



## CORPORATE AFFAIRS AND INTELLECTUAL PROPERTY OFFICE

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

### **NAME RELATED SERVICES**

#### **USER MANUAL FILE (FO USER)**

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## 1. Introduction and Accessing CAIPO Portal

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This document is the help for Name Reservation 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 Name Reservation Services on the website follow the below navigation **<link>**

## 2. Contact@CAIPO

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.

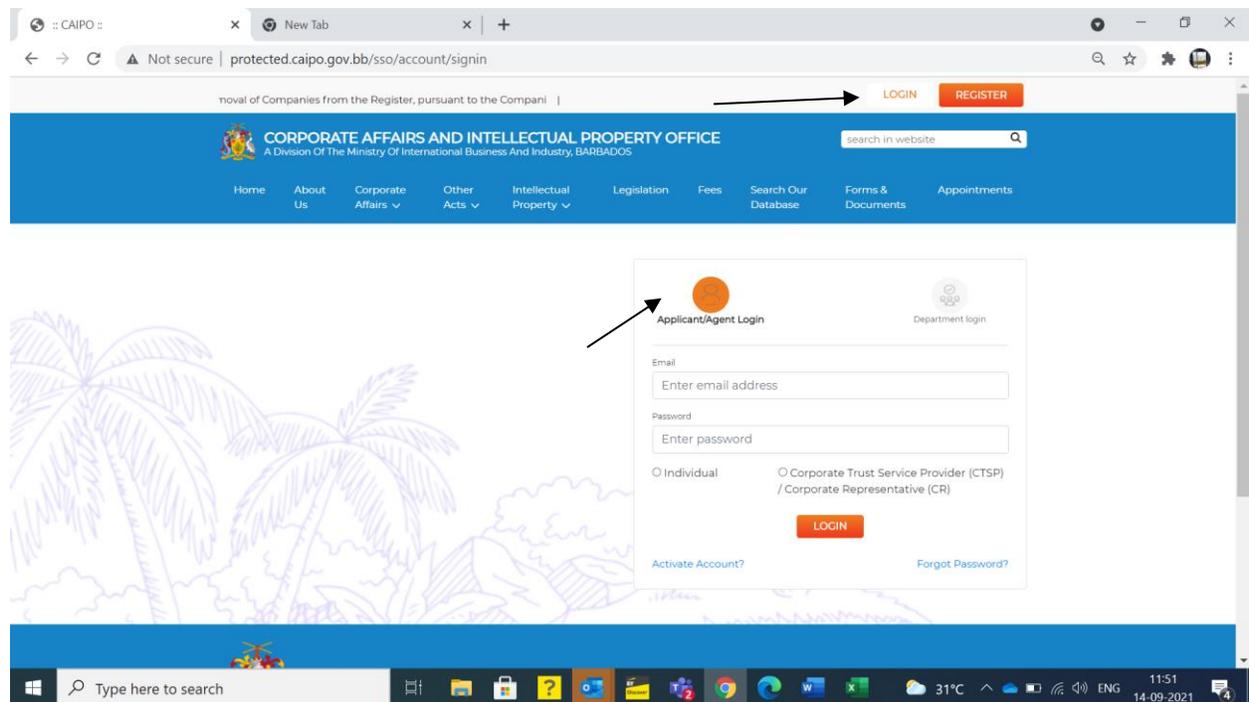
### 3. Login to the new Portal

To Login to 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 <link> and proceed with Login by entering the User ID and Password. Then click on the **Login button** to log in to the system.



2. On successful login, the Home page will be displayed with Basic details in the 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.

SIN No.	Service Name	Applied On	Current Status	Action
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	
141	Entity Name: Palm Mart Hardware Limited	30-07-2021 23:49:32	Approved	
134	Name Reservation (Form 1)	30-07-2021 23:31:22	Reverted	
99	Name Reservation (Form 33)	30-07-2021 17:31:49	Approved	

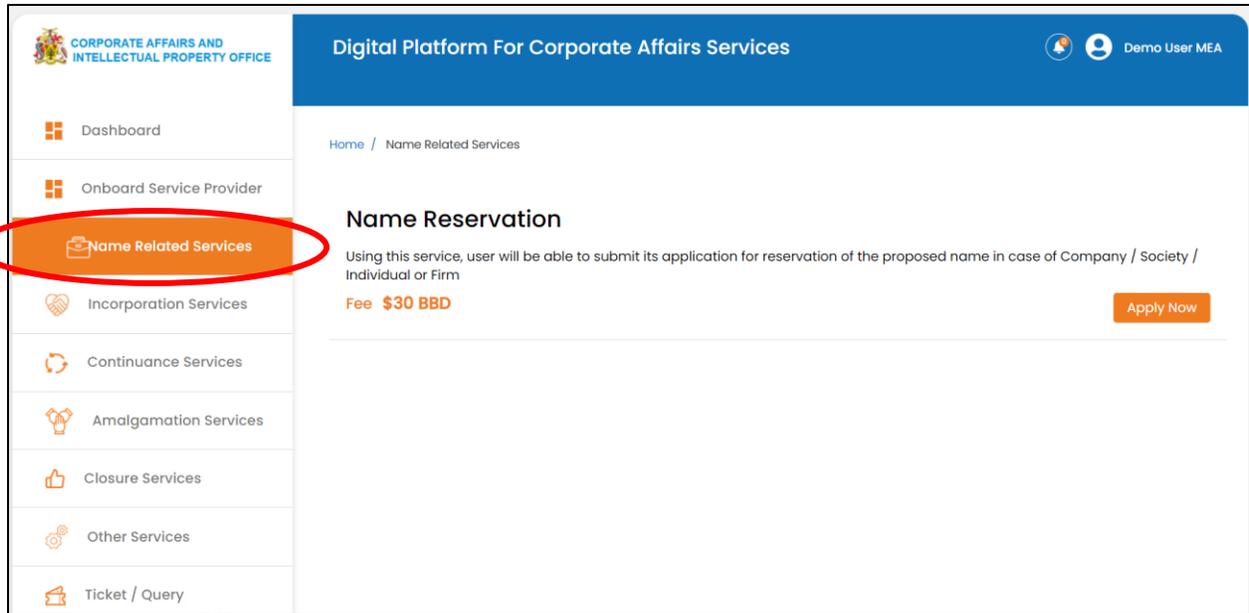
## 4. Applying for Name Related Services

### Introduction

This section covers the process of applying for Name Related Services.

### STEP 1: LOGIN

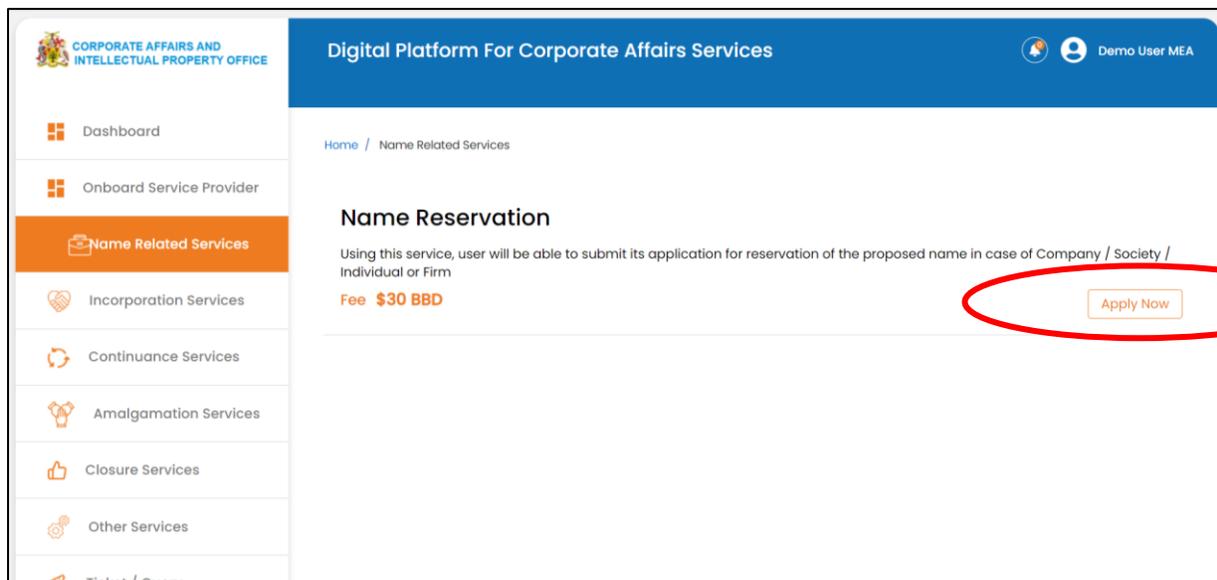
- On opening the portal, the user can see options for **Login** and **Register**.
- After clicking on the **Login** button, the user can see two options namely **Applicant/Agent Login** and **Department Login**.
- After selecting **Applicant/Agent Login**, the user enters the login details.
- After entering the login details, the user can choose between **Individual** or **Corporate Trust Service Provider (CTSP) / Corporate Representative (CR)**.
- The user is logged successfully into his profile and can see the list of different services.
- Clicking on the **Name Related Services**, the user can see the **Name Reservation Service** which he/she can apply for.



The screenshot shows the 'Digital Platform For Corporate Affairs Services' interface. The left sidebar contains a list of services: Dashboard, Onboard Service Provider, Name Related Services (highlighted with a red oval), Incorporation Services, Continuance Services, Amalgamation Services, Closure Services, Other Services, and Ticket / Query. The main content area displays the 'Name Reservation' service details, including a description, a fee of '\$30 BBD', and an 'Apply Now' button.

## STEP 2: APPLY FOR SERVICE

- The user can see the brief details of the service, the associated fees and can apply for the service by clicking on **Apply Now**.
- If there is any query, then the user can click on the tooltip for a brief explanation
- Under **Name Related Services**, the user can apply for **Name Reservation Services**.
- On clicking on the **Apply Now** button the user is directed to the next screen where the user can fill the appropriate Name Reservation Form for Company/ Society/ Individual or Firm.



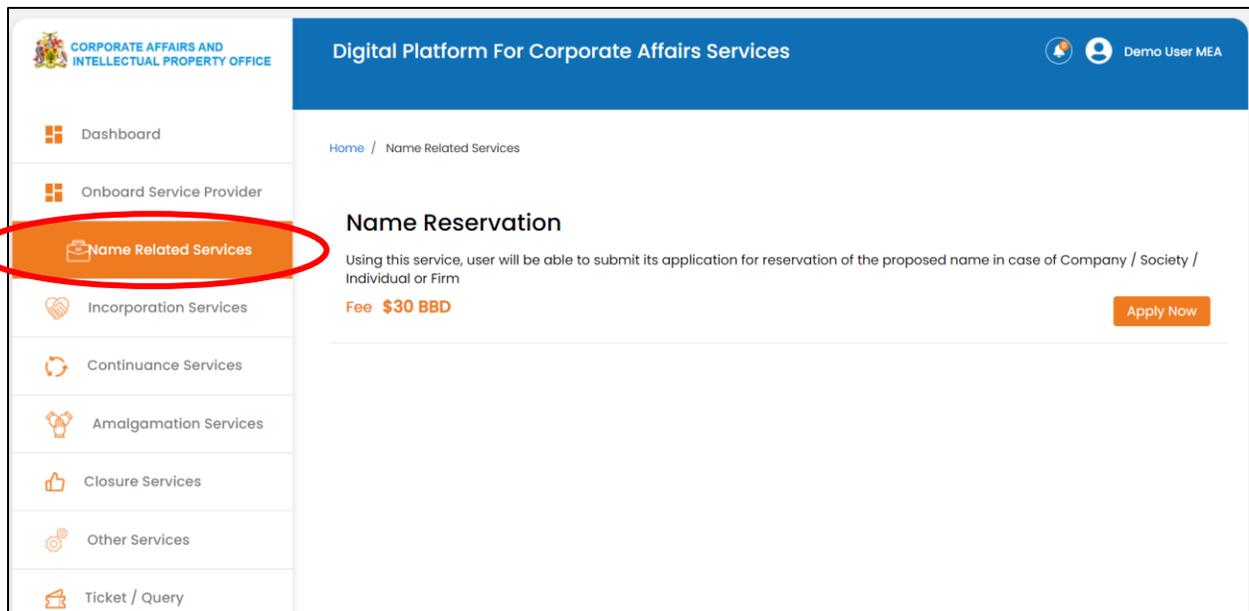
This screenshot is similar to the first one, but the 'Apply Now' button in the main content area is highlighted with a red oval. The sidebar and service details remain the same.

- The user can choose from the '**Name Reservation/ Registration For**' drop-down the following forms based on the entity for which it plans to reserve the name.
  - a. Society: Societies with Restricted Liability Act of Barbados – Request for Name Search and Name Reservation (FORM 15)
  - b. Company: Companies Act of Barbados Request for Name Search and Name Reservation (FORM 33)
  - c. Individual or Firm: Registration of Business Names Act Chapter 317 Form of Application for Registration (FORM I)

#### 4.1. [Society: Societies with Restricted Liability Act of Barbados – Request for Name Search and Name Reservation \(FORM 15\)](#)

##### **STEP 1: LOGIN**

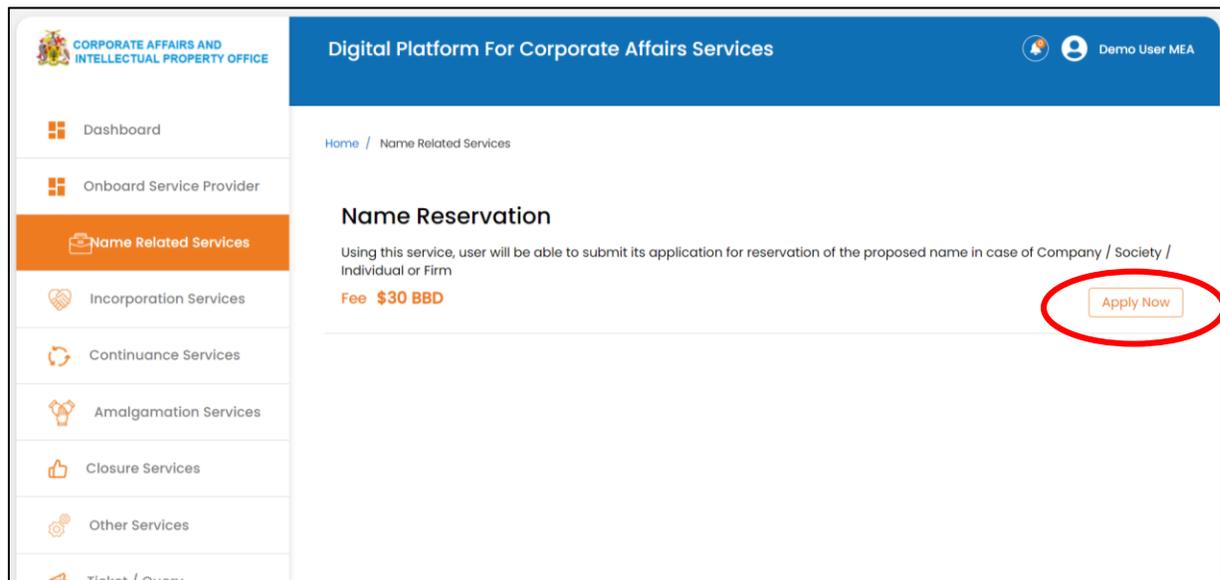
- On opening the portal, the user can see options for **Login** and **Register**.
- After clicking on the **Login** button, the user can see two options namely **Applicant/Agent Login** and **Department Login**.
- After selecting **Applicant/Agent Login**, the user enters the login details.
- After entering the login details, the user can choose between **Individual** or **Corporate Trust Service Provider (CTSP) / Corporate Representative (CR)**.
- The user is logged successfully into his profile and can see the list of different services.
- Clicking on the **Name Related Services**, the user can see the **Name Reservation Service** which he/she can apply for.



The screenshot displays the user interface of the Digital Platform For Corporate Affairs Services. The header includes the logo of the Corporate Affairs and Intellectual Property Office, the title 'Digital Platform For Corporate Affairs Services', and a user profile for 'Demo User MEA'. The left sidebar contains a list of services: Dashboard, Onboard Service Provider, Name Related Services (highlighted with a red circle), Incorporation Services, Continuance Services, Amalgamation Services, Closure Services, Other Services, and Ticket / Query. The main content area shows the 'Name Reservation' service, with a description: 'Using this service, user will be able to submit its application for reservation of the proposed name in case of Company / Society / Individual or Firm'. The fee is listed as '\$30 BBD' and there is an 'Apply Now' button.

## **STEP 2: APPLY FOR SERVICE**

- The user can see the brief details of the service, the associated fees and can apply for the service by clicking on **Apply Now**.
- If there is any query, then the user can click on the tooltip for a brief explanation
- Under **Name Related Services**, the user can apply for **Name Reservation Services**.
- On clicking on the **Apply Now** button the user is directed to the next screen where the user can fill the appropriate Name Reservation Form for Company/ Society/ Individual or Firm.



- After clicking “**Apply Now**”, the User would be redirected to the application page
- Select “Society: Societies with Restricted Liability Act of Barbados – Request for Name Search and Name Reservation (FORM 15)” from the dropdown option available under “**Application For**” field name.

protected.caipo.gov.bb/backoffice/infowizardtwo/subFormCompanyNameReservation/updateSubForm/service\_id/2.0/pageID/1/subID/458/...

Onboard Service Provider

Name Related Services

Incorporation Services

Continuance Services

Amalgamation Services

Closure Services

Other Services

Ticket / Query

Reports

1

Company / Society / Individual or Firm

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"

**APPLICATION FOR**

Name Reservation / Registration For \*

Society : Societies with Restricted Liability Ac...

Please Select

Society : Societies with Restricted Liability Act of Barbados - Request for Name Search and Name Reservation (FORM 15)

Company / Companies Act of Barbados Request for Name Search and Name Reservation (FORM 33)

MEA

Applicant First Name \*

Demo User

Applicant Surname \*

demo surname

Applicant Mobile Number \*

9953798953

Applicant Email ID \*

demo.me@gmail.com

Applicant Address : Address Line 1 \*

Applicant Address : Address Line 2

Type here to search

30°C

ENG

09:41

26-08-2021

- Once the user lands on the application form, “**Personal Details**” would be auto filled based on the details provided by the User while registering on the Portal.

protected.caipo.gov.bb/backoffice/infowizardtwo/subFormCompanyNameReservation/updateSubForm/service\_id/2.0/pageID/1/subID/458/...

Other Services

Ticket / Query

Reports

**PERSONAL DETAILS**

Applicant UID \*

75722846

Applicant Middle Name

MEA

Applicant Mobile Number \*

9953798953

Applicant Address : Address Line 1 \*

Willey Business Park

Applicant Address : City

DEMO CITY

Applicant Address : Parish \*

Saint John

Applicant Facsimile Number

Applicant Facsimile Number

Applicant First Name \*

Demo User

Applicant Surname \*

demo surname

Applicant Email ID \*

demo.me@gmail.com

Applicant Address : Address Line 2

Friars Hill Road

Applicant Address : Postal Code

BB20026

Applicant Address : Country \*

Barbados

Type here to search

30°C

ENG

09:42

26-08-2021

- The User fills the required fields under the **Society's details** such as Proposed Society Name, Legal Ending for Proposed Name, Main Business activity of the Society etc..

The screenshot shows a web browser window with the URL `protected.caipo.gov.bb/backoffice/infowizardtwo/formBuilder/subform/service_id/2.0/pageID/1/formCodeID/1?sc_id=1`. The page title is "SOCIETY'S DETAILS". The form contains the following fields:

- Proposed Society Name 1\* (text input)
- Proposed Society Name 2\* (text input)
- Proposed Society Name 3\* (text input)
- Main Business Activity description which Society carries on or proposes to carry on\* (text input)
- Derivation of Name(s)\* (dropdown menu)
- Name is for\* (dropdown menu)
- Legal ending for Proposed Name 1\* (dropdown menu)
- Legal ending for Proposed Name 2\* (dropdown menu)
- Legal ending for Proposed Name 3\* (dropdown menu)
- Main types of business the Society carries on or proposes to carry on\* (text input)
- First name available to be reserved\* (dropdown menu)
- If for a change of name, state present registration number of Society\* (text input)

The "SOCIETY'S DETAILS" header and the entire form area are highlighted with a red border. The "Name is for\*" dropdown menu is also highlighted with a red oval.

- After filling all these details, the User is required to choose any one option under “Name is for” field.

The screenshot shows a web browser window with the URL `protected.caipo.gov.bb/backoffice/infowizardtwo/subFormCompanyNameReservation/updateSubForm/service_id/2.0/pageID/1/subID/458/...`. The page title is "Name is available, please proceed ahead". The form contains the following fields:

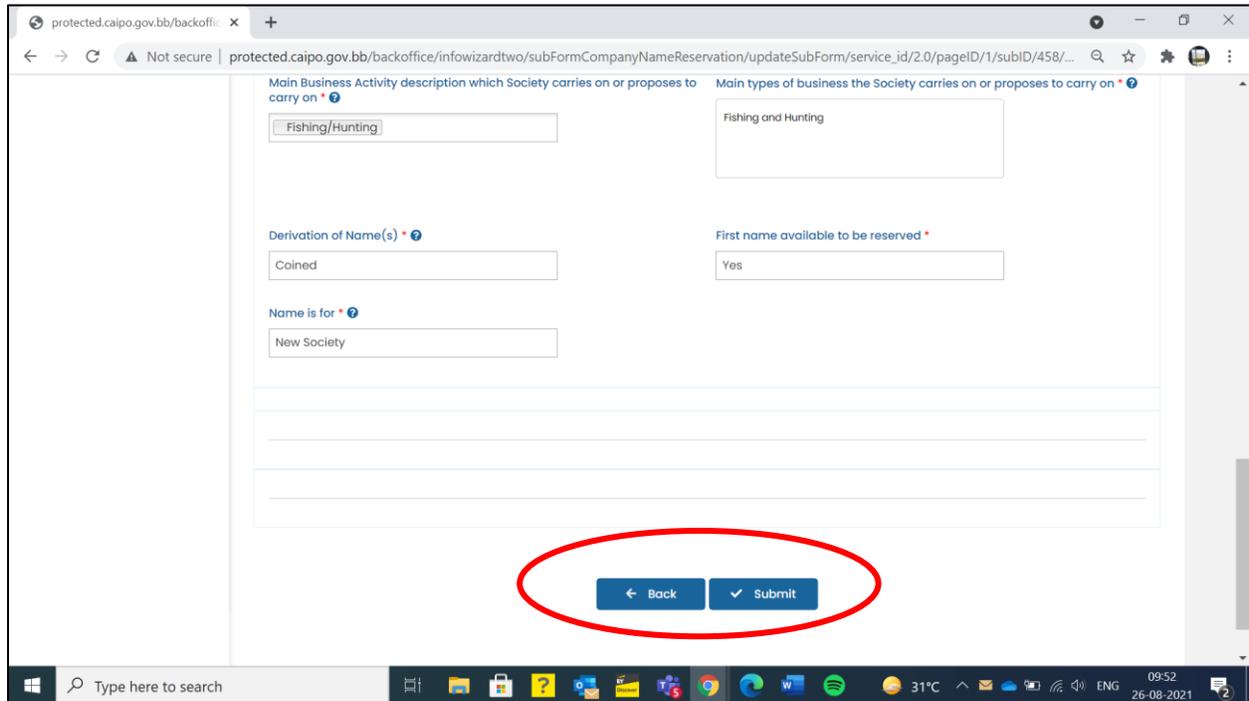
- Main Business Activity description which Society carries on or proposes to carry on\* (text input)
- Main types of business the Society carries on or proposes to carry on\* (text input)
- Derivation of Name(s)\* (dropdown menu)
- First name available to be reserved\* (dropdown menu)
- Name is for\* (dropdown menu)

The "Name is for\*" dropdown menu is highlighted with a red border. The dropdown menu options are:

- New Society
- Please Select
- New Society
- An Existing Society

- If the Name Reservation is for a New Society then the User needs to select “New Society” as an option.

- If the Name Reservation is for an exiting Society, the User needs to select “**An Existing Society**” as an option. Once this option is selected, the User needs to fill other details mapped under this option such as Present registration number of Society, Present name of Society.
- After filling all the details, the User needs to click on “**Submit**”.



The screenshot shows a web browser window displaying a form for Name Reservation. The form is titled "protected.caipo.gov.bb/backoffice/infowizardtwo/subFormCompanyNameReservation/updateSubForm/service\_id/2.0/pageID/1/subID/458/...". The form contains several input fields:

- Main Business Activity description which Society carries on or proposes to carry on:** Fishing/Hunting
- Main types of business the Society carries on or proposes to carry on:** Fishing and Hunting
- Derivation of Name(s):** Coined
- First name available to be reserved:** Yes
- Name is for:** New Society

At the bottom of the form, there are two buttons: "Back" and "Submit". The "Submit" button is circled in red.

### 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

The screenshot shows the 'Digital Platform For Corporate Affairs Services' interface. A red box highlights the document upload section, which contains a table with the following data:

S.No	Document Name	Description of Document	Upload Document
1	Document 1	Test	Choose File No file chosen (Please upload PDF, JPG, PNG only.) Maximum file size allowed 5 MB UPLOAD
2	Document 2	Test	Choose File No file chosen (Please upload PDF, JPG, PNG only.) Maximum file size allowed 5 MB UPLOAD
3	Document 3	test	Choose File No file chosen (Please upload PDF, JPG, PNG only.) Maximum file size allowed 5 MB UPLOAD
4	Document 4	Test	Choose File No file chosen (Please upload PDF, JPG, PNG only.) Maximum file size allowed 5 MB UPLOAD

A note above the table states: "Note\*: In case you want to provide any supporting documents for the application such as identity and Address proof of Applicant, Consent for reserving similar names, Approvals for using Restricted words in the proposed names, etc., then please attach the same under this section."

- 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

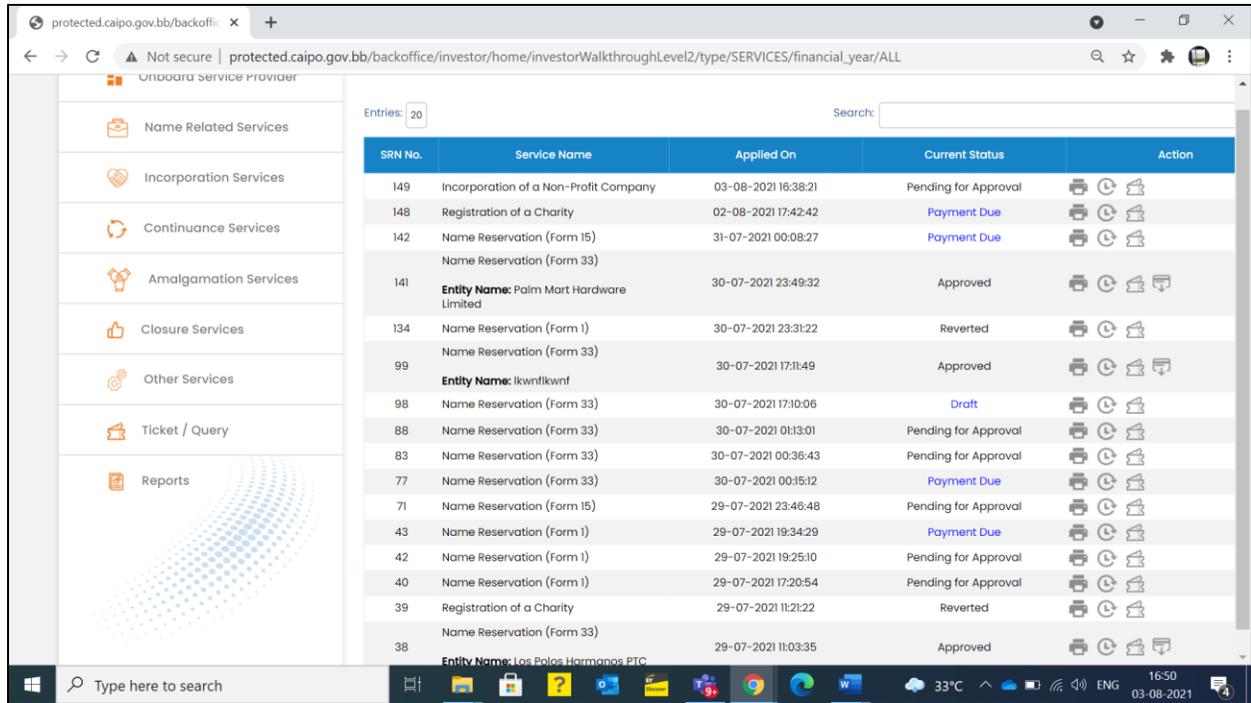
The screenshot shows the 'Payment Detail' page. The service name is 'Name Reservation', SRN No. is '458', User Name is 'Demo User', Email Id is 'demo.meo@gmail.com', and Contact No. is '9876543210'. The Total Fee is '4500.00'. Two payment options are highlighted with a red circle: **PAY WITH EZPAY** and **PAY at Counter**. A 'Back' button is also visible below the payment options.

- 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**

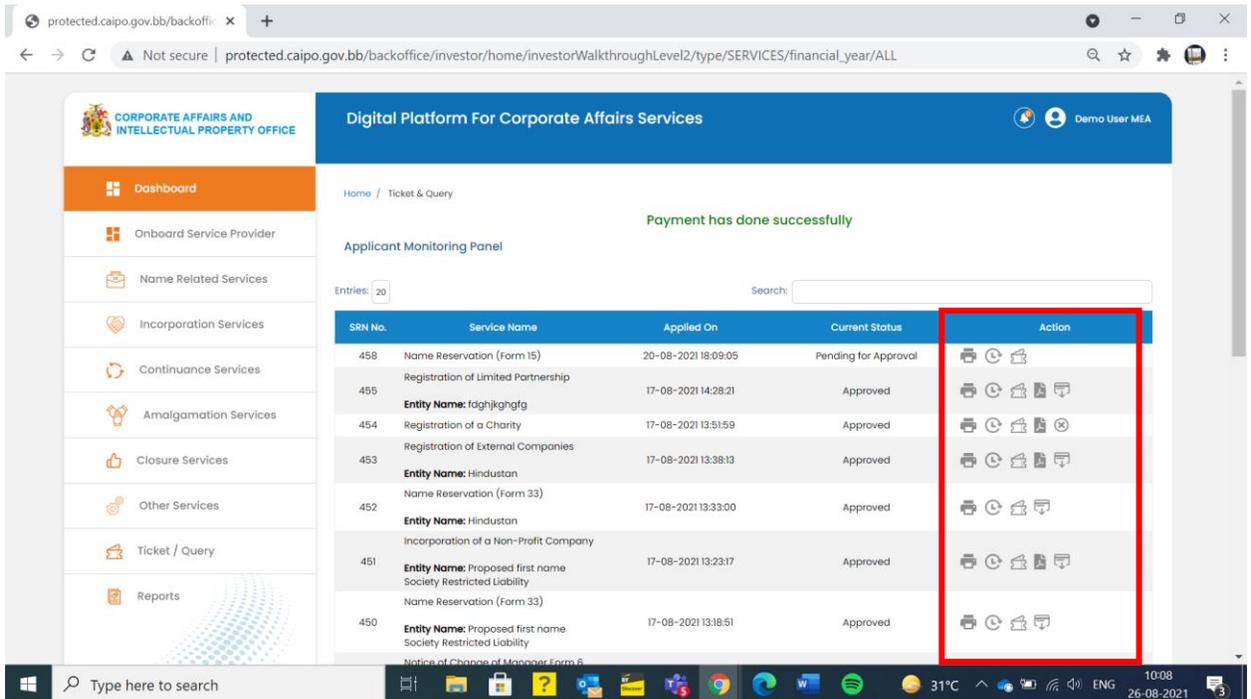
The screenshot displays the 'Digital Platform For Corporate Affairs Services' dashboard. A green notification at the top states 'Payment has done successfully'. Below this is the 'Applicant Monitoring Panel' with a search bar and a table of applications. The table has columns for SRN No., Service Name, Applied On, Current Status, and Action. The 'Current Status' column for the first row is circled in red.

SRN No.	Service Name	Applied On	Current Status	Action
458	Name Reservation (Form 15)	20-08-2021 18:09:05	Pending for Approval	[Icons]
455	Registration of Limited Partnership Entity Name: fdghkjghgfg	17-08-2021 14:28:21	[Status]	[Icons]
454	Registration of a Charity	17-08-2021 13:51:59	Approved	[Icons]
453	Registration of External Companies Entity Name: Hindustan	17-08-2021 13:38:13	Approved	[Icons]
452	Name Reservation (Form 33) Entity Name: Hindustan	17-08-2021 13:33:00	Approved	[Icons]
451	Incorporation of a Non-Profit Company Entity Name: Proposed first name Society Restricted Liability	17-08-2021 13:23:17	Approved	[Icons]
450	Name Reservation (Form 33) Entity Name: Proposed first name Society Restricted Liability	17-08-2021 13:18:51	Approved	[Icons]

- 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



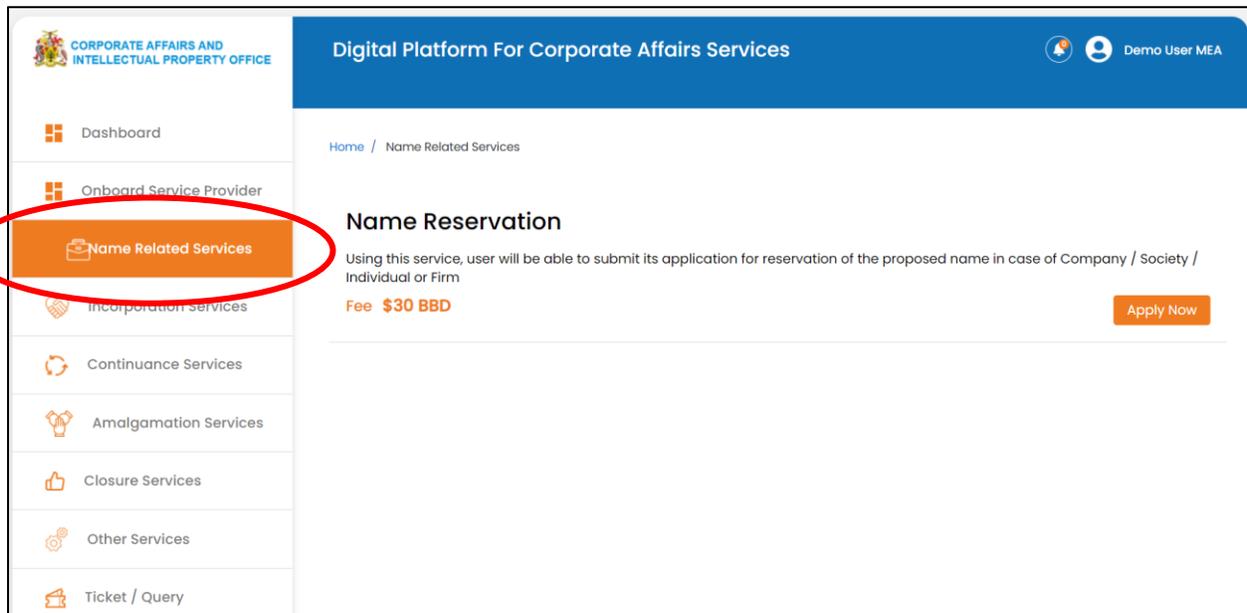
- In the **“Action”** column the User have different options such as: **“Print Application”** to view the submitted application in PDF form, **“View Timeline”** to see the log, **“Raise ticket”** to raise the ticket against the availed service etc.



## 4.2. [Company: Companies Act of Barbados Request for Name Search and Name Reservation \(FORM 33\)](#)

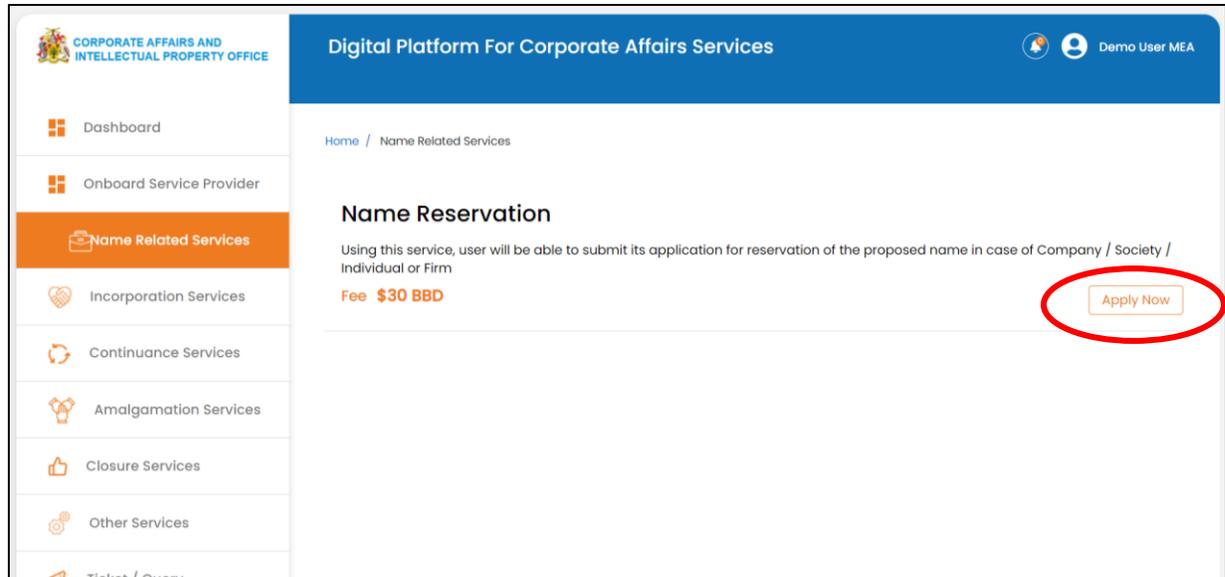
### **STEP 1: LOGIN**

- On opening the portal, the user can see options for **Login** and **Register**.
- After clicking on the Login button, the user can see two options namely **Applicant/Agent Login** and **Department Login**.
- After selecting **Applicant/Agent Login**, the user enters the login details.
- After entering the login details, the user can choose between **Individual or Corporate Trust Service Provider (CTSP) / Corporate Representative (CR)**.
- The user is logged successfully into his profile and can see the list of different services.
- Clicking on the **Name Related Services**, the user can see the Name Reservation Service which he/she can apply for.

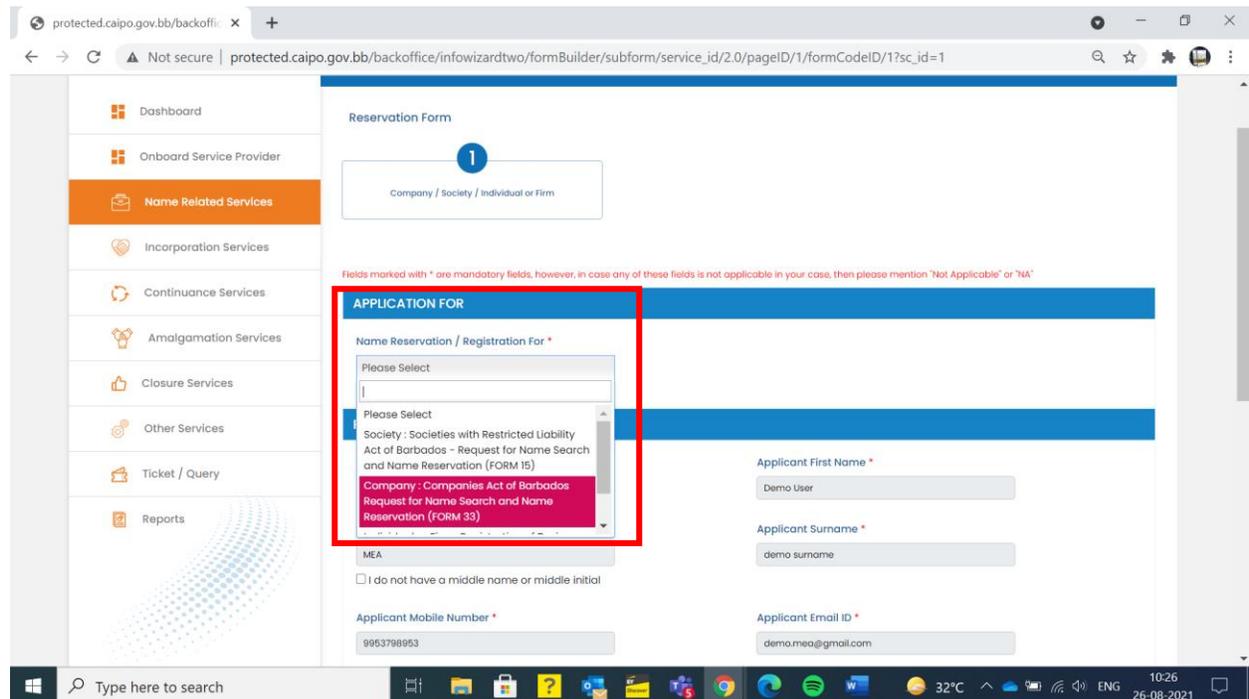


### **STEP 2: APPLY FOR SERVICE**

- The user can see the brief details of the service, the associated fees and can apply for the service by clicking on **Apply Now**.
- If there is any query, then the user can click on the tooltip for a brief explanation
- Under **Name Related Services**, the user can apply for **Name Reservation Services**.
- On clicking on the **Apply Now** button the user is directed to the next screen where the user can fill the appropriate Name Reservation Form for Company/ Society/ Individual or Firm.



- After clicking “Apply Now”, the User would be redirected to the application page
- Select “Company: Companies Act of Barbados Request for Name Search and Name Reservation (FORM 33)” from the dropdown option available under “Application For” field name.



- Once the user lands on the application form, “Personal Details” would be auto filled based on the details provided by the User while registering on the Portal.

The screenshot shows a web browser window displaying a form titled "PERSONAL DETAILS". The form is enclosed in a red rectangular border. The form fields are as follows:

PERSONAL DETAILS	
Applicant UID *	Applicant First Name *
75722846	Demo User
Applicant Middle Name	Applicant Surname *
MEA	demo surname
Applicant Mobile Number *	Applicant Email ID *
9953798953	demo.meo@gmail.com
Applicant Address : Address Line 1 *	Applicant Address : Address Line 2
Witley Business Park	Friars Hill Road
Applicant Address: City	Applicant Address: Postal Code
DEMO CITY	BB20026
Applicant Address: Parish *	Applicant Address: Country *
Saint John	Barbados
Applicant Facsimile Number	
Applicant Facsimile Number	

The browser address bar shows the URL: `protected.caipo.gov.bb/backoffice/infowizardtwo/subFormCompanyNameReservation/updateSubForm/service_id/2.0/pagelD/1/subID/458/...`. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the date 26-08-2021 and time 09:42.

- The user selects the purpose of filling the form from the **'Purpose of Filling the Form'** drop-down. The user can choose the following options.
  - a. Name Reservation for new Company
  - b. Name Change of existing Company

<p>Applicant Mobile Number *</p> <input type="text" value="7566006810"/>	<p>Applicant Email ID *</p> <input type="text" value="demo.mea@gmail.com"/>
<p>Applicant Address : Address Line 1 *</p> <input type="text" value="Wilkey Business Park"/>	<p>Applicant Address : Address Line 2</p> <input type="text" value="Friars Hill Road"/>
<p>Applicant Address: City</p> <input type="text" value="Demo City"/>	<p>Applicant Address: Postal Code</p> <input type="text" value="BB20026"/>
<p>Applicant Address: Parish *</p> <input type="text" value="Saint John"/>	<p>Applicant Address: Country *</p> <input type="text" value="Barbados"/>

**COMPANY DETAILS**

<p>Purpose of Filing the Form * ?</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Please Select</p> <ul style="list-style-type: none"> <li style="background-color: #E91E63; color: white; padding: 2px;">Please Select</li> <li style="padding: 2px;">Name reservation for new Company</li> <li style="padding: 2px;">Name change of existing company</li> </ul> </div>	<p>Derivation of Name(s) * ?</p> <input type="text" value="Please Select"/>
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- Based on the option selected, the relevant fields appear in the form for the user to fill.
  - **Name Reservation for new Company**

**COMPANY DETAILS**

<p>Purpose of Filing the Form * ?</p> <input type="text" value="Name reservation for new Company"/>	<p>Name Reservation for New Company *</p> <input type="text" value="Please Select"/>
<p>Business Entity Type * ?</p> <input type="text" value="Please Select"/>	<p>Proposed Company Name 1 * ?</p> <input type="text" value="Proposed Company Name 1"/>
<p>Legal ending for Proposed Name 1 * ?</p> <input type="text" value="Please Select"/>	<p>Proposed Company Name 2 * ?</p> <input type="text" value="Proposed Company Name 2"/>
<p>Legal ending for Proposed Name 2 * ?</p> <input type="text" value="Please Select"/>	<p>Proposed Company Name 3 * ?</p> <input type="text" value="Proposed Company Name 3"/>
<p>Legal ending for Proposed Name 3 * ?</p> <input type="text" value="Please Select"/>	<p>Main Business Activity description which company carries on or proposes to carry on * ?</p> <input type="text" value="Main Business Activity descripti"/>
<p>Main Types of business company carries on or proposes to carry on * ?</p> <input type="text" value=""/>	<p>Derivation of Name(s) * ?</p> <input type="text" value="Please Select"/>

- Name Change of existing Company

### COMPANY DETAILS

<b>Purpose of Filing the Form</b> * ? Name change of existing company	<b>Name Change of Existing Company</b> * Please Select
<b>Business Entity Type</b> * ? Please Select	<b>Proposed Company Name 1</b> * ? Proposed Company Name 1
<b>Legal ending for Proposed Name 1</b> * ? Please Select	<b>Proposed Company Name 2</b> * ? Proposed Company Name 2
<b>Legal ending for Proposed Name 2</b> * ? Please Select	<b>Proposed Company Name 3</b> * ? Proposed Company Name 3
<b>Legal ending for Proposed Name 3</b> * ? Please Select	<b>Main Business Activity description which company carries on or proposes to carry on</b> * ? Main Business Activity descripti
<b>Main Types of business company carries on or proposes to carry on</b> * ? <input type="text"/>	<b>Derivation of Name(s)</b> * ? Please Select
<b>Existing Company Registration No.</b> * ? Existing Company Registration No.	<b>Existing Business Name</b> * Existing Business Name

- The user can access the details to be filled in a particular field by hovering over the tooltips of the respective field.
- The User, post filling of the mandatory fields, click on '**Submit**'.

The screenshot shows the same form as above, but in a browser window. The 'Submit' button at the bottom center is circled in red. The browser address bar shows the URL: `protected.caipo.gov.bb/backoffice/infowizardtwo/formBuilder/subform/service_id/2.0/pageID/1/formCodeID/17sc_id=1`. The Windows taskbar at the bottom shows the date and time as 10:29 on 26-08-2021.

**STEP 3: SUBMISSION CONFIRMATION**

- After clicking the submit button a notification is shown to the User, that the application details have been saved and the user is required to **upload applicable documents**.
- The user can upload the relevant documents. The allowable formats for files are pdf, jpg, and png. The maximum size allowed is 5MB.

INTELLECTUAL PROPERTY OFFICE

Application details saved, please upload documents

S.No	Document Name	Description of Document	Upload Document
1	Declaration u/s 4 (3) of Companies Act of Barbados		Choose File No file chosen UPLOAD
2	Document 1		Choose File No file chosen UPLOAD
3	Document 2		Choose File No file chosen UPLOAD
4	Document 3		Choose File No file chosen UPLOAD
5	Document 4		Choose File No file chosen UPLOAD
6	Document 5		Choose File No file chosen UPLOAD

**Declaration**  
I: All the required attachments have been completely, correctly and legibly attached to this form.  
 Yes, We Accept

CONTINUE & PAY

- After uploading the relevant documents and accepting the declaration, the User clicks on **'Continue and Pay'**, and is directed to the Payment Page.

- The user can choose from two payment options: Online Pay (**Pay with EZPAY**) OR Offline Pay (**Pay at Counter**).

**CORPORATE AFFAIRS AND INTELLECTUAL PROPERTY OFFICE**

**Digital Platform For Corporate Affairs Services**

Home / Payment Detail

Service Name  
Incorporation of a Non-Profit Company

SRN No.  
149

User Name  
Demo 1

Email Id  
demo@gmail.com

Contact No.  
8745958745

Total Fee  
\$150.00

**PAY WITH EZPAY** **PAY at Counter**

- Once the online payment (**Pay with EZPAY**) is successful, the submitted application would show up on the dashboard. The status of the submitted application would be 'Pending for Approval'. In case the payment fails, the system prompts the user. The user can retry to make payment
- In case the user chooses '**Pay at Counter**', the application would show up on the dashboard with the status 'Payment Due'. Once the user completes the payment at the Counter, the status of the application gets changed to 'Pending for Approval'.

**CORPORATE AFFAIRS AND INTELLECTUAL PROPERTY OFFICE**

**Digital Platform For Corporate Affairs Services**

Home / Ticket & Query

**Payment has been done successfully**

Applicant Monitoring Panel

Entries: 20 Search:

SRN No.	Service Name	Applied On	Current Status	Action
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	
142	Name Reservation (Form 15)	31-07-2021 00:08:27	Payment Due	
141	Name Reservation (Form 33) Entity Name: Palm Mart Hardware Limited	30-07-2021 23:49:32	Approved	
134	Name Reservation (Form 1)	30-07-2021 23:31:22	Reverted	
99	Name Reservation (Form 33) Entity Name: ikwnfikwnf	30-07-2021 17:11:49	Approved	
98	Name Reservation (Form 33)	30-07-2021 17:10:06	Draft	
88	Name Reservation (Form 33)	30-07-2021 01:33:01	Pending for Approval	
83	Name Reservation (Form 33)	30-07-2021 00:36:43	Pending for Approval	
77	Name Reservation (Form 33)	30-07-2021 00:15:12	Payment Due	

Type here to search

33°C 16:45 03-08-2021

- If the user leaves the application in-between without submitting it, the status of the application would be shown as **'Draft'**. Upon clicking it, the user would be redirected to the same application from where he left.

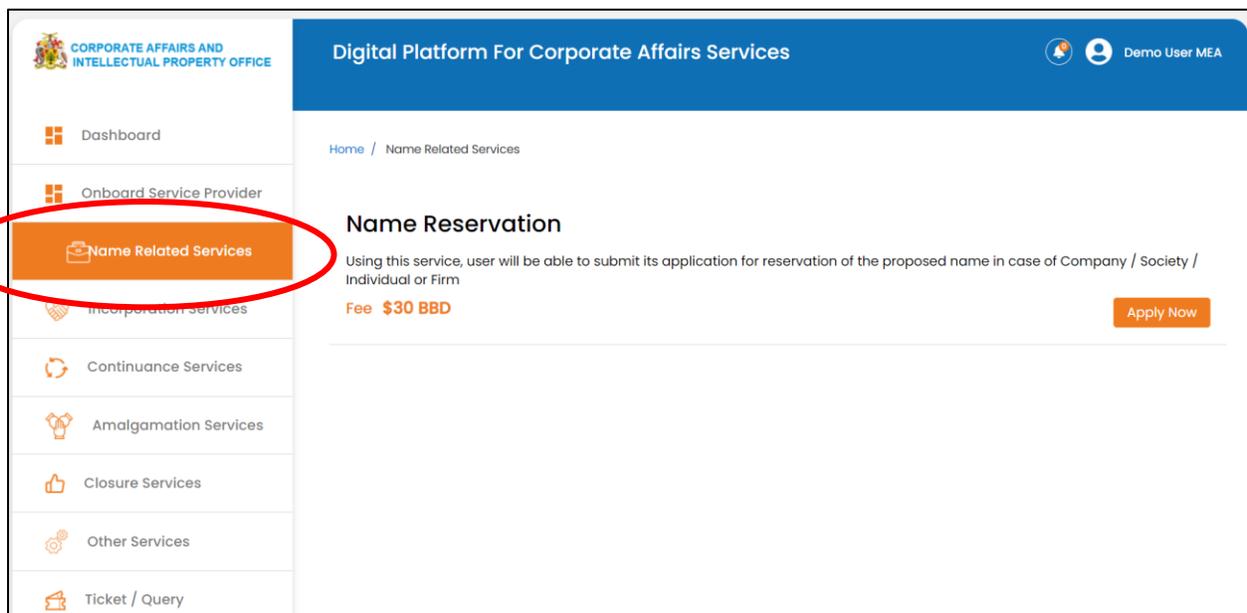
SRN No.	Service Name	Applied On	Current Status	Action
149	Incorporation of a Non-Profit Company	03-08-2021 16:38:21	Pending for Approval	[Print] [Timeline] [Ticket]
148	Registration of a Charity	02-08-2021 17:42:42	Payment Due	[Print] [Timeline] [Ticket]
142	Name Reservation (Form 15) Name Reservation (Form 33)	31-07-2021 00:08:27	Payment Due	[Print] [Timeline] [Ticket]
141	<b>Entity Name:</b> Palm Mart Hardware Limited	30-07-2021 23:49:32	Approved	[Print] [Timeline] [Ticket] [Download]
134	Name Reservation (Form 1) Name Reservation (Form 33)	30-07-2021 23:31:22	Reverted	[Print] [Timeline] [Ticket]
99	<b>Entity Name:</b> lkwnfikwnf	30-07-2021 17:11:49	Approved	[Print] [Timeline] [Ticket] [Download]
98	Name Reservation (Form 33)	30-07-2021 17:10:06	Draft	[Print] [Timeline] [Ticket]
88	Name Reservation (Form 33)	30-07-2021 01:13:01	Pending for Approval	[Print] [Timeline] [Ticket]
83	Name Reservation (Form 33)	30-07-2021 00:36:43	Pending for Approval	[Print] [Timeline] [Ticket]
77	Name Reservation (Form 33)	30-07-2021 00:15:12	Payment Due	[Print] [Timeline] [Ticket]
71	Name Reservation (Form 15)	29-07-2021 23:46:48	Pending for Approval	[Print] [Timeline] [Ticket]
43	Name Reservation (Form 1)	29-07-2021 19:34:29	Payment Due	[Print] [Timeline] [Ticket]
42	Name Reservation (Form 1)	29-07-2021 19:25:10	Pending for Approval	[Print] [Timeline] [Ticket]
40	Name Reservation (Form 1)	29-07-2021 17:20:54	Pending for Approval	[Print] [Timeline] [Ticket]
39	Registration of a Charity	29-07-2021 11:21:22	Reverted	[Print] [Timeline] [Ticket]
38	Name Reservation (Form 33) <b>Entity Name:</b> Lax Polys Hardware BFC	29-07-2021 11:03:35	Approved	[Print] [Timeline] [Ticket] [Download]

- Post successful payment, the application is sent to the Verifier for approval. The verifier is notified about the request.
- Under the 'Action' column, the User is provided the following action button
  - **Print Application** to view the submitted application in PDF form.
  - **View Timeline** to see the log.
  - **Raise a ticket** to raise the ticket against the availed service etc.
- Post successful payment, the application is sent to the Approving Authority (to Verifier, however in case of any exceptions it is further assigned to Approver) for approval. The Approving Authority is notified about the request.
- Post successful approval from Approving Authority (Verifier or Approver), the user is notified over his/her registered Email ID/ Mobile number. The name reservation certificate is shared over email and is available on the user dashboard as well.
- In case of rejection, the user is notified of the same over his/her registered Email ID/Mobile number.

#### 4.3. [Individual or Firm: Registration of Business Names Act Chapter 317 Form of Application for Registration \(FORM I\)](#)

##### **STEP 1: LOGIN**

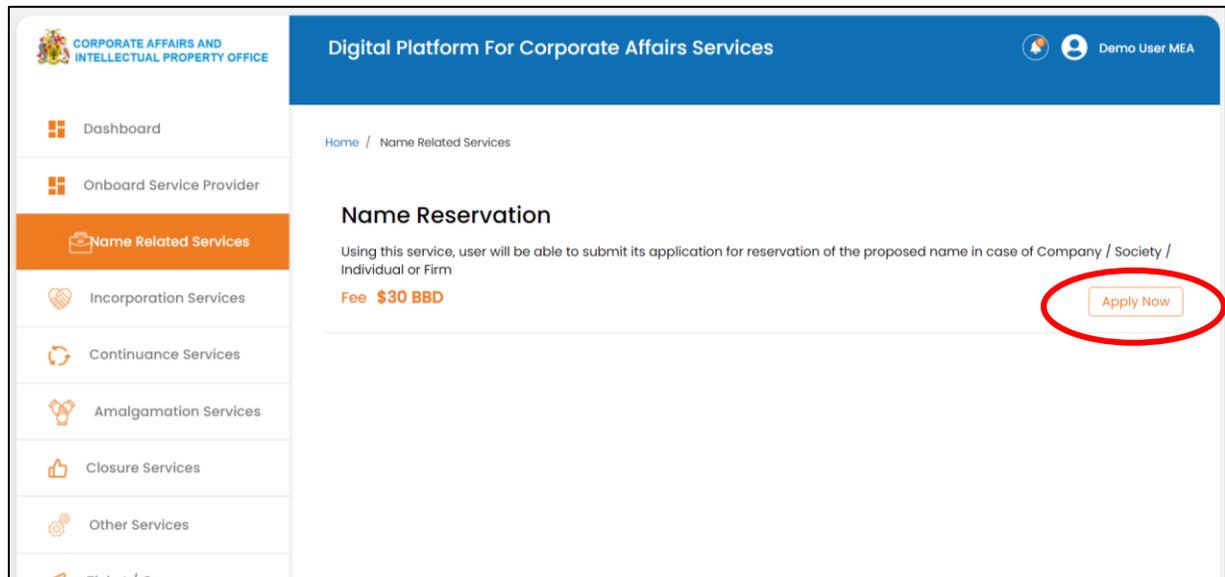
- On opening the portal, the user can see options for **Login** and **Register**.
- After clicking on the Login button, the user can see two options namely **Applicant/Agent Login** and **Department Login**.
- After selecting **Applicant/Agent Login**, the user enters the login details.
- After entering the login details, the user can choose between **Individual** or **Corporate Trust Service Provider (CTSP) / Corporate Representative (CR)**.
- The user is logged successfully into his profile and can see the list of different services.
- Clicking on the **Name Related Services**, the user can see the Name Reservation Service which he/she can apply for.



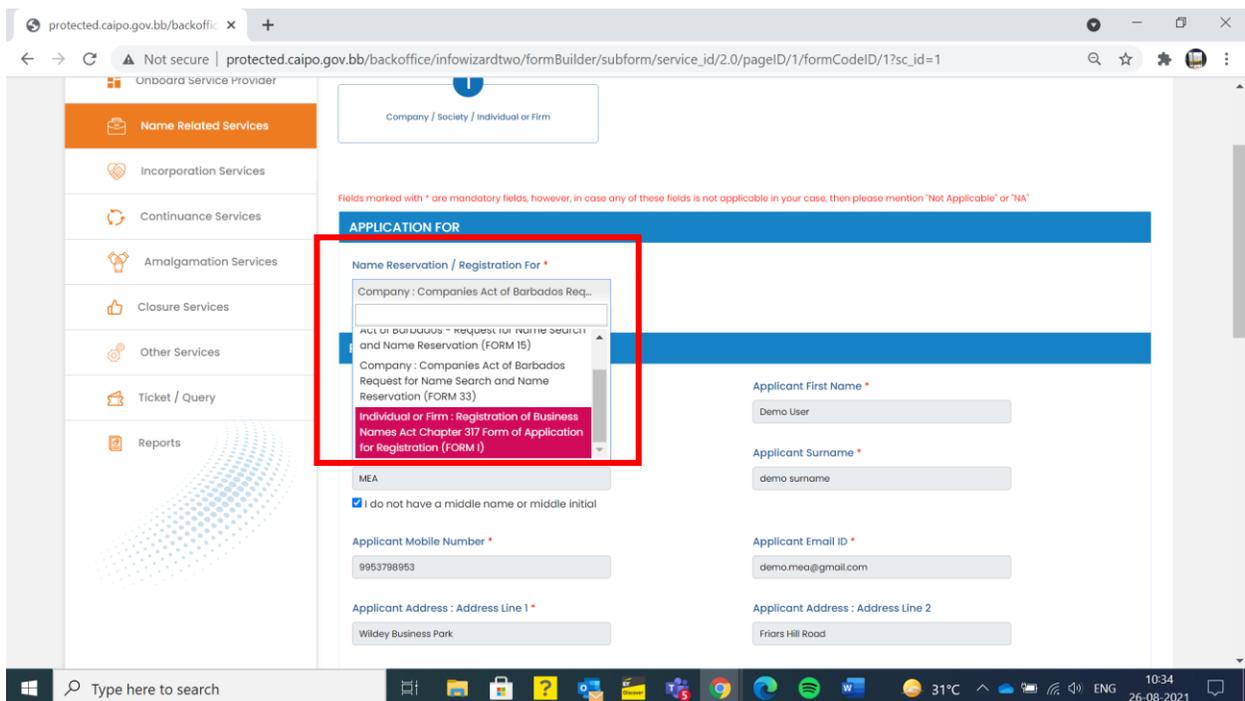
##### **STEP 2: APPLY FOR SERVICE**

- The user can see the brief details of the service, the associated fees and can apply for the service by clicking on **Apply Now**.
- If there is any query, then the user can click on the tooltip for a brief explanation
- Under **Name Related Services**, the user can apply for **Name Reservation Services**.

- On clicking on the **Apply Now** button the user is directed to the next screen where the user can fill the appropriate Name Reservation Form for Company/ Society/ Individual or Firm.



- After clicking “Apply Now”, the User would be redirected to the application page
- Select “Individual or Firm: Registration of Business Names Act Chapter 317 Form of Application for Registration (FORM I)” from the dropdown option available under “Application For” field name.



- Once the user lands on the application form, “**Personal Details**” would be auto filled based on the details provided by the User while registering on the Portal.

The screenshot shows a web browser window with the URL `protected.caipo.gov.bb/backoffice/infowizardtwo/subFormCompanyNameReservation/updateSubForm/service_id/2.0/pageID/1/subID/458/...`. The page displays a form titled "PERSONAL DETAILS" with the following fields:

Field Name	Value
Applicant UID *	75722846
Applicant First Name *	Demo User
Applicant Middle Name	MEA
Applicant Surname *	demo surname
Applicant Mobile Number *	9953798953
Applicant Email ID *	demo.mea@gmail.com
Applicant Address : Address Line 1 *	Wildey Business Park
Applicant Address : Address Line 2	Friars Hill Road
Applicant Address: City	DEMO CITY
Applicant Address: Postal Code	BB20026
Applicant Address: Parish *	Saint John
Applicant Address: Country *	Barbados
Applicant Facsimile Number	

- After clicking on the Application type, User needs to fill the required details under “**Business Details**” section such as Proposed Name of Business, Main Business Activity Description, General Nature of Business, Address etc..

The screenshot shows a web browser window with the URL `protected.caipo.gov.bb/backoffice/infowizardtwo/formBuilder/subform/service_id/2.0/pageID/1/formCodeID/17sc_id=1`. The page displays a form titled "BUSINESS DETAILS" with the following fields:

Field Name	Value
Proposed Name of Business *	Kaizen and Sons Name is available, please proceed ahead
Main Business Activity Description *	Farming(Crop Production)
General Nature of Business *	Farming and Ranching
Principal Place of business : Address Line 1 *	St. Bay
Principal Place of business : Address Line 2	Principal Place of business : Address Line 2
Principal Place of business : City	Principal Place of business : City
Principal Place of business : Parish *	Saint George
Principal Place of business : Postal Code	The Valley - BB19000
Principal Place of business : Country *	Barbados

- After filling all the details, the user needs to fill the required details under “**Applicant Details**”.
- Based on the requirements, the user needs to choose from the available options under “Type of Registration” field.
  - **Individual Registration**
  - **Firm Registration**

The screenshot shows a web browser window with the URL `protected.caipo.gov.bb/backoffice/infowizardtwo/formBuilder/subform/service_id/2.0/pageID/1/formCodeID/1?sc_id=1`. The page title is "APPLICANT DETAILS". The "Type of Registration" dropdown menu is open, showing three options: "Individual Registration" (selected), "Please Select", and "Firm Registration". The "Number of Individuals" field contains the value "1". Other fields include "First Name of Individual", "Surname of Individual", "Former Surname", "Provide ID Number", "Individual Email ID", "Middle Name of Individual", "Former Christian name", "Select Type of Identity Proof to be provided for applicant", "Individual Mobile Number", "Individual Present Nationality", "Individual Nationality of Origin", and "Individual Address Line 1".

- After choosing the relevant option, fill the required fields such as Name, ID Number, Email ID, Address etc..
- After adding all the details, user needs to click “**+Save Details**” to capture all the filled details under the grid.
- If the User selects “**Firm Registration**” as an option, then it needs to fill the required fields under “Partner Corporate Details” and click “**+Save Details**” to capture all the filled details under the grid.
- After filling all the details, click “**Submit**” to submit the application.

protected.caipo.gov.bb/backoffice/infowizardtwo/formBuilder/subform/service\_id/2.0/pageID/1/formCodeID/1?sc\_id=1

Name of Individual	Name of Individual	of Individual	Christian name	Former Surname	for applicant	ID Number	Mobile Number	Individual Email ID	Present Nationality	Nationality of Origin	Address Line 1	Address Line 2
John		Oliver	NA	NA	Passpr	1234	98765	john@	Algeria	Algeria	Add lin	

Name of the Company\*  
 Registration Number of the Company\*  
 Address of the Company\*  
 Date of Commencement of Business\*  
 +ADD DETAIL(S) (Please click on the button "+Add Detail(s)" to capture details provided above in tabular form)

Registration Number of the Company	Name of the Company	Address of the Company	Date of Commencement of Business	Delete
22333	Los Polos	Add	09/08/2021	

Submit

### STEP 3: SUBMISSION CONFIRMATION

- After clicking the submit button a notification is shown to the User, that the application details have been saved and the user is required to upload applicable documents.
- The user can upload the relevant documents. The allowable formats for files are pdf, jpg, and png. The maximum size allowed is 5MB.

INTELLECTUAL PROPERTY OFFICE

Application details saved, please upload documents

S.No	Document Name	Description of Document	Upload Document
1	Declaration u/s 4 (3) of Companies Act of Barbados		Choose File No file chosen UPLOAD
2	Document 1		Choose File No file chosen UPLOAD
3	Document 2		Choose File No file chosen UPLOAD
4	Document 3		Choose File No file chosen UPLOAD
5	Document 4		Choose File No file chosen UPLOAD
6	Document 5		Choose File No file chosen UPLOAD

Declaration  
 I. All the required attachments have been completely, correctly and legibly attached to this form.  
 Yes, We Accept

CONTINUE & PAY

- After uploading the relevant documents and accepting the declaration, the User clicks on **'Continue and Pay'**, and is directed to the Payment Page.
- The user can choose from two payment options: Online Pay (**Pay with EZPAY**) OR Offline Pay (**Pay at Counter**).

The screenshot displays the 'Digital Platform For Corporate Affairs Services' interface. On the left is a sidebar with a navigation menu containing: Dashboard, Onboard Service Provider, Name Related Services, Incorporation Services, Continuance Services, Amalgamation Services, Closure Services, Other Services, Ticket / Query, and Reports. The main content area is titled 'Home / Payment Detail' and shows the following information:

- Service Name:** Incorporation of a Non-Profit Company
- SRN No.:** 149
- User Name:** Demo 1
- Email Id:** demo1@gmail.com
- Contact No.:** 8745958745
- Total Fee:** \$150.00

At the bottom of the form, there are two buttons: a green button labeled 'PAY WITH EZPAY' and an orange button labeled 'PAY at Counter'. An illustration of a hand holding a smartphone with a payment card and a coin is shown to the right of the form. Two arrows point to the 'PAY WITH EZPAY' and 'PAY at Counter' buttons.

- Once the online payment (**Pay with EZPAY**) is successful, the submitted application would show up on the dashboard. The status of the submitted application would be 'Pending for Approval'. In case the payment fails, the system prompts the user. The user can retry to make payment
- In case the user chooses **'Pay at Counter'**, the application would show up on the dashboard with the status 'Payment Due'. Once the user completes the payment at the Counter, the status of the application gets changed to 'Pending for Approval'.

The screenshot shows the 'Digital Platform For Corporate Affairs Services' interface. A green notification at the top states 'Payment has been done successfully'. Below this is the 'Applicant Monitoring Panel' with a search bar and a table of applications. The table has columns for SRN No., Service Name, Applied On, Current Status, and Action. A mouse cursor is pointing at the 'Payment Due' status of the application with SRN No. 142.

SRN No.	Service Name	Applied On	Current Status	Action
149	Incorporation of a Non-Profit Company	03-08-2021 16:38:21	Pending for Approval	[Print] [Refresh] [Close]
148	Registration of a Charity	02-08-2021 17:42:42	Payment Due	[Print] [Refresh] [Close]
142	Name Reservation (Form 15) Name Reservation (Form 33)	31-07-2021 00:08:27	Payment Due	[Print] [Refresh] [Close]
141	Entity Name: Palm Mart Hardware Limited	30-07-2021 23:49:32	Approved	[Print] [Refresh] [Close] [Download]
134	Name Reservation (Form 1) Name Reservation (Form 33)	30-07-2021 23:31:22	Reverted	[Print] [Refresh] [Close]
99	Entity Name: lkwnfikwnf	30-07-2021 17:11:49	Approved	[Print] [Refresh] [Close] [Download]
98	Name Reservation (Form 33)	30-07-2021 17:10:06	Draft	[Print] [Refresh] [Close]
88	Name Reservation (Form 33)	30-07-2021 01:13:01	Pending for Approval	[Print] [Refresh] [Close]
83	Name Reservation (Form 33)	30-07-2021 00:36:43	Pending for Approval	[Print] [Refresh] [Close]
77	Name Reservation (Form 33)	30-07-2021 00:15:12	Payment Due	[Print] [Refresh] [Close]

- If the user leaves the application in-between without submitting it, the status of the application would be shown as 'Draft'. Upon clicking it, the user would be redirected to the same application from where he left.

The screenshot shows the 'Applicant Monitoring Panel' with a search bar and a table of applications. The table has columns for SRN No., Service Name, Applied On, Current Status, and Action. A mouse cursor is pointing at the 'Draft' status of the application with SRN No. 98.

SRN No.	Service Name	Applied On	Current Status	Action
149	Incorporation of a Non-Profit Company	03-08-2021 16:38:21	Pending for Approval	[Print] [Refresh] [Close]
148	Registration of a Charity	02-08-2021 17:42:42	Payment Due	[Print] [Refresh] [Close]
142	Name Reservation (Form 15) Name Reservation (Form 33)	31-07-2021 00:08:27	Payment Due	[Print] [Refresh] [Close]
141	Entity Name: Palm Mart Hardware Limited	30-07-2021 23:49:32	Approved	[Print] [Refresh] [Close] [Download]
134	Name Reservation (Form 1) Name Reservation (Form 33)	30-07-2021 23:31:22	Reverted	[Print] [Refresh] [Close]
99	Entity Name: lkwnfikwnf	30-07-2021 17:11:49	Approved	[Print] [Refresh] [Close] [Download]
98	Name Reservation (Form 33)	30-07-2021 17:10:06	Draft	[Print] [Refresh] [Close]
88	Name Reservation (Form 33)	30-07-2021 01:13:01	Pending for Approval	[Print] [Refresh] [Close]
83	Name Reservation (Form 33)	30-07-2021 00:36:43	Pending for Approval	[Print] [Refresh] [Close]
77	Name Reservation (Form 33)	30-07-2021 00:15:12	Payment Due	[Print] [Refresh] [Close]
71	Name Reservation (Form 15)	29-07-2021 23:46:48	Pending for Approval	[Print] [Refresh] [Close]
43	Name Reservation (Form 1)	29-07-2021 19:34:29	Payment Due	[Print] [Refresh] [Close]
42	Name Reservation (Form 1)	29-07-2021 19:25:10	Pending for Approval	[Print] [Refresh] [Close]
40	Name Reservation (Form 1)	29-07-2021 17:20:54	Pending for Approval	[Print] [Refresh] [Close]
39	Registration of a Charity	29-07-2021 11:21:22	Reverted	[Print] [Refresh] [Close]
38	Name Reservation (Form 33)	29-07-2021 11:03:35	Approved	[Print] [Refresh] [Close] [Download]

- Post successful payment, the application is sent to the Verifier for approval. The verifier is notified about the request.
- Under the 'Action' column, the User is provided the following action button
  - **Print Application** to view the submitted application in PDF form.

- **View Timeline** to see the log.
- **Raise a ticket** to raise the ticket against the availed service etc.
  
- Post successful payment, the application is sent to the Approving Authority (to Verifier, however in case of any exceptions it is further assigned to Approver) for approval. The Approving Authority is notified about the request.
  
- Post successful approval from Approving Authority (Verifier or Approver), the user is notified over his/her registered Email ID/ Mobile number. The name reservation certificate is shared over email and is available on the user dashboard as well.
  
- In case of rejection, the user is notified of the same over his/her registered Email ID/Mobile number.

## 5. [Name withdrawal](#)

### **STEP 1: LOGIN**

- On opening the portal, the user can see options for **Login** and **Register**.
- After clicking on the Login button, the user can see two options namely **Applicant/Agent Login** and **Department Login**.
- After selecting **Applicant/Agent Login**, the user enters the login details.
- After entering the login details, the user can choose between **Individual** or **Corporate Trust Service Provider (CTSP) / Corporate Representative (CR)**.
- The user is logged successfully into his profile and can see the list of different services.

Clicking on the **Name Related Services**, the user can see the Name Reservation Service which he/she can apply for.

### **STEP 2: WITHDRAWING THE PROPOSED NAME:**

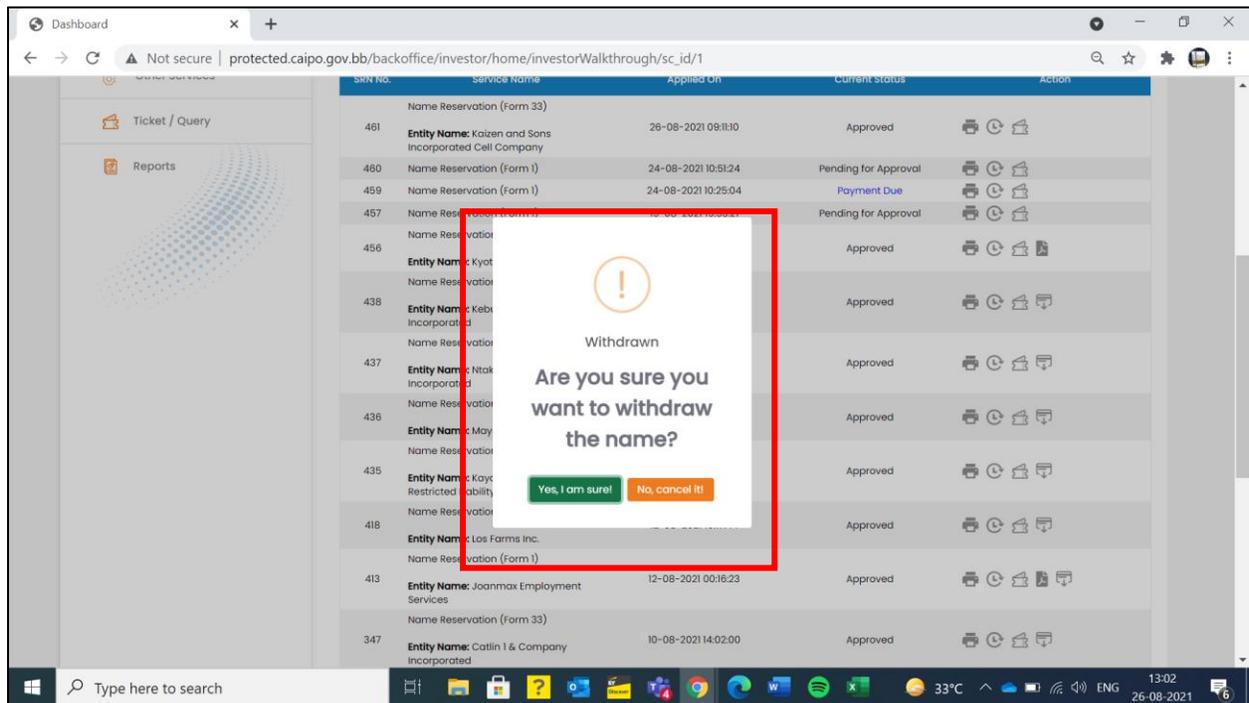
- Once the Name reservation application is approved by the CAIPO Verifier/Approver, the application status would be changed from **“Pending for Approval”** to **“Approved”**.

SRN No.	Service Name	Applied On	Current status	Action
457	Name Reservation (Form 1)	19-08-2021 19:53:21	Pending for Approval	[Print] [Refresh] [Download]
456	Name Reservation (Form 1) Entity Name: Kyoto and Sons	17-08-2021 16:28:39	Approved	[Print] [Refresh] [Download] [Withdraw Name]
438	Name Reservation (Form 33) Entity Name: Kebul and Sons Incorporated	17-08-2021 10:13:57	Approved	[Print] [Refresh] [Download] [Withdraw Name]
437	Name Reservation (Form 33) Entity Name: Ntaki and Sons Incorporated	17-08-2021 10:12:04	Approved	[Print] [Refresh] [Download] [Withdraw Name]
436	Name Reservation (Form 33) Entity Name: Mayo farms Inc.	17-08-2021 10:09:54	Approved	[Print] [Refresh] [Download] [Withdraw Name]
435	Name Reservation (Form 15) Entity Name: Kayo Society Society Restricted Liability	17-08-2021 10:07:00	Approved	[Print] [Refresh] [Download] [Withdraw Name]
418	Name Reservation (Form 33) Entity Name: Los Farms Inc.	12-08-2021 10:17:44	Approved	[Print] [Refresh] [Download] [Withdraw Name]
413	Name Reservation (Form 1) Entity Name: Joanmax Employment Services	12-08-2021 00:16:23	Approved	[Print] [Refresh] [Download] [Withdraw Name]

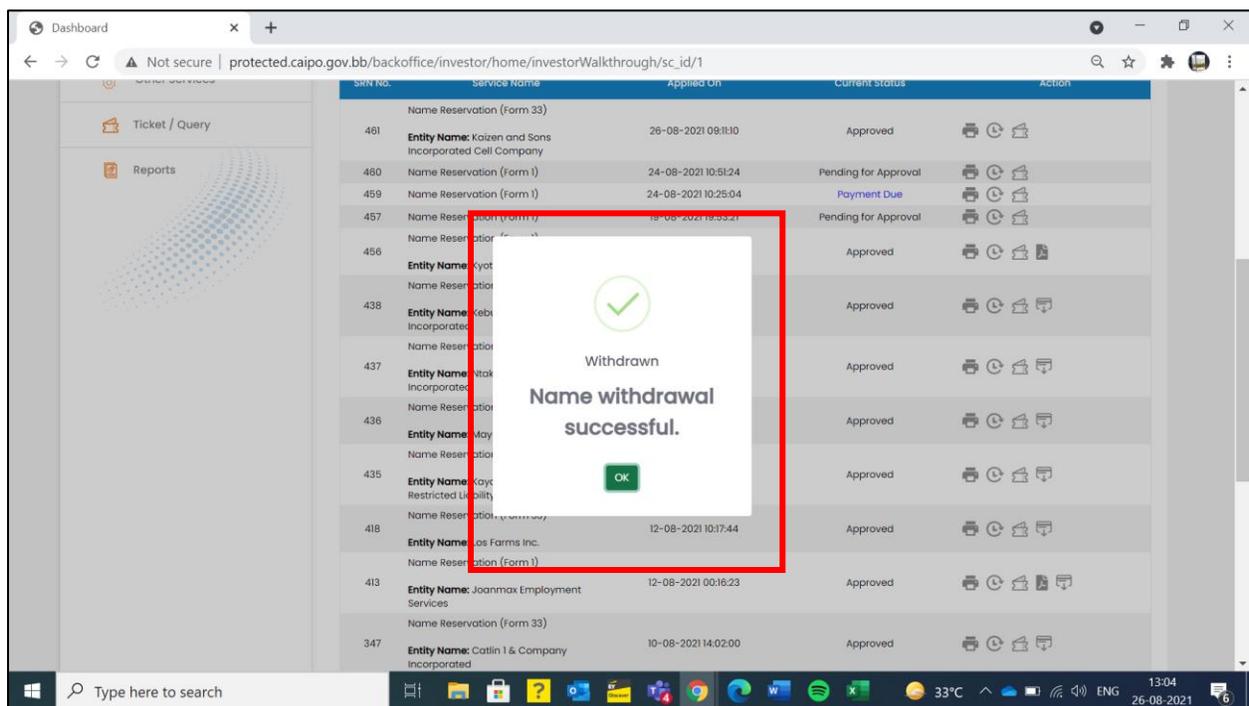
- If the User wants to withdraw the proposed name once it is approved, the User can click on **“Withdraw Name”** action button.

SRN No.	Service Name	Applied On	Current status	Action
461	Name Reservation (Form 33) Entity Name: Kaizen and Sons Incorporated Cell Company	26-08-2021 09:11:10	Approved	[Print] [Refresh] [Download]
460	Name Reservation (Form 1)	24-08-2021 10:51:24	Pending for Approval	[Print] [Refresh] [Download]
459	Name Reservation (Form 1)	24-08-2021 10:25:04	Payment Due	[Print] [Refresh] [Download]
457	Name Reservation (Form 1)	19-08-2021 19:53:21	Pending for Approval	[Print] [Refresh] [Download]
456	Name Reservation (Form 1) Entity Name: Kyoto and Sons	17-08-2021 16:28:39	Approved	[Print] [Refresh] [Download] [Withdraw Name]
438	Name Reservation (Form 33) Entity Name: Kebul and Sons Incorporated	17-08-2021 10:13:57	Approved	[Print] [Refresh] [Download] [Withdraw Name]
437	Name Reservation (Form 33) Entity Name: Ntaki and Sons Incorporated	17-08-2021 10:12:04	Approved	[Print] [Refresh] [Download] [Withdraw Name]
436	Name Reservation (Form 33) Entity Name: Mayo farms Inc.	17-08-2021 10:09:54	Approved	[Print] [Refresh] [Download] [Withdraw Name]
435	Name Reservation (Form 15) Entity Name: Kayo Society Society Restricted Liability	17-08-2021 10:07:00	Approved	[Print] [Refresh] [Download] [Withdraw Name]
418	Name Reservation (Form 33) Entity Name: Los Farms Inc.	12-08-2021 10:17:44	Approved	[Print] [Refresh] [Download] [Withdraw Name]
413	Name Reservation (Form 1) Entity Name: Joanmax Employment Services	12-08-2021 00:16:23	Approved	[Print] [Refresh] [Download] [Withdraw Name]
347	Name Reservation (Form 33) Entity Name: Catlin I & Company Incorporated	10-08-2021 14:02:00	Approved	[Print] [Refresh] [Download] [Withdraw Name]

- After clicking **“Withdraw Name”**, User would be asked if he/she is sure to withdraw the name?



- If yes, the User needs to click on **“Yes, I am sure!”** otherwise the user can cancel it by clicking **“No, cancel it”**.
- After clicking on **“Yes, I am sure!”**, the name would be withdrawn and user would get a popup notification.



## 6. Name Revocation

### STEP 1: LOGIN

- On opening the portal, the user can see options for **Login** and **Register**.
- After clicking on the Login button, the user can see two options namely **Applicant/Agent Login** and **Department Login**.
- After selecting **Applicant/Agent Login**, the user enters the login details.
- After entering the login details, the user can choose between **Individual** or **Corporate Trust Service Provider (CTSP) / Corporate Representative (CR)**.
- The user is logged successfully into his profile and can see the list of different services.

Clicking on the **Name Related Services**, the user can see the Name Reservation Service which he/she can apply for.

### STEP 2: NAME REVOCATION

- Once the Name is approved by the Verifier, the Verifier have an option to revoke the Entity Name.
- Once the Verifier revokes the Entity Name, the user would receive the notification via SMS/Email and User would be able to see the Revoke request against the given SRN and Entity on the dashboard.

Dashboard

protected.caipo.gov.bb/backoffice/investor/home/investorWalkthrough

recent applied services status

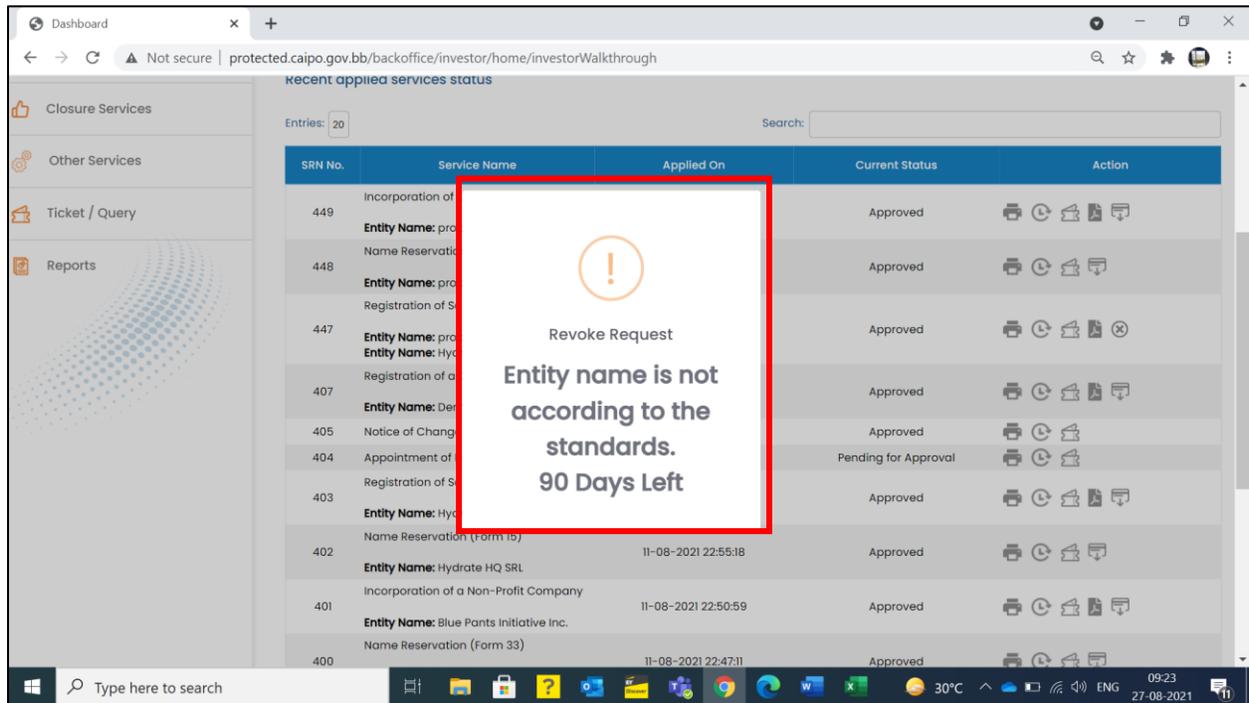
Entries: 20

SRN No.	Service Name	Applied On	Current Status	Action
449	Incorporation of Company Entity Name: proposed name	17-08-2021 13:03:36	Approved	
448	Name Reservation (Form 33) Entity Name: proposed name	17-08-2021 12:59:11	Approved	
447	Entity Name: proposed first name Ltd. Entity Name: Hydrate HQ SRL	17-08-2021 12:47:39	Approved	Revoked Request
407	Entity Name: Demo Company two Ltd.	11-08-2021 23:22:41	Approved	
405	Notice of Change of Manager Form 6	11-08-2021 23:13:21	Approved	
404	Appointment of Registered Agent	11-08-2021 23:05:37	Pending for Approval	
403	Registration of Societies Entity Name: Hydrate HQ SRL	11-08-2021 23:01:36	Approved	
402	Name Reservation (Form 15) Entity Name: Hydrate HQ SRL	11-08-2021 22:55:18	Approved	
401	Incorporation of a Non-Profit Company Entity Name: Blue Pants Initiative Inc.	11-08-2021 22:50:59	Approved	
400	Name Reservation (Form 33)	11-08-2021 22:47:11	Approved	

Type here to search

09:22 27-08-2021

- The User needs to click on the **“Revoked Request”** to revoke the name.
- Once the User clicks on it, the reason for Name revocation would be displayed to the User which can help to identify the reason of Name revocation.



The screenshot shows a web dashboard with a table of recent applied services. A modal dialog box is overlaid on the table, displaying a warning icon and the text: "Revoke Request Entity name is not according to the standards. 90 Days Left".

SRN No.	Service Name	Applied On	Current Status	Action
449	Incorporation of Entity Name: pra		Approved	[Icons]
448	Name Reservati Entity Name: pra		Approved	[Icons]
447	Registration of S Entity Name: pra Entity Name: Hyc		Approved	[Icons]
407	Registration of a Entity Name: Der		Approved	[Icons]
405	Notice of Chang		Approved	[Icons]
404	Appointment of		Pending for Approval	[Icons]
403	Registration of S Entity Name: Hyc		Approved	[Icons]
402	Name Reservation (Form 1a) Entity Name: Hydrate HQ SRL	11-08-2021 22:55:18	Approved	[Icons]
401	Incorporation of a Non-Profit Company Entity Name: Blue Pants Initiative Inc.	11-08-2021 22:50:59	Approved	[Icons]
400	Name Reservation (Form 33)	11-08-2021 22:47:11	Approved	[Icons]

- After clicking on the **“Revoked Name”**, the user needs to change the Entity Name within 90 days of notice.