

# **Regional E-Registry: Start a Company**

## **User Guide**

### **Version 1.0**

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# 1 About Existing Company Registration Functionality

If any company has been registered before official apparition of system's electronic version and its data has not been inserted into ABIPCO data base its record can be entered in the system by means of E-Register. Thus, any company can be taken on electronic evidence and registered in system electronic data base.

To register existing company its general data (info, principal office address, status of business) are indicated, after that general info is saved and the rest info about the company is indicated in provided tabs, fields, editable grids (shares and shareholders info, restrictions on business and other types of restrictions, wound up date).

This user guide is addressed to all personal in ABIPCO frame who has access to E-Register's functionalities and who is provided with rights of existing company record addition.

## 2 Users' Authentication: Login/Logout.

Before starting its work in the system each user has to pass login procedure. At the end of his working session it is recommended to execute logout procedure for the purpose of system data safety.

### 2.1.1 How to Login the System?

Each user has his own credentials provided during the registration procedure and that he uses to access the system under his personal account. To login the system execute following steps:

1. Using your web-browser access ABIPCO electronic page.
2. Press **Login** button to start passing login procedure.
3. In the Login form that will be opened on your screen, insert your user name and password in provided fields (see Figure 1).

**Note1:** Use "**Keep me signed in**" checkbox in situation when you want that system would remember your credentials for the following working sessions.

**Note2:** User name and password fields are sensitive for capitalization, so be sure that you enter your credentials in the way they were provided during the registration.

**Note3:** If you forgot your user name or password use "**Forgot password?**" link situated under the authentication fields.

4. Press **OK** button.

As a result of passed steps you will be moved into your working place (see Figure 2)

### 2.1.2 How to Logout the System?

Once you are done with your work in the system it is recommended to effectuate Logout procedure. In this way you will protect your workplace from outside interferences and will keep safety of the system data. To execute Logout procedure press **Logout** button in the right top corner of your workplace (see Figure 2)

**Figure 1 Login form**

The screenshot shows the ABIPCO Antigua and Barbuda Intellectual Property & Commerce Office website. The header includes the logo, the organization's name, and language options (EN, Help, Login). The main content area displays "Access denied." and a login form. The login form contains fields for "User name" (filled with "abipco\_user") and "Password" (masked with dots). It also features a "Keep me signed in" checkbox (checked), a "Forgot password?" link, a "Not registered? Register Now" link, and "OK" and "Cancel" buttons. Annotations with numbered steps are provided: 1) points to the "Login" link; 2) points to the "User name" field; 3) points to the "Password" field; 4) points to the "OK" button. A separate annotation points to the "Forgot password?" link.

2) Insert your user name here

3) Insert your password here

1) Press here to open login form

Access denied.

User name abipco\_user

Password .....

Keep me signed in

Forgot password?

Not registered?  
[Register Now](#)

OK Cancel

Use this checkbox if you want that system would remember your credentials

4) Press this button to finish Login procedure and to access your workplace

Use this link in situation if you forgot your user name or password

**Figure 2, E-Register profile for the user in Administrator's role. Domestic Companies data grid**

*E-Register profile*

*Elements of the horizontal menu*

*Click here to logout the system*

*Profile elements*

*Records grid for selected profile element*

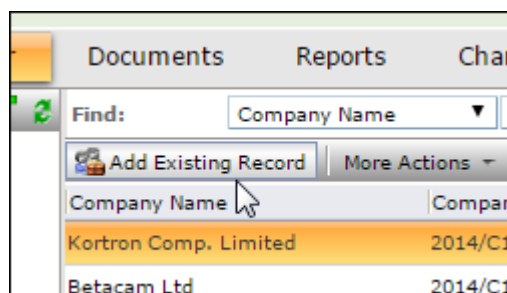
Company Name	Company#	Princi	Registration [Date Of Filing	Created On	Company Typ	Liability	Status	Entity Type ID
Kortron Comp. Limited	2014/C1042	P.O.	12/5/2014	12/5/2014	12/5/2014	Private Ordin:Profit	Registered	Company
Betacam Ltd	2014/C1041	Abc,	12/5/2014	12/5/2014	12/5/2014	Private Ordin:Profit	Registered	Company
Caribbean Eagle Limited	2014/C1040	P.O.	12/5/2014	12/5/2014	12/5/2014	Private Ordin:Profit	Registered	Company
Tristan&Isolda	2014/C1039	P.O.	12/5/2014	12/5/2014	12/5/2014	Private Ordin:Profit	Registered	Company
Test234 Limited	2014/C1037	Line	12/3/2014	12/3/2014	12/3/2014	Private Ordin:Profit	Registered	Company
Alfa Soft Limited	2014/C1036	111,	11/14/2014	11/14/2014	11/14/2014	Private Ordin:Profit	Registered	Company
test AG 1		line	11/4/2014	11/4/2014	11/4/2014	Private Ordin:Profit	Struck-of	Company
McNamara Corporate	Services Inc.	20 M	5/10/2000	5/10/2000	12/4/2014		Registered	Company

### 3 How to Add Existing Company Record

1. Access the system under your personal ABIPCO account (pass login procedure – see paragraph “**How to Login the System?**”)
2. In your system interface click on e-Register horizontal menu element: E-Register profile will be displayed at left of your screen, Domestic Companies data grid will be preselected (see Figure 2)



3. In menu bar of Domestic Companies data grid click **Add Existing Company** button: form window for company info indication will be displayed on your screen (see Figure 3).



4. Fill in existing company info in **General** tab.

**Note1:** Existing Company form is a complex one. It contains its personal profile. Company Details element is composed from four tabs as well. To move from tab to tab and to view their content click on tab's stubs in upper part of the form

**Note2:** when new record about existing company is created only General tab of Company Details is available for your filling. The rest of Company details tabs become available for filling only when General info is inserted and saved.

**Note3:** Fields marked with red color are obligatory. They must be provided with data in any way. System won't let you to save inserted data until all these fields won't be provided with necessary information.

**Note4:** "Cases", "Applications" and "History" profile elements of existing company form are auto-completed. They are filled in with corresponding data depending on company participation in system purpose of visits' cases.

- In company's Info section fill in **Company Name**, select profit-not-profit type of company's activity, type of company, date when company passed filing procedure, and date of incorporation

*This field is auto-numbered*

**Info**

**Company Number**  **Status**

**Company Name**

**Company Nature**  **Type of Company**

**Date Of Filing**  **Date Of Incorporation**

**Notes**

**Entity Type ID**

- In Contacts section provide data about company's phone number, mobile number, e-mail, fax

**Contacts**

**Telephone**  **Mobile**

**Email**  **Fax**

- In **Status of Business** section fill in info about dates of company's financial year start/end, business start/end, year of last annual return

**Status of the Business – tick as appropriate**

**Financial Year Start On**  **The Business started (MM/YY)**

**Financial Year End On (DD/MM)**  **Do you intend to have employees?**  
 Yes  No

**Year of last Annual Return**  **Date Of Financial Year End**

- In **Directors** section fill in current number of directors of the company, also indicate minimum and maximum number of directors.

**Directors**

**Number Of Directors**  **or Minimum and Maximum Number Of Directors**

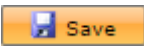
5. After all these fields has been filled in click  button: editable grids from General tab (Directors, Directors ceased, Secretaries, Secretaries Ceased)and also Shares, Restrictions, Wound Up tabs become available for filling.

Figure 3. Existing Company form. Details. General info tab

**Company**

General | Shares | Restrictions | Wound Up

Company Details  
Cases (0)  
Applications (0)  
History

**Info**

<b>Company Number</b>	<input type="text"/>	<b>Status</b>	Registered
<b>Company Name</b>	Exotic Resort		
<b>Company Nature</b>	Profit	<b>Type of Company</b>	Company (CAP 335)
<b>Date Of Filing</b>	12/6/2008	<b>Date Of Incorporation</b>	12/6/2008

**Notes**

some text

**Entity Type ID** Company

**Contacts**

<b>Telephone</b>	+26859598	<b>Mobile</b>	+268989744
<b>Email</b>	victoria@alfa-xp.com	<b>Fax</b>	+268987456

**Office**

**TaxpayerID**  **EmployerID**

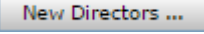
**Status of the Business – tick as appropriate**

<b>Financial Year Start On</b>	01/12	<b>The Business started (MM/YY)</b>	01/14
<b>Financial Year End On (DD/MM)</b>	12/14	<b>Do you intend to have employees?</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Save Save and Close Close



### 3.1 How to Fill in Directors Editable Grid

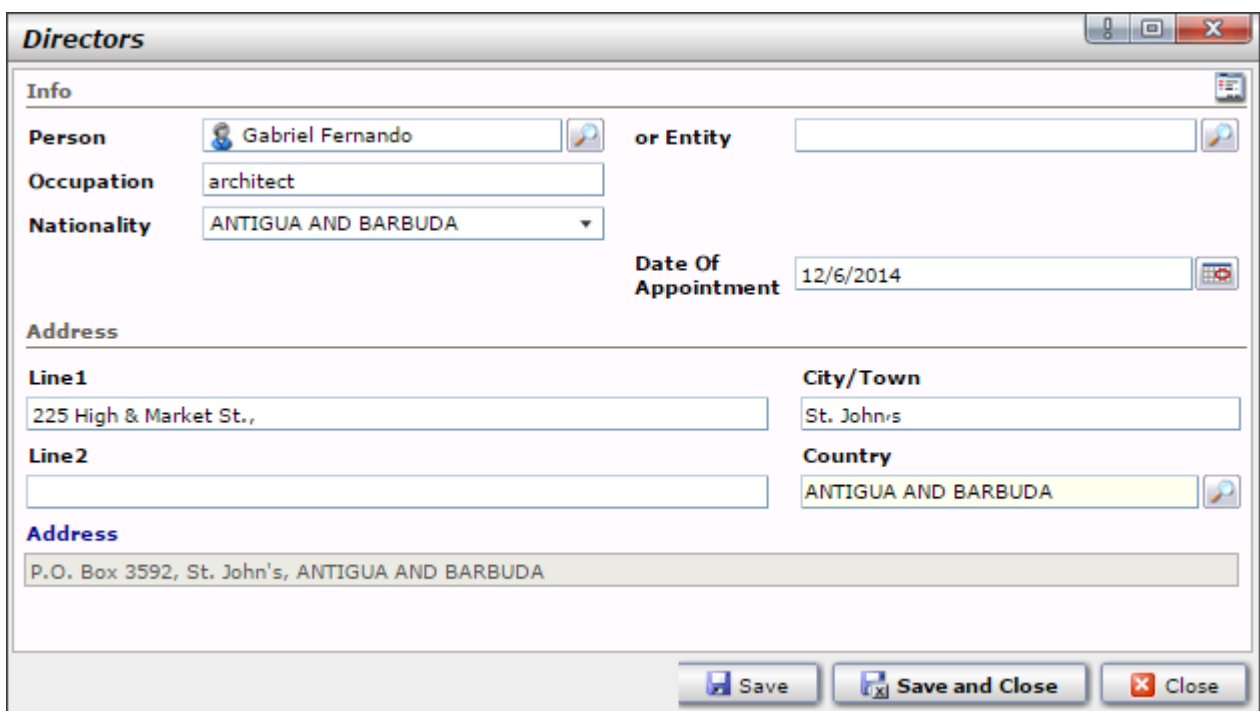
1. In Directors editable grid on General tab click  button (see Figure 4)

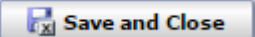
**Figure 4 Empty Directors editable grid**



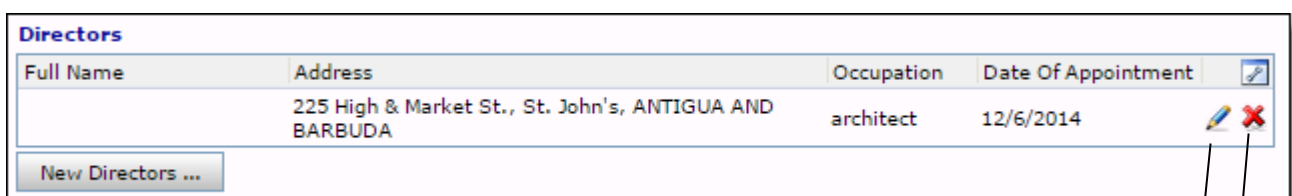
2. In directors form that will be displayed on your screen provide info about company director (see Figure 5)

**Figure 5 Directors form**



3. Click  button: Directors form will be closed, new Director record will be displayed in Directors editable grid (see Figure 6)

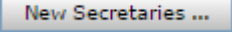
**Figure 6 Directors editable grid with director's record**



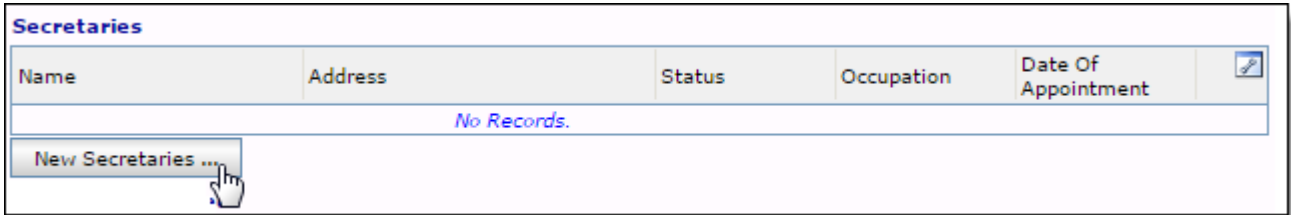
*Click this button if you want to edit director's record*

*Click this button if you delete director's record  
(Note: once the record is deleted it can't be restored)*

### 3.2 How to Fill In Secretaries Editable Grid

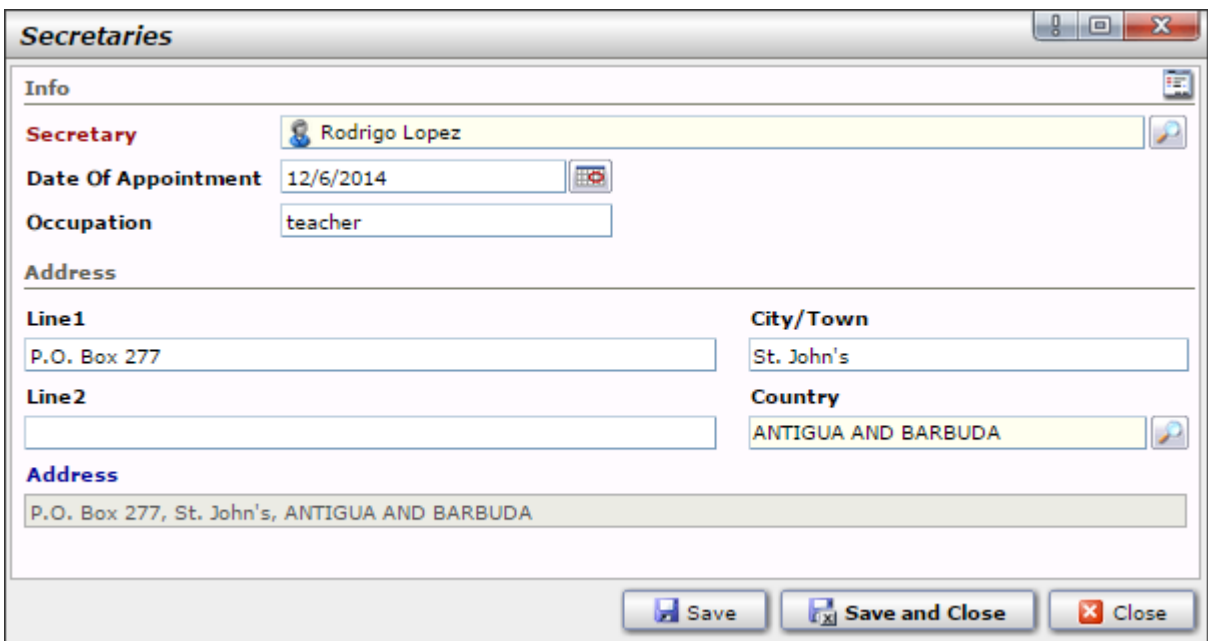
1. In Secretaries editable grid on General tab click  button (see Figure 7)

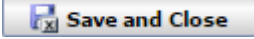
**Figure 7 Empty Secretaries editable grid**



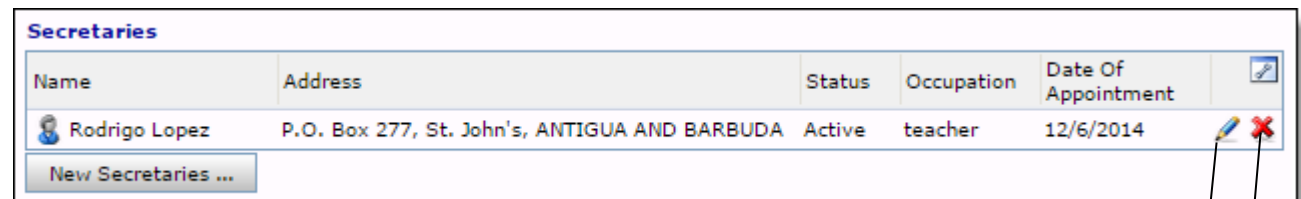
2. In Secretaries form that will be displayed on your screen provide info about company secretary (see Figure 8)

**Figure 8 Secretaries form**



3. Click  button: Secretaries form will be closed, new Secretary record will be displayed in Secretaries editable grid (see Figure 9)

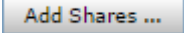
**Figure 9 Secretaries editable grid with secretary's record**



*Click this button if you want to edit secretary's record*

*Click this button if you delete secretary's record  
(Note: once the record is deleted it can't be restored)*

### 3.3 How to Fill In Shares Editable Grid

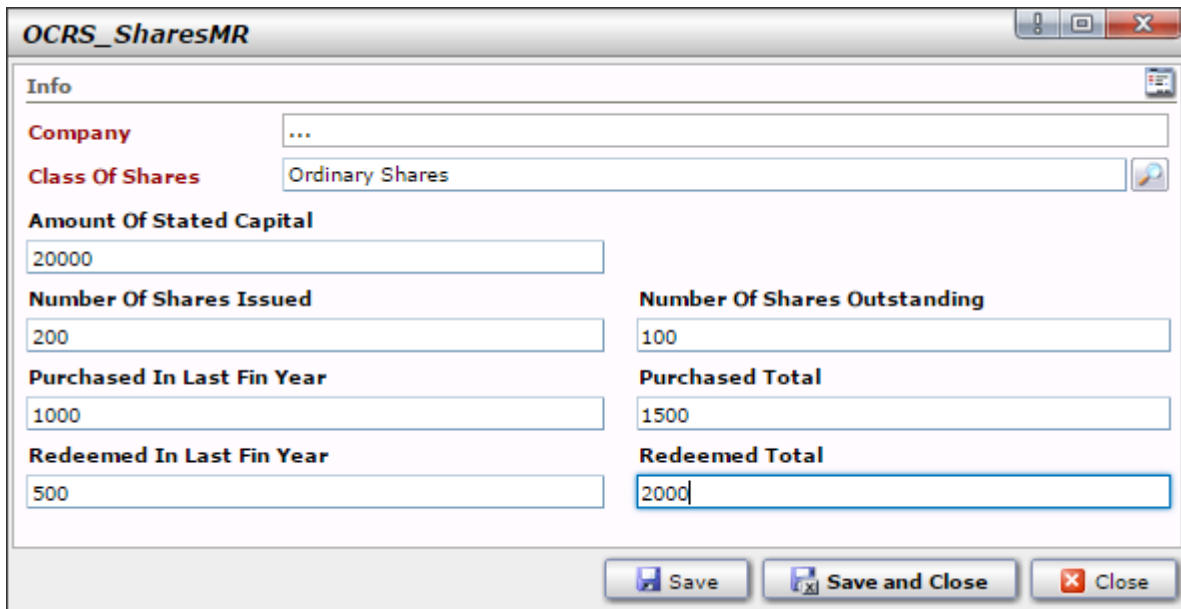
1. In Shares editable grid on Shares tab (see Figure 16) click  button (see Figure 10)


**Figure 10 Empty Shares editable grid**



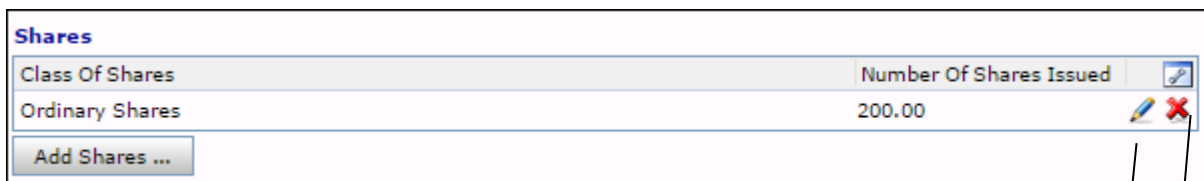
2. In Shares form that will be displayed on your screen select shares' class and provide info about selected class of shares (see Figure 11)

**Figure 11 Shares form**



3. Click  button: Shares form will be closed, new Shares record will be displayed in Shares editable grid (see Figure 12)

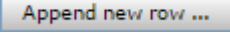
**Figure 12 Shares editable grid with shares' record**



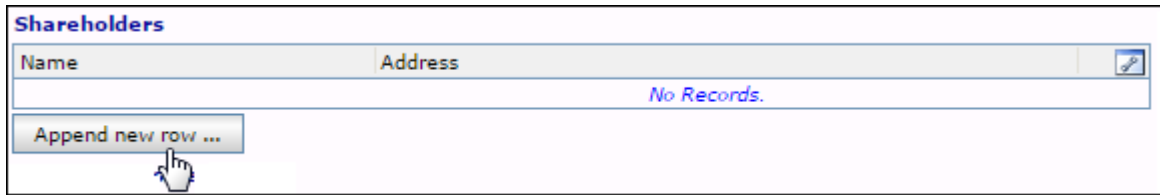
*Click this button if you want to edit shares' record*

*Click this button if you delete shares' record  
(Note: once the record is deleted it can't be restored)*

### 3.4 How to Fill In Shareholders Editable Grid

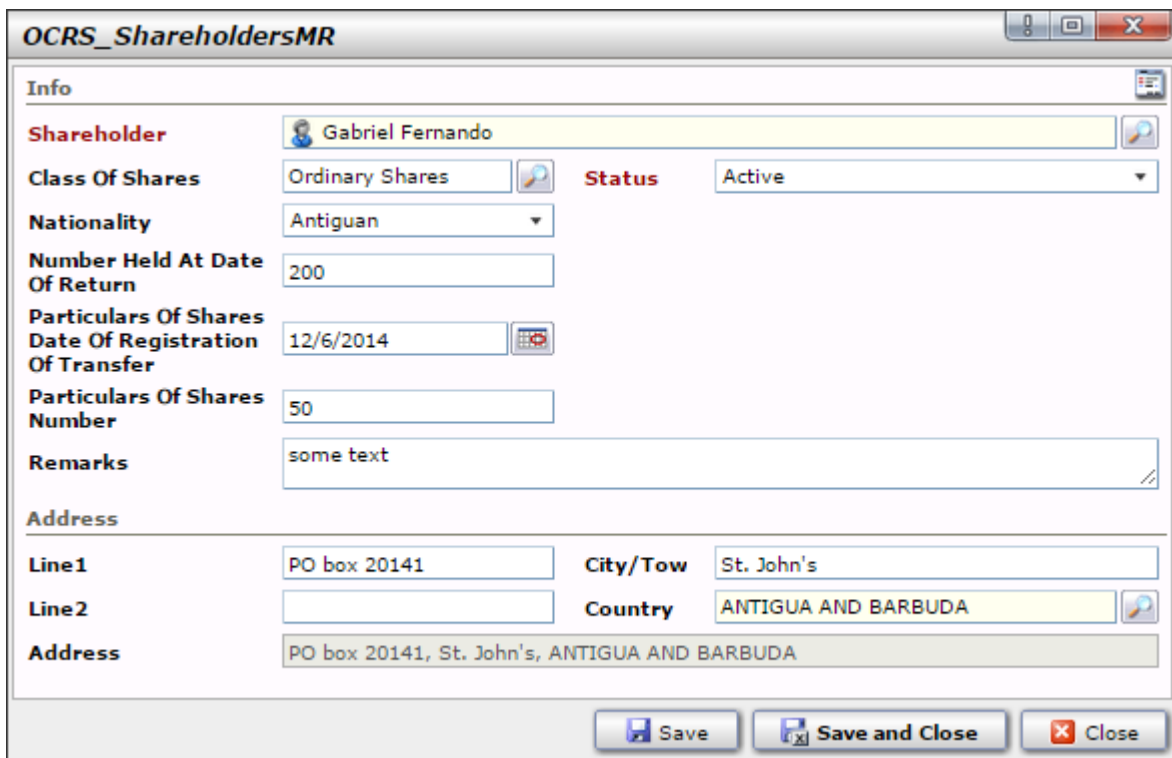
1. In Shareholders editable grid on Shares tab (see Figure 16) click  button (see Figure 13)

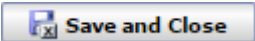
**Figure 13 Empty Shareholders editable grid**



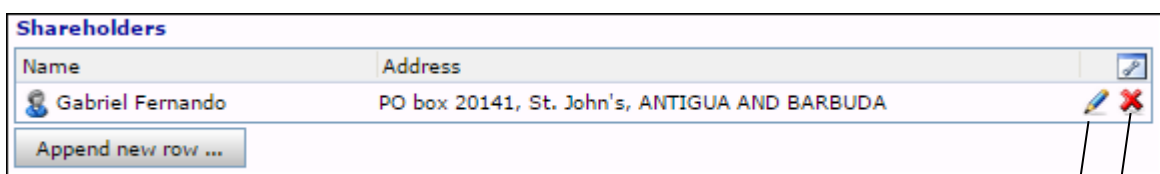
2. In Shareholders form that will be displayed on your screen select shareholder's name and provide info about company's shares he holds (see Figure 14)

**Figure 14 Shareholders form**



3. Click  button: Shareholders form will be closed, new shareholder record will be displayed in Shareholders editable grid (see Figure 15)

**Figure 15 Shareholders editable grid with Shareholder's record**



Click this button if you want to edit shares' record

Click this button if you delete shares' record  
(Note: once the record is deleted it can't be restored)

Figure 16 Existing Company form. Details. Shares info tab

The screenshot shows a web application window titled "Company". The "Shares" tab is selected, showing a table of issued shares. Below the table are sections for "Restrictions On Share Transfers" and "Shareholders".

Class Of Shares	Number Of Shares Issued	
Ordinary Shares	200.00	
Class B	500.00	

Buttons: Add Shares ...

**Restrictions On Share Transfers**

some text

**Shareholders**

Name	Address	
Gabriel Fernando	PO box 20141, St. John's, ANTIGUA AND BARBUDA	
Rodrigo Lopez	PO 5868, St. John's, ANTIGUA AND BARBUDA	

Buttons: Append new row ...

**Shareholders Ceased**

Name	Address	
<i>No Records.</i>		

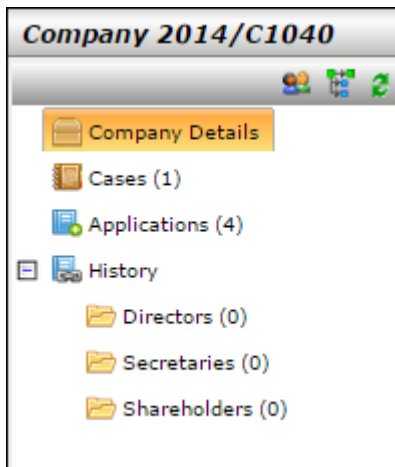
Buttons: Append new row ...

Bottom navigation: Save, Save and Close, Close


## 4 Existing Company Form's Profile Overview


Existing Company form is supplied with personal profile that provides detailed data about company record and its participation in system frame (see Figure 17).


**Figure 17 Existing Company Profile**




Existing company profile elements are following:

 **Company Details** – this profile element is composed from a multi-tabs form that contains detailed data about the company (company name, address, directors, shares, shareholders, etc.)

 **Cases** – this profile element contains info about all cases where the company took participation. This element is built in a form of a data grid, which info is auto completed by the system (see Figure 18). You may double-click each case record to open its overview form.

 **Application** – this profile element contains info about all applications that have been filled during cases flow with company's participation. This element is built in a form of a data grid, which info is auto completed by the system (see Figure 19). You may double-click each application record to open its form

 **History** – this profile element contains audit trail records about company's status updates. This element is built in a form of a data grid, which info is auto completed by the system (see Figure 20). You may double-click each audit trail record to view its details in a separate form.

Directors, Secretaries and Shareholders elements contain lists of company's directors, secretaries and shareholders respectively; information that is auto-completed according to corresponding editable grids from company details.

**Figure 18 Existing Company form. Cases element**

The screenshot shows a web application window titled "Company 2014/C1040". On the left is a sidebar with a tree view containing the following items:

- Company Details
- Cases (1)
- Applications (4)
- History
  - Directors (0)
  - Secretaries (0)
  - Shareholders (0)

At the top of the main content area is a search bar with the text "Find:" followed by a dropdown menu set to "Case Number" and a "Go" button. Below the search bar is a table with the following data:

Case Number	Entity Name	Applicant	Status	Status
C-01057/12-2014	Caribbean Eagle L	Gabriel Fernando	Issue Decision	Approved

At the bottom of the window, a status bar displays "1 of 1 selected (found 1)." and "Page 1" with navigation arrows.

**Figure 19 Existing Company form. Applications element**

The screenshot shows a web application window titled "Company 2014/C1040". On the left is a sidebar with a tree view containing the following items:

- Company Details
- Cases (1)
- Applications (4)**
- History
- Directors (0)
- Secretaries (0)
- Shareholders (0)

The main content area features a search bar with "Find: Name" and a "Go" button. Below the search bar is a toolbar with "Open and Print" and a refresh icon. A table displays the application records:

Name	Type	Created On
Form 1 - Articles of Incorporation	Input	12/5/2014
Form 3 - Certificate of Incorporation	Output	12/5/2014
Form 4 - Notice of Address or Notice of Change of Address of Registered Office	Input	12/5/2014
Form 9 - Notice of Directors or Notice of Change of Directors	Input	12/5/2014

At the bottom of the window, it indicates "1 of 4 selected (found 4)." and "Page 1".



**Figure 20 Existing Company form. History element**

The screenshot shows a web application window titled "Company 2014/C1040". On the left is a navigation menu with the following items: "Company Details", "Cases (1)", "Applications (4)", "History" (highlighted), "Directors (0)", "Secretaries (0)", and "Shareholders (0)". The main content area features a search bar with "Action" selected in a dropdown and a "Go" button. Below the search bar is a table with the following data:

DateCreated	Action	KeyValue	Context	Table	User	IP
12/5/2014 4:42 PM	Update	755E1283-3EA5-4:GD_LCO_Applicat	OCRS_Entity		System	

At the bottom of the window, it displays "1 of 1 selected (found 1)." and "Page 1".

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