Incorporation Services User Help File



CORPORATE AFFAIRS AND INTELLECTUAL PROPERTY OFFICE

A division of the Ministry of International Business and Industry, BARBADOS

INCORPORATION SERVICES

USER MANNUAL FILE (FO USER)

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1. Introduction and Accessing CAIPO Portal

This document is the help for Incorporation Services in the new system. To access the new portal, navigate to **www.caipo.gov.bb** The new CAIPO portal is compatible with the following browsers: Chrome 70+ / Firefox 70+ / IE 12+.

Users are advised to refer to the latest help file available under <pathway>

For accessing the Incorporation services on the website follow below

navigation <link>

2. <u>Contact@CAIPO</u>

For any issues, users can raise any concern to CAIPO and may call the given Toll-Free Helpline number given on the CAIPO Portal or raise a request using the "Contact@CAIPO" page.

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3. <u>Login to the new Portal</u>

To Login on Corporate Affairs and Intellectual Property Office (CAIPO) portal you would require:

- a) Internet Connection
- a) Valid User ID and password provided to log in

Then proceed with the following steps:

1. Visit the CAIPO website and proceed with Login by entering the User Email ID and Password then click on the Login button to log in to the system.

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		ORPORA Division Of Th	TE AFFAIRS	AND INT	ELLECTUAL P ess And Industry, BA	PROPERTY OFFICE		search in webs	site	٩
		About Us	Corporate Affairs ↓	Other Acts ↓	Intellectual Property 🗸	Legislation Fees	Search Our Database	Forms & Documents	Appointments	
		MAG A	la s			Applicant/Agent L Email Enter email ac Password Enter passwor O Individual	agin idress rd O Corpor / Corpor	D rate Trust Service ate Representativo DGIN	epartment login Provider (CTSP) e (CR)	
Type here to search			? 💽	- T	3 9 0		31°C ^	<u>م</u> ات رو ما	ENG 11:40	021

2. On successful login, Home page will be displayed with Basic details in Dashboard like Application in Draft, Payment Due, Applications approved etc. against the SRN No. and Service Name. Offered services will be displayed in the left pane of the screen.

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	CORPORATE AFFAIRS AN	D TY OFFICE	Digital I	Platform For Corporate Aff	airs Services		٢	C Demo 1	
	Dashboard		All Service	s v All Status					
	Onboard Service Pro	ovider	DRAFT	PAYMENT DUE	PENDING FOR APPROVAL	APPROVED	Reverted	6	
	Name Related Serv	ices			8				
	Sincorporation Services	ces							
	Continuance Servic	es							
	Manalgamation Ser	vices	Recent ap	plied services status					
	Closure Services		Entries: 20		Search:	[
	Other Convince		SRN NO.	Service Name	Applied On	Current Status	Action		
	(i) Other services		148	Registration of a Charity	02-08-2021 17:42:42	Payment Due	• • 4		
	Ticket / Query		142	Name Reservation (Form 15)	31-07-2021 00:08:27	Payment Due	6 C A		
	Reports		141	Entity Name: Palm Mart Hardware Limited	30-07-2021 23:49:32	Approved	- C 4 T		
			134	Name Reservation (Form 1)	30-07-2021 23:31:22	Reverted	e C 4		
			99	Name Reservation (Form 33)	30-07-2021 17:11:49	Approved			

4. <u>Applying for Incorporation Services</u>

Introduction

This section covers the process of applying for the Incorporation Services.

STEP 1: LOGIN

- On opening the portal, the user can see two options which are login and register.
- After selecting the applicant login enter the required fields.
- After entering the details, the user can choose between Individual or Corporate Trust Service Provider (CTSP) / Corporate Representative (CR).
- User now can see the dashboard which has different service options.
- Clicking on the **Incorporation service** there are different service option from which the user can choose from.

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	CORPORATE AFFAIRS AND	Digital Platform For Corporate Affairs Services	💽 😫 Dermo User MEA				
	E Dashboard	Herre / Incorporation Services					
	Onboard Service Provider	Incorporation of a Non-Profit Company					
	Name Related Services	Using this service, user will be able to submit its application for incorporation of a Non Profit Company. Fee \$5	Apply Now				
$\boldsymbol{<}$	Incorporation Services						
	Continuance services	Incorporation of Company Using this service, user will be able to submit its application for incorporation of a Company.					
	Mailgamation Services	Fee \$5	Apply Now				
	Closure Services	Registration of a Charity					
	Other Services	Using this service, user will be able to submit its application for Registration of a Charity including name reservation.	-				
	Ticket / Query	reg 30	Apply Now				
	C Reports	Registration of Charity as Board Using this service, an existing charity will be able to submit its application to register themselves as a board. Fee \$5	Apply Now				
		Registration of External Companies Using this service, user will be able to submit its application for Registration of an external company within Barbados. Fee \$5	Apply Now				
		Registration of Limited Partnership					
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STEP 2: APPLY FOR SERVICE

- Clicking on the **apply now** option against the required service(s).
- If there is any query, then the user can click on the tool tip for a brief explanation

There are different services under Incorporation Services. The user can follow the following process to avail the services:

4.1 Incorporation of a Non-Profit Company

STEP 1: LOGIN

- On opening the portal, the user can see two options which are login and register
- After clicking on the login button, the user can see 2 login option namely **Applicant/ Service Provider login** and **Department login**
- After selecting the Applicant login enter the required fields
- After entering the details, the user can choose between Individual or Corporate Trust Service Provider (CTSP) / Corporate Representative (CR).
- User now can see the dashboard which has different service options

• Clicking on the **Incorporation service** there are different service option from which the user can choose from.

STEP 2: APPLY FOR SERVICE

• Clicking on the **apply now** option under the Incorporation of a Non-Profit Company heading the form will appear on the screen

CORPORATE AFFAIRS AND INTELLECTUAL PROPERTY OFFICE Dashboard Onboard Service Provider Name Related Services	Digital Platform For Corporate Affairs Services Home / Incorporation Services Incorporation of a Non-Profit Company Using this service, user will be able to submit its application for incorporation of a Non Profit Company. Fee \$5	Dermo User MEA			
Dashboard Onboard Service Provider Name Related Services Incorporation Services	Home / Incorporation Services Incorporation of a Non-Profit Company Using this service, user will be able to submit its application for incorporation of a Non Profit Company. Fee \$5				
Onboard Service Provider Onboard Service Provider Name Related Services Incorporation Services	Incorporation of a Non-Profit Company Using this service, user will be able to submit its application for incorporation of a Non Profit Company. Fee \$5				
Name Related Services Incorporation Services	Using this service, user will be able to submit its application for incorporation of a Non Profit Company. Fee: \$5				
S Incorporation Services		Apply Now			
 Incorporation Services Continuance Services 		K			
	Incorporation of Company Using this service, user will be able to submit its application for incorporation of a Company.				
Amalgamation Services	Fee \$5	Apply Now			
Closure Services	Pagistration of a Charity				
Other Services	Using this service, user will be able to submit its application for Registration of a Charity including name reservation.				
S Ticket / Query	Fee \$5	Apply Now			
Reports	Registration of Charity as Board Using this service, an existing charity will be able to submit its application to register themselves as a board. Fee \$5	Apply Now			
	Amolgamation Services Closure Services Cother Services Ticket / Query Reports Prinfowizardtwo/formBuilder/subfor	Using this service, user will be able to submit its application for incorporation of a Company. Amalgamation Services Cother	Image: Services Apply Now Ciosure Services Apply Now Registration of a Charity Using this service, user will be able to submit its application for Registration of a Charity including name reservation. Fee \$5 Apply Now Profit Apply Now Ciosure Service, user will be able to submit its application to register themselves as a board. Apply Now Fee \$5 Apply Now Profit Service, an existing charity will be able to submit its application to register themselves as a board. Fee \$5 Apply Now Profit Service, an existing charity will be able to submit its application to register themselves as a board. Fee \$5 Apply Now	Initial and additional and additional additionadditionad additionaddite additional additional additional additio	

• There are 3 different form that a user has to fill

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	CORPORATE AFFAIRS AND	Digital Platform For Corporate Affairs Services	Demo User MEA
	Dashboard	Incorporation of a Non-Profit Company Form	
	Onboard Service Provider	COMPANES ACT OF BARBADOS (Section 5 and 316) Articles of Incorporation Non-Profit Company (Form 2) COMPANIES ACT OF BARBADOS (Section 189(1)) Notice of Address (Form 4)	OF BARBADOS (Sections 66) Notice of Directors (Form 9)
	Name Related Services		↑
	Incorporation Services	Fields marked with * are mandatory fields, however, in case any of these fields is not applicable in your case, then please mention "tiot Applicable" or "NA"	1
	Continuance Services	FORM DETAILS	
	Malgamation Services	Enter SRN of Name Reservation form (Form 33) * ? Name of Non-Profit Company * Enter SRN of Name Reservation form (Form 33) Name of Non-Profit Company	
	Closure Services	COMPANY DETAILS	
	of Other Services	The company has no authorized share capital, is to be carried on without pecuniary gain to its members, and any profit assets of the Company are to be used in surbarias its undertaking *	is or other accretions to the
	😤 Ticket / Query	Ves	
	2 Reports	Restrictions on the undertaking that the Company may carry on *	

• For a better understanding the user can take help from the **tool tip** provided against the fields

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\leftrightarrow \rightarrow C \blacktriangle	Not secure protected.caipo.gov.bb	/backoffice/infowizardtwo/formBuilder/subform/service_id/5.0/pageID/14/formCodeID/1?sc_id=2 🔍 😣 🔅
	Onboard Service Provider	COMPANIES ACT OF BARBADOS (section 5 and 315) Articles of Incorporation Non-Profit Compony (form 2) COMPANIES ACT OF BARBADOS (section 169(1)) Notice of Address (form 4) COMPANIES ACT OF BARBADOS (sections 56) Notice of Directors (form 8)
	Name Related Services	
		Fields marked with " are mandatory fields, however, in case any of these fields is not applicable in your case, then pieces mention "test Applicable" or "N4"
	Continuance Services	FORM DETAILS
	Malgamation Services	Enter SRN of Name Reservation form (Form 33) * Name of Non-Profit Company * Enter SRN of Name Reservation form (form 33) Please enter the approved SRN of Form 33 mpany
	Closure Services	
	Other Services	The company has no authorized share capital, is to be carried on without pecuniary gain to its members, and any profits or other accretions to the seeke of the Company and to be used in surfacing its underdeding t.
	Ticket / Query	Assess of the Company die to be deed in rainments as disentating Yes Sectificities on the undertaking that the Company may carry on *
	Reports	
		NUMBER OF DIRECTOR DETAILS
		Number (or minimum and maximum number) of Directors * O In Range
		ADDRESS DETAILS
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• The user needs to fill the required details in the Articles of Incorporation Non-Profit Company (Form 2) such as: Company Details, Number of Director Details, Address Details, Other Details, Director Details and click "Next" after filling all the details.

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	Country *					State/Parish *						
	Please Selec	t		¥		Please Select			*			
	City					Postal Code.						
	City					Postal Code.						
	+ADD DETAI	(S) (Please	se click on the button "	Add Detail(s)" to capt	Address Line	above in tabular for	m)		Postal		*	
	First Name	Name	Surname	1	2	Country	State/Parish	City	Code.	Action		
	John		Oliver	St. Anthon	Palm Beac	Argentina	Buenos Aires		AR12345			
	Riaz	Solih	Ahmed	St. Anthon	Palm Beac	Armenia	Ararat		AM3456			
	Andrew		Hopkins	Malthus pi		Argentina	Buenos Aires		ARG1234		÷	
	4										•	
					Next	→ K						
							`					

• After choosing "Next", the User needs to fill the Address Details in Notice of Address (form 4). Once added, the User needs to click on "Next"

	Incorporation of a Non-Profit Company Form		
Dashboard		0	
Onboard Service Provider	COMPANIES ACT OF BARBADOS (Section 5 and 315) Articles of Incorporation Non-Profit Company (Form 2)	S ACT OF BARBADOS (Section 169(1)) Notice of Address (Form 4) COMPANIES ACT OF BARBADOS (Sections 66) Notice Directors (Form 9)	d.
Name Related Services			
Incorporation Services	Fields marked with " are mandatory fields, however, in case any of these fields is not a	oplicable in your core, then please member "list Applicable" or "WA"	
Continuance Services	ADDRESS DETAILS The address of the principal office or premises of the Company	ia	
Manalgamation Services	Address line 1		
Closure Services	line 1		
Other Services	Mailing Address of the Company Address Line 2	City	
Ticket / Query	line 2	city	
1111	Parish *	Postal Code	
Reports	Saint Andrew	Highway B - Shorey Village/Morgan Lewis - 8825001	
	Country *	Address Line 1.* 😮	
	Barbados	Address Line 1.	
	Artress Line 2	Country *	
	Address Line 2	Please Select +	
	State/Parish *	City:	
	Please Select *	City:	
	Postal Code		
	Postal Code		

• After that, User needs to fill the required details in the grid in **Notice of directors (form 9).** Click "**Submit**" once all the details are added.

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CORPORATE AFFAIRS AND	Digito	ıl Platfo	rm For Co	rporate /	Affairs Se	ervices					(9 🙁 🕨	emo 1
Dashboard	Incorpo	ration of c	Non-Profit (Company Fo	orm						0		-
Onboard Service Provider	COMPANIES	ACT OF BARB	ADOS (Section 5 c	and 315) Articles	of COMP.	ANIES ACT OF BA	RBADOS (Section 169	9(1)) Notice	of	COMPANIES ACT OF	BARBADOS (Section	ons 66) Notice	of
Name Related Services			- Front Company	(101112)									
S Incorporation Services	Fields marked	d with * are ma	ndatory fields, how	ever, in case any	of these fields is I	not applicable in	our case, then please	mention 'No	t Applicable" o	r 'NA'			
🕞 Continuance Services	DIRECT	FORS DET	AILS										
••		Middle		Address	Address					★	Prominent		
Malgamation Services	Name	Name	Surname	Line 1	Line 2	Country	State/Parish	City	Code.	Occupation	public office	Details of office	^
Amalgamation Services	John	Name	Oliver	Line 1 St. Anth	Palm Be	Country Argenti	State/Parish Buenos Aire	City	AR123	Occupation	public office Select	Details of office	•
Amalgamation Services Closure Services	John Riaz	Name	Surname Oliver Ahmed	Line 1 St. Anth St. Anth	Line 2 Palm Be Palm Be	Country Argenti Armeni	State/Parish Buenos Aire Ararat	City	AR123	Occupation	public office Select Select	Details of office	•
Amalgamation Services Closure Services Other Services	First Name John Riaz Andre	Name Solih	Surname Oliver Ahmed Hopkins	Line 1 St. Anth St. Anth Malthus	Line 2 Palm B: Palm B:	Country Argenti Armeni Argenti	State/Parish Buenos Aire Ararat Buenos Aire	City	AR123 AM34 ARGI2	Occupation	public office Select Select Select	Details of office	~
Amalgamation Services Closure Services Other Services Ticket / Query	John Riaz Andre	Name	Surname Oliver Ahmed Hopkins	Line 1 St. Anth St. Anth Malthus	Line 2 Palm B(Palm B(Country Argenti Armeni Argenti	State/Parish Buenos Aire Ararat Buenos Aire	City	ARI23 AM34 ARGI2	Occupation	public office Select Select Select	Details of office	•
Amalgamation Services Closure Services Other Services Ticket / Query Reports	Andre	Name Solih	Surname Oliver Ahmed Hopkins	Line 1 St. Anth St. Anth Malthus	Line 2 Palm Br Palm Br	Country Argenti Armeni Argenti	State/Parish Buenos Aire Ararat Buenos Aire	City	ARI23 AM34 ARGI	Occupation	public office Select Select Select	Details of office	•

STEP 3: SUBMIT CONFIRMATION

- After clicking the **submit** button a notification will be shown to the user
- User then can choose and **upload files** if any and a message is displayed to the user

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Dashboard	S.Ne	Document Name	Description of Document	Upload Document				
Cnboard Service Provider	_	Declaration u/s 4 (3) of Companies Act of		Choose File No file chosen				
Same Related Services		Barbados		UPLOAD				
Incorporation Services	2	Document 1		Choose File No file chosen				
Continuance Services								
Malgamation Services	3	Document 2		Choose File No file chosen				
Closure Services								
ල් [®] Other Services	4	Document 3		Choose File No file chosen				
😤 Ticket / Query								
C Reports	5	Document 4		Choose File No file chosen				
	6	Document 5		Choose File No file chosen				
	Decid L All ti O Ye	e required attachments have been completely, con s, We Accept	ectly and legibly attached to this form.	_				
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• After clicking on "Continue and Pay", the user needs to Pay for the desired Service(s). User can choose two options: Online Pay (Pay with EZpay+) OR Offline Pay (Pay at Counter). The user needs to make its own choice and fill the required details.

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	CORPORATE AFFAIRS AND INTELLECTUAL PROPERTY OFFICE	Digital Platform For Corporate Affairs Services
	Dashboard	Home / Payment Detail
	Onboard Service Provider	Service Name Incorporation of a Non-Profit Company
	Name Related Services	SRN No.
	S Incorporation Services	User Name
	Continuance Services	Email Id
	Amalgamation Services	demol@gmail.com
	Closure Services	Contact No. 8745958745
	Other Services	Total Fee \$150.00
	Ticket / Query	PAY WITH EZPAY ())) PAY at Counter
	e Reports	
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- If the user fails to make the payment, a notification will pop-up. After that, the user can retry to make payment.
- Once the payment is successful, the submitted application would show up on the dashboard. The status of the submitted application would be "Pending for Approval". The "Current Status" of the application would change as per the Verifier/Approver's action such as: Approved, Reverted.

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Dashboard	Home / T	icket & Query	Payment has been don	e successfully	
Onboard Service Provider	Applicar	nt Monitoring Panel			
Name Related Services	Entries: 20		Searc	h:	
	SRN No.	Service Name	Applied On	Current Status	Action
Incorporation Services	149	Incorporation of a Non-Profit Company	03-08-2021 16:38:21	Pending for Approval	- C A
	148	Registration of a Charity	02-08-2021 17:42:42	Payment Due	🖶 🕒 🖆
Continuance services	142	Name Reservation (Form 15)	31-07-2021 00:08:27	Payment Due	🖶 🕑 🖆
Malgamation Services	141	Name Reservation (Form 33) Entity Name: Palm Mart Hardware Limited	30-07-2021 23:49:32	Approved	- C 4 T
Closure Services	134	Name Reservation (Form 1)	30-07-2021 23:31:22	Reverted	- C A
other Services	99	Name Reservation (Form 33)	30-07-2021 17:11:49	Approved	₽ © <u>4</u> Ţ
	98	Name Reservation (Form 33)	30-07-2021 17:10:06	Draft	e C A
🚰 Ticket / Query	88	Name Reservation (Form 33)	30-07-2021 01:13:01	Pending for Approval	- C A
	83	Name Reservation (Form 33)	30-07-2021 00:36:43	Pending for Approval	- C A
Reports	77	Name Reservation (Form 33)	30-07-2021 00:15:12	Payment Due	• • A
${\cal P}$ Type here to search	⊟t	📄 🔒 🤗 💁 🚝	🐞 🧿 💽 🖷	🧼 33°C \land 📥 🖬	信句》ENG 16:45 03-08-2021

• If the User leaves the application in-between without submitting it, then "Current Status" would be shown as "Draft". Upon clicking it, User would be redirected to the same application from where he left.

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Name Related Services	Entries: 20		Searc	:h:	
	SRN NO.	Service Name	Applied On	Current Status	Action
lncorporation Services	149	Incorporation of a Non-Profit Company	03-08-2021 16:38:21	Pending for Approval	- CA
_	148	Registration of a Charity	02-08-2021 17:42:42	Payment Due	- C 4
Continuance Services	142	Name Reservation (Form 15)	31-07-2021 00:08:27	Payment Due	e C A
A A		Name Reservation (Form 33)			
Amalgamation Services	141	Entity Name: Palm Mart Hardware Limited	30-07-2021 23:49:32	Approved	ē € ₫ 🛱
🖒 Closure Services	134	Name Reservation (Form 1)	30-07-2021 23:31:22	Reverted	- C A
dther Services	99	Name Reservation (Form 33)	30-07-2021 17:11:49	Approved	- C 4 T
	98	Name Reservation (Form 33)	30-07-2021 17:10:06	Draft	a C A
💏 Ticket / Query	88	Name Reservation (Form 33)	30-07-2021 01:13:01	Pending for Approval	e C A
	83	Name Reservation (Form 33)	30-07-2021 00:36:43	Pending for Approval	e C A
🔮 Reports	77	Name Reservation (Form 33)	30-07-2021 00:15:12	Payment Due	e C A
	71	Name Reservation (Form 15)	29-07-2021 23:46:48	Pending for Approval	e C A
	43	Name Reservation (Form 1)	29-07-2021 19:34:29	Payment Due	e C 4
	42	Name Reservation (Form 1)	29-07-2021 19:25:10	Pending for Approval	e C A
	40	Name Reservation (Form 1)	29-07-2021 17:20:54	Pending for Approval	e C 4
	39	Registration of a Charity	29-07-2021 11:21:22	Reverted	e C 4
	38	Name Reservation (Form 33)	29-07-2021 11:03:35	Approved	

• In the "Action" column the User have different options such as: "Print Application" to view the submitted application in PDF form, "View Timeline" to see the log, "Raise ticket" to raise the ticket against the availed service etc.

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CORPORATE AFFAIRS AND INTELLECTUAL PROPERTY OFFICE	Digita	l Platform For Corporate Aff	airs Services		9
Dashboard	Home / T	icket & Query	Payment has been don	e successfully	
Onboard Service Provider	Applicar	nt Monitoring Panel			
Name Related Services	Entries: 20		Searc	h:	
	SRN NO.	Service Name	Applied On	Current Status	Action
Incorporation Services	149	Incorporation of a Non-Profit Company	03-08-2021 16:38:21	Pending for Approval	e C f
Continuando Sonvisoo	148	Registration of a Charity	02-08-2021 17:42:42	Payment Due	🖶 🕑 🔮
Continuance services	142	Name Reservation (Form 15)	31-07-2021 00:08:27	Payment Due	- C £
Amalgamation Services	141	Name Reservation (Form 33) Entity Name: Palm Mart Hardware Limited	30-07-2021 23:49:32	Approved	- 0
Closure Services	134	Name Reservation (Form 1)	30-07-2021 23:31:22	Reverted	e C 4
dther Services	99	Name Reservation (Form 33) Entity Name: Ikwnflkwnf	30-07-2021 17:11:49	Approved	₽ C ⊴ Ţ
	98	Name Reservation (Form 33)	30-07-2021 17:10:06	Draft	- C 4
Ticket / Query	88	Name Reservation (Form 33)	30-07-2021 01:13:01	Pending for Approval	- C 4
	83	Name Reservation (Form 33)	30-07-2021 00:36:43	Pending for Approval	e C 4
Reports	77	Name Reservation (Form 33)	30-07-2021 00:15:12	Payment Due	e e a
F Type here to search	⊟i	📑 🔒 🤗 💶 🚝	🐞 🧿 💽 🖷	🧼 33°C \land 🥌 🖬	(信 句)》 ENG 16:52 03-08-2021

4.2 Incorporation of a Company

STEP 1: LOGIN

- On opening the portal, the user can see two options which are login and register
- After clicking on the login button, the user can see 2 login option namely **Applicant/ Service Provider login** and **Department login**
- After selecting the Applicant login enter the required fields
- After entering the details, the user can choose between Individual or Corporate Trust Service Provider (CTSP) / Corporate Representative (CR).
- User now can see the dashboard which has different service options
- Clicking on the **Incorporation service** there are different service option from which the user can choose from

STEP 2: APPLY FOR SERVICE

• Clicking on the **apply now** option under the "Incorporation of Company" heading the form will appear on the screen.



• There are 3 different form that a user has to fill

Incorporation Services User Help File

CORPORATE AFFAIRS AND INTELLECTUAL PROPERTY OFFICE	Digital Platform For Corporate Affairs Ser	vices	🔇 🔮 Demo 1
Dashboard	Company Incorporation Form	•	•
Onboard Service Provider	Companies Act of Barbados (Section 5) Articles of Incorporation (Form 1)	NIES ACT OF BARBADOS (Section 169) NOTICE OF ADDRESS (Form 4)	OF BARBADOS (Sections 88) Notice of Directors (Form 9)
Name Related Services	ļ []	1	
incorporation Services	Fields marked with * are mandatory fields, however, in case any of these fields is not	applicable in your case, then please mention 'Not Applicable' or 'NA'	
Continuance Services	NAME DETAILS		
Malgamation Services	SRN of Name Reservation * 😮	Name of Company * Name of Company	
Closure Services	SHARE CAPITAL DETAILS		
Other Services	No. of classes of shares * 😧	Type of Shares * 😧	
Ticket / Query	Please Select *	Please Select	*
Reports	Name of class of shares * 🕢	Maximum no. of shares * 😮	
	Rights & privileges attached to the share * 🕜		

• For a better understanding the user can take help from the tool tip provided against the fields

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\leftarrow \rightarrow C (A Not secure protected.caipo.gov.bb,	/backoffice/infowizardtwo/formBuilder/subform/service_id/4.0/pageID/	′6/formCodeID/1?sc_id=2
CORPORATE AFFAIRS AND INTELLECTUAL PROPERTY OFFICE	Digital Platform For Corporate Affairs Services	🕐 \\ Demo 1
Dashboard	Company Incorporation Form	
Onboard Service Provider	Companies Act of Borbados (Section 5) Articles of Incorporation (Form 1) COMPANIES ACT OF BARBAAL	OS (Section 169) NOTICE OF (Form 4) COMPANIES ACT OF BARBADOS (Sections 66) Notice of Directors (Form 9)
Name Related Services		
S Incorporation Services	Fields marked with * are mandatory fields, however, in case any of these fields is not applicable in your or	se, then please mention 'Not Applicable' or 'NA'
Continuance Services	NAME DETAILS	
Mmalgamation Services	SRN of Name Reservation Velease enter the approved SRN of Form 33.	Name of Company * Name of Company
Closure Services	SHARE CAPITAL DETAILS	
Other Services	No. of classes of shares * 😧	Type of Shares * 😧
Ticket / Query	Please Select +	Please Select +
Reports	Name of class of shares * 🚱 Name of class of shares	Maximum no. of shares * 😮
	Rights & privileges attached to the share * 😮	
Type here to search	Ħ 📻 🔒 <mark>?</mark> 💶 🚝 噦 🧿	② ◆ 33℃ へ 🛥 🖬 🥂 ଐ ENG 17:01 03-08-2021 🔩

 The user needs to fill the required details in Articles of Incorporation (Form 1) such as: Name Details, Share Capital Details, Type of Company, Director details, Company details and click "Next" after filling all the details.

Incorporation Services User Help File

e company may carry on * ?
Private Company mber) of Directors * ? In Range e company may carry on * ? No
nber) of Directors * ? In Range e company may carry on * ? No ed * ?
e company may carry on * ? No ed * ?
e company may carry on * 😧 No ed * 😥
ed * 😮
No
Next →

• After choosing "Next", the User needs to fill the Address Details in Notice of Address (form 4). Once added, the User needs to click on "Next"

			and an an an and a second a second	
	Continuance Services	ADDRESS DETAILS		
	Malgamation Services	Address of Registered Office Registered Office Address Line 1 * ?	Registered Office Address Line 2	
		line 1	line 2	
	Closure Services			
	Other Services	Registered Office City	Registered Office Parish *	
	a status Lawren	city	Saint Andrew *	
	5 Hoker / Query	Registered Office Postal Code	Registered Office Country *	
	Reports	Highway B - Shorey Village/Morgan Lewis*	Barbados	
		Mailing Address of the Company		
		Mailing Address Line 1* 🕜	Mailing Address Line 2	
		add line 1	Mailing Address Line 2	
		Mailing Address Country *	Mailing Address State/Parish *	
		Albana *	Vervine *	
		Mailing Address City	Mailing Address Postal Code	
		City	88/2345	
			← Book Next →	
-			17:11	
✓ Type here to se	earch 🗐	- 🖬 📅 🤁 🛀 🏹	- 🧐 💽 🚈 🗢 33℃ ^ 👄 🗉 🬾 ଐ ENG 03-08-2021	

• After selecting the next button, the user will be redirected to the **Notice of Directors (form 9)** where the user will have to fill the Director details. Once User fills all the details, click **"Submit**"

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	Country						Postal	Code							
	Please S	Select					Postal	Code							
	Occupat	ion *													
	Occupat	ion													
	Prominer	nt public of	fice * 🕜												
	O yes						O No								
	+ADD I	DETAIL(S)	(Please click on	the button "+Ac	id Detail(s)" to c	apture details p	rovided above in tabu	alar form)							
	Firet	Middle		Address	Address				Postal		Prominent	Detoils			
	Name	Name	Surname	Line 1	Line 2	Country	State/Parish	City	Code	Occupation	office	of office	Action		
	Johr		Oliver	Line 1		Algeric	Ain Temou	Cit	cbct	Manager	No	NA			
	Rioz	Ahmi	Solih	Line 1	Line 2	Barba	Saint Geor	Cit	BB12:	Director	No	NA	1		
	Anth		Silva	line 1 a	line 2 c	Ameria	Rose Island		Code	Intern	No	NA			
									-						
							ek 🗸 🗸	Submit							
									×						

STEP 3: SUBMITTION CONFIRMATION

- After clicking the **submit** button the **submission notification** will appear on the screen.
- User then can choose and upload files if any and a message is displayed to the user. Post that, the user needs to click on **Continue & Pay**

Incorporation Services User Help File

CORPORATE AFFAIRS AND INTELLECTUAL PROPERTY OFFICE	Dig	ital Platform For Corporate Affairs	Services	🔇 🙎 Demo 1	
Dashboard	S.No	Document Name	Description of Document	Upload Document	
Onboard Service Provider	1	Declaration u/s 4 (3) of Companies Act of Barbados		Choose File No file chosen	
Name Related Services				Choose File No file chosen	
incorporation Services	2	Document 1			
Continuance Services				Choose File No file chosen	
Manalgamation Services	3	Document 2		UPLOAD	
🖒 Closure Services			· · · · · · · · · · · · · · · · · · ·	Choose File No file chosen	
other Services	4	Document 3		UPLOAD	
Ticket / Query	-			Choose File No file chosen	
Reports	5	Document 4		UPLOAD	
	6	Document 5		Choose File No file chosen	
	Declard i. All the Yes,	ition required attachments have been completely, corre We Accept	ctly and legibly attached to this form.		

• After clicking on "Continue and Pay", the user needs to Pay for the desired Service(s). User can choose two options: Online Pay (Pay with EZpay+) OR Offline Pay (Pay at Counter). The user needs to make its own choice and fill the required details.

CORPORATE AFFAIRS AND INTELLECTUAL PROPERTY OFFICE	Digital Platform For Corporate Affairs Services
Dashboard	Home / Payment Detail
Onboard Service Provider	Service Name Incorporation of Company
Name Related Services	SRN NO.
Incorporation Services	User Name
Continuance Services	Demo 1
Managamation Services	Email Id demol@gmail.com
	Contact No
Other Services	Total Fee
	\$750.00
Ticket / Query	PAY WITH E2PAY
Preports	

- If the user fails to make the payment, a notification will pop-up. After that, the user can retry to make payment.
- Once the payment is successful, the submitted application would show up on the dashboard. The status of the submitted application would be "Pending for Approval". The "Current Status" of the application would change as per the Verifier/Approver's action such as: Approved, Reverted.

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$\leftarrow \rightarrow$	C A Not secure protected.caip	o.gov.bb/back	office/investor/home/investorWalkthroug	hLevel2/type/SERVICES/financial_ye	ear/ALL	९ 🖈 🗯 🚇 :
R	CORPORATE AFFAIRS AND INTELLECTUAL PROPERTY OFFICE	Digita	l Platform For Corporate Aff	airs Services		e (
	Dashboard	Home / T	icket & Query	Payment has been done	successfully	
	Onboard Service Provider	Applicar	nt Monitoring Panel			
	Name Related Services	Entries: 20		Search		
	S Incorporation Services	SRN No.	Service Name	Applied On	Current Status	Action
	Continuance Services	149	Incorporation of a Non-Profit Company	03-08-2021 16:38:21	Pending for Approval	
		148	Registration of a Charity Name Reservation (Form 15)	02-08-2021 17:42:42 31-07-2021 00:08:27	Payment Due Payment Due	
—	Closure Services	141	Name Reservation (Form 33) Entity Name: Palm Mart Hardware Limited	30-07-2021 23:49:32	Approved	e e 4 🛡
		134	Name Reservation (Form 1)	30-07-2021 23:31:22	Reverted	- C A
	Other Services	99	Entity Name: Ikwnflkwnf	30-07-2021 17:11:49	Approved	- C 4 🗊
	🚰 Ticket / Query	98	Name Reservation (Form 33)	30-07-2021 17:10:06	Draft	e C 4
		88	Name Reservation (Form 33)	30-07-2021 01:13:01	Pending for Approval	🖶 🕑 🔮
	Peports Reports	83	Name Reservation (Form 33)	30-07-2021 00:36:43	Pending for Approval	- C 4 .
			H 👝 🔒 🤁 🚭	📸 🧿 💽 🜌 🖉	🧧 💪 31°C \land ፍ 🗉	コ 信 句》 ENG 04-08-2021 🔞

• If the User leaves the application in-between without submitting it, then "**Current Status**" would be shown as "**Draft**". Upon clicking it, User would be redirected to the same application from where he left.

Incorporation Services User Help File

Onboara service Provider					
Name Related Services	Entries: 20		Searc	:h:	
	SRN No.	Service Name	Applied On	Current Status	Action
lncorporation Services	149	Incorporation of a Non-Profit Company	03-08-2021 16:38:21	Pending for Approval	- CA
	148	Registration of a Charity	02-08-2021 17:42:42	Payment Due	• • 4
Continuance Services	142	Name Reservation (Form 15)	31-07-2021 00:08:27	Payment Due	- C A
Malgamation Services	141	Name Reservation (Form 33) Entity Name: Palm Mart Hardware Limited	30-07-2021 23:49:32		- 04
Closure Services	134	Name Reservation (Form 1)	30-07-2021 23:31:22	Reverted	BCA
Other Services	99	Name Reservation (Form 33)	30-07-2021 17:11:49	Approved	• C ⊴ Ţ
	98	Name Reservation (Form 33)	30-07-2021 17:10:06	Draft	e C4
Ticket / Query	88	Name Reservation (Form 33)	30-07-2021 01:13:01	Pending for Approval	- C 4
	83	Name Reservation (Form 33)	30-07-2021 00:36:43	Pending for Approval	. C A
Reports	77	Name Reservation (Form 33)	30-07-2021 00:15:12	Payment Due	604
	71	Name Reservation (Form 15)	29-07-2021 23:46:48	Pending for Approval	6 C A
	43	Name Reservation (Form 1)	29-07-2021 19:34:29	Payment Due	- C 4
	42	Name Reservation (Form 1)	29-07-2021 19:25:10	Pending for Approval	. . .
	40	Name Reservation (Form 1)	29-07-2021 17:20:54	Pending for Approval	. . .
	39	Registration of a Charity	29-07-2021 11:21:22	Reverted	. C 4
		Name Reservation (Form 33)			

• In the "Action" column the User have different options such as: "Print Application" to view the submitted application in PDF form, "View Timeline" to see the log, "Raise ticket" to raise the ticket against the availed service etc.

CORPORATE AFFAIRS AND INTELLECTUAL PROPERTY OFFICE	Digita	l Platform For Corporate Affo	irs Services		(
Dashboard	Home / T	icket & Query	Payment has been done :	successfully	
Onboard Service Provider	Applicar	nt Monitoring Panel			
Name Related Services	Entries: 20		Search:		
(2)	SRN No.	Service Name	Applied On	Current Status	Actio
Incorporation Services	150	Incorporation of Company	04-08-2021 10:02:34	Pending for Approval	🖶 🕒 🖶
	149	Incorporation of a Non-Profit Company	03-08-2021 16:38:21	Pending for Approval	e C 🟦
Continuance Services	148	Registration of a Charity	02-08-2021 17:42:42	Payment Due	e C 4
	142	Name Reservation (Form 15)	31-07-2021 00:08:27	Payment Due	🖶 🕒 🖽
Amaigamation Services Closure Services	141	Name Reservation (Form 33) Entity Name: Palm Mart Hardware Limited	30-07-2021 23:49:32	Approved	- C 2 T
	134	Name Reservation (Form 1)	30-07-2021 23:31:22	Reverted	e C A
Other Services	99	Name Reservation (Form 33) Entity Name: Ikwnflkwnf	30-07-2021 17:11:49	Approved	- C 4 T
🕂 Ticket / Query	98	Name Reservation (Form 33)	30-07-2021 17:10:06	Draft	🖶 🕒 🛱
	88	Name Reservation (Form 33)	30-07-2021 01:13:01	Pending for Approval	e C A
Reports	83	Name Reservation (Form 33)	30-07-2021 00:36:43	Pending for Approval	

4.3 <u>Registration of a Charity</u>

STEP 1: LOGIN

- On opening the portal, the user can see two options which are login and register
- After clicking on the login button, the user can see 2 login option namely **Applicant/ Service Provider login** and **Department login**
- After selecting the Applicant login enter the required fields
- After entering the details, the user can choose between Individual or Corporate Trust Service Provider (CTSP) / Corporate Representative (CR).
- User now can see the dashboard which has different service options
- Clicking on the **Incorporation service** there are different service option from which the user can choose from.

STEP 2: APPLY FOR SERVICE

• Clicking on the **apply now** option under the Registration of a Charity heading the form will appear on the screen.



• There is 1 form that the User has to fill i.e. Application for registration of a Charity (Form 1).

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CORPORATE AFFAIRS AND	Digital Platform For Corporate Affairs Services	🔇 😫 Dem
Dashboard	Charities Act, CAP.243 Application for registration of a Charity (Form 1)	
Onboard Service Provider	Charities Act, CAP.243 Application for registration of a Charity (form 1)	
Name Related Services		
Incorporation Services	Fields marked with * are mandatory fields, however, in case any of these fields is not applicable in your case, then please mention "Not Applicable" or "NA"	
Continuance Services	CHARITY DETAILS	
Malgamation Services	We the undersigned being the Charity Trustees of the Charity called the * Date of Establishment of Charity * 2	
Closure Services	HERERY APPLY to have the solid charity realistered	
of Other Services	under the abovementioned Act.	
	Precise Objects description * 🕜	

• For a better understanding the user can take help from the **tool tip** provided against the fields.



The user needs to fill the required details in the Application for registration of a Charity (Form

 such as: Charity Details, Trustee's/Secretary's/Treasurer's Details, Bank Details, Auditor
 Details, Property Details, Interest Details and click "Submit" after filling all the details.

INTEREST DETA	als					1	
Please give details of a) a prominent publi enterprise b) a prominent publi	l any applicant, trustee, off c office, for example, a Her c office in an international	licer and beneficiary wi ad of State, any Judicia I organization, for exam	no holds or has held I Officer, a Permanent Se ple, director, deputy direc	cretary, a Minister or a Chi stor, member of the board	ief Executive Officer or I or an equivalent func	director of a state owned	
Name of the person	Whether the clause applicable or not	Details of office held	Name of Organisation	Date of appointment	Date of cessation	Additional Information	
John Oliver	No						
Rusell Peters	No						
Riaz Ahmed So	No						
James Austin	yes	Details	Organisation nam	02/08/2021	04/08/2021	Info	
Bill Taylor	yes	Details	Organisation nam	01/08/2021	02/08/2021	Info	
			- Back 🗸 St	ubmit			
			1				
			1				

STEP 3: SUBMITTION CONFIRMATION

- After clicking the **submit** button a notification will be shown to the user
- User then can choose and upload files if any and a message is displayed to the user.

Incorporation Services User Help File

CORPORATE AFFAIRS AND INTELLECTUAL PROPERTY OFFICE	Digital Platform For Corporate Affe	airs Services	💽 😫 Demo I
Dashboard	Your application for Registration	of a Charity has been submitted success	sfully . Your application id is : 151
Onboard Service Provider			Choose File No file chosen
Name Related Services	- 1 Document 1		UPLOAD
incorporation Services	2 Document 2		Choose File No file chosen
Continuance Services	z populitoritz.		UPLOAD
Malgamation Services	3 Document 3		Choose File No file chosen
Closure Services			UPLOAD
Other Services	4 Document 4		Choose File No file chosen
Ticket / Query			
Reports	5 Document 5		Choose File No file chosen
	Declaration All the required attachments have been completely,	correctly and legibly attached to this form.	
	Yes, we accept		

• After clicking on "Continue and Pay", the user needs to Pay for the desired Service(s). User can choose two options: Online Pay (Pay with EZpay+) OR Offline Pay (Pay at Counter). The user needs to make its own choice and fill the required details.

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CORPORATE AFFAIRS AND INTELLECTUAL PROPERTY OFFICE	Digital Platform For Corporate Affairs Services	
	Home / Payment Detail	
Onboard Service Provider	Registration of a Charity	
Name Related Services	SRN NO.	1
Incorporation Services	User Name	
Continuance Services	Demo 1	
Malgamation Services	demot@gmail.com	
Closure Services	Contact No. 8745958745	
Other Services	Total Fee S	
🔁 Ticket / Query	PAY WITH EZPAY	
Preports		
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- If the user fails to make the payment, a notification will pop-up. After that, the user can retry to make payment.
- Once the payment is successful, the submitted application would show up on the dashboard. The status of the submitted application would be "Pending for Approval". The "Current Status" of the application would change as per the Verifier/Approver's action such as: Approved, Reverted.

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								^
a	CORPORATE AFFAIRS AND NTELLECTUAL PROPERTY OFFICE	Digita	l Platform For Corporate Af	fairs Services		٢	Demo 1	l
	Dashboard	Home / T Applicar	icket & Query nt Monitoring Panel					l
	Onboard Service Provider	Entries: 20		Search				I
2	Name Related Services	SRN No.	Service Name	Applied On	Current Status	Action		I
S	Incorporation Services	151 150	Registration of a Charity Incorporation of Company	04-08-2021 11:02:37 04-08-2021 10:02:34	Payment Due Pending for Approval			I
C	Continuance Services	149 148	Incorporation of a Non-Profit Company Registration of a Charity	03-08-2021 16:38:21 02-08-2021 17:42:42	Pending for Approval Payment Due			I
A.	~	142	Name Reservation (Form 15)	31-07-2021 00:08:27	Payment Due	• C £		
y A	Amalgamation Services	141	Name Reservation (Form 33) Entity Name: Palm Mart Hardware Limited	30-07-2021 23:49:32	Approved	• C ⊴ Ţ		I
۹.	Closure services	134	Name Reservation (Form 1)	30-07-2021 23:31:22	Reverted	• C A		
Ó	Other Services	99	Name Reservation (Form 33) Entity Name: Ikwnflkwnf	30-07-2021 17:11:49	Approved	• • • •		I
4	Ticket / Ouerv	98	Name Reservation (Form 33)	30-07-2021 17:10:06	Draft	• C A		
	s monory quory	88	Name Reservation (Form 33)	30-07-2021 01:13:01	Pending for Approval	• C 4		
G	Reports	83	Name Reservation (Form 33)	30-07-2021 00:36:43	Pending for Approval	• C 4		
		77	Name Reservation (Form 33)	30-07-2021 00:15:12	Payment Due			-
	\mathcal{P} Type here to search		🛱 🥫 🔒 <mark>?</mark>	🔄 🔚 😘 🧿 🔇) 🚾 💋 🔝	32°C \land 👄 🛍 腐 🕸	》ENG 11:07 04-08-2021 🔞	

• If the User leaves the application in-between without submitting it, then "**Current Status**" would be shown as "**Draft**". Upon clicking it, User would be redirected to the same application from where he left.

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	RPORATE AFFAIRS AND TELLECTUAL PROPERTY OFFICE	Digita	l Platform For Corporate Affai	rs Services		🕐 😫 Demo
5	Dashboard	Home / T Applicar	icket & Query It Monitoring Panel			
5	Onboard Service Provider	Entries: 20		Searc	:h:	
2	Name Related Services	SRN No.	Service Name	Applied On	Current Status	Action
		151	Registration of a Charity	04-08-2021 11:02:37	Payment Due	- C 4
6	Incorporation Services	150	Incorporation of Company	04-08-2021 10:02:34	Pending for Approval	e C 4
		149	Incorporation of a Non-Profit Company	03-08-2021 16:38:21	Pending for Approval	e C A
0	Continuance Services	148	Registration of a Charity	02-08-2021 17:42:42	Payment Due	e C A
		142	Name Reservation (Form 15)	31-07-2021 00:08:27	Payment Due	e C 1
8	Amalgamation Services	141	Name Reservation (Form 33) Entity Name: Palm Mart Hardware	30-07-2021 23:49:32	Approved	₽ 0 4 ₽
ß	Closure Services	134	Name Reservation (Form 1)	30-07-2021 23:31:22	Reverted	A C A
đ	Other Services	99	Name Reservation (Form 33)	30-07-2021 17:11:49	Approved	- C 4 T
4	Ticket / Query	98	Name Reservation (Form 33)	30-07-2021 17:10:06	Draft	● C A
23	licker/Query	88	Name Reservation (Form 33)	30-07-2021 01:13:01	Pending for Approval	₽ © A
	Reports	83	Name Reservation (Form 33)	30-07-2021 00:36:43	Pending for Approval	- CA
	Reports	77	Name Reservation (Form 33)	30-07-2021 00:15:12	Payment Due	- CA
		71	Name Reservation (Form 15)	29-07-2021 23:46:48	Pending for Approval	A CA

• In the "Action" column the User have different options such as: "Print Application" to view the submitted application in PDF form, "View Timeline" to see the log, "Raise ticket" to raise the ticket against the availed service etc.

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CORPORATE AFFAIRS AND INTELLECTUAL PROPERTY OFFICE	Digita	Platform For Corporate Affa	irs Services		🔇 😧 Derno 1
Dashboard	Home / Ti Applican	cket & Query It Monitoring Panel			
Onboard Service Provider	Entries: 20		Searc	sh:	
Name Related Services	SRN No.	Service Name	Applied On	Current Status	Action
incorporation Services	151 150	Registration of a Charity Incorporation of Company	04-08-2021 11:02:37 04-08-2021 10:02:34	Payment Due Pending for Approval	₽ © 4
Continuance Services	149 148	Incorporation of a Non-Profit Company Registration of a Charity	03-08-2021 16:38:21 02-08-2021 17:42:42	Pending for Approval Payment Due	● © <u>4</u> ● © <u>4</u>
Malgamation Services	142	Name Reservation (Form 15) Name Reservation (Form 33)	31-07-2021 00:08:27	Payment Due	• • 4
Closure Services	141	Entity Name: Palm Mart Hardware Limited	30-07-2021 23:49:32	Approved	- C 4 🗊
of Other Services	99	Name Reservation (Form 1) Name Reservation (Form 33)	30-07-2021 23:31:22 30-07-2021 17:11:49	Reverted	- C <u>4</u> - C <u>4</u>
😤 Ticket / Query	98	Name Reservation (Form 33)	30-07-2021 17:10:06 30-07-2021 01:13:01	Draft Pending for Approval	50 <u>4</u>
@ Reports	83	Name Reservation (Form 33)	30-07-2021 00:36:43 30-07-2021 00:15:12	Pending for Approval	
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4.4 <u>Registration of Charity as Board</u>

STEP 1: LOGIN

- On opening the portal, the user can see two options which are login and register
- After clicking on the login button, the user can see 2 login option namely **Applicant/ Agent login** and **Department login**
- After selecting the Applicant login enter the required fields
- After entering the details, the user can choose between Individual or Corporate Trust Service Provider (CTSP) / Corporate Representative (CR).
- User now can see the dashboard which has different service options
- Clicking on the **Incorporation service** there are different service option from which the user can choose from

STEP 2: APPLY FOR SERVICE

• Clicking on the **apply now** option under the Registration of Charities as a Board heading the form will appear on the screen.



• There is 1 form that the User has to fill i.e. Application for Incorporation as a Board (Form 2).

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CORPORATE AFFAIRS AND INTELLECTUAL PROPERTY OFFICE	Digital Platform For Corporate Affairs Ser	vices	🔮 🔮 Demo 1
Dashboard	Registration Form		
Onboard Service Provider	Charities Act, CAP.243 Application for incorporation as a Board (Form 2)		
Name Related Services			
lncorporation Services	Fields marked with * are mandatory fields, however, in case any of these fields is not	applicable in your case, then please mention "Not Applicable" or "NA"	
	CHARITY'S DETAILS		
Continuance Services			
	Enter the Charity Registration Number * ?	We being Trustees for *	
Continuance Services Amalgamation Services	Enter the Charity Registration Number * 🕢 Enter the Charity Registration Number	We being Trustees for * Name of the charity	
Continuance Services Amalgamation Services Closure Services	Enter the Charity Registration Number * 🕢	We being Trustees for * Name of the charity Hereby apply to be incorporated as a Board under the provisions of the Charities Act Cap. 243.	
Continuance Services Amalgamation Services Closure Services Other Services	Enter the Charity Registration Number * 😧 Enter the Charity Registration Number We Desire the Name of the Board to be * 🕄	We being Trustees for * Name of the charity Hereby apply to be incorporated as a Board under the provisions of the Charities Act Cap. 243. Address Line 1 * ?	
Continuance Services Amalgamation Services Closure Services Chr Services Chr Services Chr Services Chr Services Chr Services Chr Services	Enter the Charity Registration Number * ? Enter the Charity Registration Number We Desire the Name of the Board to be * ? We Desire the Name of the Board to be	We being Trustees for * Name of the charity Hereby apply to be incorporated as a Board under the provisions of the Charities Act Cap. 243. Address Line 1 * ? Address Line 1	
Continuance Services Amalgamation Services Closure Services Cother Ser	Enter the Charity Registration Number * ? Enter the Charity Registration Number We Desire the Name of the Board to be * ? We Desire the Name of the Board to be Address Line 2	We being Trustees for * Name of the charity Hereby apply to be incorporated as a Board under the provisions of the Charities Act Cap. 243. Address Line 1 * ? Address Line 1 City	

• For a better understanding the user can take help from the **tool tip** provided against the fields.

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CORPORATE AFFAIRS AND INTELLECTUAL PROPERTY OFFICE	Digital Platform For Corporate Affairs Services		🕐 😍 Demo 1
Dashboard	Registration Form		
Onboard Service Provider	Charities Act, CAP-243 Application for Incorporation as a Board (form 2)		
Name Related Services			
lncorporation Services	Fields marked with * are mandatory fields, however, in case any of these fields is not applicable in your	case, then please mention "Not Applicable" or "NA"	
Continuance Services	CHARITY'S DETAILS		
Y Amalgamation Services	Enter the Charity Registration Number * 🚱 Enter the Charity Registration Number Please enter the registration num	We being Trustees for * nber of charity issued by CAIPO.	
Closure Services		Hereby apply to be incorporated as a Board under the provisions of the Charities Act Cap. 243.	
Other Services	We Desire the Name of the Board to be * 💡	Address Line 1 * ?	
🛃 Ticket / Query	We Desire the Name of the Board to be	Address Line 1	
Reports	Address Line 2	City	
	Address Line 2	City	•
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The user needs to fill the required details in the Application for Incorporation as a Board (Form 2) such as: Charity Details, Society's Details, Interest Details and click "Submit" after filling all the details.

Details of offi	ce held				Name of Organisation						
Date of appa	bintment *				Date of ces	sation					
Additional In	formation *										
+ADD DETA	IL(S) (Please of	click on the butto	n "+Add Detail(s)" to c	apture details provi	ded above in tabular for	m)					
First Name	Middle Name	Last Name	Designation	Details of office held	Name of Organisation	Date of appointment	Date of cessation	Additional Information	Delete		
John		В	Manager	Details	ABC Co	04/08/2021	11/08/2021	NA			
				← Back	✓ Subr	nit					

STEP 3: SUBMITTION CONFIRMATION

- After clicking the **submit** button a notification will be shown to the user
- User then can choose and upload files if any and a message is displayed to the user

Incorporation Services User Help File

	1.2-	Application details saved, please upload documents						
Onboard Service Provider	S.No	Document Name	Description of Document	Upload Document				
Name Related Services	1	Document 1	sdvds	Choose File No file chosen (Please upload PDF, JPG, PNG only.) Maximum file size allowed 5 M8				
Incorporation Services								
Continuance Services			[demo	Choose File No file chosen				
Malgamation Services	2	Document 2	Gemo	(Hidds upload PD, JPG, NG ONY.) Maximum file size allowed 5 MB				
Closure Services								
other Services		Decumpert 2	888	Choose File No file chosen (Please upload PDF, JPG, PNG only.)				
Ticket / Query	- 3	Document 3						
Reports			<u>C-</u>	Choose File No file chosen				
	4	Document 4	demo	(Piecese upload PDF, JPG, FNG only.) Maximum file size allowed 5 MB UPLOAD				
				Choose File No file chosen				
	Б	Document 5	vdvsv	(Please upload PDF, JPG, PNG only.) Maximum file size allowed 5 MB				

• After clicking on "Continue and Pay", the user needs to Pay for the desired Service(s). User can choose two options: Online Pay (Pay with EZpay+) OR Offline Pay (Pay at Counter). The user needs to make its own choice and fill the required details.

	CORPORATE AFFAIRS AND INTELLECTUAL PROPERTY OFFICE	Digital Platform For Corporate Affairs Services	٩ (
	E Dashboard	Home / Payment Detail	
	Onboard Service Provider	Service Name Registration of External Companies	
	Name Related Services	SRN No.	
	incorporation Services	User Name	
	Continuance Services	Email Id	
	Malgamation Services	demol@gmail.com	
	Closure Services	8745958745	
	Other Services	S300.00	
	🛃 Ticket / Query	PAY WITH EZPAY	
	Reports		
Рту	/pe here to search	目: 📃 🗄 ? 🛃 🚝 🧊 🤦 🙋 🚾 ಶ 🎓 32°C ^ 🛥 🖷 🧖 🕸	NG 13:29 04-08-2021

- If the user fails to make the payment, a notification will pop-up. After that, the user can retry to make payment.
- Once the payment is successful, the submitted application would show up on the dashboard. The status of the submitted application would be "Pending for Approval". The "Current Status" of the application would change as per the Verifier/Approver's action such as: Approved, Reverted

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CORPORATE AFFAIRS AND INTELLECTUAL PROPERTY OFFICE	Digital	Platform For Corporate Affa	irs Services		🕐 🕒 Dema
Dashboard	Home / Ti	cket & Query	Payment has been don	e successfully	
Onboard Service Provider	Applican	t Monitoring Panel			
Name Related Services	Entries: 20		Search	n:	
	SRN No.	Service Name	Applied On	Current Status	Action
Mcorporation services	152	Registration of External Companies	04-08-2021 12:47:23	Pending for Approval	₽ C
	151	Registration of a Charity	04-08-2021 11:02:37	Payment Due	
Continuarios services	150	Incorporation of Company	04-08-2021 10:02:34	Pending for Approval	- C <u>4</u>
	149	Incorporation of a Non-Profit Company	03-08-2021 16:38:21	Pending for Approval	e C <u>4</u>
Amalgamation services	148	Registration of a Charity	02-08-2021 17:42:42	Payment Due	- C A
	142	Name Reservation (Form 15)	31-07-2021 00:08:27	Payment Due	- C £
Other Services	141	Name Reservation (Form 33) Entity Name: Palm Mart Hardware Limited	30-07-2021 23:49:32	Approved	∎ © ⊴ Ţ
	134	Name Reservation (Form 1)	30-07-2021 23:31:22	Reverted	- C <u>4</u>
Ticket / Query	99	Name Reservation (Form 33) Entity Name: Ikwnfikwnf	30-07-2021 17:11:49	Approved	- 0 ⊴ Ţ
Type here to search		H 🚍 🔒 🤁	🚝 🕫 🧿 💽 🐖	🛛 🎽 🙆 32°C 🔿	▲ 🗁 🬈 🕼 ENG 13:31 04-08-2021 🐻

4.5 <u>Registration of External Companies</u>

STEP 1: LOGIN

- On opening the portal, the user can see two options which are login and register
- After clicking on the login button, the user can see 2 login option namely **Applicant/ Agent login** and **Department login**
- After selecting the Applicant login enter the required fields
- After entering the details, the user can choose between Individual or Corporate Trust Service Provider (CTSP) / Corporate Representative (CR).
- User now can see the dashboard which has different service options
- Clicking on the **Incorporation service** there are different service option from which the user can choose from

STEP 2: APPLY FOR SERVICE

• Clicking on the **apply now** option under the Registration of External Companies heading the form will appear on the screen.



• There are 2 different forms that a user has to fill.

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→ C ▲ Not secure protected.ca	ipo.gov.bb/backoffice/infowizardtwo/formBuilder/subform/service	_id/8.0/pageID/32/formCodeID/1?sc_id=2	९ 🕁 🛊 🚇
CORPORATE AFFAIRS AND INTELLECTUAL PROPERTY OFFICE	Digital Platform For Corporate Affairs Servi	ces	🕐 😫 Demo
Dashboard	External Companies Registration Form		
Onboard Service Provider	Companies Act of Barbados (Section 330) External Company - Application for Registration (Form 28)	ACT OF BARBADOS (Section 332) POWER OF ATTORNEY	
Name Related Services	†	1	
Incorporation Services	Fields marked with * are mandatory fields, however, in case any of these fields is not ap	slicable in your case, then please mention "Not Applicable" or "NA"	
Continuance Services	NAME DETAIL'S		
Amalgamation Services	Enter SRN of Name Reservation form (Form 33) * 💡	Name of External Company * Palm Mart Hardware Limited	
Closure Services			
other Services	ADDRESS DETAILS		
	Registered Office Address Line 1 * 🕜	Registered Office Address Line 2	

• For a better understanding the user can take help from the **tool tip** provided against the fields.

CORPORATE AFFAIRS AND INTELLECTUAL PROPERTY OFFICE	Digital Platform For Corporate Affairs Servi	ces	🔇 😫 Dem
Dashboard	External Companies Registration Form		
Onboard Service Provider	Companies Act of Barbados (Section 330) External Company - Application for Registration (Form 28)	ACT OF BARBADOS (Section 332) POWER OF ATTORNEY	
Name Related Services			
	Fields marked with * are mandatory fields, however, in case ony of these fields is not app	licable in your case, then please mention "Not Applicable" or "NA"	
Continuance Services	NAME DETAIL'S	_	
Malgamation Services	Enter SRN of Name Reservation form (Form 33) * ?	Name of External Company *	
Closure Services			
Other Services	ADDRESS DETAILS		
😤 Ticket / Query	Registered Office Address Line 1 * 🕜	Registered Office Address Line 2 Registered Office Address Line 2	
Reports			

 The user needs to fill the required details in the External Company - Application for Registration (Form 28) such as: Name Details, Address Details, Corporate Structure Details, Share Capital Details, Business Details, Director Details and click "Next" after filling all the details.

					,, page	,,		-				
Please Sel	ect		٣		Pleas	se Select			*			
Postal Code	e				City							
Postal Code	θ				City							
Occupation	n *											
Occupation	n											
100.00	TAH (C)											
+ADD DEI	TAIL(S) (Pleo	ise click on the butt	on "+Add Detail(s)"	to capture details p	rovided above in tat	oular form)						
First Name	Middle Name	Surname	Address Line 1	Address Line 2	Country	State/Parish	City	Postal Code	Occupation	Actio	on	
First Name John	Middle Name	Surname	Address Line 1	Address Line 2	Country	State/Parish	City	Postal Code	Occupation Manager	Actio	on	
First Name John Riaz	Middle Name	Surname Oliver Solih	Address Line 1 Line 1 Line 1	Address Line 2	Country Algeria Angola	State/Parish Alger Bie	City	Postal Code	Occupation Manager Director	Actio	on	
First Name John Riaz Albert	Middle Name	Surname Oliver Solih Cook	Address Line 1 Line 1 Line 1 Line 1	Address Line 2	Country Algeria Angola Ashmore	State/Parish Alger Bie Ashmore and	City	Postal Code	Occupation Manager Director Manager	Actio	n	
First Name John Riaz Albert	Middle Name Ahmed	Surname Oliver Solih Cook	Address Line 1 Line 1 Line 1 Line 1	Address Line 2	Country Algeria Angola Ashmore	State/Parish Alger Bie Ashmore anı	City	Postal Code	Occupation Manager Director Manager	Action		
First Name John Riaz Albert	Middle Name Ahmed	Surname Oliver Solih Cook	Address Line 1 Line 1 Line 1 Line 1	Address Line 2	Country Algeria Angola Ashmore	State/Parish Alger Bie Ashmore an	City	Postal Code	Occupation Manager Director Manager	Action	n I I	
First Name John Riaz Albert	Middle Name Ahmed	Surname Oliver Solih Cook	Address Line 1 Line 1 Line 1 Line 1	Address Line 2	Country Algeria Angola Angola Ashmore	State/Parish Alger Bie Ashmore an-	City	Postal Code	Occupation Manager Director Manager	Action	n D	
First Name John Riaz Albert	Middle Name Ahmed	Surname Oliver Solih Cook	Address Line 1 Line 1 Line 1 Line 1	Address Line 2	Country Algeria Angola Ashmore	State/Parish Alger Bie Ashmore ani	City	Postal Code	Occupation Manager Director Manager	Actio		

• After choosing "Next", the User needs to fill the Power of Attorney Details in Power of Attorney. Once added, the User needs to select "Yes, I agree" radio button if he agrees with the declaration and click "Submit".

Incorporation Services User Help File

Closure Services		I do not have a middle name or middle initial				
Other Services	Surname *	Address Line 1*				
	Bell	Line 1				
Ticket / Query	Address Line 2	Country *				
Reports	Address Line 2	Angola +				
	State/Parish *	City				
	Bie *	City				
	Postal Code Know all men by these presents that the said externa as such, and as such to sue and be sued, plead and Barbados to accept service of process and to receive deeds and other instruments relating to the matters of suits and proceedings by or against the Company, more than one person is hereby appointed attorney, appointment revokes all previous appointments in services Yes lagree *	il company hereby appoints the above mentioned attorney as its true and be impleaded in any Court in Barbados, and generally on behall of the Con a al lawiun lactes and, for the purposes of the Company to do all the acts within the scope of this power of attorney. It is hereby declared that service and of lawful notices on the attorney will be binding on the Company for any one of them, without the others, may act as true and lawful thorney of far as such appointment relates to the scope of the powers prescribed by the scope of the power of the powers prescribed by and any and the scope of the powers prescribed by the scope of the power power power power power powers prescribed by the scope of the power pow	awful attorney, to a apany within and to execute all of process in respe Il purposes. Where the Company. This this power.	ct		
		🗧 Back 🗸 Submit				

STEP 3: SUBMITTION CONFIRMATION

- After clicking the button, a notification will be shown to the user
- User then can choose and upload files if any and a message is displayed to the user

1	CORPORATE AFFAIRS AND INTELLECTUAL PROPERTY OFFICE	Diç	ital Platform For Corporate Affairs Se	ervices	💽 😫 Demo 1		
		1	Statutory declaration by	Attorney-at-Law. has been uploade	ed successfully.		
	- Dashboard	S.No	Document Name	Description of Document	Upload Document		
	Onboard Service Provider		Verified copy of corporate instruments defining		Choose File No file chosen		
	Name Related Services		constitution of company		UPLOAD		
	Incorporation Services	2	Consent to Act as Attorney		Choose File No file chosen		
	Continuance Services				UPLOAD		
	Malgamation Services	3	Statutory declaration by Directors		Choose File No file chosen		
	Closure Services				UPLOAD		
	Other Services	4	Statutory declaration by Attorney-at-Law.		Choose File No file chosen		
	Ticket / Query			2	•		
	Reports	5	Others		Choose File No file chosen		
		Declar i. All th D Yes	ation or equired attachments have been completely, correctl J Accept	y and legibly attached to this form			
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• After clicking on "Continue and Pay", the user needs to Pay for the desired Service(s). User can choose two options: Online Pay (Pay with EZpay+) OR Offline Pay (Pay at Counter). The user needs to make its own choice and fill the required details.

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	CORPORATE AFFAIRS AND	Digital Platform For Corporate Affairs Services	۹ ۹
	Dashboard	Home / Payment Detail	
	Onboard Service Provider	Service Name Registration of External Companies	
	Name Related Services	SRN No.	
	incorporation Services	User Name	
	Continuance Services	Email Id	
	Malgamation Services	demol@gmail.com	
	Closure Services	Contact No. 8745958745	
	of Other Services	Total Fee \$3000.00	
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- If the user fails to make the payment, a notification will pop-up. After that, the user can retry to make payment.
- Once the payment is successful, the submitted application would show up on the dashboard. The status of the submitted application would be "Pending for Approval". The "Current Status" of the application would change as per the Verifier/Approver's action such as: Approved, Reverted.

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Dashboard	Home / T	icket & Query	Payment has been don	e successfully	
Onboard Service Provider	Applicar	nt Monitoring Panel			
Name Related Services	Entries: 20		Searc	h:	
<u>~</u>	SRN No.	Service Name	Applied On	Current Status	Action
Incorporation Services	152	Registration of External Companies	04-08-2021 12:47:23	Pending for Approval	- - C 4
	151	Registration of a Charity	04-08-2021 11:02:37	Payment Due	
Continuance services	150	Incorporation of Company	04-08-2021 10:02:34	Pending for Approval	🖶 🕑 🕰
	149	Incorporation of a Non-Profit Company	03-08-2021 16:38:21	Pending for Approval	e C £
Amalgamation services	148	Registration of a Charity	02-08-2021 17:42:42	Payment Due	🖶 🕑 🕰
	142	Name Reservation (Form 15)	31-07-2021 00:08:27	Payment Due	🖶 🕒 🖆
Other Services	141	Name Reservation (Form 33) Entity Name: Palm Mart Hardware Limited	30-07-2021 23:49:32	Approved	- C <u>4</u> T
	134	Name Reservation (Form 1)	30-07-2021 23:31:22	Reverted	
🕂 Ticket / Query		Name Reservation (Form 33)			
2 Hokory Guory	99		30-07-2021 17:11:49	Approved	a C 🚓 🗖

• In the "Action" column the User have different options such as: "Print Application" to view the submitted application in PDF form, "View Timeline" to see the log, "Raise ticket" to raise the ticket against the availed service etc.

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CORPORATE AFFAIRS AND	Digital	Platform For Corporate Affc	airs Services		🕐 😌 Demo
Dashboard	Home / Ti	cket & Query	Payment has been don	e successfully	
Onboard Service Provider	Applican	t Monitoring Panel			
Name Related Services	Entries: 20		Searci	h:	
~	SRN NO.	Service Name	Applied On	Current Status	Action
Incorporation Services	152	Registration of External Companies	04-08-2021 12:47:23	Pending for Approval	ē ⊕ ₫ ◀
	151	Registration of a Charity	04-08-2021 11:02:37	Payment Due	- C <u>4</u>
Continuance Services وَ	150	Incorporation of Company	04-08-2021 10:02:34	Pending for Approval	- C -
<u>^</u>	149	Incorporation of a Non-Profit Company	03-08-2021 16:38:21	Pending for Approval	- C A
Amalgamation Services	148	Registration of a Charity	02-08-2021 17:42:42	Payment Due	= C <u>4</u>
	142	Name Reservation (Form 15)	31-07-2021 00:08:27	Payment Due	= C £
Closure Services	141	Name Reservation (Form 33) Entity Name: Palm Mart Hardware	30-07-2021 23:49:32	Approved	
*	134	Name Reservation (Form 1)	30-07-2021 23:31:22	Reverted	
🕂 Ticket / Query	99	Name Reservation (Form 33)	30-07-2021 17:11:49	Approved	- C 4 ₽
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4.6 <u>Registration of Limited Partnership</u>

STEP 1: LOGIN

- On opening the portal, the user can see two options which are login and register
- After clicking on the login button, the user can see 2 login option namely Applicant/ Agent login and Department login
- After selecting the Applicant login enter the required fields
- After entering the details, the user can choose between Individual or Corporate Trust Service Provider (CTSP) / Corporate Representative (CR).
- User now can see the dashboard which has different service options
- Clicking on the **Incorporation service** there are different service option from which the user can choose from

STEP 2: APPLY FOR SERVICE

• Clicking on the **apply now** option under the Registration of Limited Partnership heading the form will appear on the screen



Incorporation Services User Help File

• There is 1 form that a user has to fill

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CORPORATE AFFAIRS AND INTELLECTUAL PROPERTY OFFICE	Digital Platform For Corporate Affairs	: Services	. O Demo 1
Dashboard	Registration of Partnership Form		
Onboard Service Provider	Partnership Act – Registration of Limited Partnerships Form		
Name Related Services			
incorporation Services	Fields marked with * are mandatory fields, however, in case any of these field	ds is not applicable in your case, then please mention "Not Applicable" or "NA"	
Continuance Services	LIMITED PARTNERSHIP FIRM'S DETAILS		
Malgamation Services	Proposed Firm Name * 😯 Proposed Firm Name	General Nature of business of Firm * 😯 General Nature of business of Firm	
Closure Services	Principal Place of Business: Address Line 1 * ?	Address Line 2	
den Services	Address Line 1	Address Line 2	
🕂 Ticket / Query	City	Parish •	
e Reports	Postal Code	Country •	
	Please Select *	Barbados	17:29
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• For a better understanding the user can take help from the tool tip provided against the fields

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Dashboard	Registration of Partnership Form		
Onboard Service Provider	Partnership Act - Registration of Limited Partnerships Form		
Name Related Services			
incorporation Services	Fields marked with * are mandatory fields, however, in case any of these field	ts is not applicable in your case, then please mention 'Not Applicable' or 'NA'	
Continuance Services	LIMITED PARTNERSHIP FIRM'S DETAILS		
Malgamation Services	Proposed Firm Name * 😧 Proposed Firm Name Please enter the proposed na	General Nature of business of Firm • 😯	
Closure Services	Principal Place of Business: Address Line 1 * 🕜	Address Line 2	
Other Services	Address Line 1	Address Line 2	
🛃 Ticket / Query	City	Parish *	
Reports	City Postal Code	Prease select *	
Type here to search) 🛱 💼 🔒 <mark>?</mark> 🔩 🚝	🤹 🧿 💽 🚾 朡 🐁 33°C 🔨 🛥 🕼 🤇	り)ENG 17:39 05-08-2021 び

• The user needs to fill the required details in the **Registration of Limited Partnerships Form** such as: Limited Partnership Firm's Details, Partner Details, Other Details and click "**Submit**" after filling all the details.

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	City	Postal Code				-
	Description 😮	Type of Partner * 🕜				
		Please Select *				
	+ADD DETAILS (Please click on the button '+Add Detail(s)' to copture details provide	ed above in tabular form)				
	OTHER DETAILS					e l
	Term of Partnership (if any) *	Date of commencement of Partnership firm * 🕜				1
	NA					Lİ
						4
		🖌 Submit				
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STEP 3: SUBMITTION CONFIRMATION

- After clicking the submit button a notification will be shown to the user
- User then can choose and upload files if any and a message is displayed to the user

Incorporation Services User Help File

- Ticket / Query				UPLOAD 🖶
Reports	4	Document 3	jickij	Chaose File No file chosen (Please upload PDF, JPG, PNG only.) Maximum file size allowed 5 MB
	5	Document 4	[k]d	Choose File No file chosen (Please upload PDF, JPG, PNG only.) Maximum file size allowed 5 MB
	6	Document 5		Choose File No file chosen (Plose upload PD, JPG, PKG only.) Mailmum file size allowed 5 MB
	Declar i. I here ii. All th iii. I am be fals Z Yes	ation by confirm and consent to reservati le required attachments have been /We are aware that Any person wha e, shall be guilty of a misdemeanour s, I Accept	on of first name available for reservation completely, correctly and legibly attached to this form. makes, signs, sends or delivers for the purpose of registration under section 10 of the Limited Partnership Act and liable to it	n under this Act any false statement, known by him to mprisonment for 2 years.
			CONTINUE & APPLY	

• After clicking on "Continue and Pay", the user needs to Pay for the desired Service(s). User can choose two options: Online Pay (Pay with EZpay+) OR Offline Pay (Pay at Counter). The user needs to make its own choice and fill the required details.

	CORPORATE AFFAIRS AND INTELLECTUAL PROPERTY OFFICE	Digital Platform For Corporate Affairs Services
	Dashboard	Home / Payment Detail
	Onboard Service Provider	Service Name Incorporation of a Non-Profit Company
	Name Related Services	SRN NO.
	Incorporation Services	User Name
	Continuance Services	Demo 1
	Amalaamation Services	Email Id demoi@gmail.com
	Closure Services	Contact No. 8745968745
	Other Services	Total Fee
	Ticket / Ouers	
))) PAY at Counter
	Reports	
O Type here	to search	📄 📴 😫 🐖 🚝 🚺 🧿 💽 💻 🐟 33°C ^ 🛥 🕫 40) ENG 1641

- If the user fails to make the payment, a notification will pop-up. After that, the user can retry to make payment.
- Once the payment is successful, the submitted application would show up on the dashboard. The status of the submitted application would be "Pending for Approval". The "Current Status" of the application would change as per the Verifier/Approver's action such as: Approved, Reverted.

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ightarrow m C ($ m A$ Not secure protected.caipo.go	v.bb/backoffice	/investor/home/investorWalkthroughLev	/el2/type/SERVICES/financial_year/	ALL	९ 🛧 🗯 🚇
CORPORATE AFFAIRS AND	Digita	Platform For Corporate Affo	airs Services		۹ 🕙
	Home / Ti	icket & Query			
- Dashboard			Payment has been done	successfully	
Onboard Service Provider	Applican	t Monitoring Panel			
Name Related Services	Entries: 20		Search:		1
	SRN NO.	Service Name	Applied On	Current Status	Action
Incorporation Services	149	Incorporation of a Non-Profit Company	03-08-2021 16:38:21	Pending for Approval	- C A
	148	Registration of a Charity	02-08-2021 17:42:42	Payment Due	🖶 🕑 🚭
Continuance services	142	Name Reservation (Form 15)	31-07-2021 00:08:27	Payment Due	🖶 🕑 🖆
Malgamation Services	141	Name Reservation (Form 33) Entity Name: Palm Mart Hardware Limited	30-07-2021 23:49:32	Approved	ē © ☆ Ţ
Closure Services	134	Name Reservation (Form 1)	30-07-2021 23:31:22	Reverted	• C 4
Other Services	99	Name Reservation (Form 33)	30-07-2021 17:11:49	Approved	- C
	98	Name Reservation (Form 33)	30-07-2021 17:10:06	Draft	e e A
Ticket / Query	88	Name Reservation (Form 33)	30-07-2021 01:13:01	Pending for Approval	- C 4
	83	Name Reservation (Form 33)	30-07-2021 00:36:43	Pending for Approval	e C A
Reports	77	Name Reservation (Form 33)	30-07-2021 00:15:12	Payment Due	- C A
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• If the User leaves the application in-between without submitting it, then "**Current Status**" would be shown as "**Draft**". Upon clicking it, User would be redirected to the same application from where he left.

Incorporation Services User Help File

Unboara Service Provider					
Name Related Services	Entries: 20		Searc	:h:	
	SRN No.	Service Name	Applied On	Current Status	Actio
Incorporation Services	149	Incorporation of a Non-Profit Company	03-08-2021 16:38:21	Pending for Approval	. C4
	148	Registration of a Charity	02-08-2021 17:42:42	Payment Due	- C 4
Continuance Services	142	Name Reservation (Form 15)	31-07-2021 00:08:27	Payment Due	• • 4
Y Amalgamation Services	141	Name Reservation (Form 33) Entity Name: Palm Mart Hardware Limited	30-07-2021 23:49:32	Approved	● C 4 T
Closure Services	134	Name Reservation (Form 1)	30-07-2021 23:31:22	Reverted	• • 4
Other Services	99	Name Reservation (Form 33)	30-07-2021 17:11:49	Approved	● C ⊴ Ţ
	98	Name Reservation (Form 33)	30-07-2021 17:10:06	Draft	• • 4
Ticket / Query	88	Name Reservation (Form 33)	30-07-2021 01:13:01	Pending for Approval	- C 4
	83	Name Reservation (Form 33)	30-07-2021 00:36:43	Pending for Approval	- C 4
Reports	77	Name Reservation (Form 33)	30-07-2021 00:15:12	Payment Due	• • 4
	71	Name Reservation (Form 15)	29-07-2021 23:46:48	Pending for Approval	6 C A
	43	Name Reservation (Form 1)	29-07-2021 19:34:29	Payment Due	- C -
	42	Name Reservation (Form 1)	29-07-2021 19:25:10	Pending for Approval	- C 4
	40	Name Reservation (Form 1)	29-07-2021 17:20:54	Pending for Approval	6 C A
	39	Registration of a Charity	29-07-2021 11:21:22	Reverted	e e a
		Name Reservation (Form 33)			

• In the "Action" column the User have different options such as: "Print Application" to view the submitted application in PDF form, "View Timeline" to see the log, "Raise ticket" to raise the ticket against the availed service etc.

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CORPORATE AFFAIRS AND	Digita	l Platform For Corporate Affo	airs Services		
Dashboard	Home / T	icket & Query	Payment has been done	successfully	
Onboard Service Provider	Applicar	nt Monitoring Panel			
Name Related Services	Entries: 20		Search:		
	SRN NO.	Service Name	Applied On	Current Status	Actio
Incorporation Services	149	Incorporation of a Non-Profit Company	03-08-2021 16:38:21	Pending for Approval	-C4
	148	Registration of a Charity	02-08-2021 17:42:42	Payment Due	- C 1
Continuance Services	142	Name Reservation (Form 15)	31-07-2021 00:08:27	Payment Due	e C 4
Malgamation Services	141	Name Reservation (Form 33) Entity Name: Palm Mart Hardware Limited	30-07-2021 23:49:32	Approved	- C 4 ₽
Closure Services	134	Name Reservation (Form 1)	30-07-2021 23:31:22	Reverted	• C A
Other Services	99	Name Reservation (Form 33) Entity Name: Ikwnfikwnf	30-07-2021 17:11:49	Approved	- C
	98	Name Reservation (Form 33)	30-07-2021 17:10:06	Draft	e C A
Ticket / Query	88	Name Reservation (Form 33)	30-07-2021 01:13:01	Pending for Approval	• C 4
	83	Name Reservation (Form 33)	30-07-2021 00:36:43	Pending for Approval	e C A
Reports	77	Name Reservation (Form 33)	30-07-2021 00:15:12	Payment Due	

4.7 <u>Registration of Societies</u>

STEP 1: LOGIN

- On opening the portal, the user can see two options which are login and register
- After clicking on the login button, the user can see 2 login option namely **Applicant/ Agent login** and **Department login**
- After selecting the Applicant login enter the required fields
- After entering the details, the user can choose between Individual or Corporate Trust Service Provider (CTSP) / Corporate Representative (CR).
- User now can see the dashboard which has different service options
- Clicking on the **Incorporation service** there are different service option from which the user can choose from

STEP 2: APPLY FOR SERVICE

• Clicking on the **apply now** option under the Registration of Societies heading the form will appear on the screen



• There are 4 different form that a user has to fill

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	CORPORATE AFFAIRS AND INTELLECTUAL PROPERTY OFFICE	Digital Platform For Corporate Affairs Servic	es	🕐 😫 Demo 1
	Dashboard	Registration of Societies Form		
	Onboard Service Provider	Societies with Restricted Liability Act of Barbados (Section 5) Articles of Organisation (Form 1) 23(1)	Restricted Liability Act of Barbados (Section and (2)) Notice of Address (Form 3) Notice of Man	ity Act of Barbados (Section 10) agers (Form 6)
	Name Related Services	4)
	incorporation Services	SOCIETIES WITH RESTRICTED LIABILITY ACT OF BARBADOS (Section 50) Appointment of Registered Agent (Form 19)		
	Continuance Services			
	Amalgamation Services	Fields marked with * are mandatory fields, however, in case any of these fields is not app NAME DETAIL'S	icable in your case, then please mention "Not Applicable" or "NA"	
	Closure Services	Enter SRN of Name Reservation form (Form 15)	Name of Society *	
	Other Services	Enter SRN of Name Reservation form (Form 15)	Name of Society	
	Ticket / Query	SOCIETY DETAIL'S		
	C Reports	Main Business Activity Description, which the Society proposes t	o carry on The purpose for which the Society is formed * 😯	

• For a better understanding the user can take help from the tool tip provided against the fields

CORPORATE AFFAIRS AND INTELLECTUAL PROPERTY OFFICE	Digital Platform For Corporate Affairs Services
Dashboard	Registration of Societies Form
Onboard Service Provider	Societies with Restricted Libelity Act of Barbados (Section 5) Societies with Restricted Libelity Act of Barbados (Section 5) Societies with Restricted Libelity Act of Barbados (Section 10) Societies with Restricted Libelity Act of Barbados (Section 10) Societies with Restricted Libelity Act of Barbados (Section 10) Societies with Restricted Libelity Act of Barbados (Section 10)
Name Related Services	A mode a monogene (com a) mode a monogene (com a)
lncorporation Services	SOCIETIES WITH RESTRICTED LABILITY ACT OF BARBADOS (Section 50) Appointment of Registered Agent (Form 19)
🔀 Continuance Services	
Malgamation Services	Fields marked with * are mandatory fields, however, in case any of these fields is not applicable in your case, then please mention "Not Applicable" or "NA*
Closure Services	Enter SRN of Name Reservation form (Form 15) * ? Name of Society *
Ö Other Services	Enter SRN of Nome Reservation form (Form 15) Please enter the approved SRN of Form 15
Ticket / Query	SOCIETY DETAIL'S
Reports	Main Business Activity Description, which the Society proposes to carry on the purpose for which the Society is formed the purpose for which the Society is formed the purpose for which the Society is formed

• The user needs to fill the required details in the **Articles of Organisation (Form 1)** such as: Name Details, Society Details, Address Details, Agent Details, Quota Details, Other Details and click "**Next**" after filling all the details.

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	Type of Quota	Name of class of Quota	Are these Quota redeemable	Price / formula for calculation of price	Rights & privileges attached to the Quota (4000 Characters)	Any other additional rights & privilege attached	Action			•
	Common Qi	Name			The rights of the holders are e	Priveleges				
	Are the Quotas o	f the Society tran	sferable * 😮	٩	0 No					
	OTHER DETAILS	5								
	Restriction if any	on business the S	Society may carry or	0						
	Other provisions,	, if any * 😮								
	Any invitation prohibited	to the public to s	ubscribe for quotas o	f the society is	Others					
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• After choosing "Next", the User needs to fill the Address Details in Notice of Address (form 3). Once added, the User needs to click on "Next"

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Onboard Service Provider			
Name Related Services	Fields marked with * are mandatory fields, however, in case any of these fields is not applicab	le in your case, then please mention 'Not Applicable' or 'NA'	
Incorporation Services	Is Mailing Address same as registered office address * 😮	Address Line 1. * 🕜	
	Yes *	St. bay	
Continuance Services	Address Line 2	City:	
Malgamation Services	Address Line 2	City:	
Closure Services	Parish: *	Postal Code	
	Saint George *	The Valley - BB19000	
Other Services	Mailing Address Country *		
Ticket / Query	Barbados		
Reports			
	€ B	ack Next >	

• After choosing "Next", the User needs to fill the Notice of Managers (form 6). User needs to fill the details such as Name Details, Address Details, Agent Details, Quota Details, Other Details. Once added, the User needs to click on "Next".

State/Parish	ct	*			City.					
Country. •										
Please Sele	ct	٣								
+ADD DETA	ML(S) (Please click on the b	utton "+Add Detail(s)	" to capture detai	ls provided abo	we in tabular form)					
First Name	Middle Name Last Nam	Address Line 1	Address Line 2.	City.	Country.	State/Parish	Postal Code.	Manager Occupation	Action	
Thomas	Andrew	St. Bay			American	Rose Island		Manager		
John	J	St. Thoma			Algeria	Ain Temouch		Director	Î	
Sam	Hewitt	St. Bay			Australia	Queensland		Manager		
			÷	Back	Next →					
Ħ	i 🧮 🔒 <mark>?</mark>		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	•	2	<u></u>	35℃ ^	- 👄 🍽 <i>(ii</i> , d)	ENG 10	15:37 08-2021

• After choosing "Next", the User needs to "Agree" to the declaration and click "Submit".



STEP 3: SUBMITTION CONFIRMATION

- After clicking the submit button a notification will be shown to the user
- User then can choose and upload files if any and a message is displayed to the user

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• After clicking on "Continue and Pay", the user needs to Pay for the desired Service(s). User can choose two options: Online Pay (Pay with EZpay+) OR Offline Pay (Pay at Counter). The user needs to make its own choice and fill the required details.

Incorporation Services User Help File

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CORPORATE AFFAIRS AND	Digital Platform For Corporate Affairs Services			٩
Doshboard	Home / Payment Detail			
Onboard Service Provider	Service Name Incorporation of a Non-Profit Company			
Name Related Services	SRN No.			
Incorporation Services	User Name			
Continuance Services	Demo 1			
Malgamation Services	demolgigmail.com			
Closure Services	Contact No. 8745858745			
d Other Services	Total Fee \$150.00			
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e Reports				
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- If the user fails to make the payment, a notification will pop-up. After that, the user can retry to make payment.
- Once the payment is successful, the submitted application would show up on the dashboard. The status of the submitted application would be "Pending for Approval". The "Current Status" of the application would change as per the Verifier/Approver's action such as: Approved, Reverted.

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CORPORATE AFFAIRS AND INTELLECTUAL PROPERTY OFFICE	Digita	l Platform For Corporate Affo	irs Services		(
Dashboard	Home / T	icket & Query	Payment has been done	successfully	
Onboard Service Provider	Applicar	nt Monitoring Panel			
Name Related Services	Entries: 20		Search:		-
	SRN NO.	Service Name	Applied On	Current Status	Actio
Incorporation Services	149	Incorporation of a Non-Profit Company	03-08-2021 16:38:21	Pending for Approval	- C A
	148	Registration of a Charity	02-08-2021 17:42:42	Payment Due	a 🕑 🔁
Continuance Services	142	Name Reservation (Form 15)	31-07-2021 00:08:27	Payment Due	e C A
Malgamation Services	141	Name Reservation (Form 33) Entity Name: Palm Mart Hardware Limited	30-07-2021 23:49:32	Approved	- C 4 T
Closure Services	134	Name Reservation (Form 1)	30-07-2021 23:31:22	Reverted	e C A
Other Services	99	Name Reservation (Form 33)	30-07-2021 17:11:49	Approved	- C 4 T
	98	Name Reservation (Form 33)	30-07-2021 17:10:06	Draft	a C A
Ticket / Query	88	Name Reservation (Form 33)	30-07-2021 01:13:01	Pending for Approval	
	83	Name Reservation (Form 33)	30-07-2021 00:36:43	Pending for Approval	- C A
Reports	77	Name Reservation (Form 33)	30-07-2021 00:15:12	Payment Due	

• If the User leaves the application in-between without submitting it, then "Current Status" would be shown as "Draft". Upon clicking it, User would be redirected to the same application from where he left.

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Name Related Services	Entries: 20	Search:			
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Incorporation Services	149	Incorporation of a Non-Profit Company	03-08-2021 16:38:21	Pending for Approval	ē C 4
	148	Registration of a Charity	02-08-2021 17:42:42	Payment Due	• • 4
Continuance Services	142	Name Reservation (Form 15)	31-07-2021 00:08:27	Payment Due	- C 4
		Name Reservation (Form 33)			
Amalgamation Services	141	Entity Name: Palm Mart Hardware Limited	30-07-2021 23:49:32	Approved	₽ 04₽
Closure Services	134	Name Reservation (Form 1)	30-07-2021 23:31:22	Reverted	e C A
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	98	Name Reservation (Form 33)	30-07-2021 17:10:06	Draft	B C A
Ticket / Query	88	Name Reservation (Form 33)	30-07-2021 01:13:01	Pending for Approval	B C A
	83	Name Reservation (Form 33)	30-07-2021 00:36:43	Pending for Approval	e C A
Reports	77	Name Reservation (Form 33)	30-07-2021 00:15:12	Payment Due	6 04
	71	Name Reservation (Form 15)	29-07-2021 23:46:48	Pending for Approval	6 C A
	43	Name Reservation (Form 1)	29-07-2021 19:34:29	Payment Due	e C A
	42	Name Reservation (Form 1)	29-07-2021 19:25:10	Pending for Approval	8 C 4
	40	Name Reservation (Form 1)	29-07-2021 17:20:54	Pending for Approval	6 C 4
	39	Registration of a Charity	29-07-2021 11:21:22	Reverted	e C 4
	38	Name Reservation (Form 33)	20-07-2021 11-02-25	Approved	

• In the "Action" column the User have different options such as: "Print Application" to view the submitted application in PDF form, "View Timeline" to see the log, "Raise ticket" to raise the ticket against the availed service etc.

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		SRN NO.	Service Name	Applied On	Current Status	
	Incorporation Services	149	Incorporation of a Non-Profit Company	03-08-2021 16:38:21	Pending for Approval	🖶 🕑 🖆
		148	Registration of a Charity	02-08-2021 17:42:42	Payment Due	🖶 🕑 🖆
	Continuance services	142	Name Reservation (Form 15)	31-07-2021 00:08:27	Payment Due	🖶 🕑 🖆
	Malgamation Services	141	Name Reservation (Form 33) Entity Name: Palm Mart Hardware Limited	30-07-2021 23:49:32	Approved	₽ C
	Closure Services	134	Name Reservation (Form 1)	30-07-2021 23:31:22	Reverted	e C A
	Other Services	99	Name Reservation (Form 33) Entity Name: Ikwnfikwnf	30-07-2021 17:11:49	Approved	- C ⊴ Ţ
		98	Name Reservation (Form 33)	30-07-2021 17:10:06	Draft	🖶 🕑 🛃
	🕂 Ticket / Query	88	Name Reservation (Form 33)	30-07-2021 01:13:01	Pending for Approval	e C 🛃
		83	Name Reservation (Form 33)	30-07-2021 00:36:43	Pending for Approval	e C 🛃
	Reports	77	Name Reservation (Form 33)	30-07-2021 00:15:12	Payment Due	