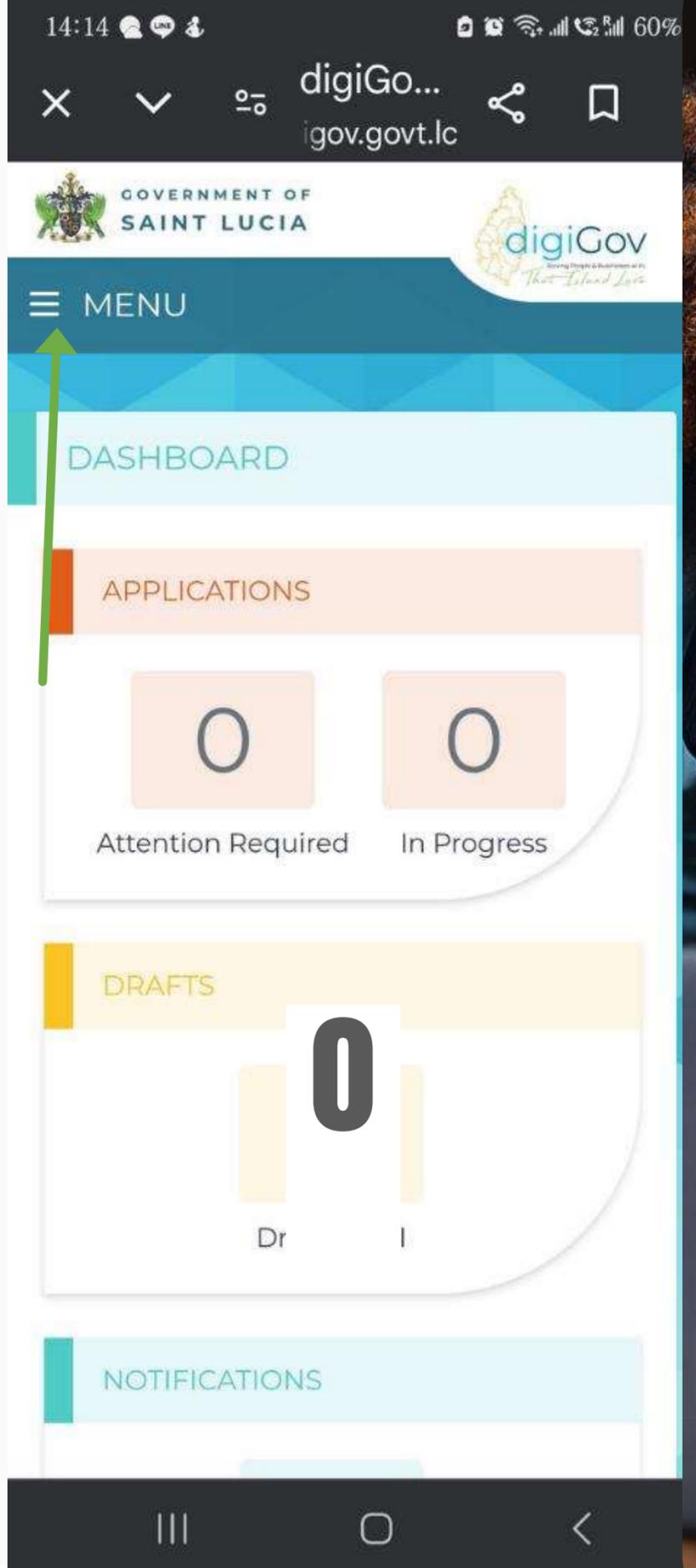
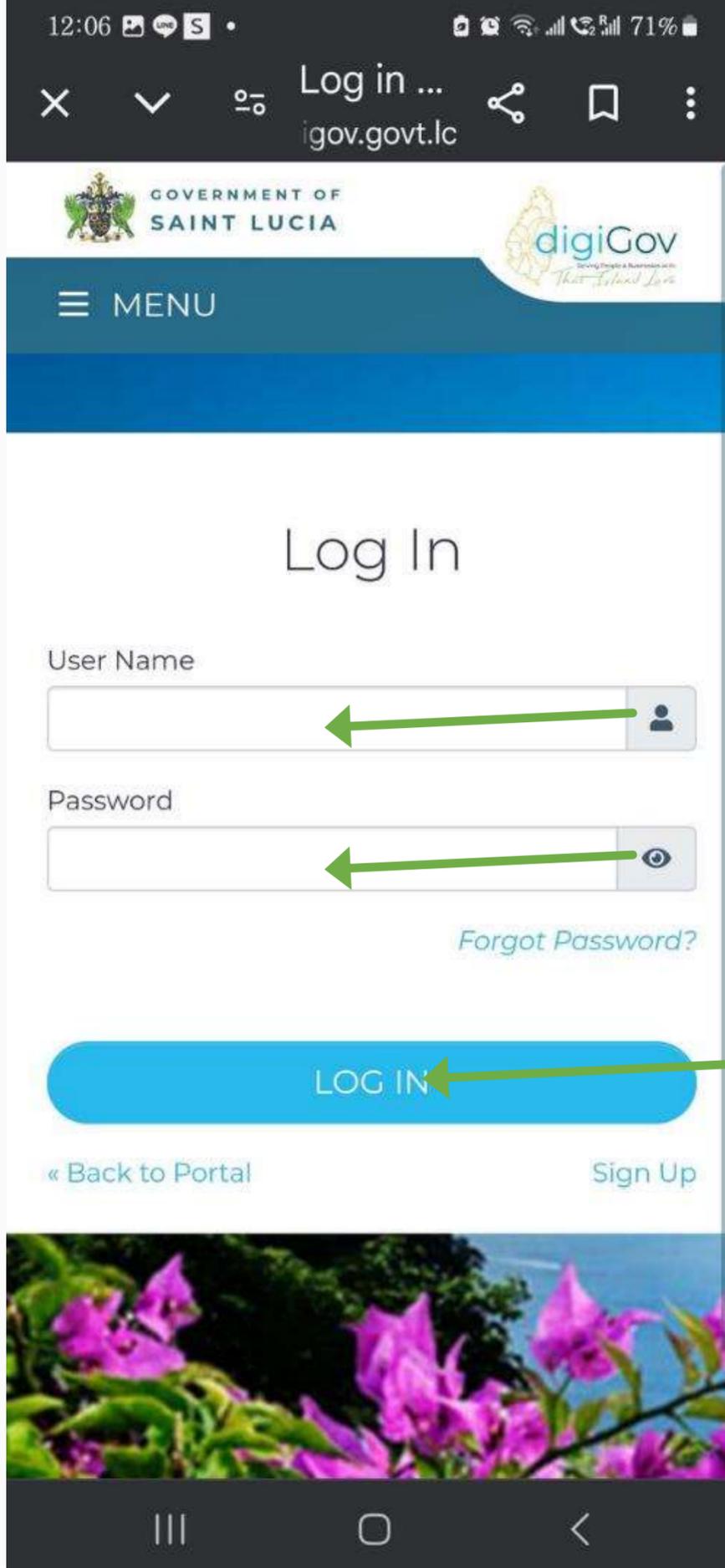
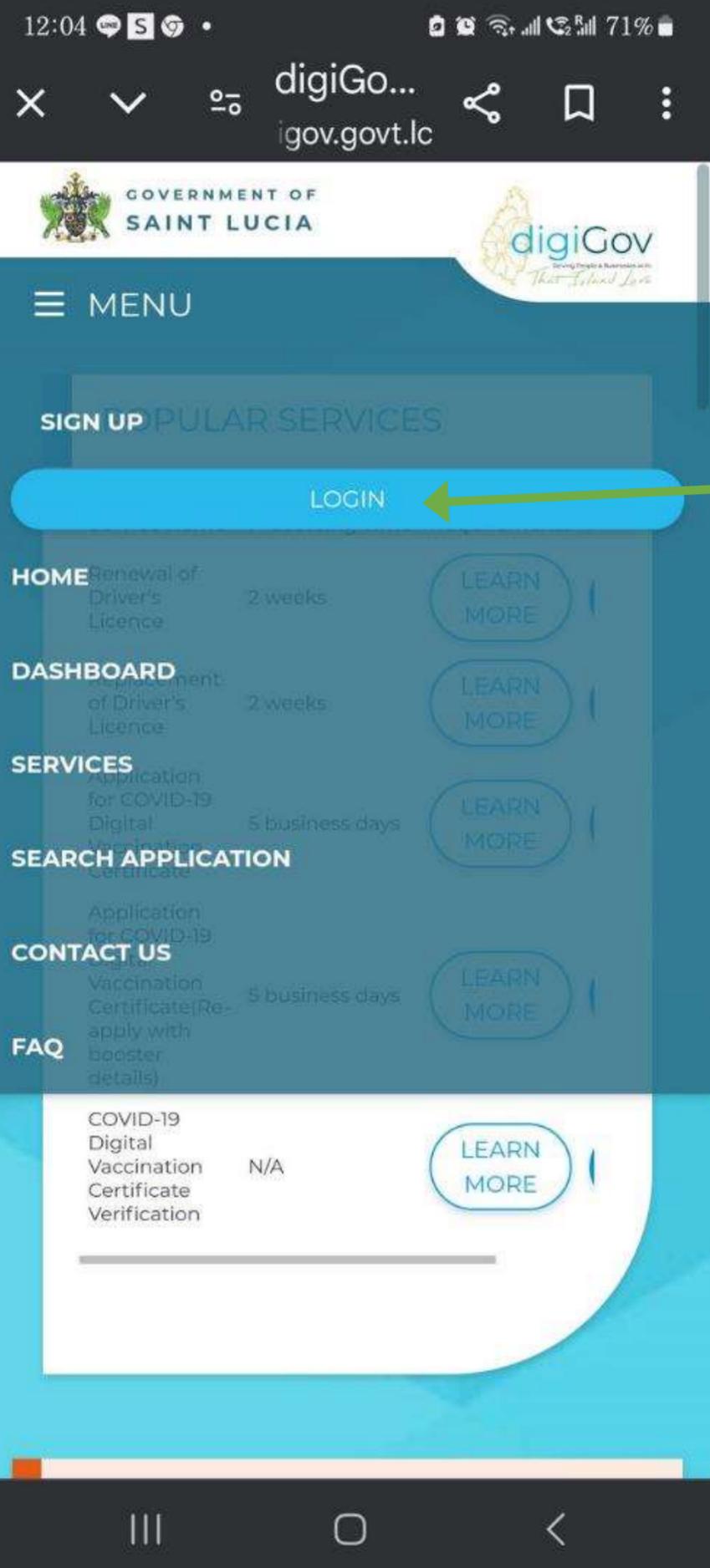
SIGN UP

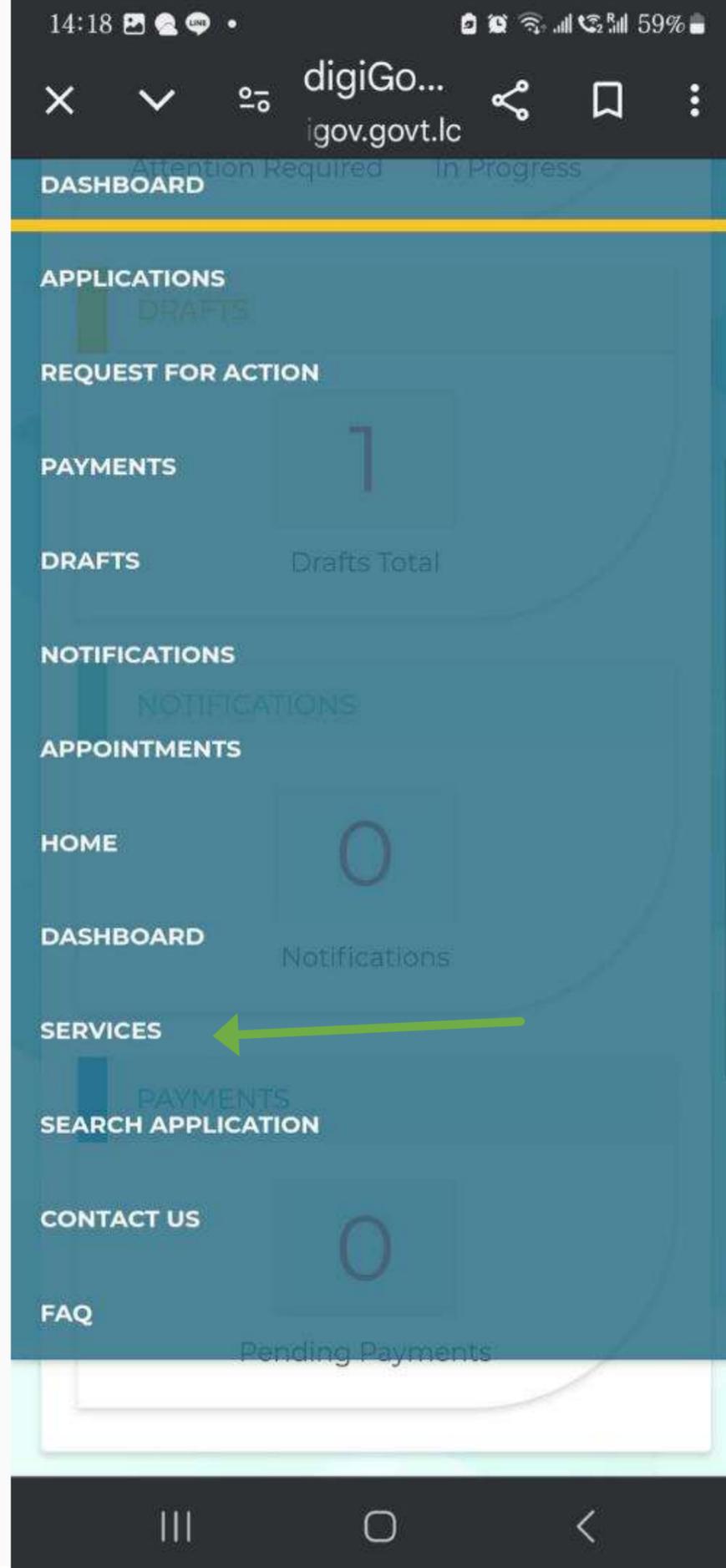
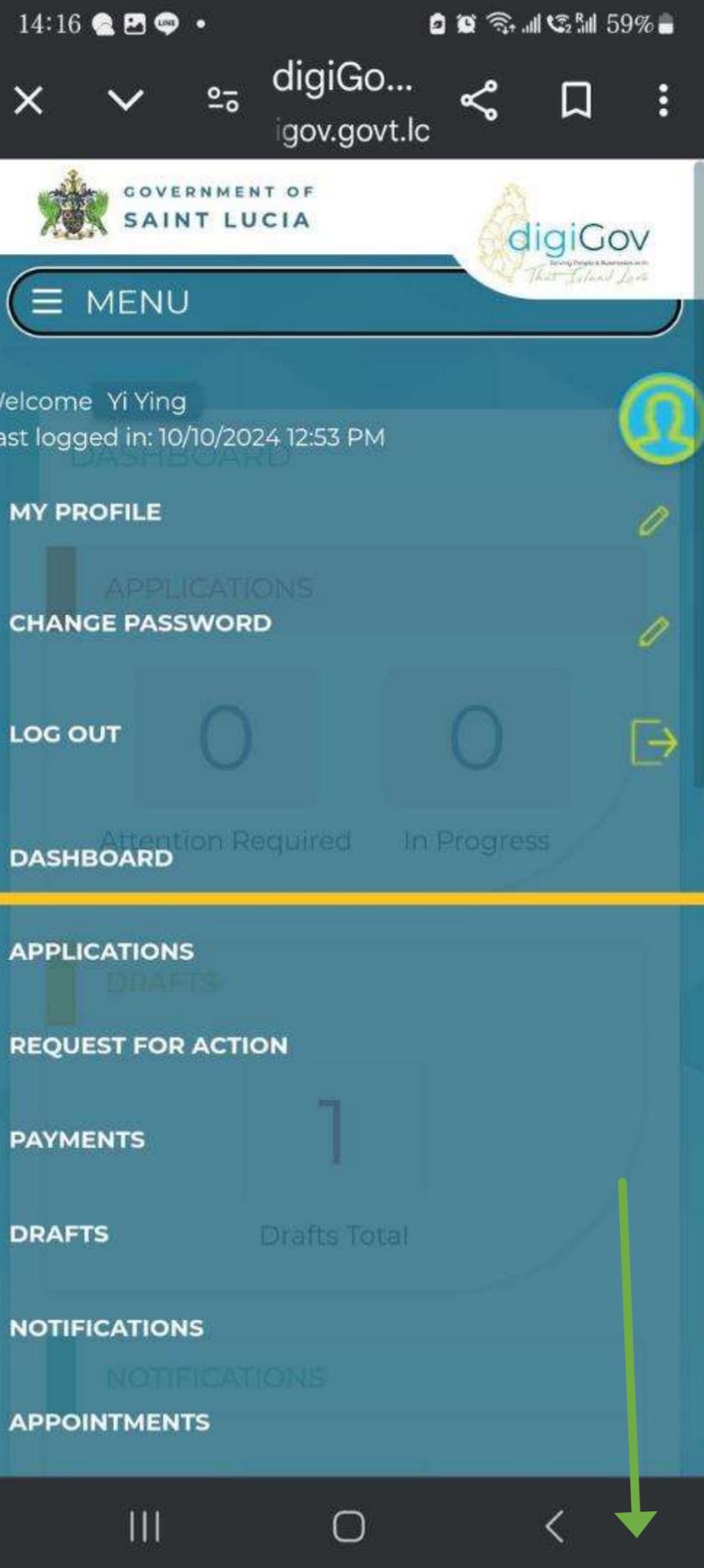
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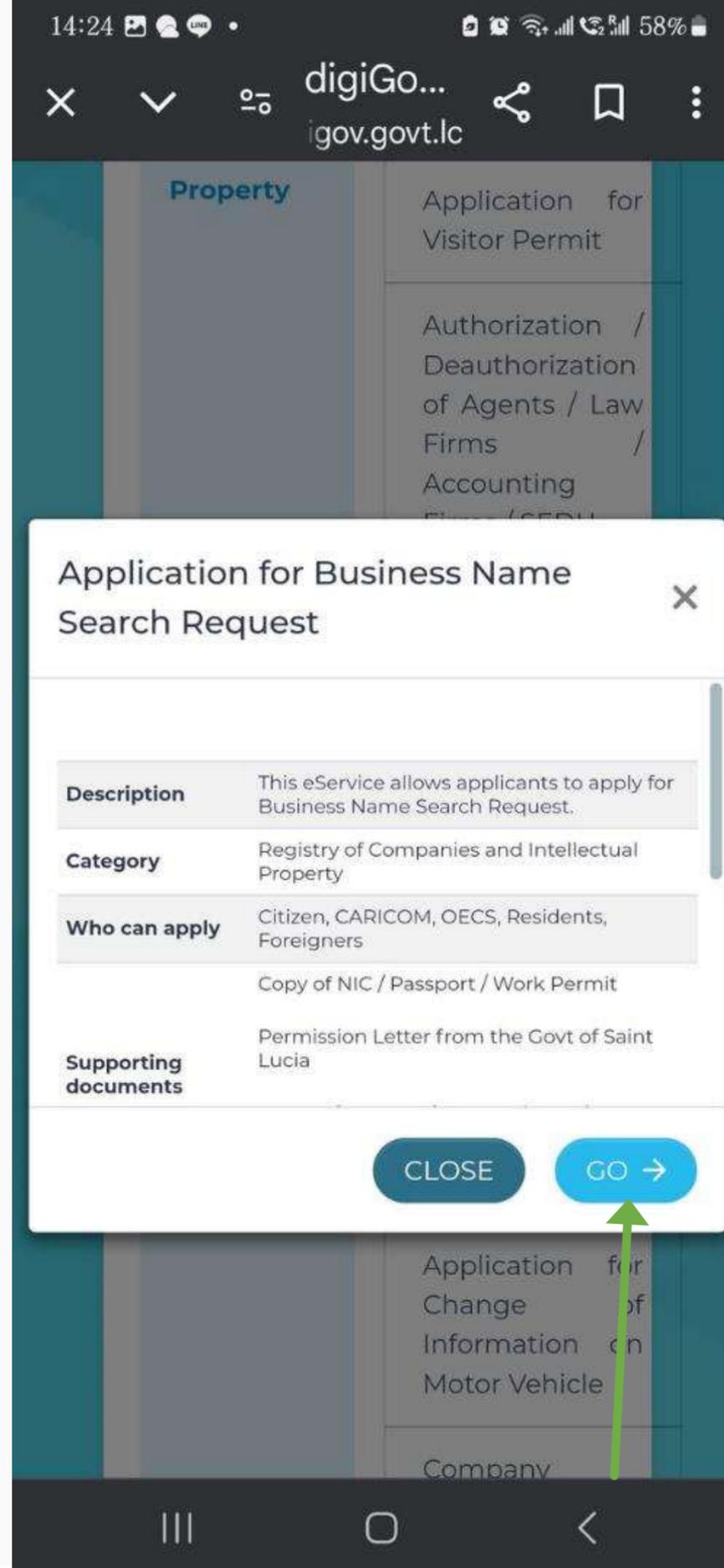
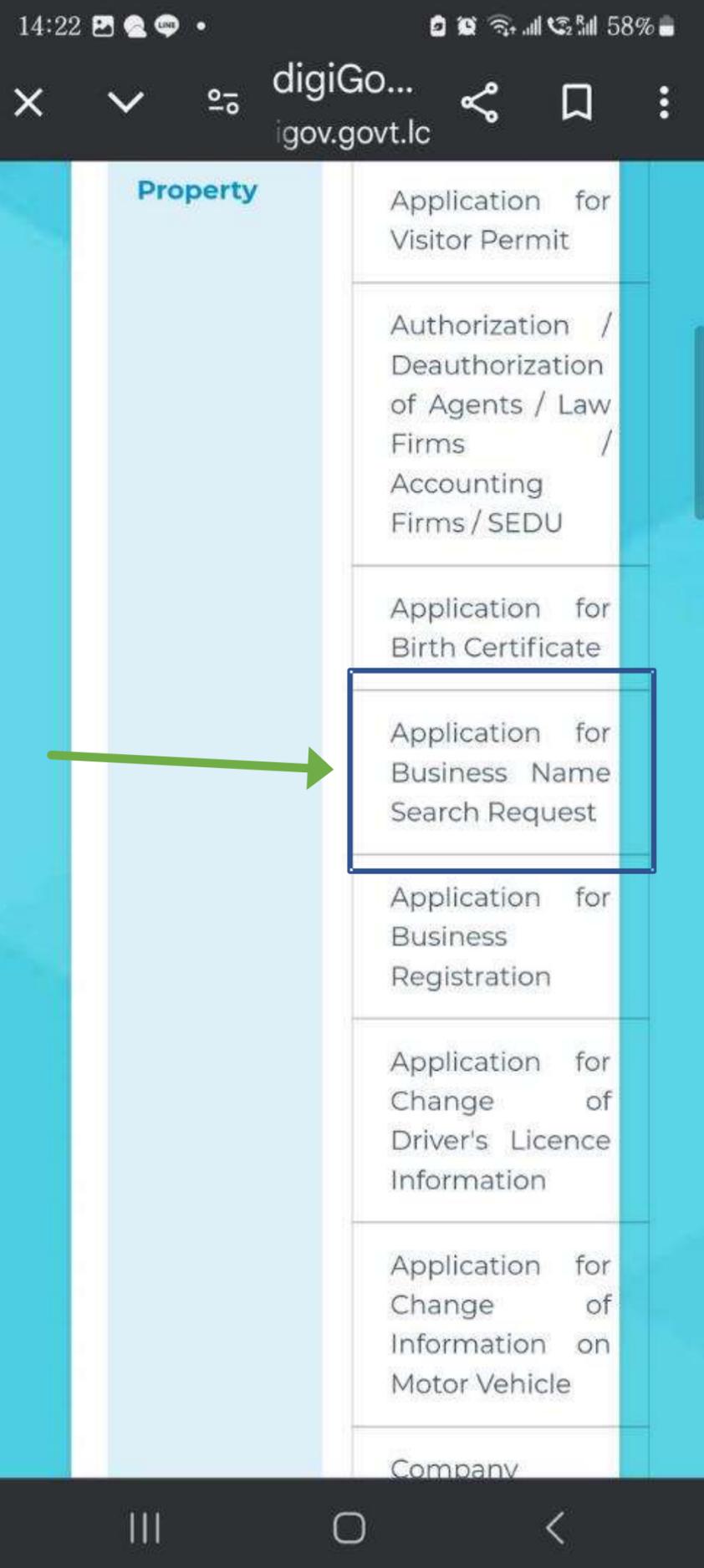




2. Business Name Search Request







14:45 digiGo... igov.govt.lc

proposed Business Name.

First Name *

Middle Name

Last Name *

Gender *

Date Of Birth *

Applicant Type *

Nationality *

ID Type *

ID Number *

Home Address

14:49 digiGo... igov.govt.lc

Home Address

City * This field is required.

County / District / Province * This field is required.

Street

Zip / Postal Code

Contact Details

Home Phone

Mobile * Please key in your phone number (Min 7 to Max 10).

Email *

Notification Mode *

15:11 digiGo... igov.govt.lc

Please Select

Email

SMS

Both (SMS, Email)

SAVE

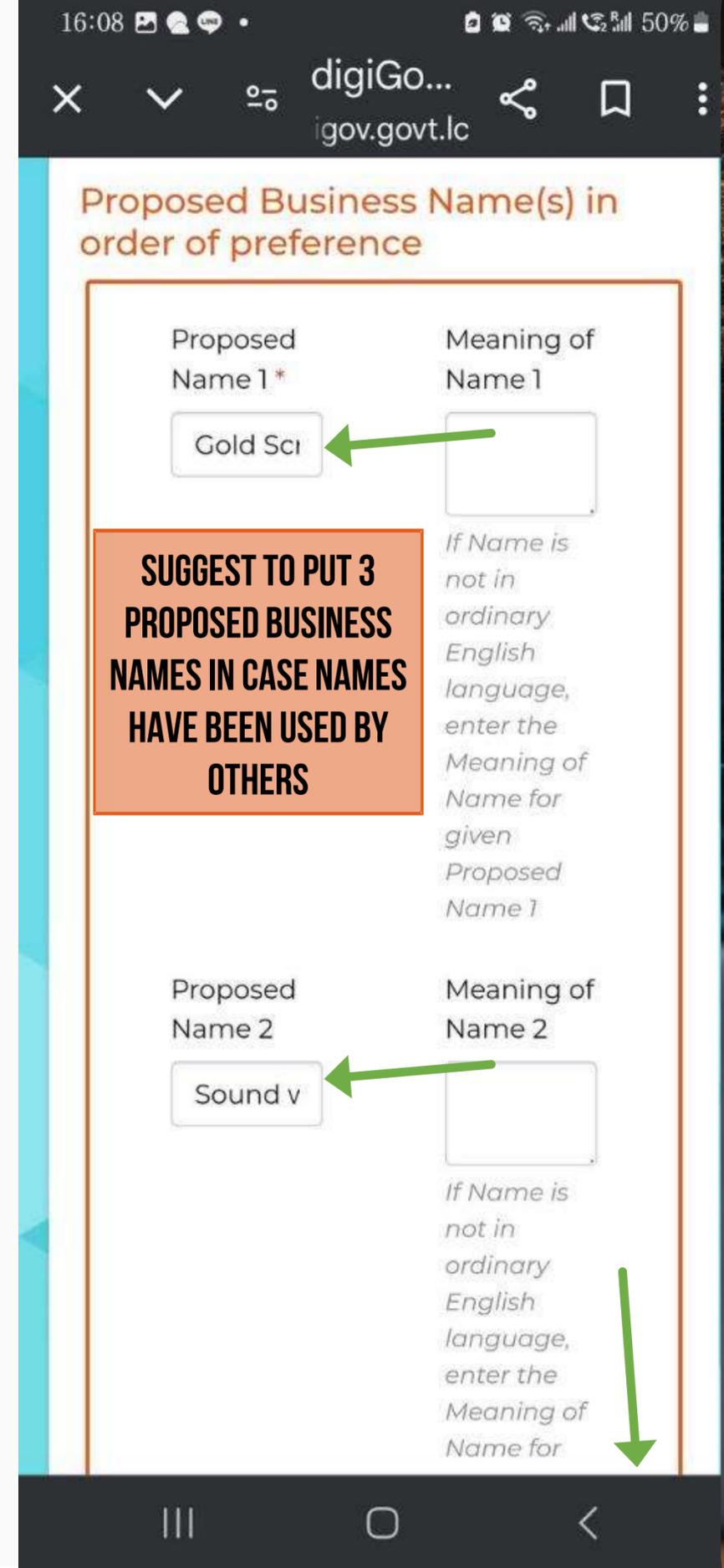
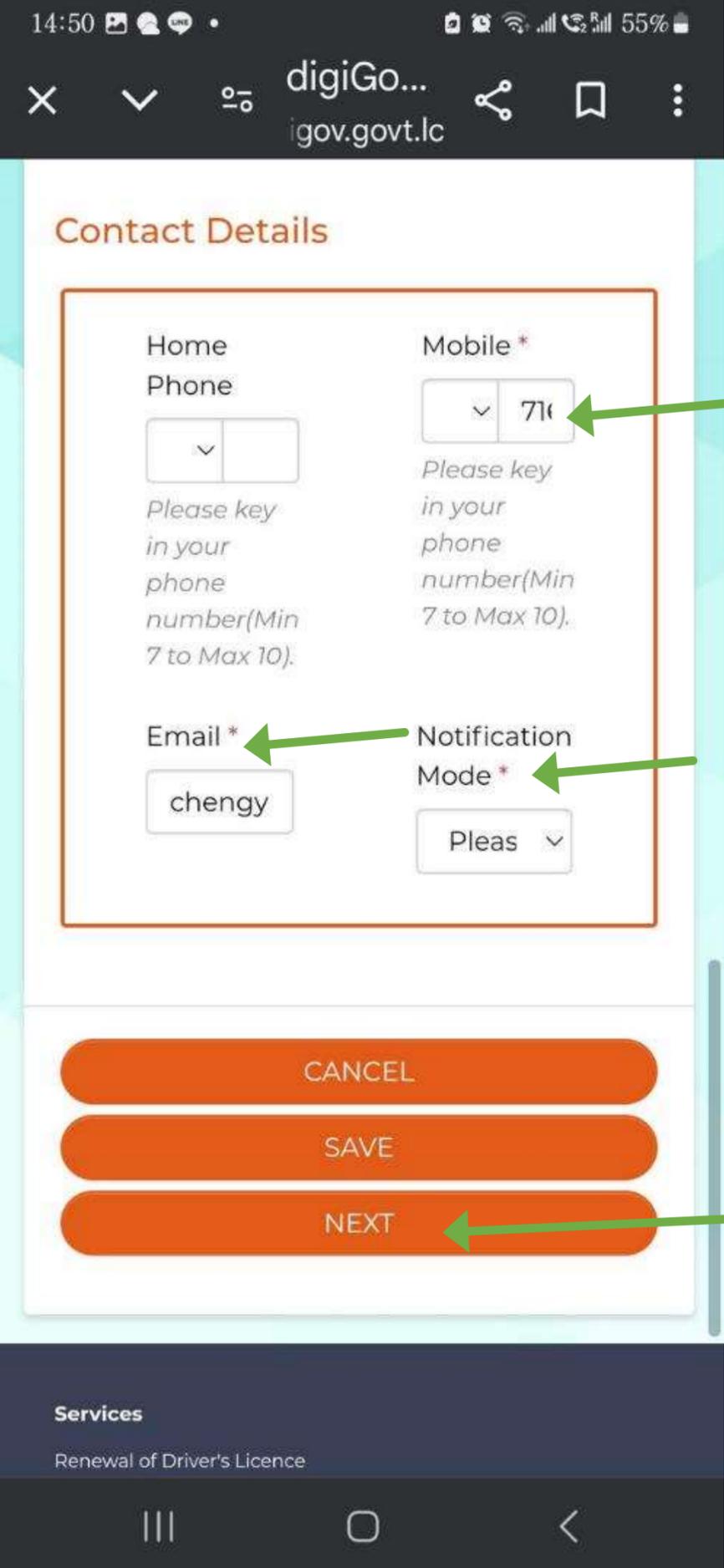
NEXT

Services

Renewal of Driver's Licence

Replacement of Driver's Licence





PROPOSED BUSINESS NAME(S)

5

SUGGEST TO PUT 3 PROPOSED BUSINESS NAMES IN CASE NAMES HAVE BEEN USED BY OTHERS

not in ordinary English language, enter the Meaning of Name for given Proposed Name 3

Other Business Name(s) Information(s)

Reason for Name Search *

Regi! v



BACK

CANCEL

SAVE

NEXT



MENU

BUSINESS NAME SEARCH REQUEST

2 Proposed Business Name(s)

3 Nature of Business

4 Attachment

MAY CHECK MORE INFO IF NEED TO KNOW NATURE OF BUSINESS

Nature of Business

Download Nature of Business Guide

Section	Division	Group	Class
No records found			

ADD

BACK

Nature of Business

Section *

Please Select



Division *

Please Select



Group *

Please Select



Class *

Please Select



RESET

ADD



NATURE OF BUSINESS

Please Select

Accommodation and food service activities

Activities of extraterritorial organizations and bodies

Activities of households as employers; undifferentiated goods- and services-producing activities of households for own use

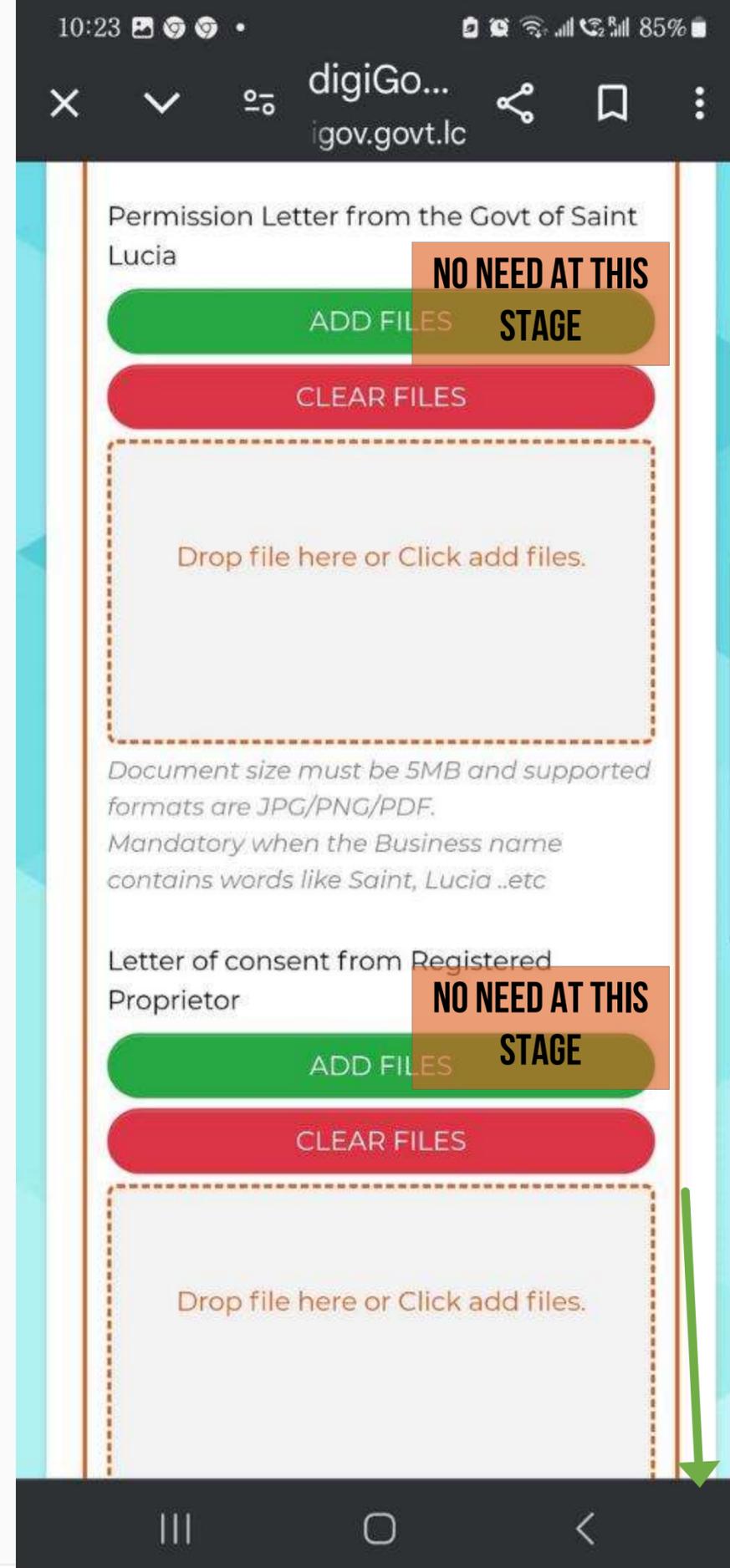
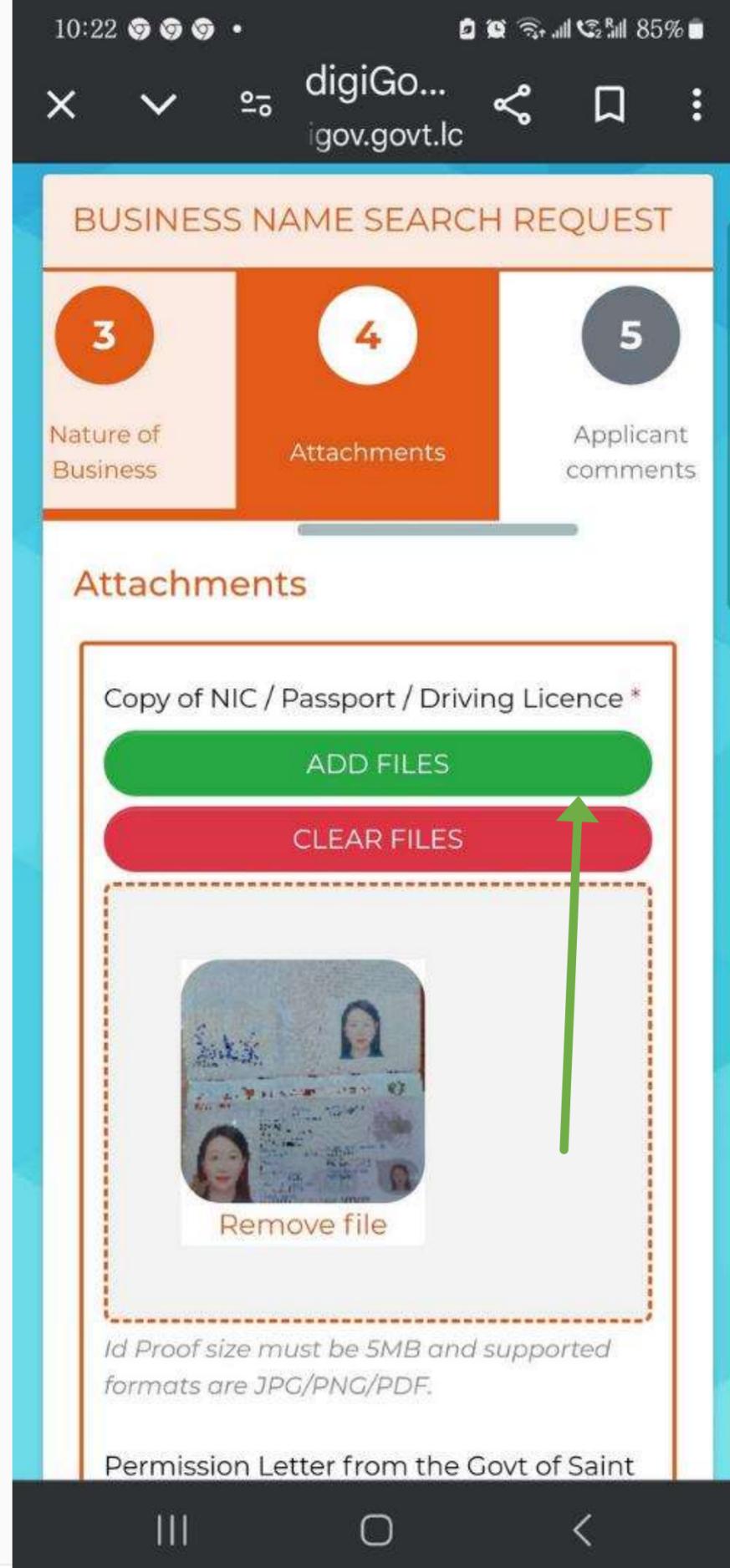
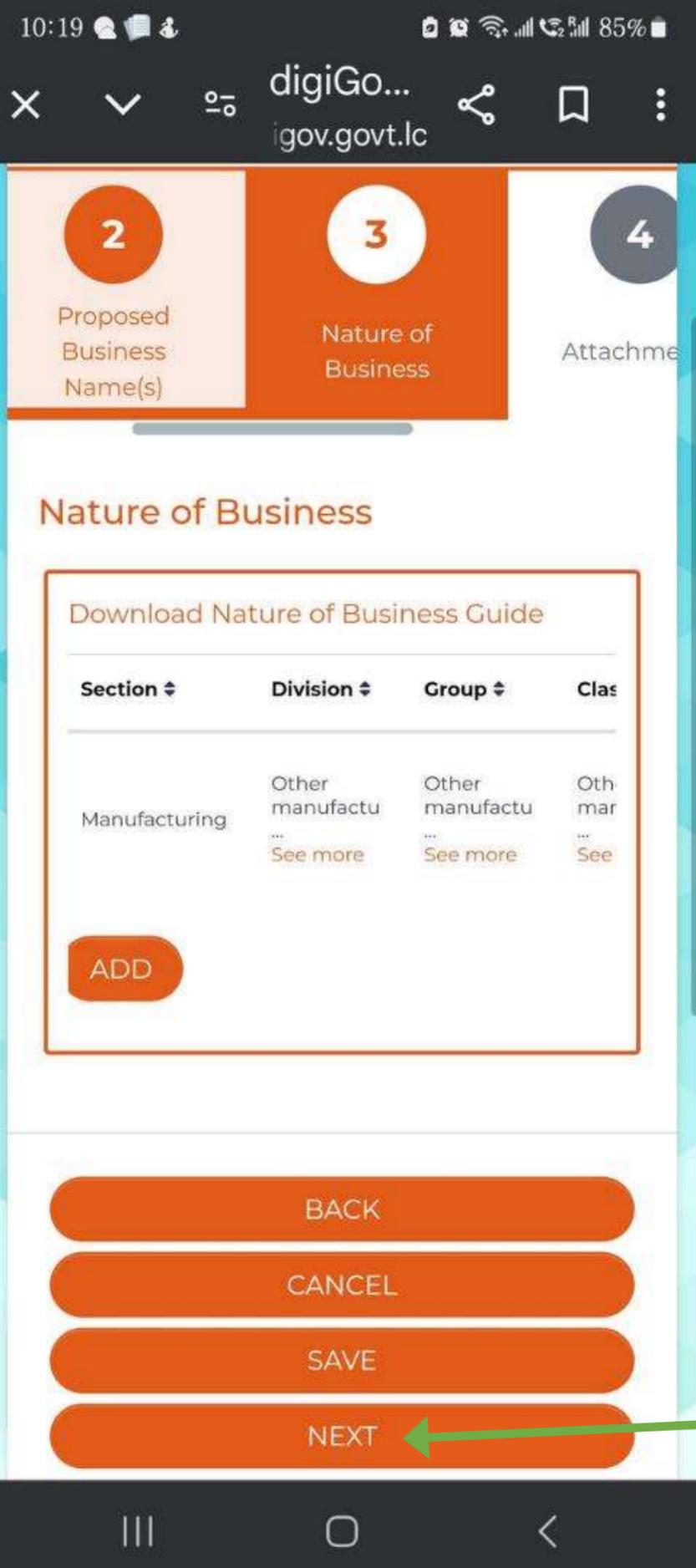
Administrative and support service activities

Agriculture, forestry and fishing

Arts, entertainment and recreation

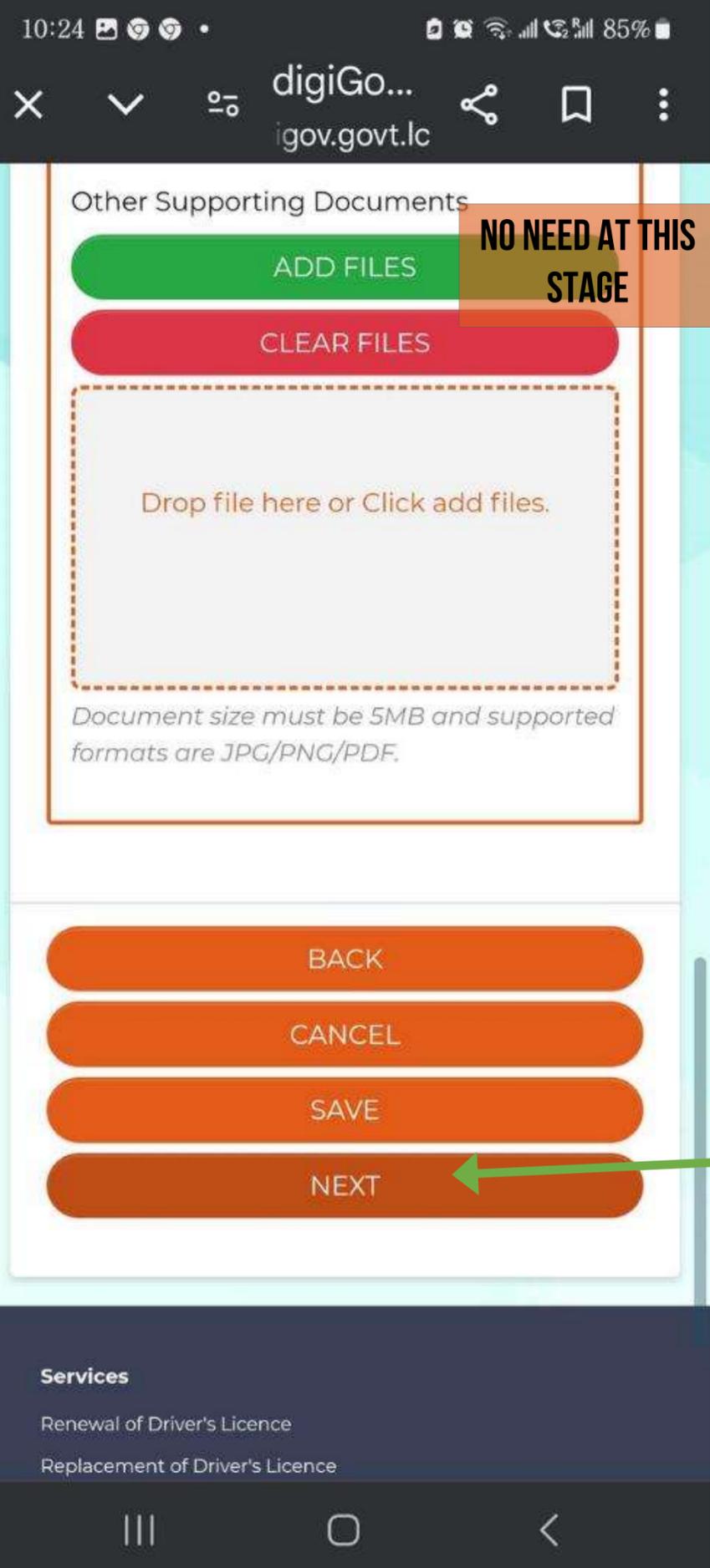
Construction

6

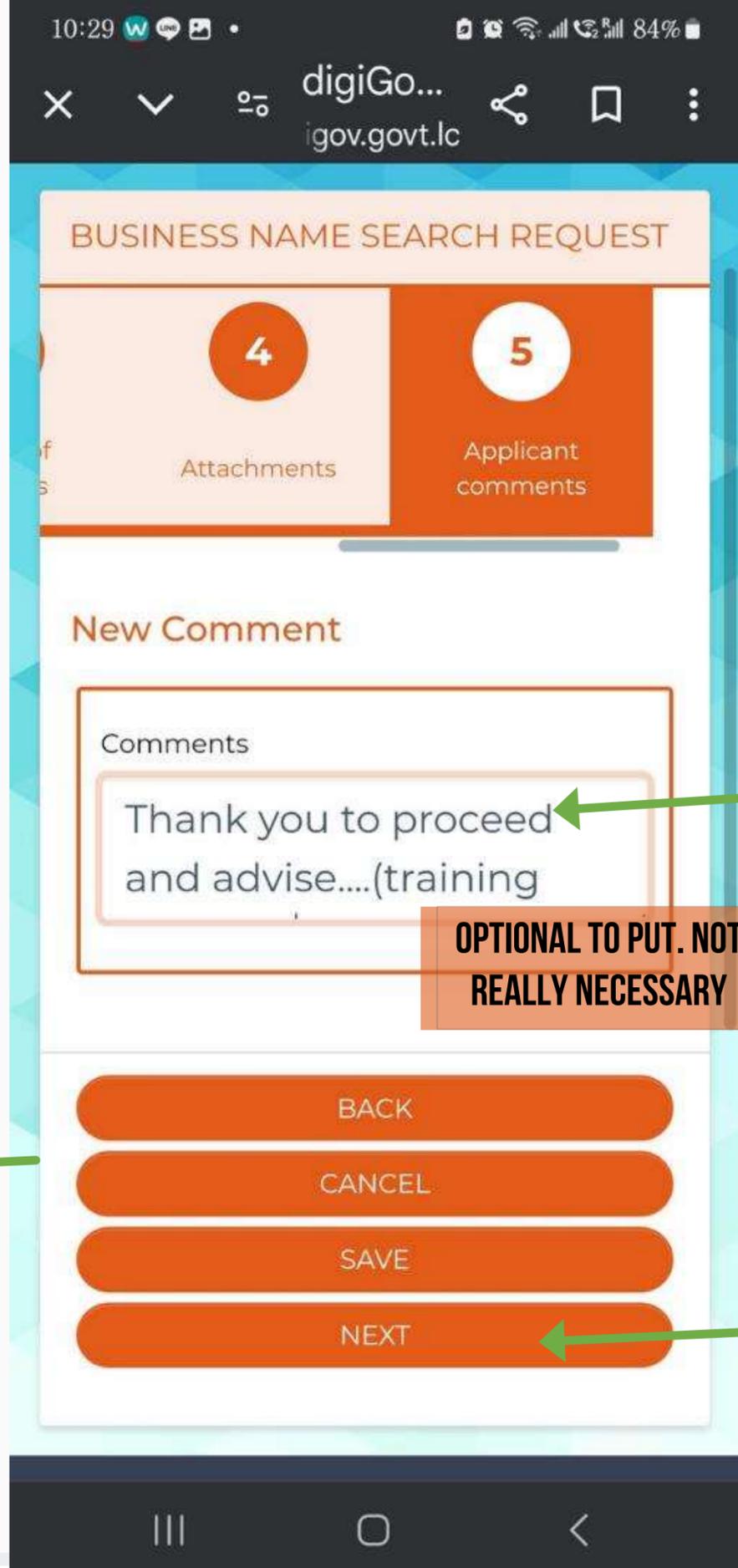


ATTACHMENTS

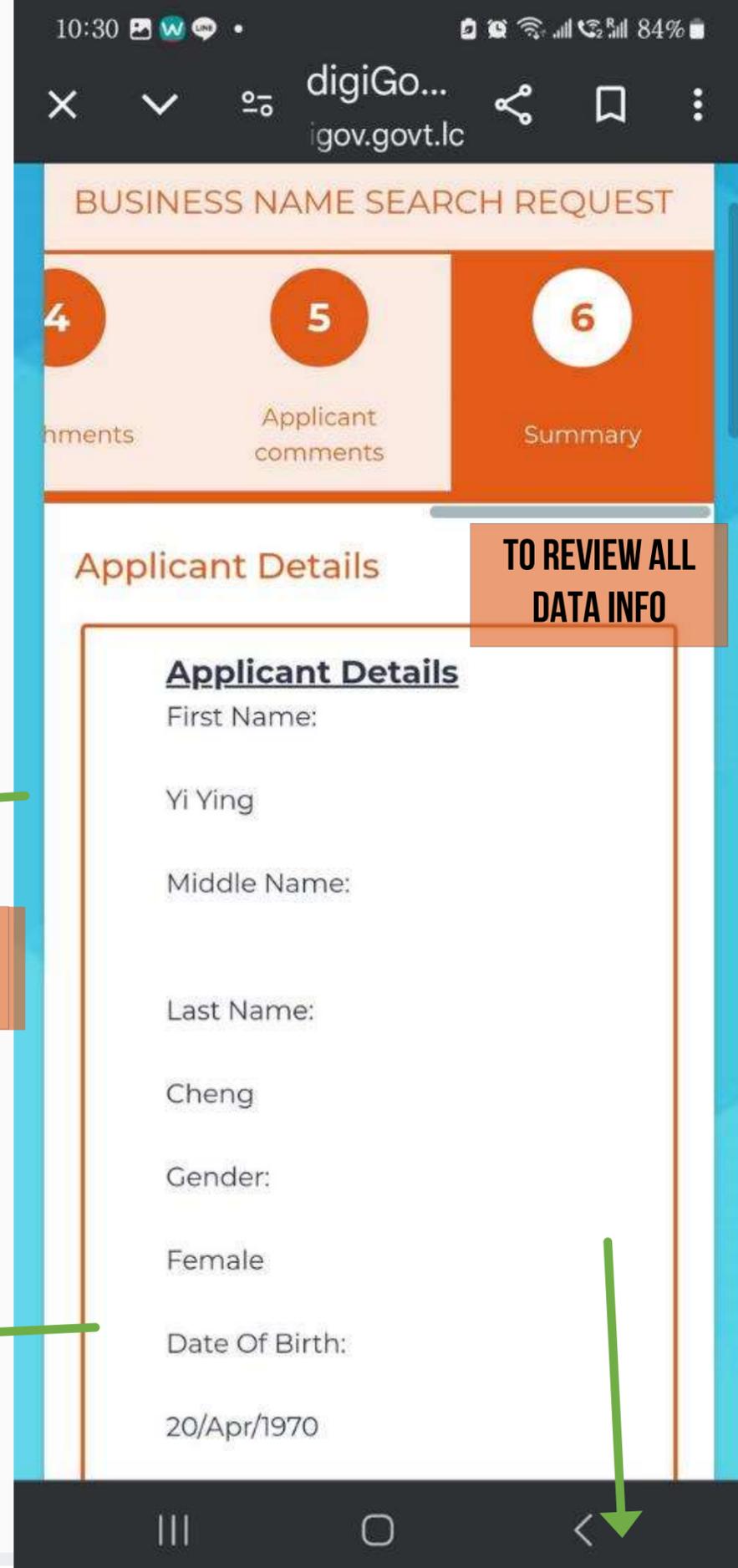
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NO NEED AT THIS STAGE



OPTIONAL TO PUT. NOT REALLY NECESSARY



TO REVIEW ALL DATA INFO



APPLICANT COMMENTS

8

10:31 digiGo... igov.govt.lc

Applicant Type:

Foreigner **TO REVIEW ALL DATA INFO**

Nationality:

TAIWAN

ID Type:

PASSPORT

ID Number:

360103923

Home Address

City:

GROS ISLET

County / District / Province:

Gros islet

Street:

Corinch, P.O. Box GR5210, Gran

Zip / Postal Code:

III O <

10:31 digiGo... igov.govt.lc

Contact Details

Home Phone: **TO REVIEW ALL DATA INFO**

+1758 7166576

Mobile:

+1758 7166576

Email:

chengyiying@hotmail.com

Notification Mode:

Email

Proposed Business Name(s)

Proposed Business Name(s) in order of preference

Proposed Name 1:

RC fashion

Meaning of Name 1:

III O <

10:32 digiGo... igov.govt.lc

Proposed Business Name(s)

Proposed Business Name(s) in order of preference

Proposed Name 1: **TO REVIEW ALL DATA INFO**

RC fashion

Meaning of Name 1:

Proposed Name 2:

Delightful plus

Meaning of Name 2:

Proposed Name 3:

Happytimes

Meaning of Name 3:

Other Business Name(s) Information(s)

Reason for Name Search:

III O <



Other Business Name(s) Information(s)

Reason for Name Search:

Registration of Business Name

TO REVIEW ALL DATA INFO

Nature of Business

Nature of Business

Section	Division	Group
Manufacturing	Other manufactu ... See more	Other manu ... See m

Attachments

Attachments

Copy of NIC / Passport / Driving Licence:

Name	File Size	Date Created
Passport.jpg	1486500 Bytes	10/Sep/2024



Attachments

Attachments

Copy of NIC / Passport / Driving Licence:

Name	File Size	Date Created
Passport.jpg	1486500 Bytes	10/Sep/2024

TO REVIEW ALL DATA INFO

Permission Letter from the Govt of Saint Lucia:
No files uploaded

Letter of consent from Registered Proprietor:
No files uploaded

Other Supporting Documents:
No files uploaded

Applicant comments

New Comment

Comments:

Thank you to proceed and



Permission Letter from the Govt of Saint Lucia:
No files uploaded

Letter of consent from Registered Proprietor:
No files uploaded

Other Supporting Documents:
No files uploaded

TO REVIEW ALL DATA INFO

Applicant comments

New Comment

Comments:

Thank you to proceed and advise....(training exercise)

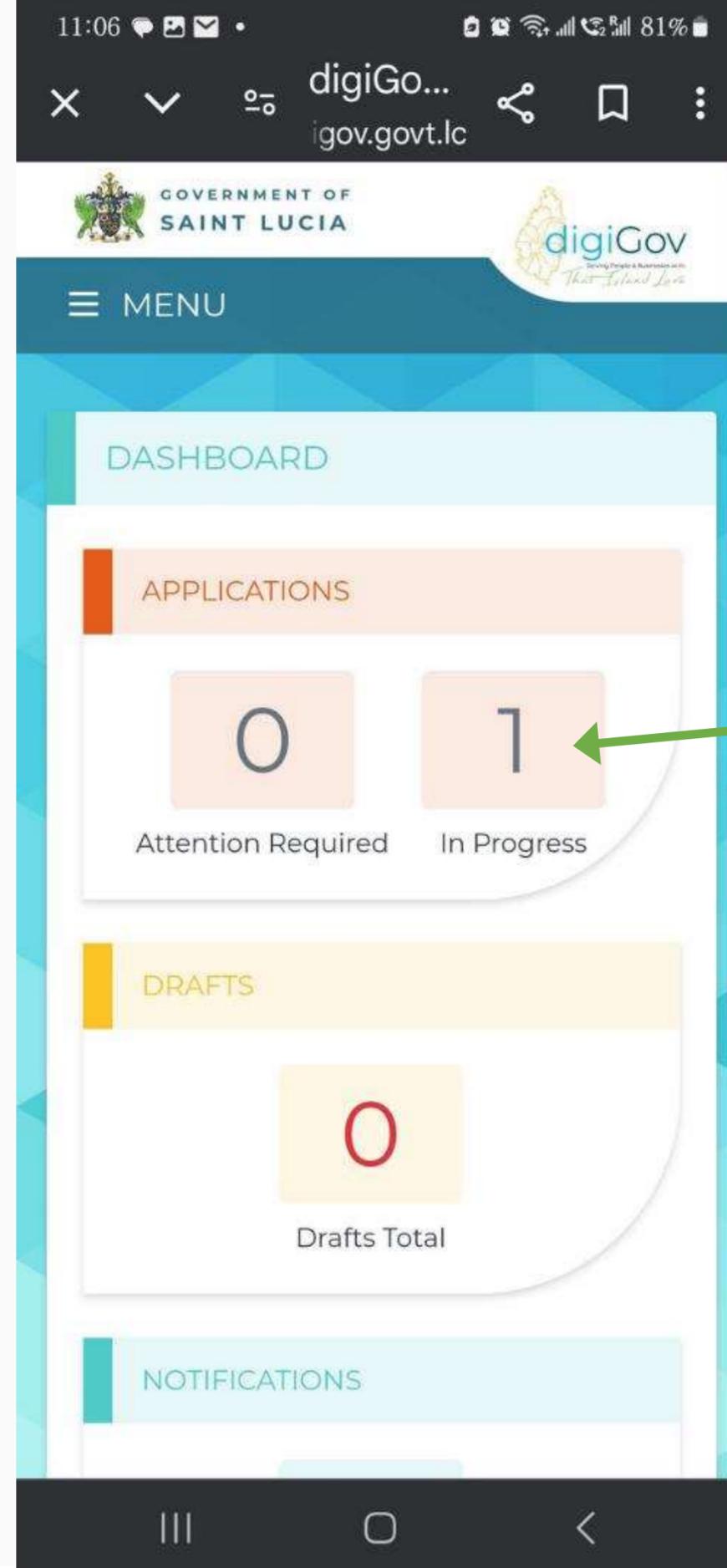
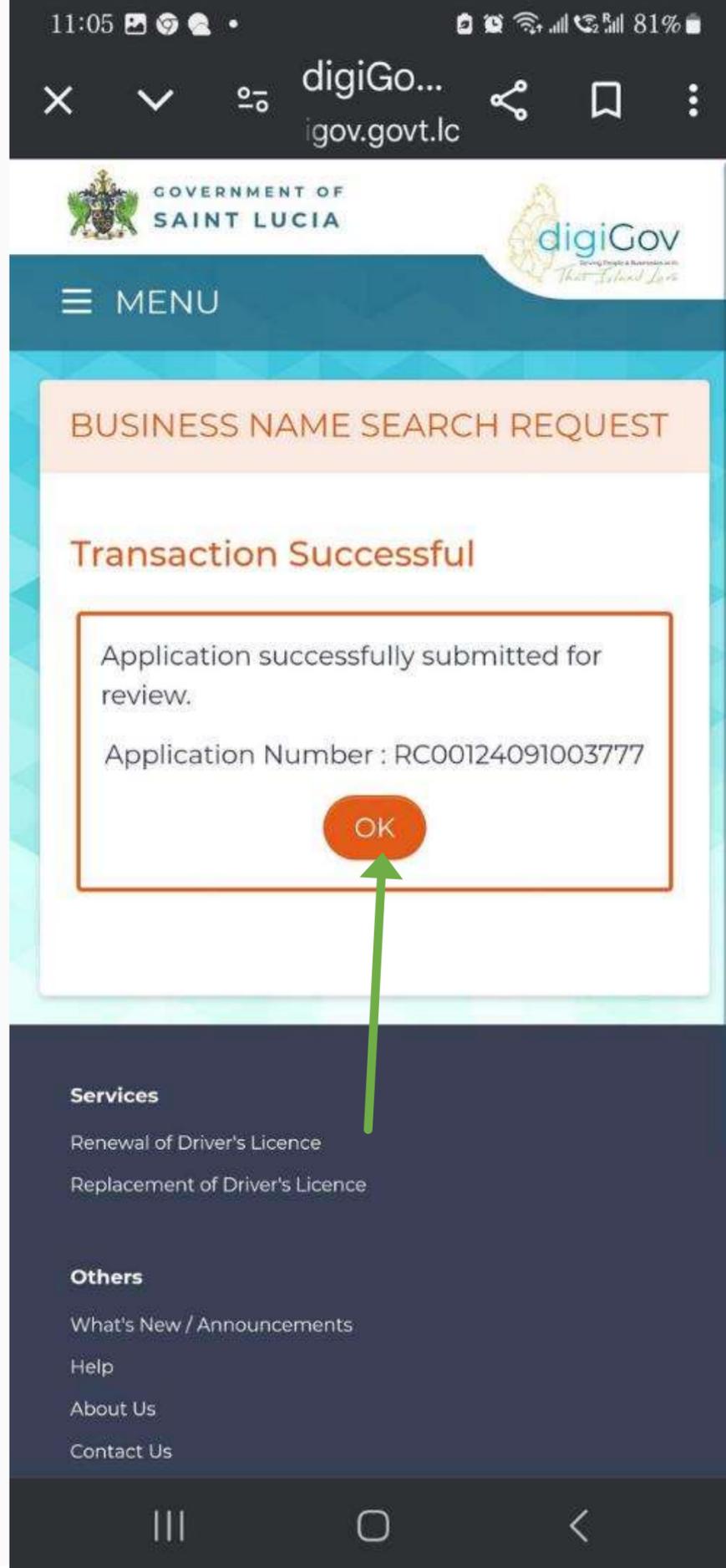
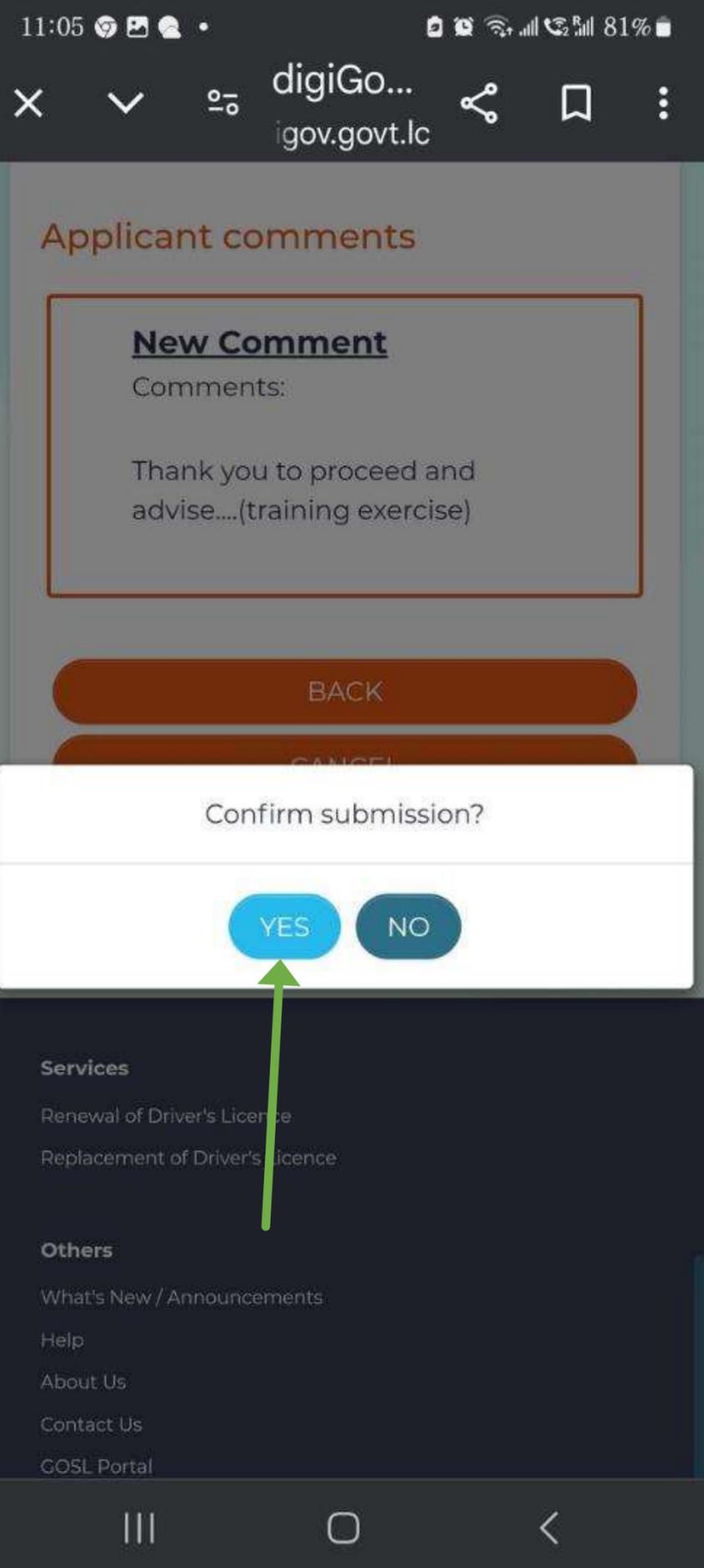
- BACK
- CANCEL
- SUBMIT

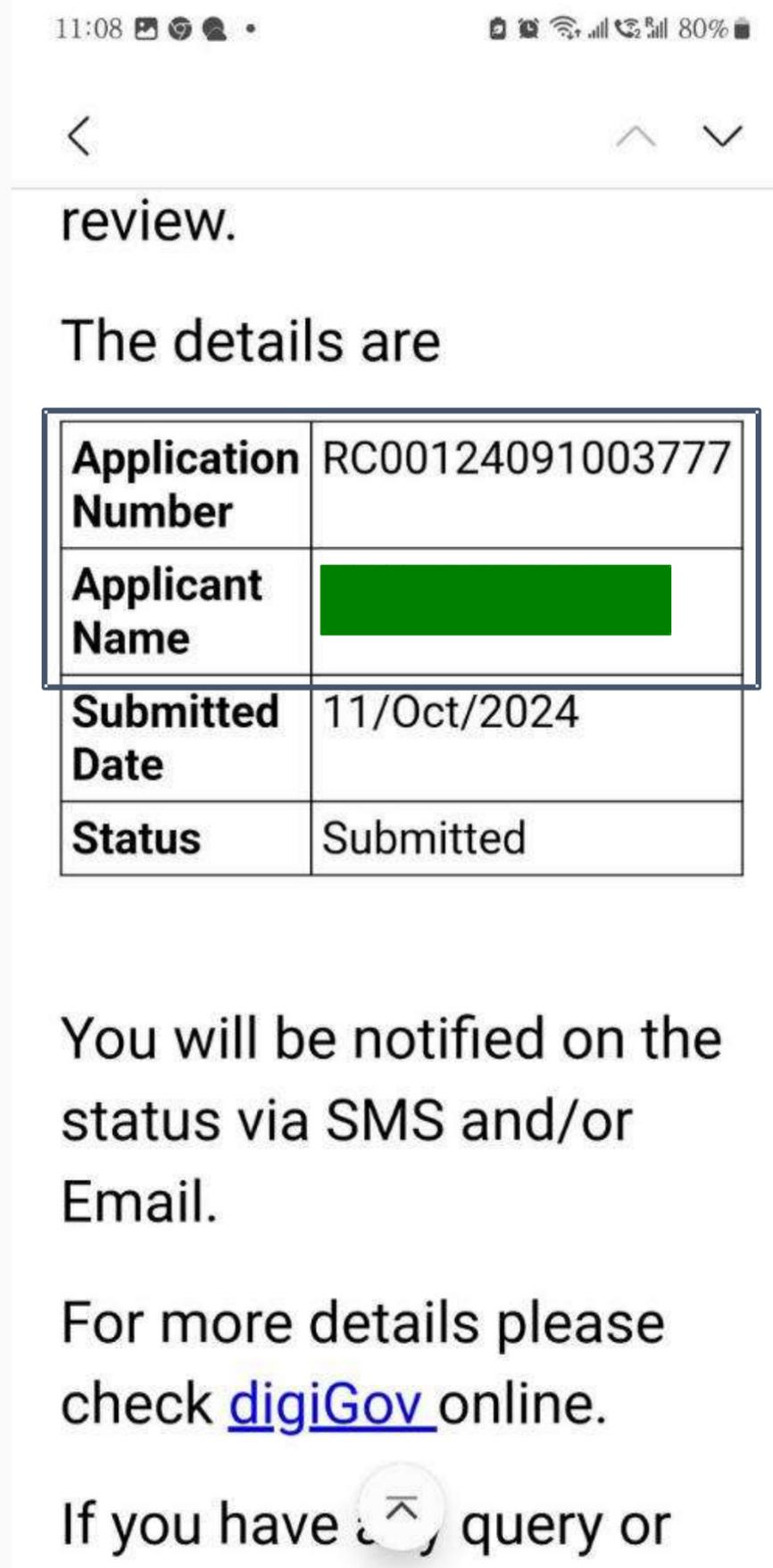
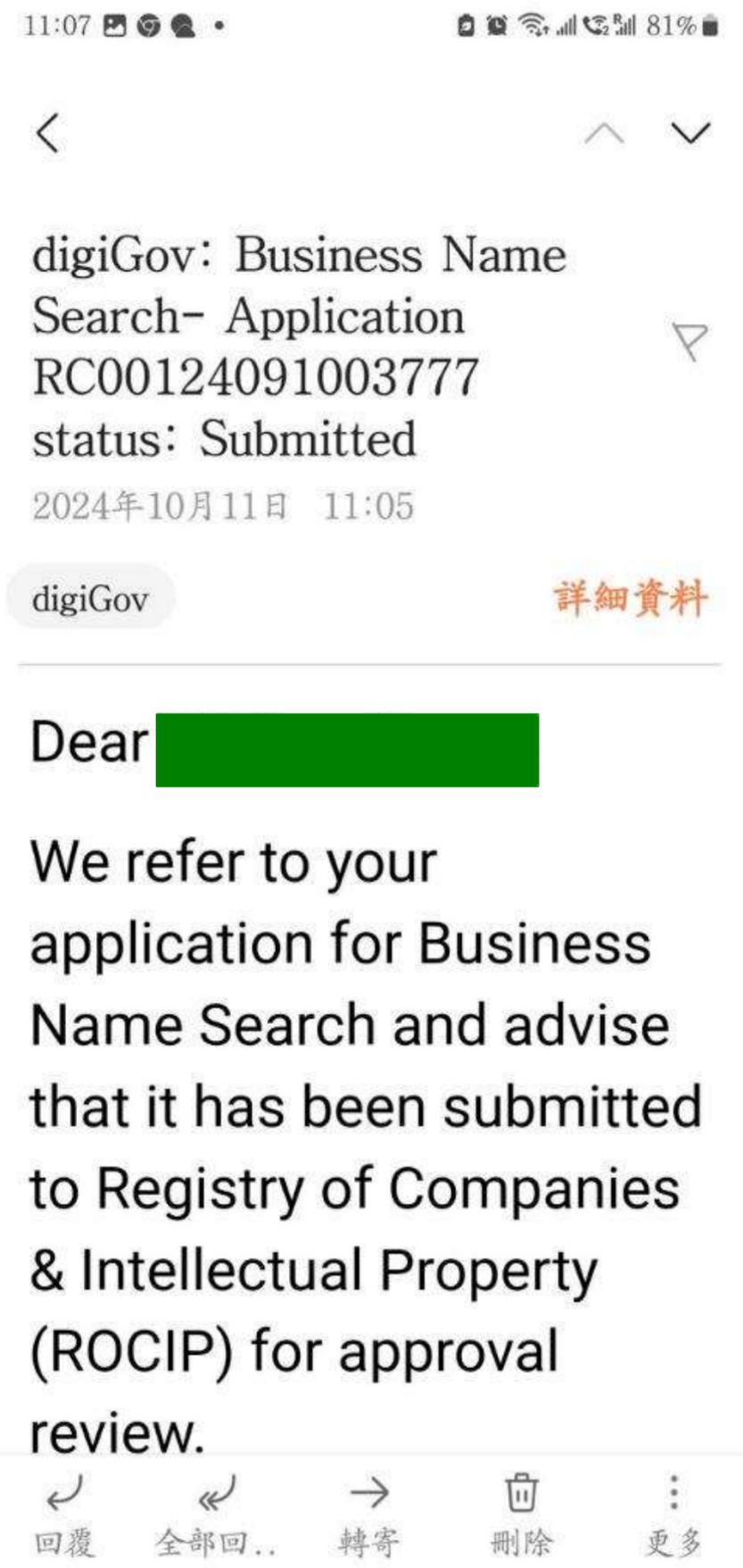


SUMMARY

10





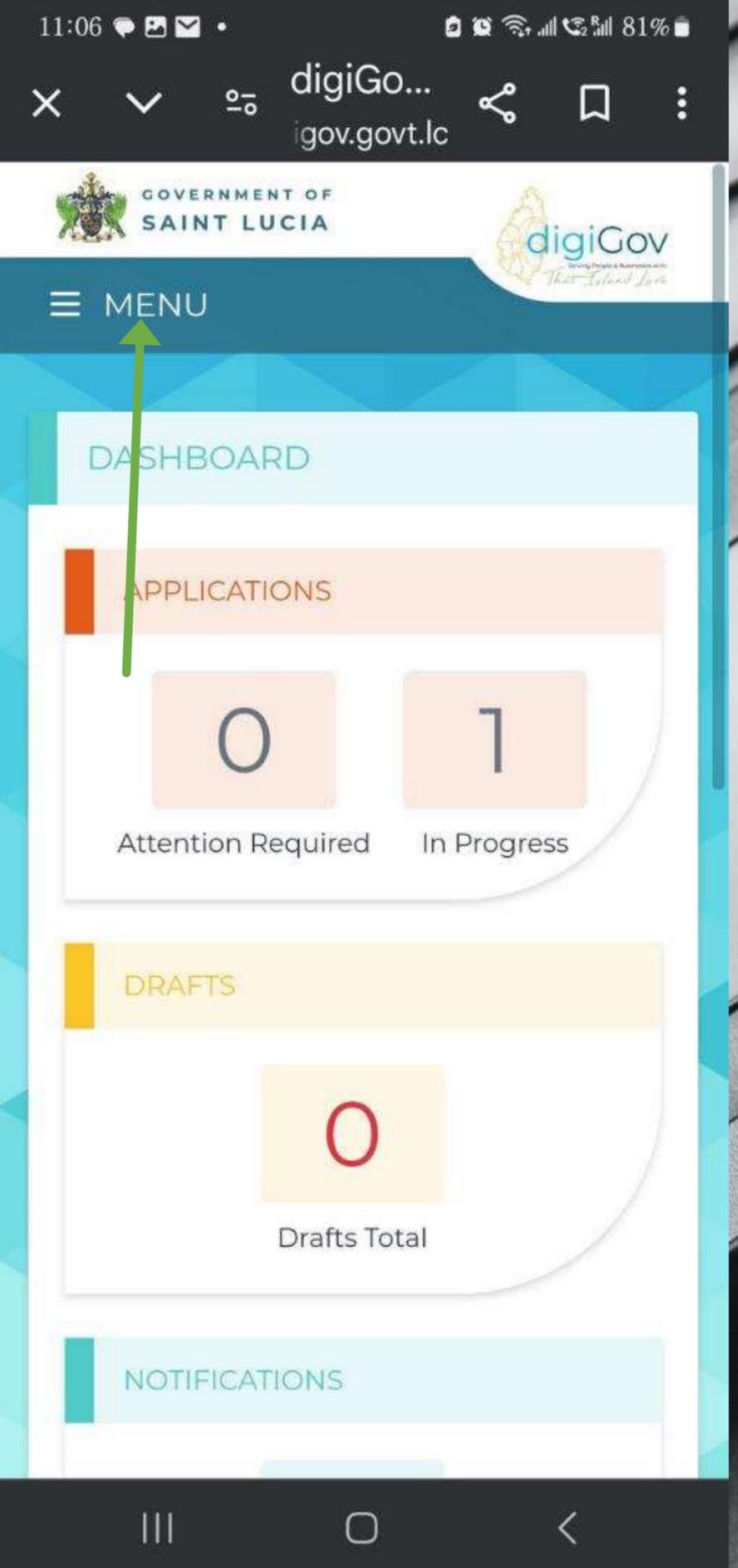
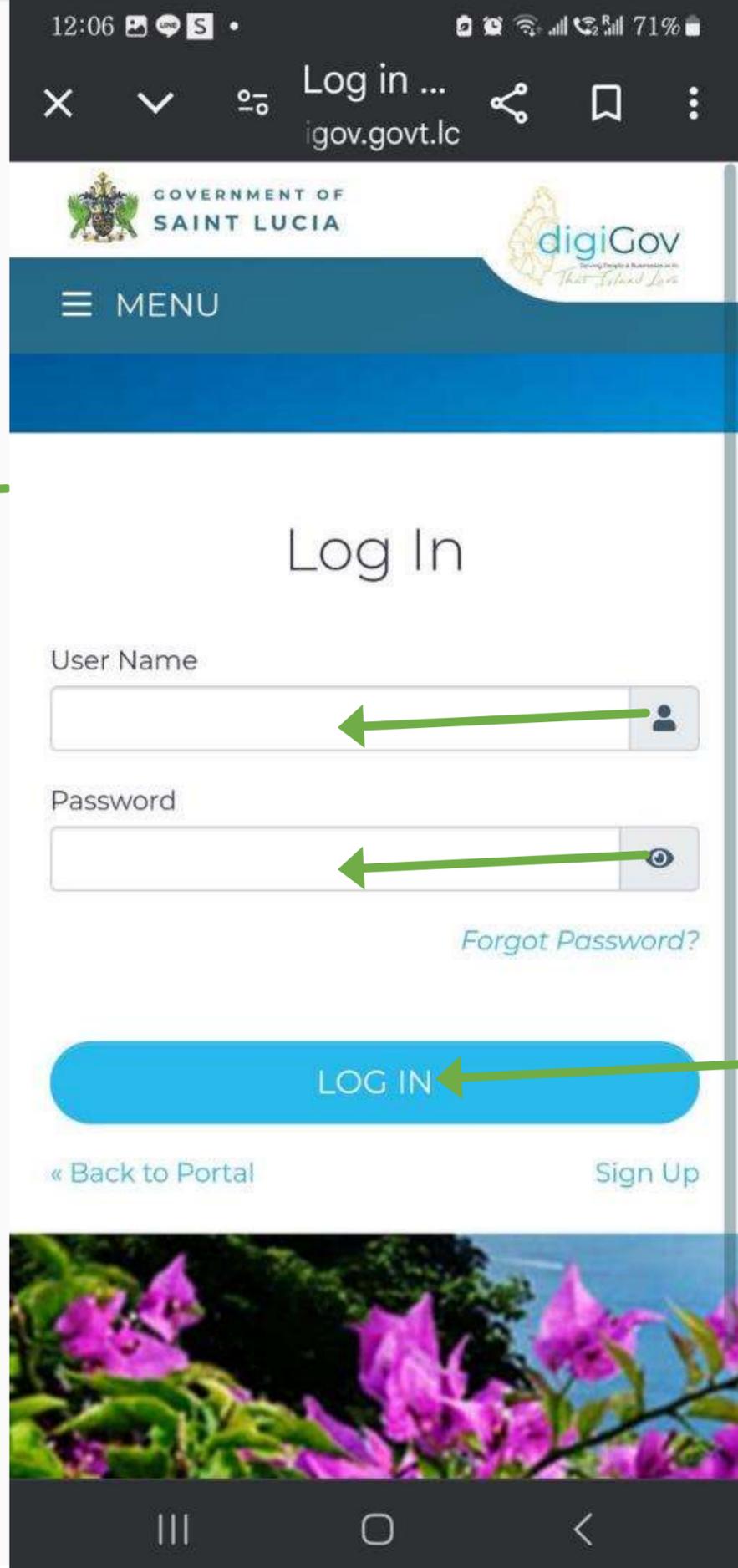
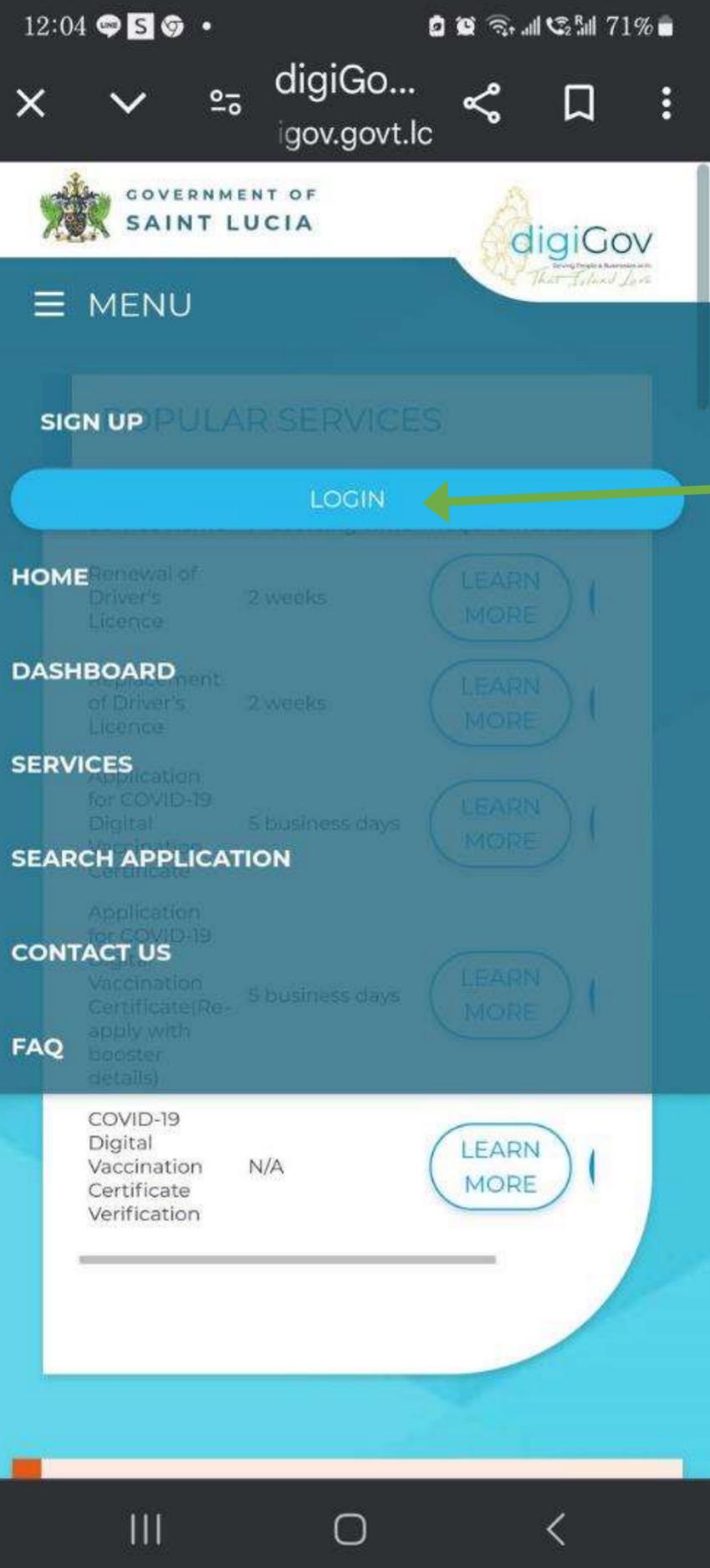


RESPONSE FROM digiGOV

12

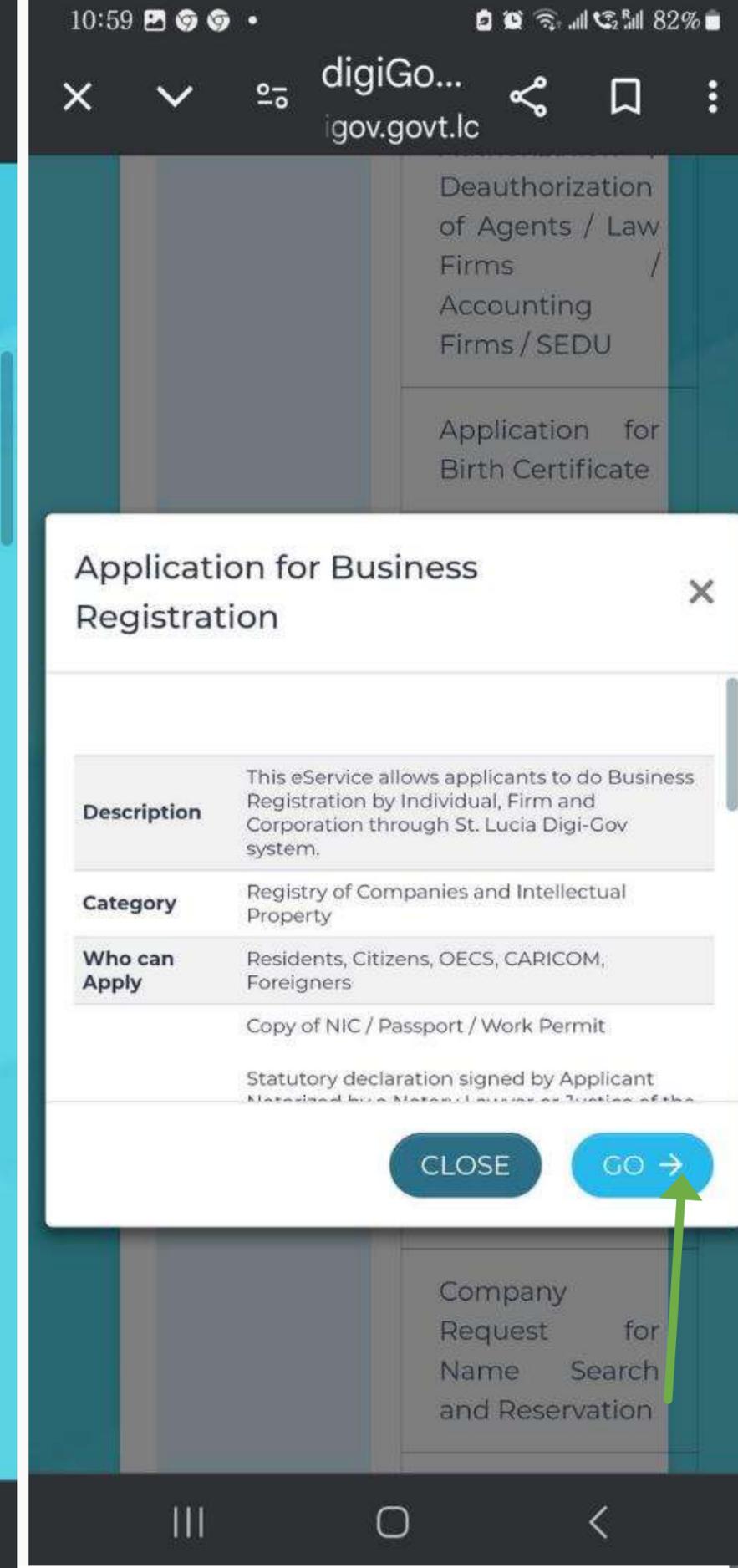
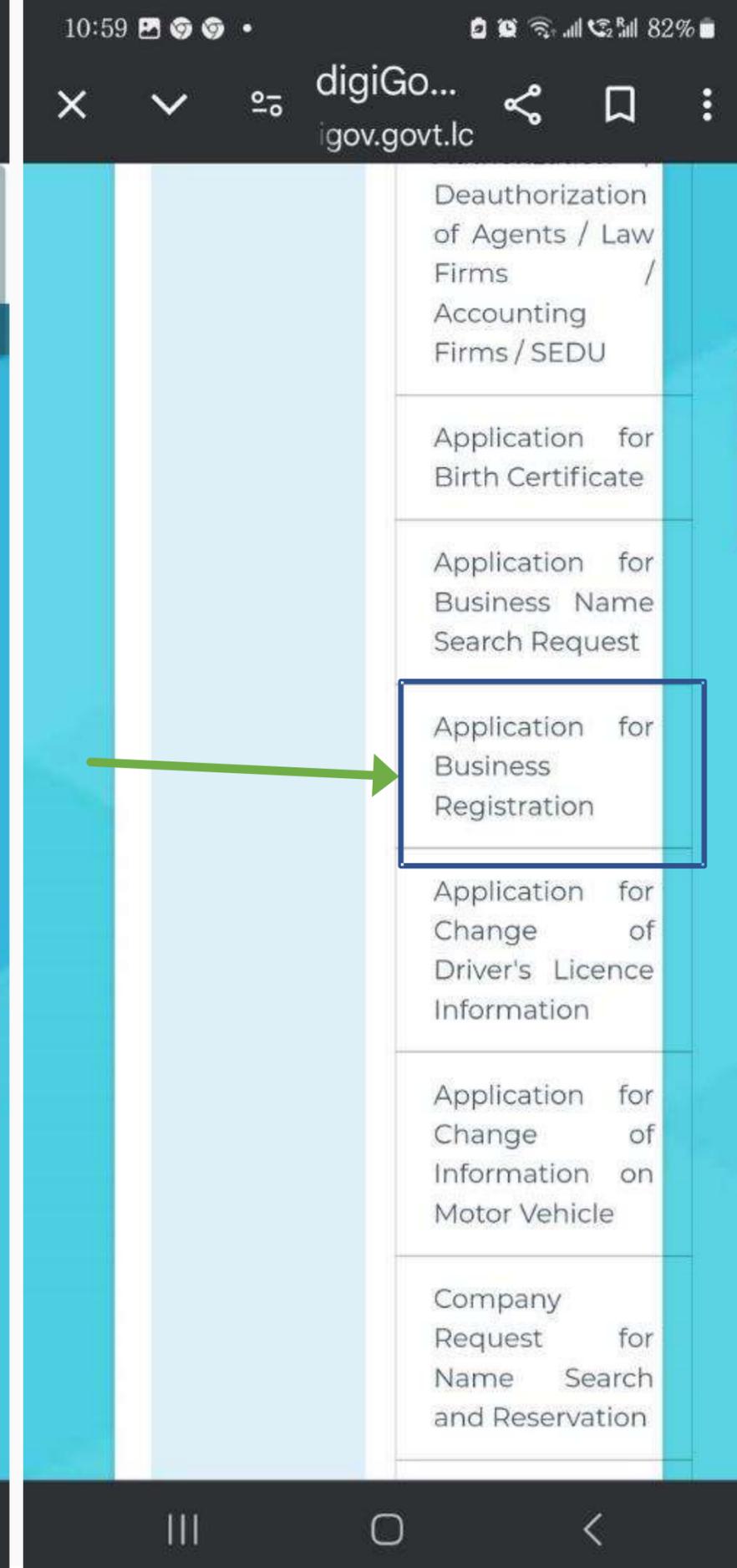


3. Application for Business Registration



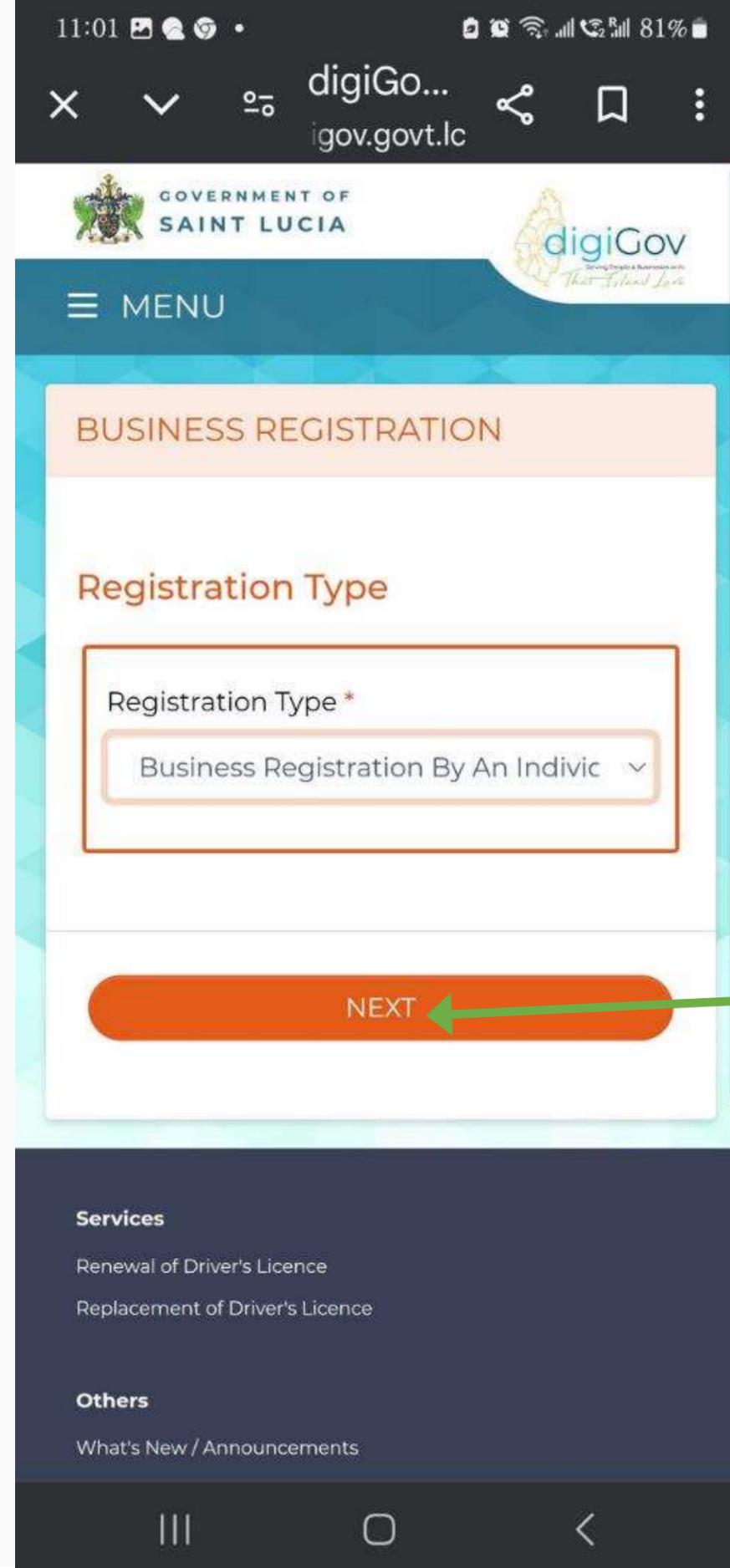
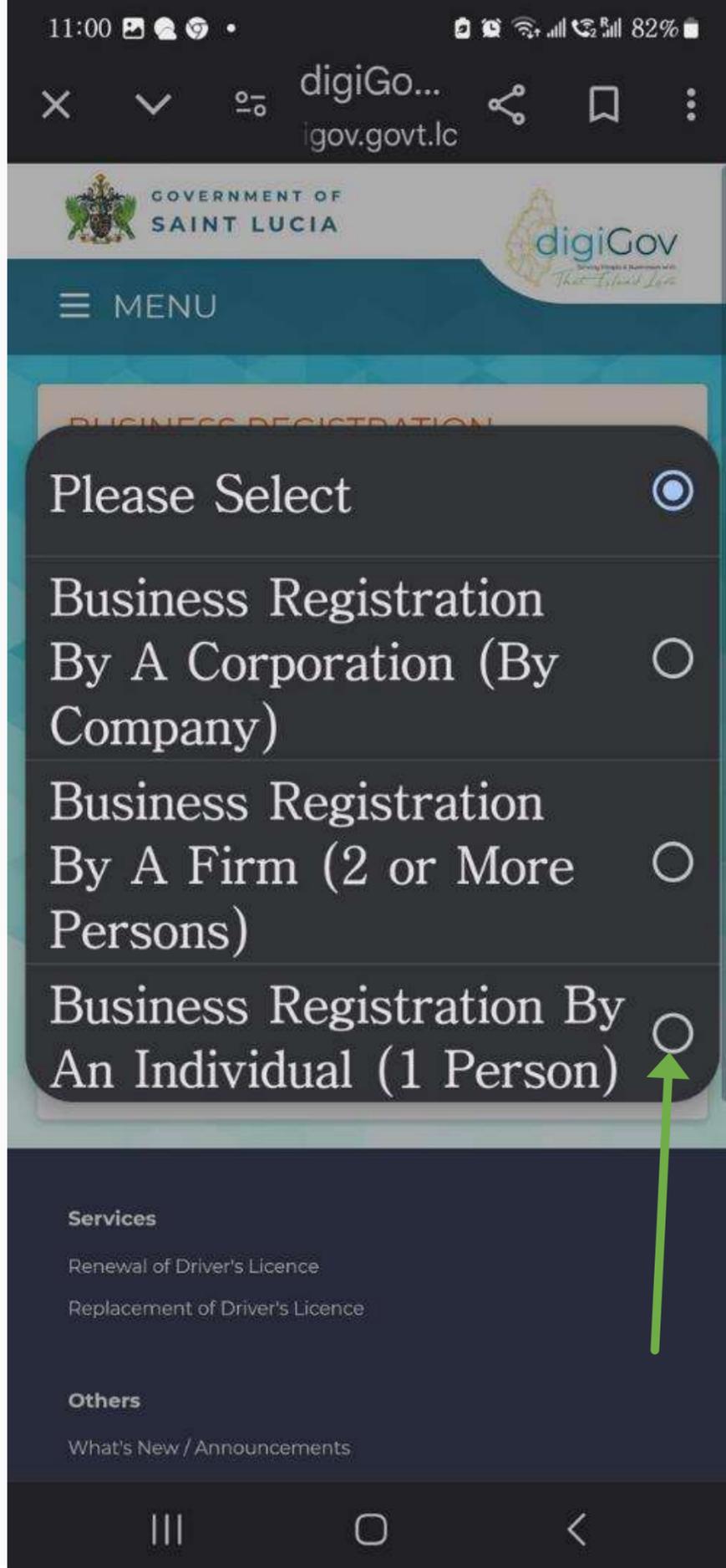
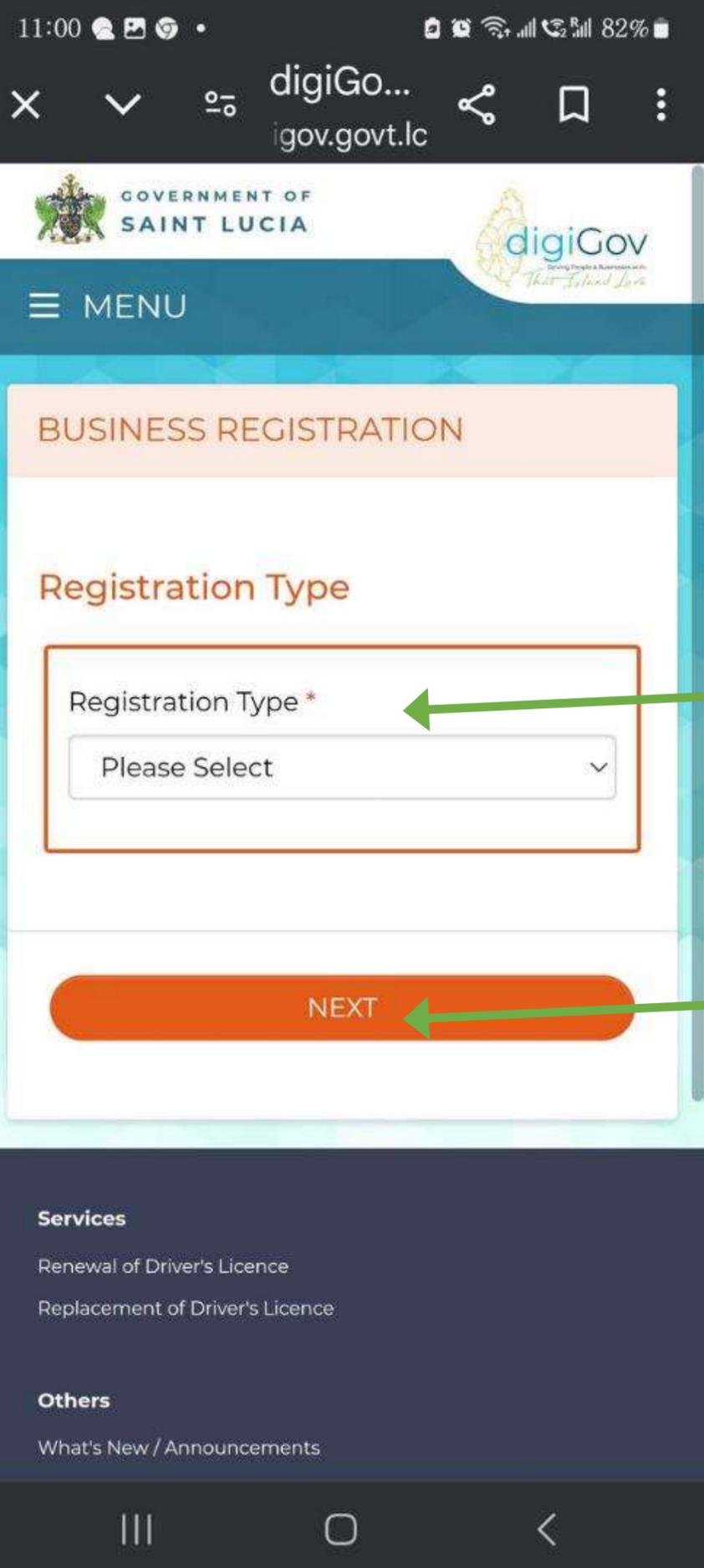
**LOGIN
BUSINESS
REGISTRATION**

1



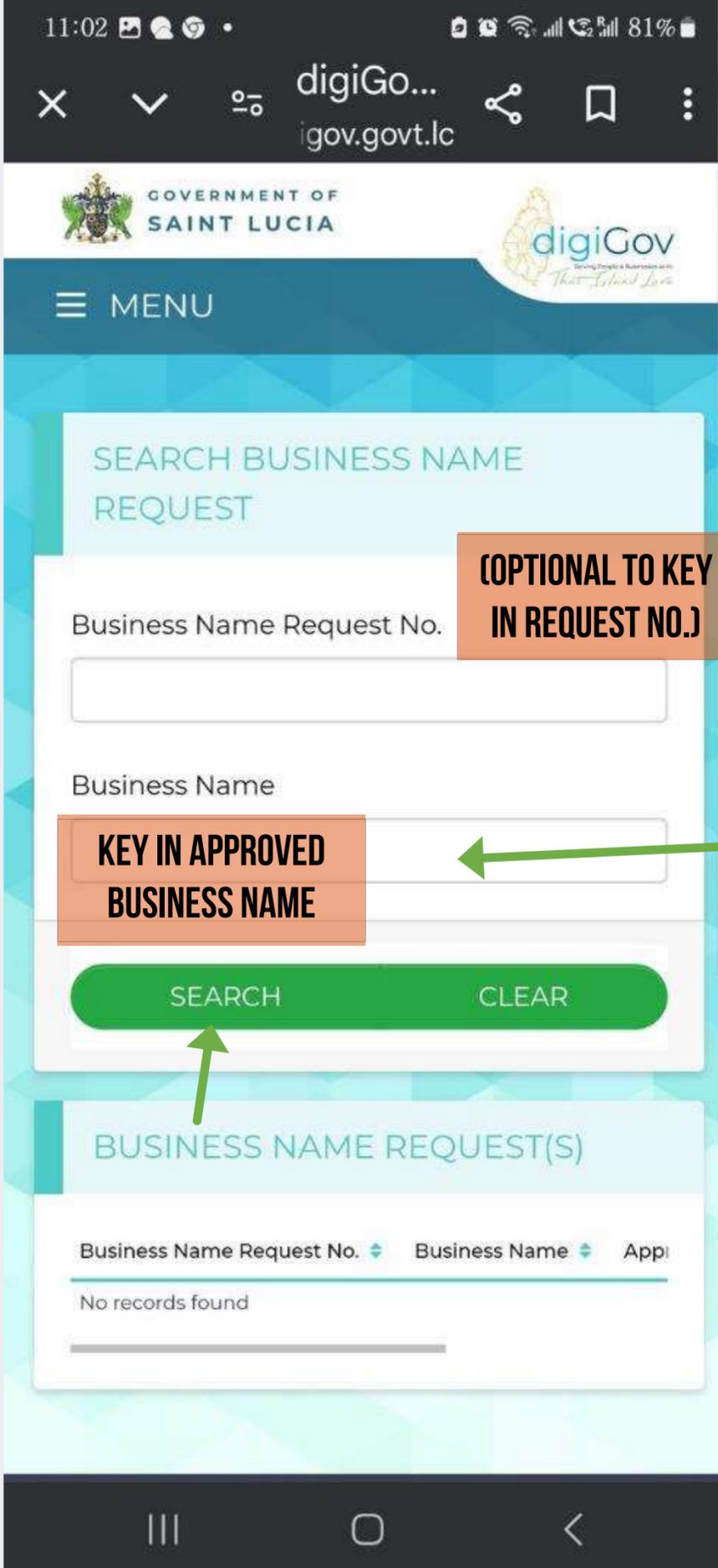
**SERVICE
BUSINESS
REGISTRATION**

2



BUSINESS REGISTRATION

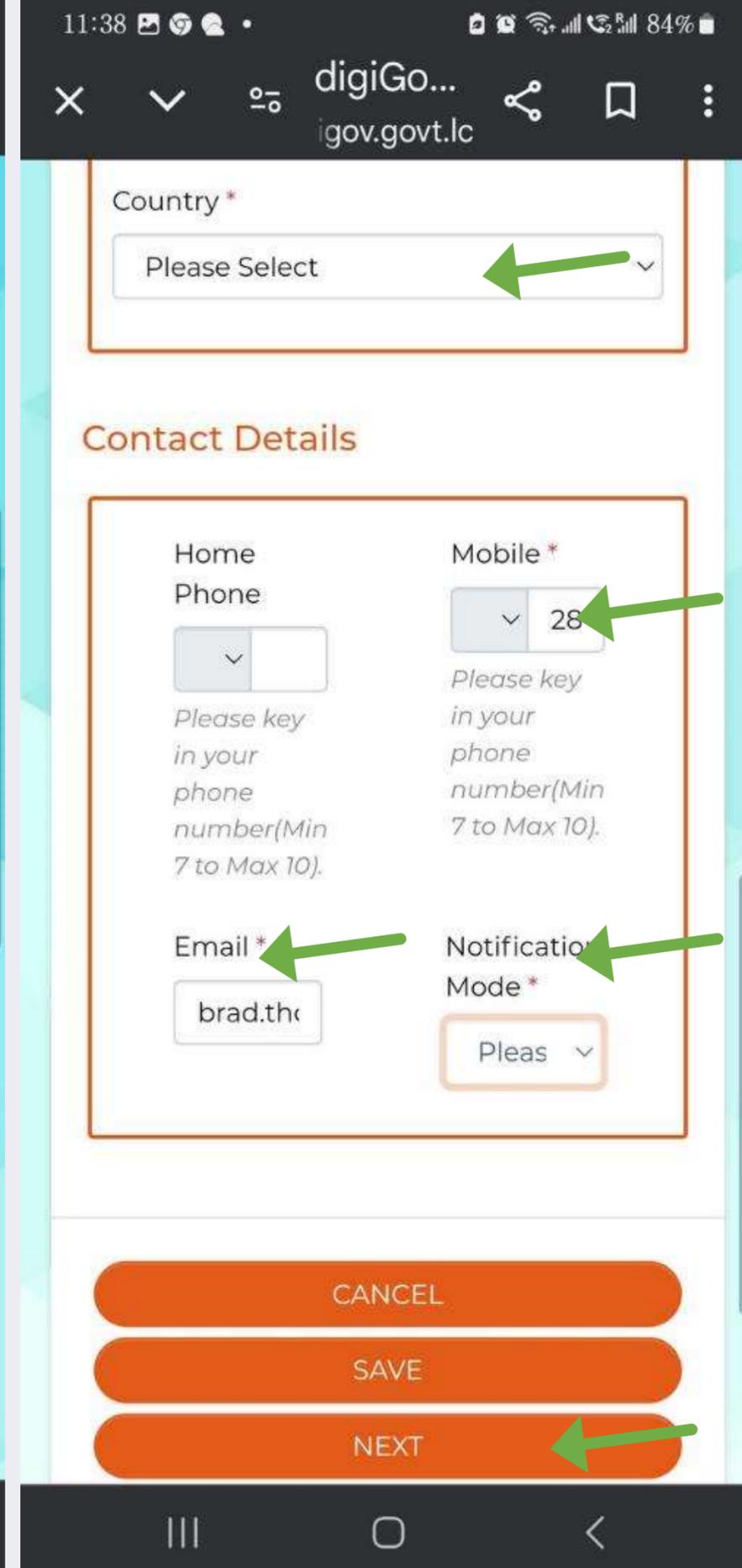
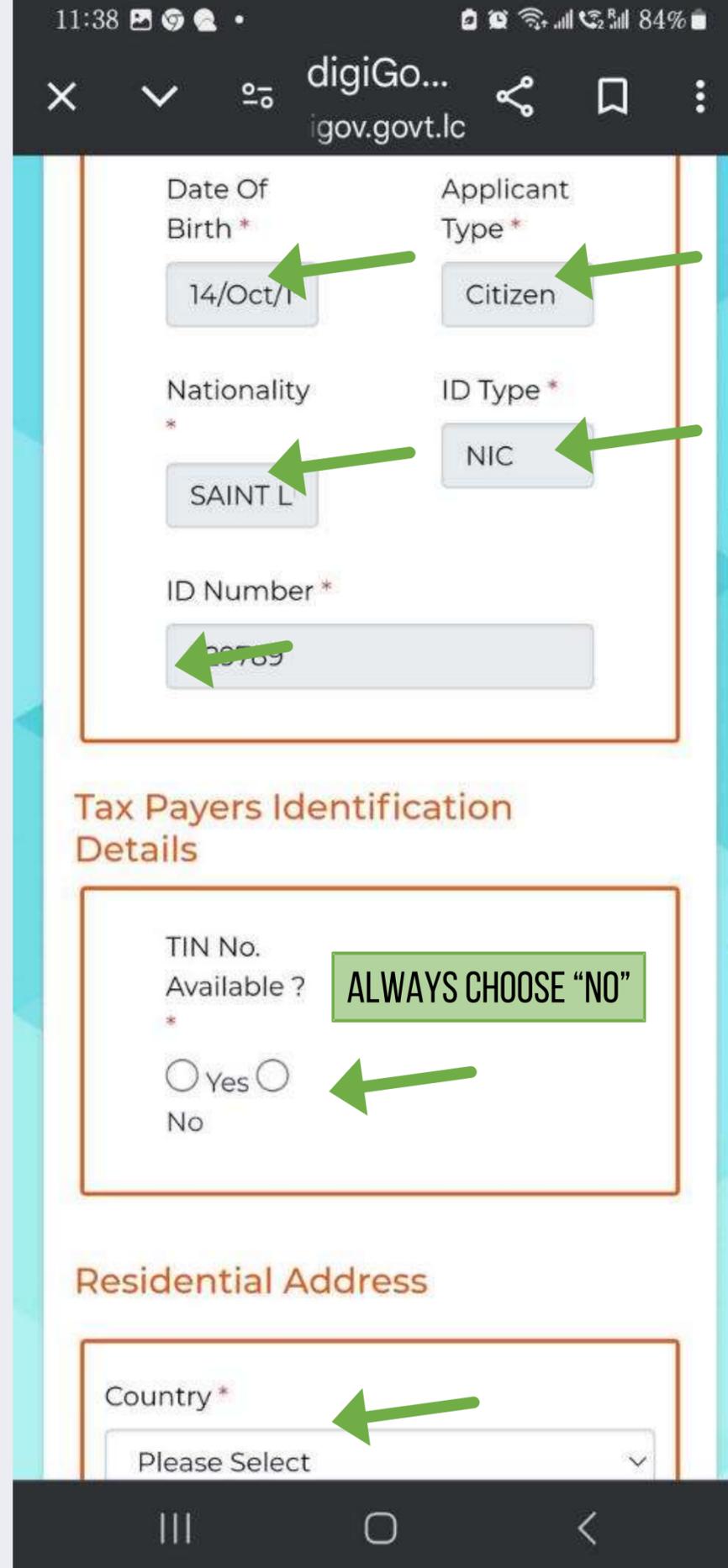
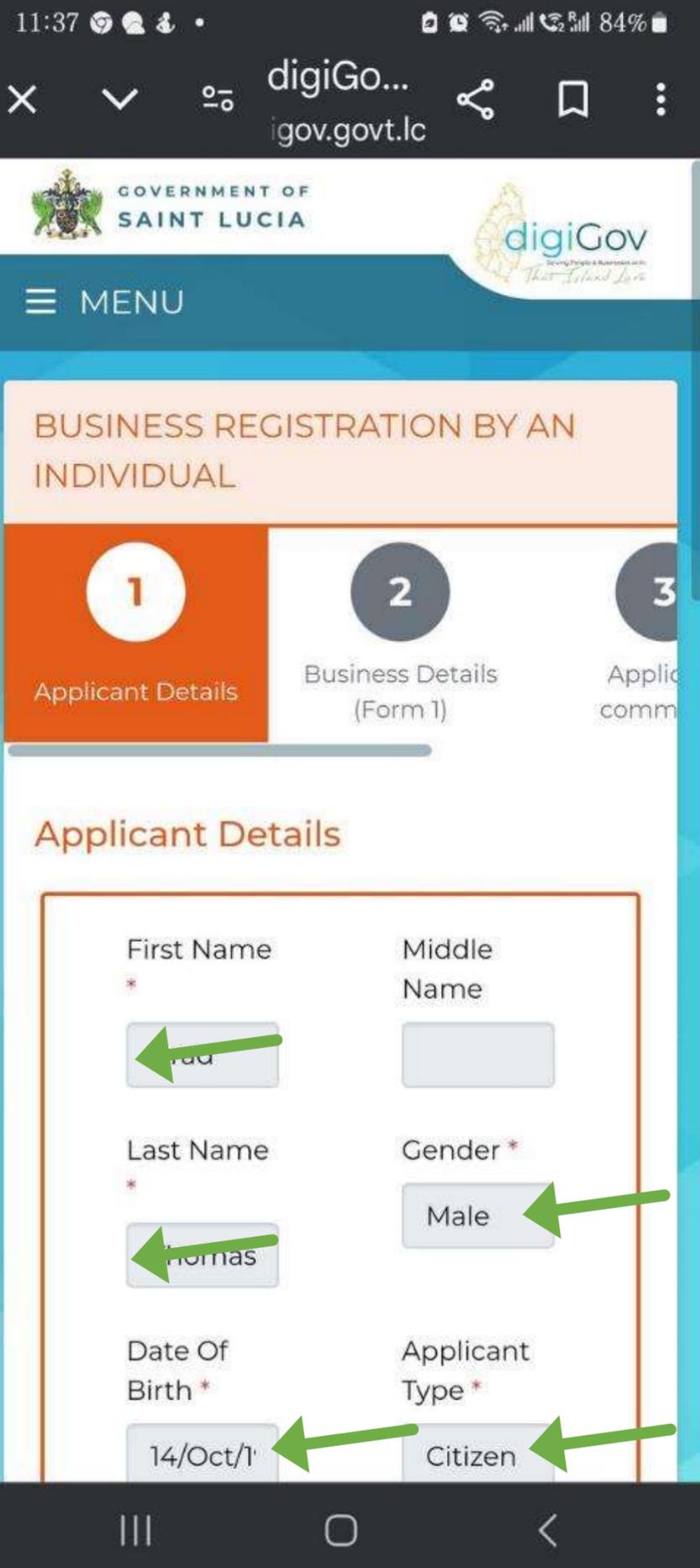
3



**BUSINESS
REGISTRATION**

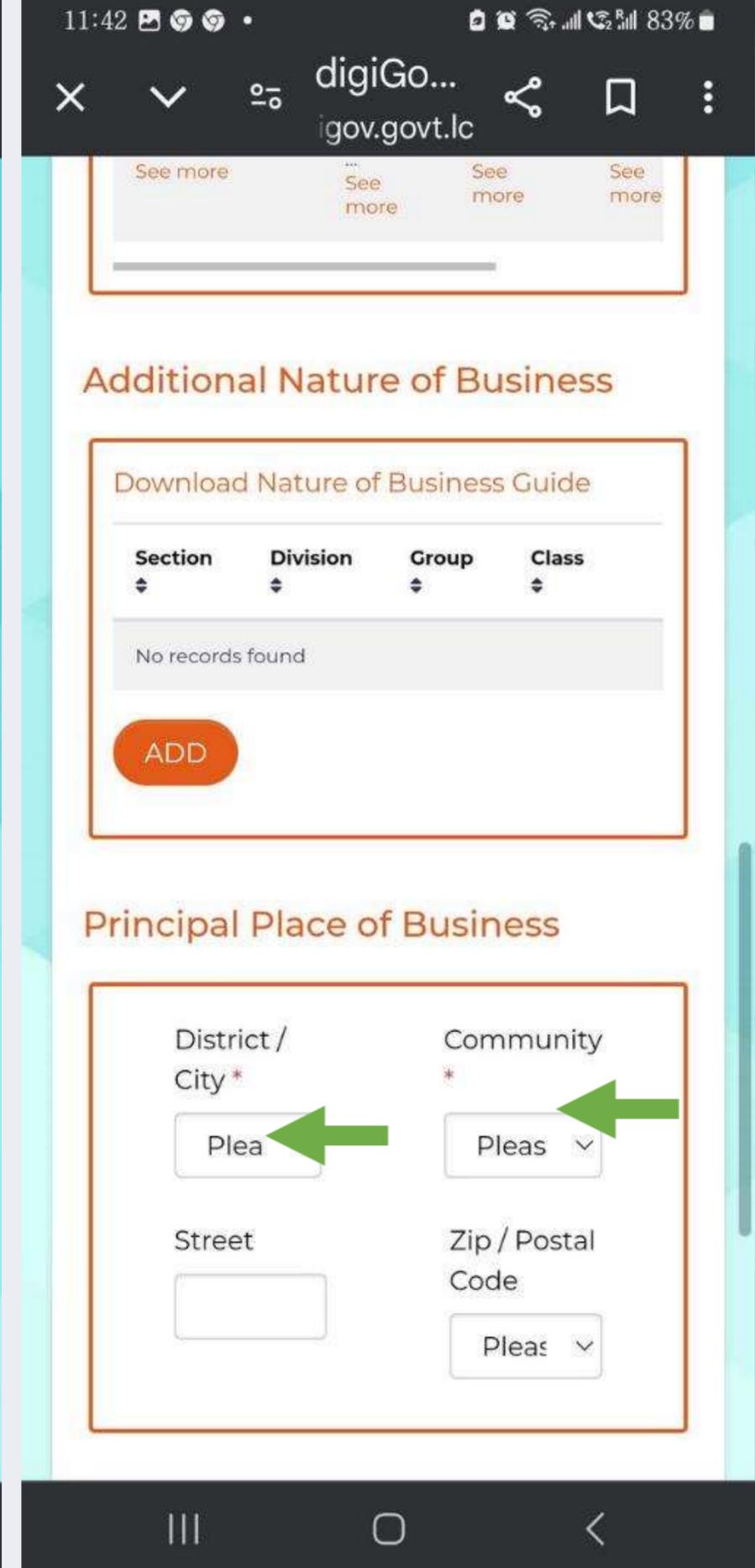
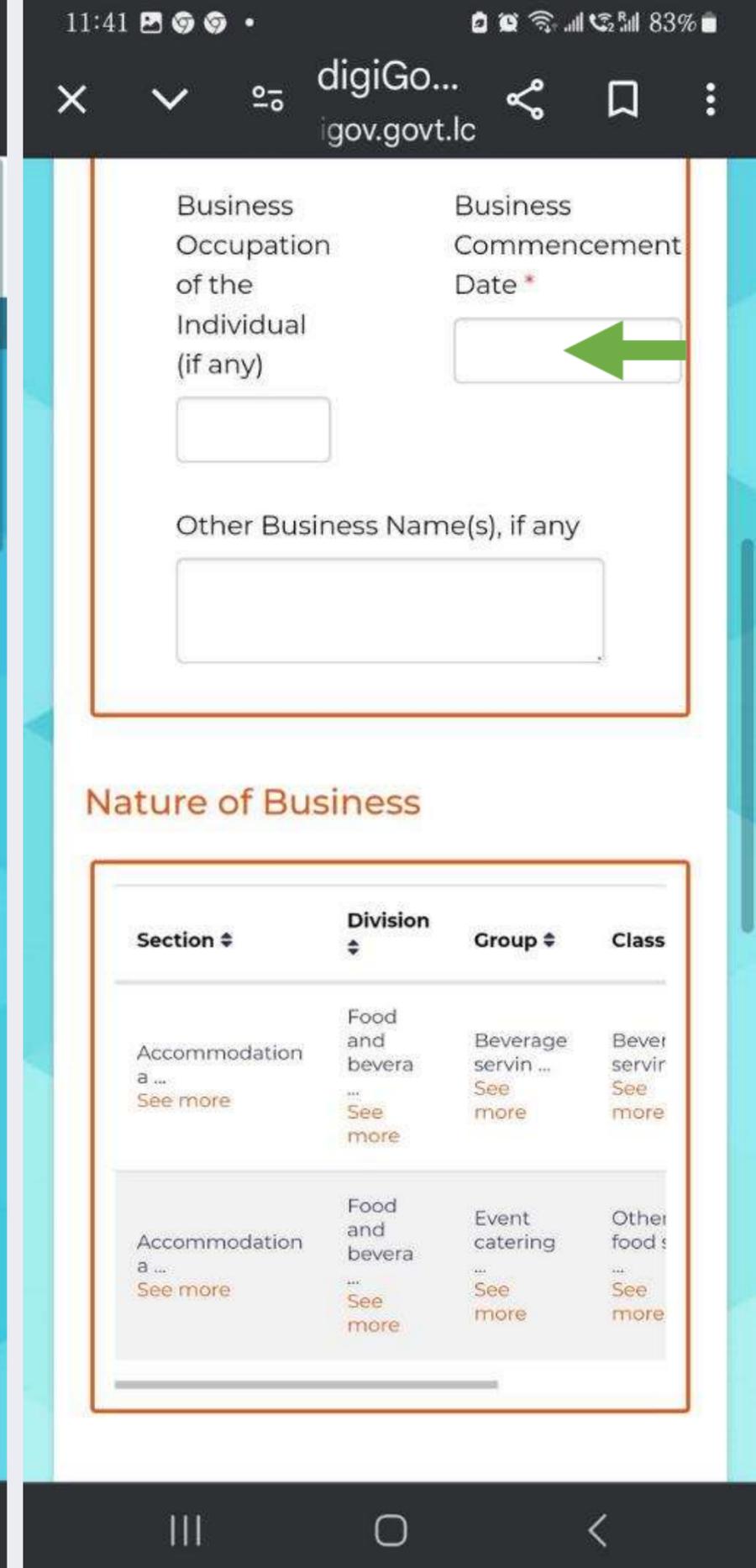
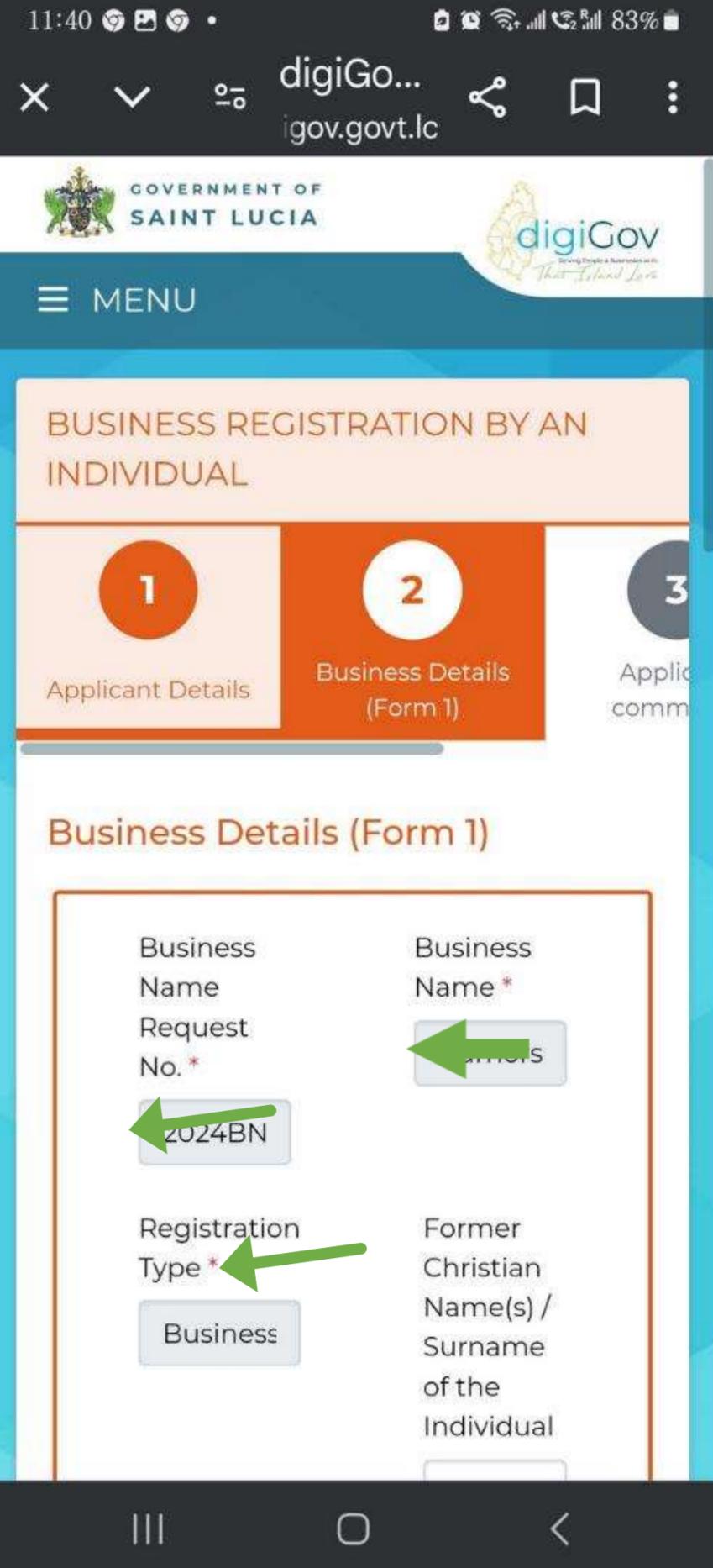
4

**Continue once you
receive the business
name request approval**



**BUSINESS
REGISTRATION**

5



11:42 digiGo... igov.govt.lc

No records found

ADD

Principal Place of Business

District / City * **←**

Community * **←**

Street

Zip / Postal Code

BACK

CANCEL

SAVE **←**

NEXT **←**

11:44 digiGo... igov.govt.lc

MENU

BUSINESS REGISTRATION BY AN INDIVIDUAL

2 Business Details (Form 1)

3 Applicant comments

4 Summary

New Comment

Comments

NOT NECESSARY TO PUT COMMENTS

BACK

CANCEL

SAVE

NEXT **←**

11:45 digiGo... igov.govt.lc

MENU

BUSINESS REGISTRATION BY AN INDIVIDUAL

2 Business Details (Form 1)

3 Applicant comments

4 Summary

Summary

REVIEW SUMMARY DATA

Applicant Details

First Name:

Middle Name:

Last Name:

Gender:

Male

Date Of Birth:

↓

BUSINESS REGISTRATION

7

11:45 digiGo... igov.govt.lc

Gender:
Male **REVIEW SUMMARY DATA**

Date Of Birth:
[Redacted]

Applicant Type:
Citizen

Nationality:
SAINT LUCIA

ID Type:
NIC

ID Number:
[Redacted]

Tax Payers Identification Details

TIN No. Available ?:
No

Marital Status:

11:45 digiGo... igov.govt.lc

Tax Payers Identification Details

TIN No. Available ?:
No

Marital Status:
Single

Occupation:
[Redacted]

Residential Address

Country:
SAINT LUCIA

District / City:
[Redacted]

Community:
[Redacted]

Street:
[Redacted]

Zip / Postal Code:

11:46 digiGo... igov.govt.lc

Zip / Postal Code:
REVIEW SUMMARY DATA

Contact Details

Home Phone:
[Redacted]

Mobile:
[Redacted]

Email:
[Redacted]

Notification Mode:
Both(SMS,Email)

Business Details (Form 1)

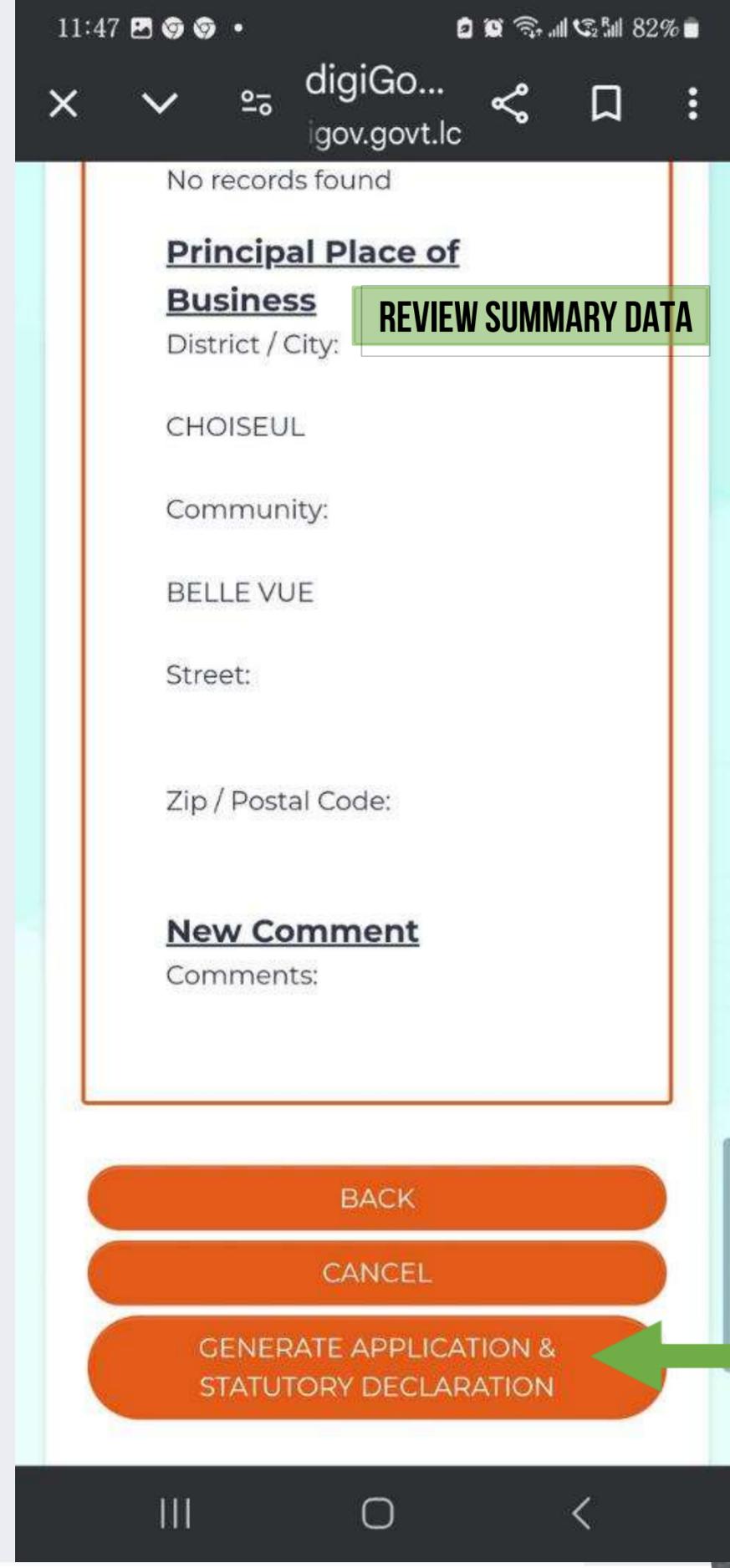
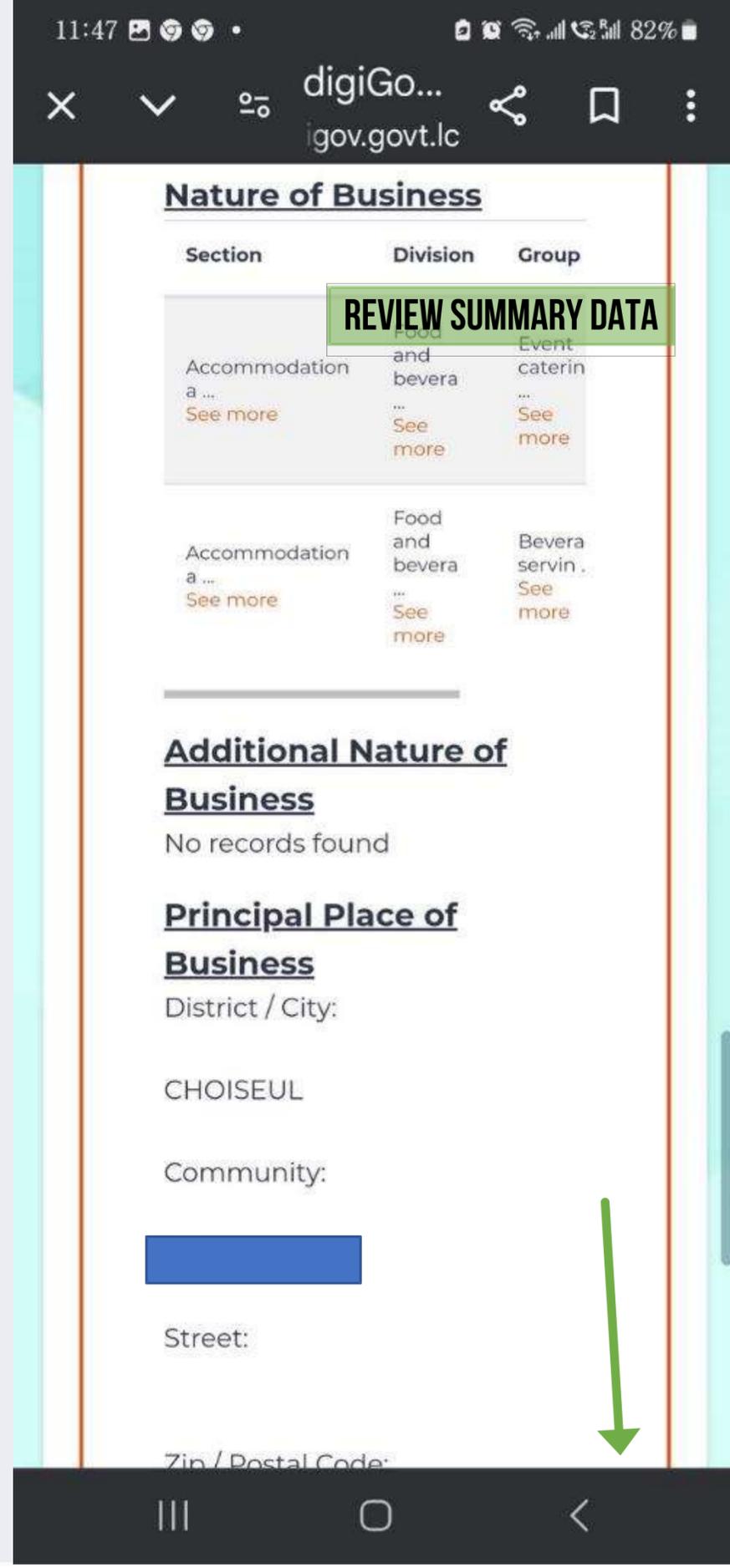
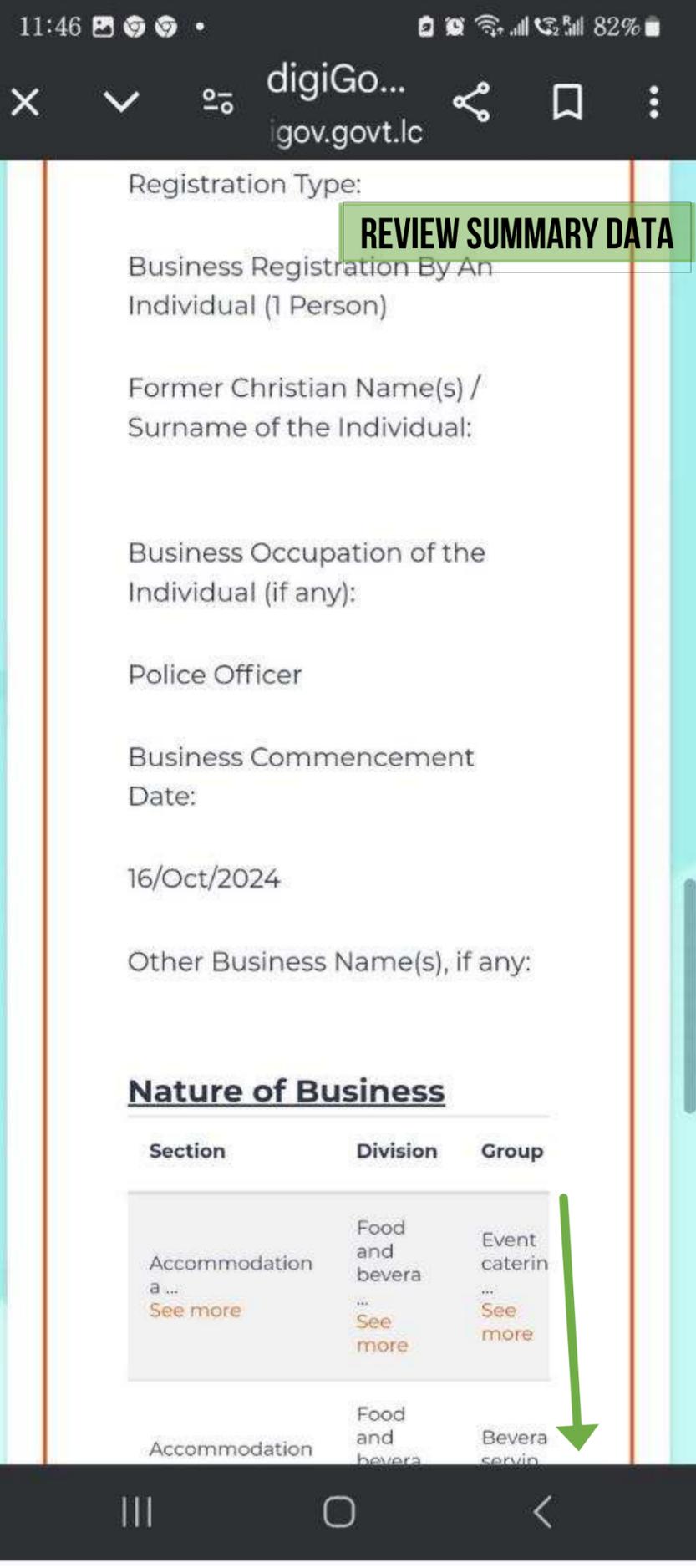
Business Name Request No.:
[Redacted]

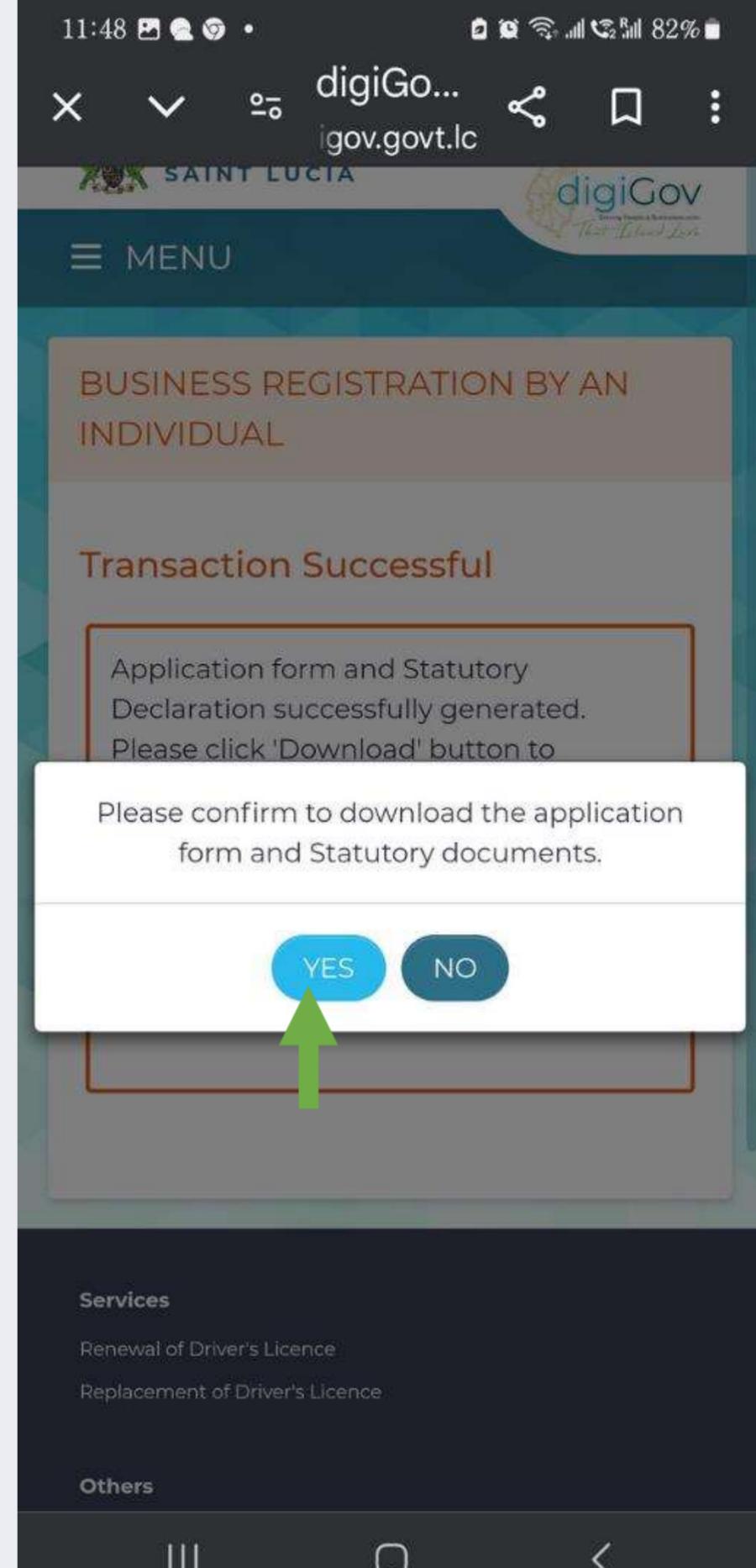
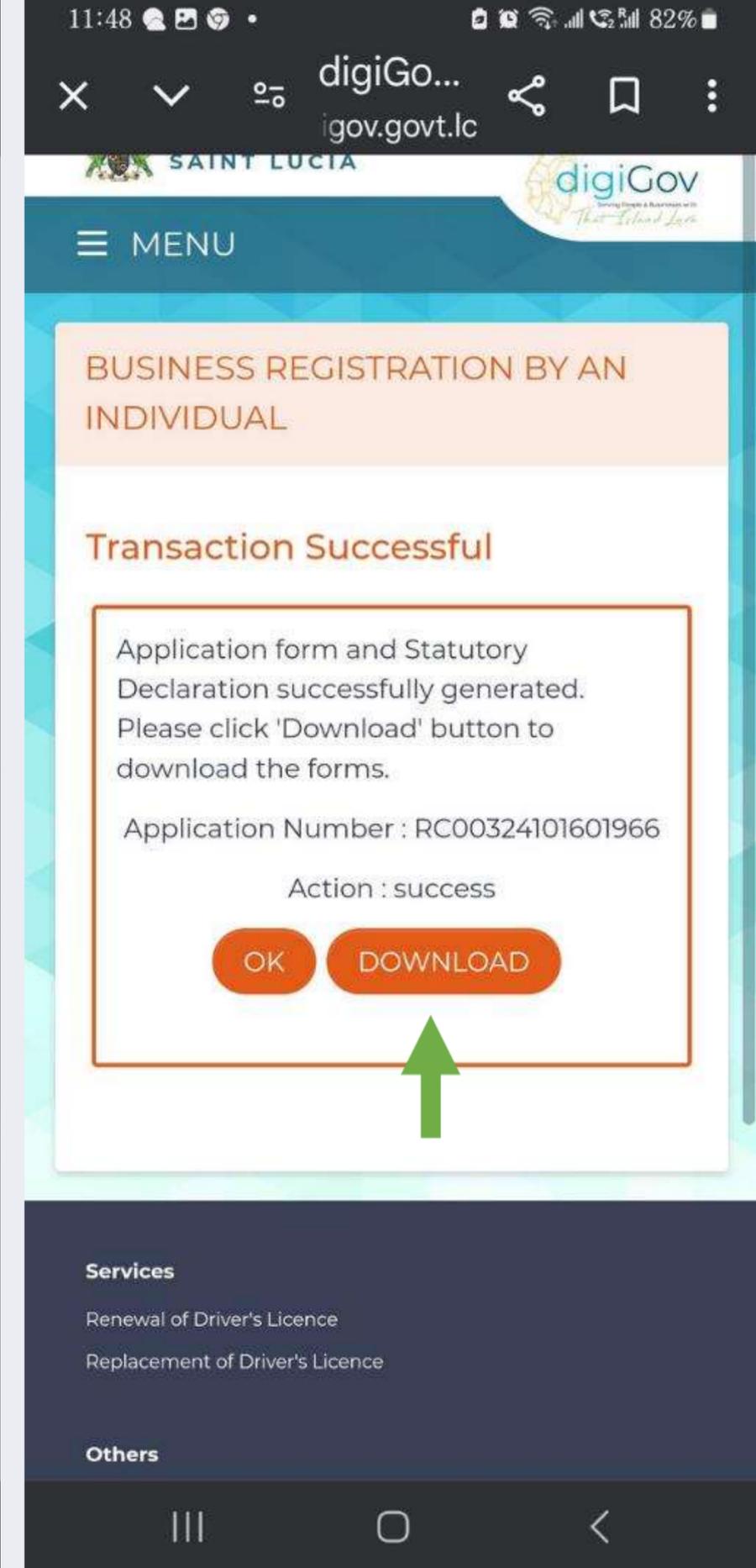
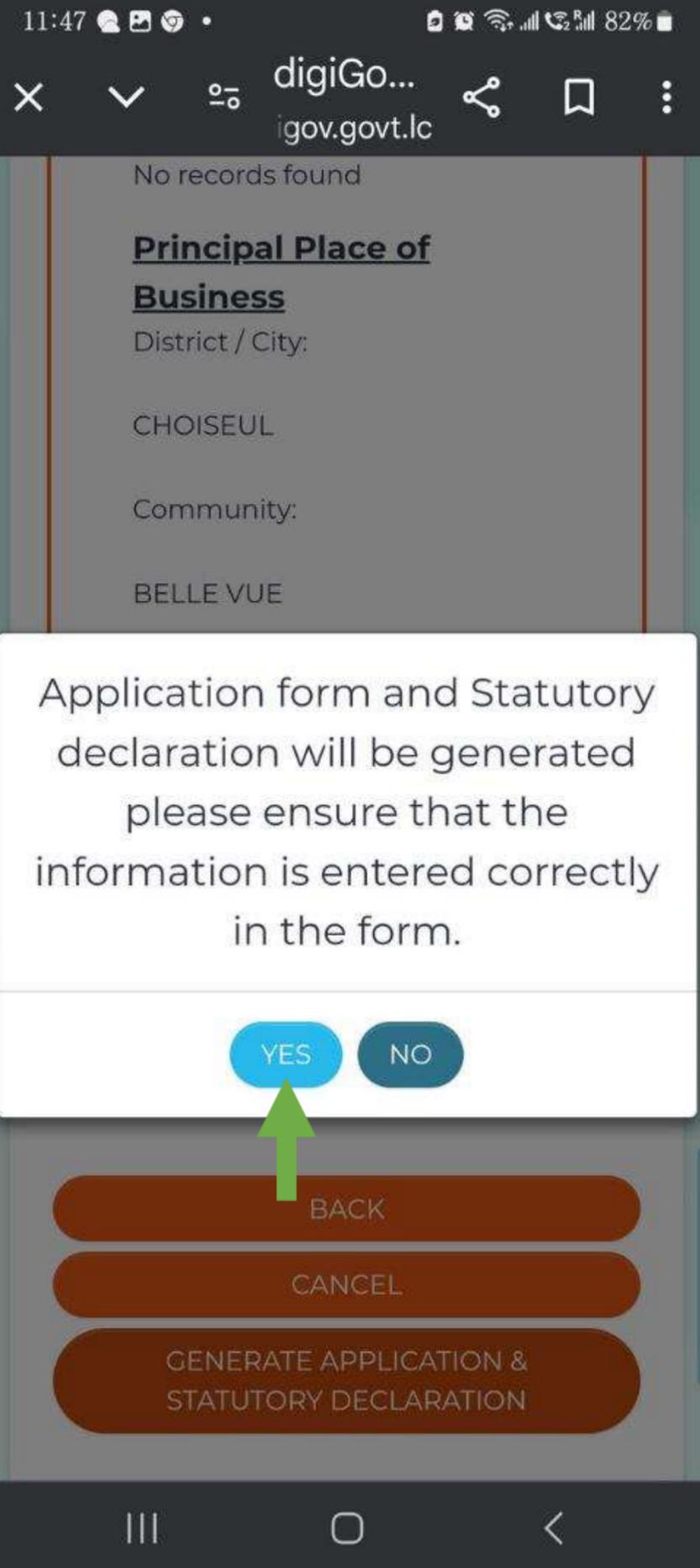
Business Name:
[Redacted]

Registration Type:

BUSINESS REGISTRATION

8





**BUSINESS
REGISTRATION**

10



11:52 digiGo... igov.govt.lc

SUBMITTED **APPROVED**

APPLICATIONS

Application Number

SEARCH

Application Number	Applicant Name	Service Name
RC00324101601966	[redacted]	Business Registration by An Individual
RC00324101401962	Brad Thomas	Business Registration by An Individual
RC00124101604203	Marguerite Simeon	Business Name Search
RC00324101401960	Dahlia Raphael	Business Registration by An Individual
RC00124101104181	Ryeisha Preville	Business Name Search

< 1 2 3 ... 23 24 >

Services

11:53 digiGo... igov.govt.lc

SUBMITTED **APPROVED**

APPLICATIONS

Application Number

SEARCH

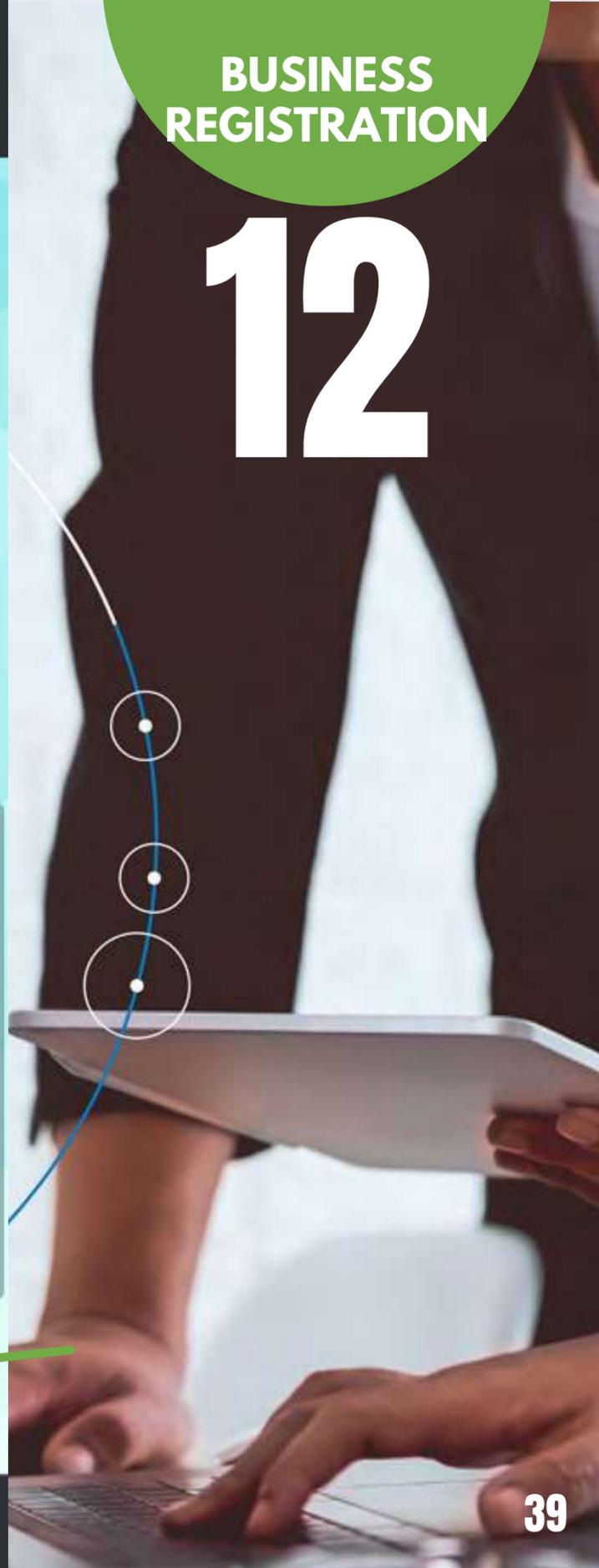
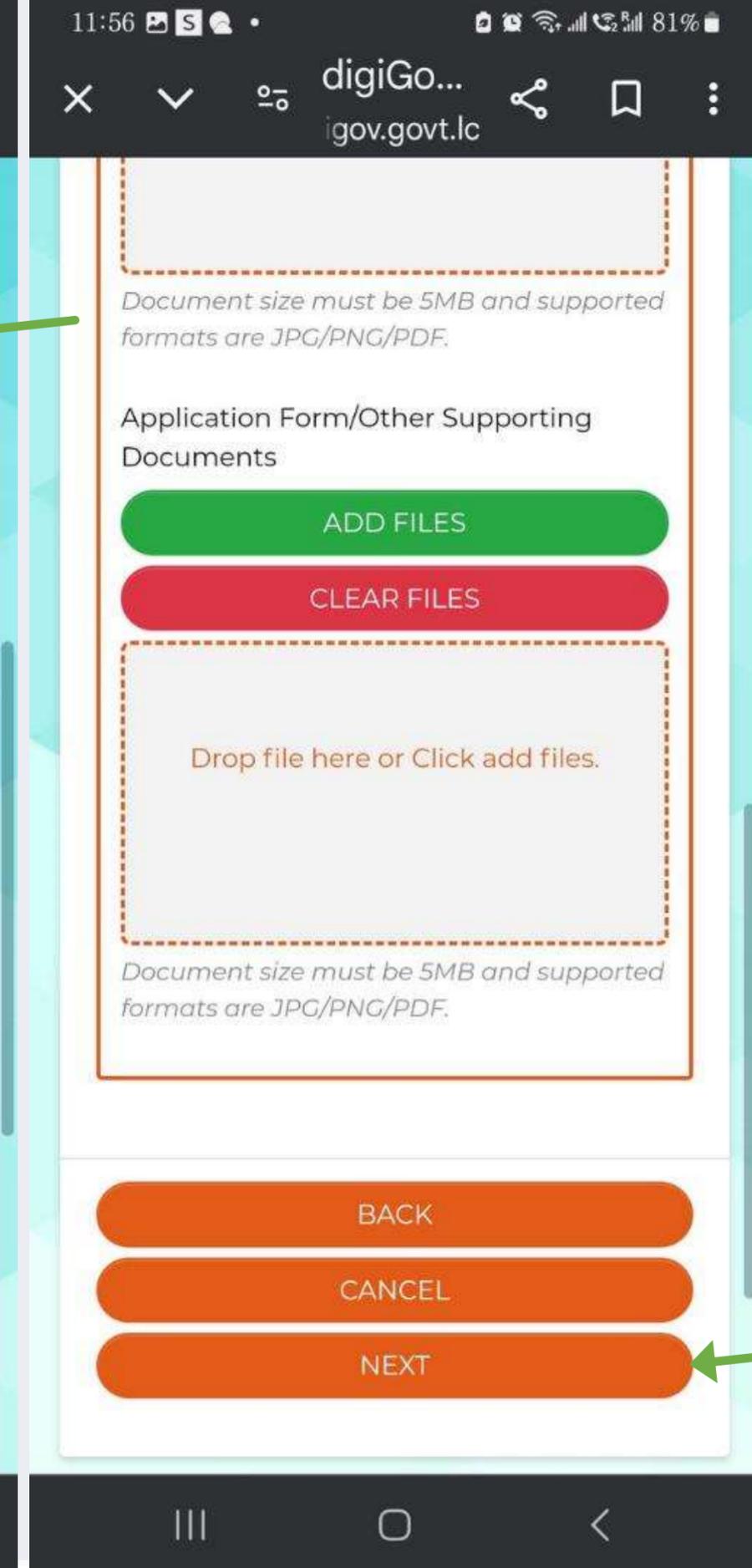
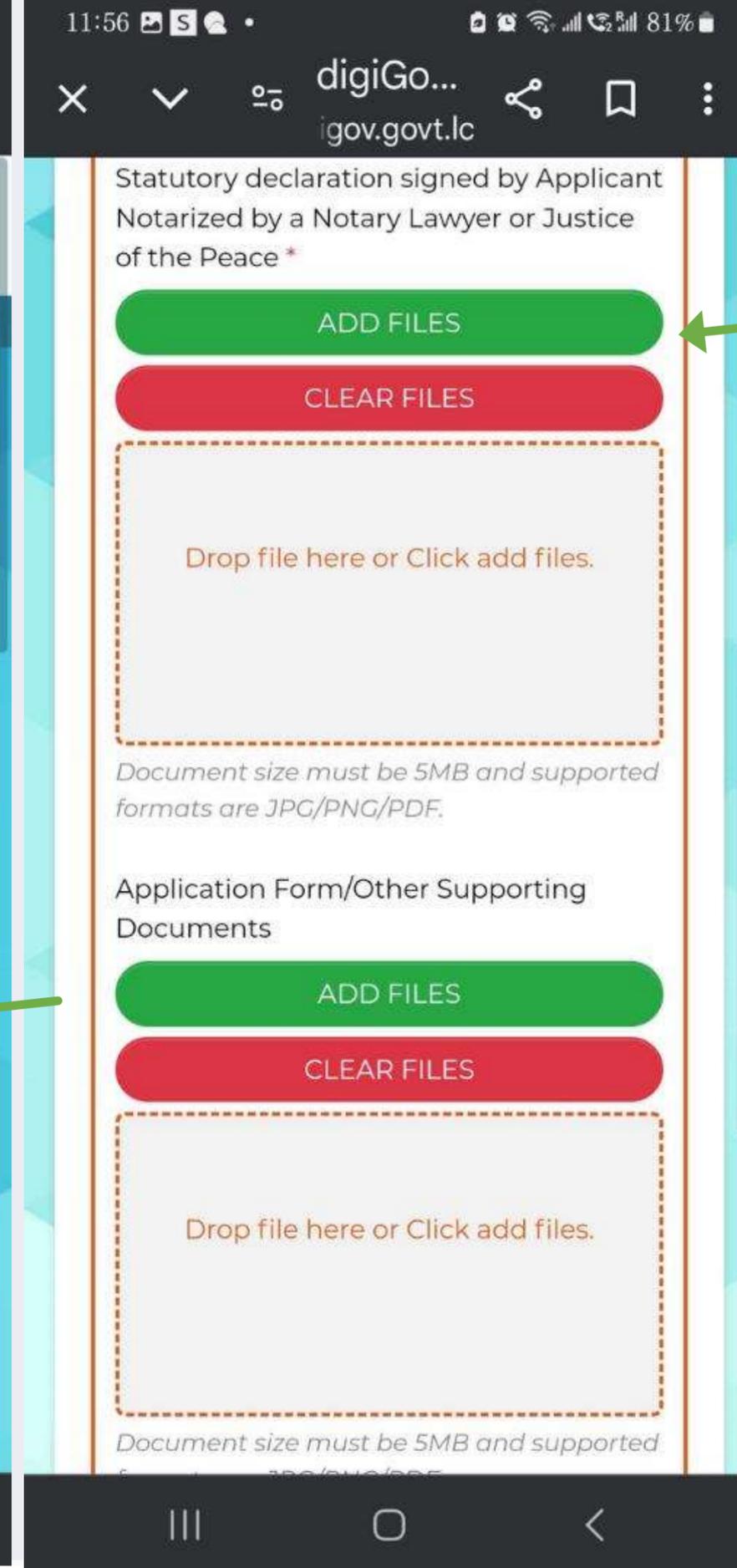
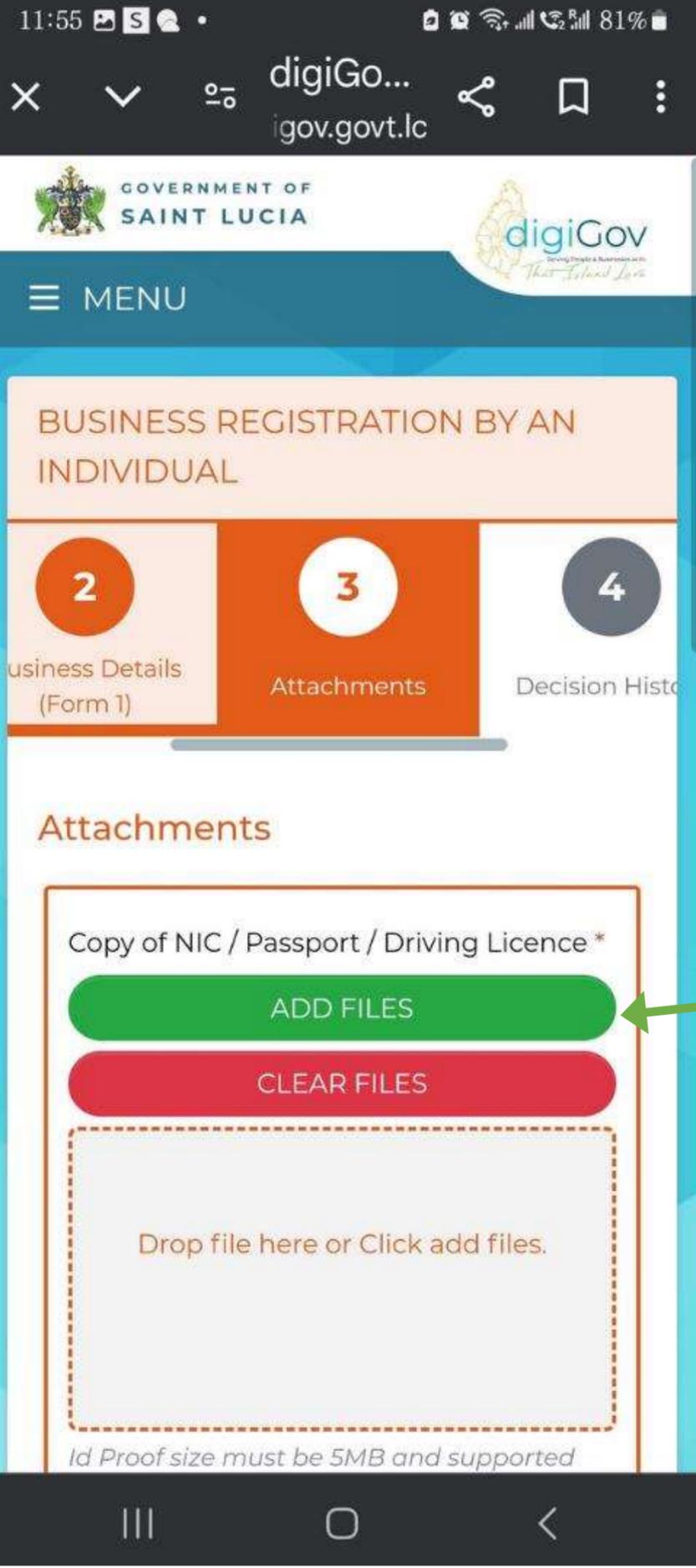
Name	Service Name	Submitted Date	Status
as	Business Registration by An Individual	-	Pending Submission
as	Business Registration by An Individual	-	Canceled
	Business Name Search	16/Oct/2024	Submitted
rael	Business Registration by An Individual	14/Oct/2024	Submitted
ville	Business Name Search	11/Oct/2024	Submitted

23 24 >

Services

BUSINESS REGISTRATION

11



Example of Approval Email

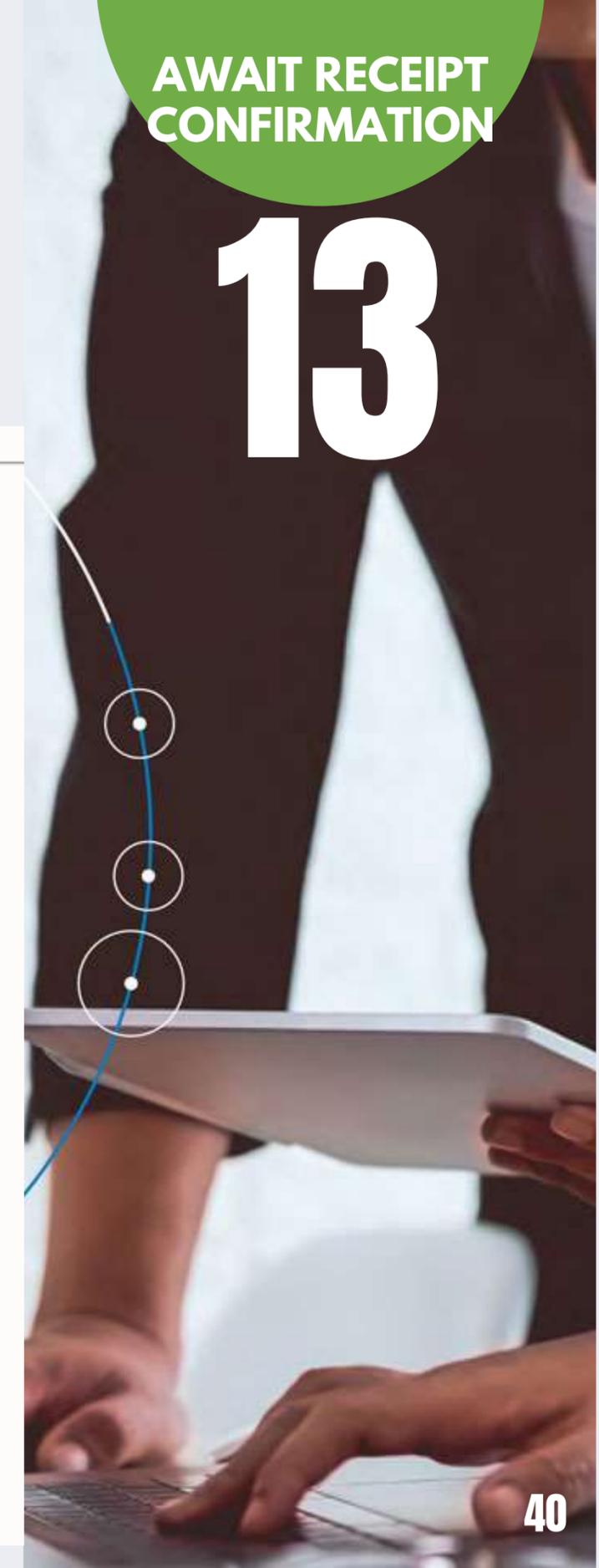
From: "digiGov" <no-reply@govt.lc>
To: "Renna Henry" <renna.henry@govt.lc>
Sent: Monday, March 25, 2024 10:37:53 AM
Subject: digiGov: Business Name Search - Application [REDACTED] status: Approved

Dear [REDACTED]

We refer to your Business Name Search and are pleased to inform that it has been approved by Registry of Companies

The details are

Application Number	[REDACTED]
Status	Approved
Reservation No	[REDACTED]
Reservation Date	25/Mar/2024
Business Name	[REDACTED]
Expiry Date	22/Apr/2024



Example of Approval Notice

AWAIT RECEIPT
CONFIRMATION

14

Mar 22 2024
RECEIVED



SAINT LUCIA
Registry of Companies & Intellectual Property (ROCIP)

Business Name Search

Application Number : [REDACTED]
Application Date : 22/Mar/2024

Applicant Details

Name : [REDACTED]
Applicant Type : Citizen
Nationality : SAINT LUCIA
ID Type : NIC
ID Number : [REDACTED]
Chambers or Firm (if applicable) : NA

Home Address

District : CHOISEUL
Community : INDUSTRY

Contact Details

Home Phone : NA
Mobile : [REDACTED]
Email : [REDACTED]

Proposed Business Name(s) in order of preference

Proposed Name 1 : [REDACTED]
Meaning Of Name 1 : NA
Proposed Name 2 : NA

Page 1 of 2 | App. # RC00124032200807

Mar 22 2024
RECEIVED

Meaning Of Name 2 : NA
Proposed Name 3 : NA
Meaning Of Name 3 : NA

Other Business Name(s) Information(s)

Reason For Name Search : Registration of Business Name

Nature Of Business

Section	Division	Group	Class
Accommodation and food service activities	Food and beverage service activities	Beverage serving activities	Beverage serving activities
Accommodation and food service activities	Food and beverage service activities	Event catering and other food service activities	Event catering
Accommodation and food service activities	Food and beverage service activities	Restaurants and mobile food service activities	Restaurants and mobile food service activities

FOR OFFICIAL USE ONLY

Status : APPROVED
Approved Business Name : Dee's Tasty Sensation
Date : 25/Mar/2024


Deputy Registrar of
Companies and Intellectual Property

Page 2 of 2 | App. # RC00124032200807

Example of Statutory Declaration

Form 1
REGISTRATION OF BUSINESS NAMES ACT
(Section 3 (b) and 3 (c))
(Application for registration by an individual)

I, the undersigned, **Brad Thomas** apply for registration pursuant to the Registration of Business Names Act, and for that purpose furnish the following statement of particulars:-

- The Business Name [REDACTED]
- The General Nature of the Business

Section	Division	Group	Class
Accommodation and food service activities	Food and beverage service activities	Event catering and other food service activities	Other food service activities
Accommodation and food service activities	Food and beverage service activities	Beverage serving activities	Beverage serving activities
- The Principal Place of the Business [REDACTED]
- The Present Christian Name or Names and Surname of the Individual [REDACTED]
- Any Former Christian Name or Names and Surname of the Individual **N/A**
- The Nationality of the Individual **Saint Lucia**
- The Usual Residence of the Individual [REDACTED]
- The Other Business Occupation (if any) of the Individual [REDACTED]
- The Date of Commencement of the Business, if the Business was Commenced After the Date of the Commencement of the Act **16/Oct/2024**
- Any Other Business Name or Names Under Which the Business is Carried on **None**

Dated this day of, 2024

[REDACTED]

Application for Registration of a Business under the
Registration of Business Names Act Chapter 13:03

[REDACTED]

**FORM OF STATUTORY DECLARATION VERIFYING
A STATEMENT FURNISHED UNDER THE ACT**

I the undersigned, [REDACTED] **Saint Lucia** do hereby solemnly and sincerely declare that all the particulars contained in the Statement dated the day of, and signed by me which is now produced and shown to me marked "A" are true.

I make this Declaration conscientiously believing the same to be true and according to the Statutory Declarations Act Chapter 2.14 of the Revised Laws, 2001 and I am aware that if there is any statement in this Declaration which is false in fact, which I know or believe to be false or do not believe to be true, I will be liable to a fine and imprisonment.

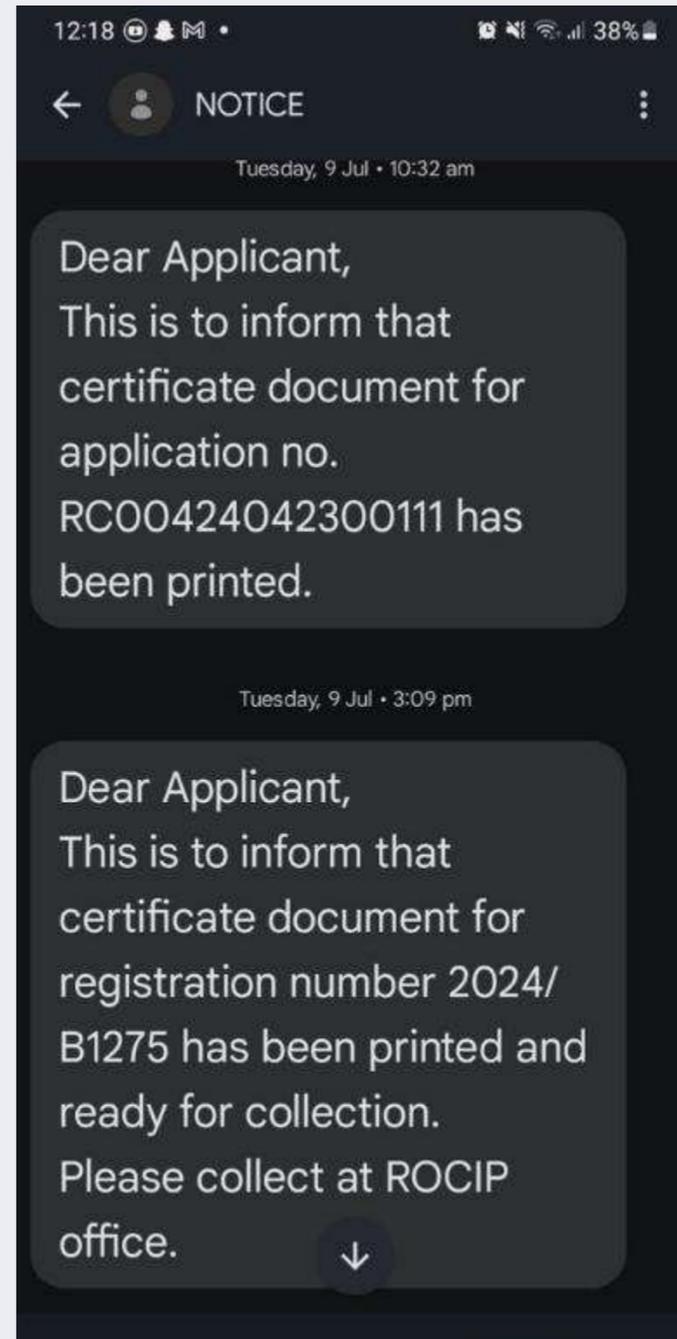
DECLARED BEFORE ME)
at)
This day of)
.....)

[REDACTED]

.....
NOTARY ROYAL/
JUSTICE OF THE PEACE

Notice of Business Registration Certification Example

16



Contact digiGov



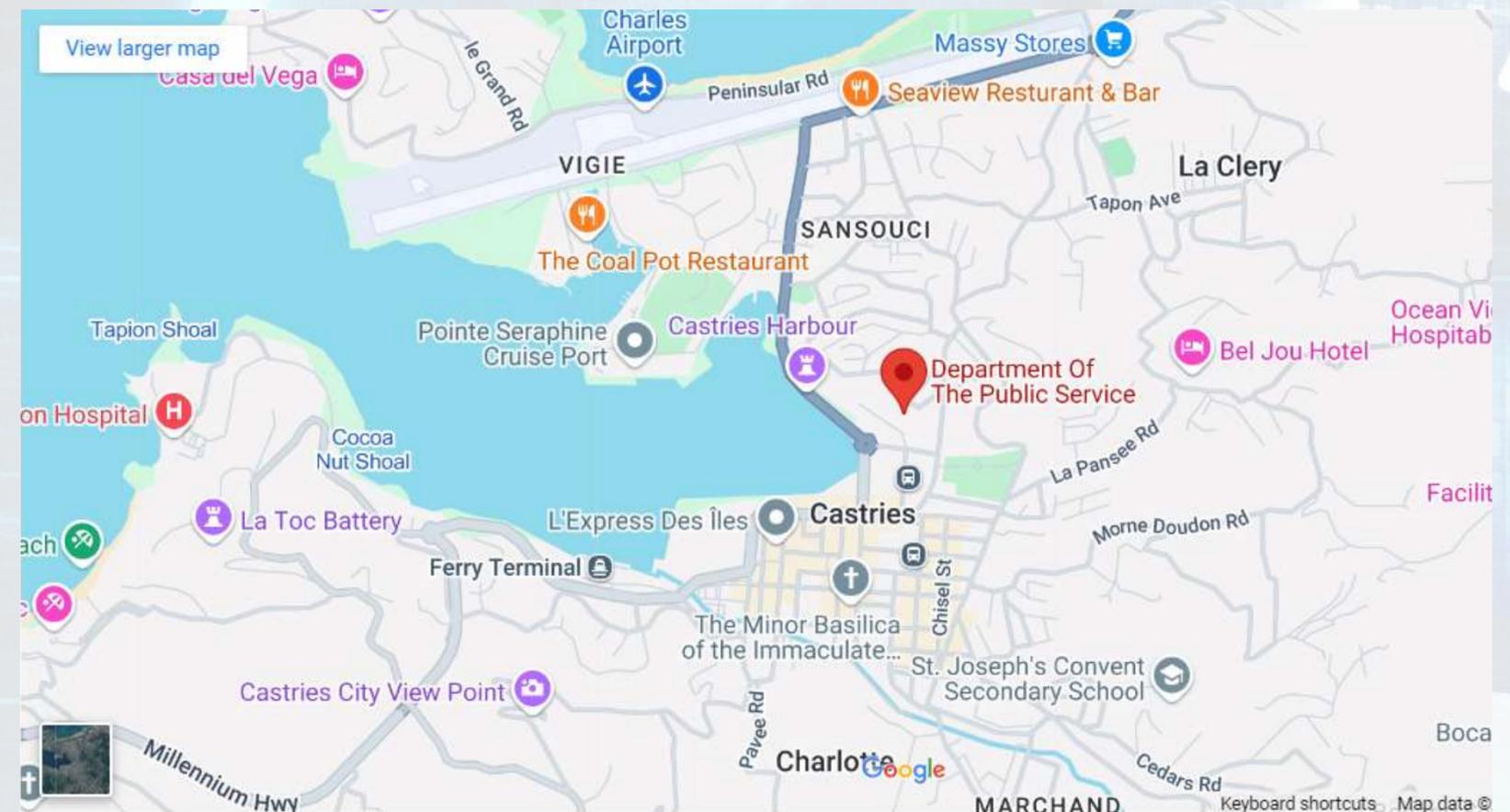
• Department of Public Service
2nd Floor Greaham Louisy Administrative Building
Waterfront, Castries, Saint Lucia
Fax:(758) 453-1305
Email: digigovinfo@govt.lc
Telephone:(758) 468-2000
Office Hours: 8:00am-4:30pm (Monday-Friday)

• Division of Public Sector Modernization
Bourbon Street, Castries, Saint Lucia
Email: digigovinfo@govt.lc
Telephone: (758) 468-4977
Office Hours: 8:00am-4:30pm (Monday-Friday)

• 311 Contact Centre (Help Desk)
Telephone: 311
Operates Monday to Friday (7am to 7pm)

Summary list of e-services provided by the digiGov Platform

- **Renewal of Driver's License**
- **Replacement of Driver's License**
- Birth Certificate
- Death Certificate
- Marriage certificate
- Learners Permits
- Vehicle Endorsements
- **International Driver's Permit**
- Health Permits/Certificates
- Passport Services
- Visa Services
- Business Registration
- Concessions
- Trade Licenses
- Work Permits
- Citizenship Certificate
- Tax Registration
- Head Quarters License
- National ID Card
- Site Approval Plans
- Death Certificate



Contact ROCIP



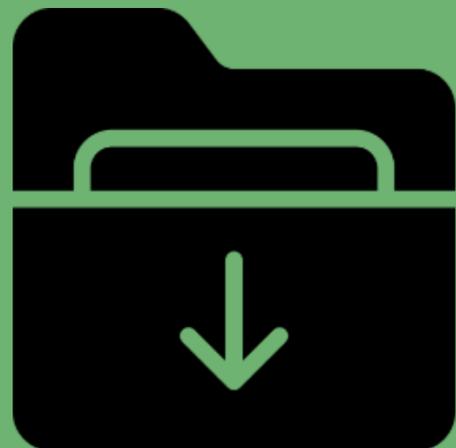
MORE
INFORMATION

The Registry of Companies & Intellectual Property (ROCIP) was established by an Act of Parliament (No. 12 of 2000) called the Companies & Intellectual Property (Registry) Act. This Act is now cited as Cap 13.02 of the Revised Laws of Saint Lucia, 2001. ROCIP falls directly **under the Attorney General's Chambers and more broadly within the Ministry of Justice.**



 Access Building on the corner of Micoud and Chisel Streets, Castries, Saint Lucia, W.I.

CONTACT DETAILS:



(758) 468-3230



info@rocip.gov.lc



www.rocip.gov.lc

GENERAL OFFICE: (758) 468-3230

REGISTRAR: (758) 468-3231

DEPUTY REGISTRAR: (758) 468-3233

ASSISTANT REGISTRAR: (758) 468-3232

SEARCH ROOM: (758) 468-3238

Business Support

For more information or assistance with starting or growing your business, contact us at the SBDC.

CONTACT US TODAY

THE SMALL BUSINESS DEVELOPMENT CENTRE

Fourth Floor, Heraldine Rock Building
Castries Waterfront

 468-4223/468-4241

 sbdcsaintlucia@govt.lc

 www.commerce.gov.lc

 www.facebook.com/commercesaintlucia



Our free, face-to-face business consulting and training can assist you with writing business plans, accessing capital, marketing, regulatory compliance, and much more.



FAQs

Q1.

Can I use my digiGov login to do business name search request and registration for others?

A.

No. Your login is for your own application only.

Q2.

If I did the registration myself, what do I do next?

A.

Wait until you get notified that your certificate is ready for collection



FAQs

Q3.

If I have already started the registration process myself, can I have an officer complete it?

A.

No, if you started the registration on your account the officers are unable to access your account to complete the process for you. You will need to log into your digiGov account and the officer can assist you from there



FAQs

Q4.

If I did the registration myself, what do I do next?

A.

After receiving approval, you have two options; 1. Log into your Digigov account and start the registration process yourself. 2. Visit SEDU and have one of the officers do the registration for you

Q5.

Can a foreigner create a digiGov account?

A.

Yes, with a valid passport, passport size photo and email address. Local address and cell phone number are recommended



FAQs

Q6.

What happens if the name is not approved?

A.

That would mean the name is not available and so you would need to find a new name for your business

Q7.

How long does it take to get response for my business name search and registration request?

A.

It normally takes 3 working days, however this may vary with different circumstances. You may contact ROCIP directly if needed.



FAQs

Q8.

How long will the registration process take?

A.

The registration process takes 6 working days to get everything done

Q9.

Where is ROCIP located?

A.

Access Building on the corner of Micoud and Chisel Streets, Castries, Saint Lucia , W.I. Tel: (758) 468-3230 / Fax: (758) 451-7989 / Email: info@rocip.gov.lc / Website: www.rocip.gov.lc

THANK YOU!

