

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

**Small Business Development Centre (SBDC)**

*(also known as the Small Enterprise Development Unit (SEDU))*

**Checklist for Persons applying for Registration of a Company**

- 1 Name Search Form is prepared at the Department of Commerce (SEDU/SBDC) and is to be submitted to the Registry of Companies and Intellectual Property (ROCIP).

***Note: Applicant must bring his/her National Identification (ID).***

- 2 Client Intake Form is filled.
- 3 Approval of Name Search is done at ROCIP.
- 4 Approved Name Search returned to SEDU/SBDC and forwarded to the Department's Legal Officer for processing.
- 5 Please note that processing time can be up to three weeks (15 working days) and will require scheduled consultation with the Department's Legal Officer.

- 6 ***Fees for filing: \$912.50***

*\*Please note that legal officer will inform you when payment must be made.  
Payment is done at ROCIP.*

- 7 Return the Incorporation Certificate to SEDU/SBDC for a copy to be made for the records.

- 8 The Incorporation Certificate should be brought to:

- ***Inland Revenue (IRD) - to be issued a Tax Account Number***
- ***National Insurance Corporation (NIC) - for employer registration***