

Secretary Registration Guide (Public Interface)

Version 1.1

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1. Introduction

The Secretary Registration option in the eROC system facilitates online registration of Secretaries. The individuals, firms or private limited companies can register as Secretary by selecting the appropriate options depicted in figure 1.1

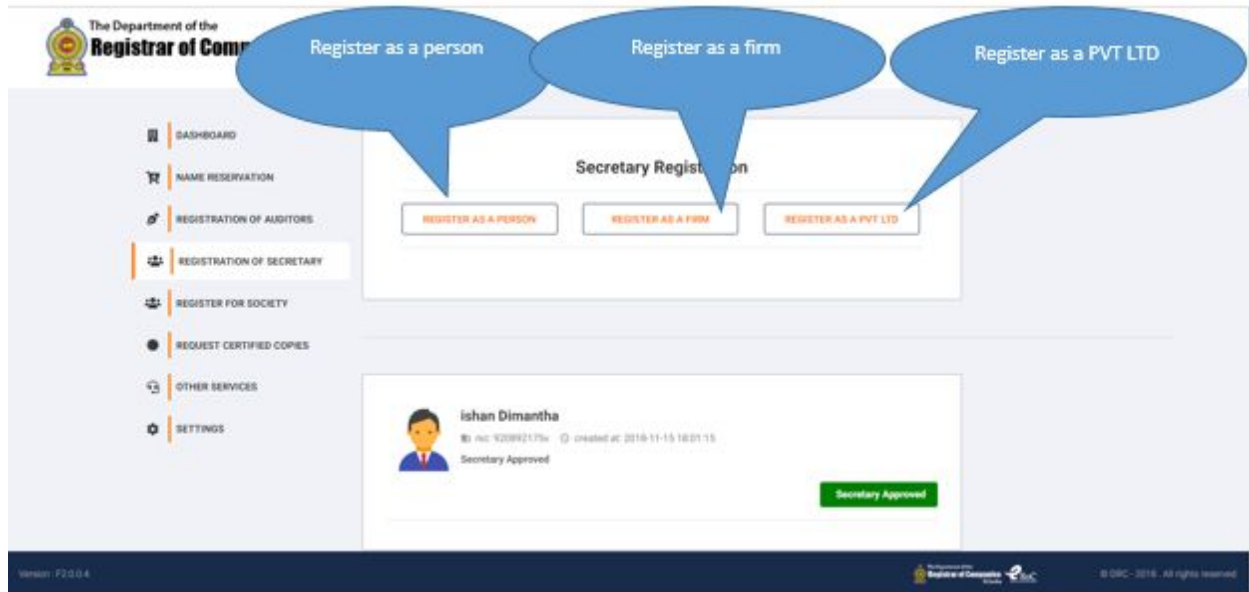


Figure 1.1

2. Secretary Registration (Individual)

In this guide registration of an individual who wish to register as a Secretary at ROC has been elaborated. In this process an individual who wish to register as a secretary will have to click on the 'Register as a Person' option to commence the registration process. Upon clicking the 'Register as a Person' option the applicant will be requested to enter the NIC number in the next menu as depicted in figure 1.2

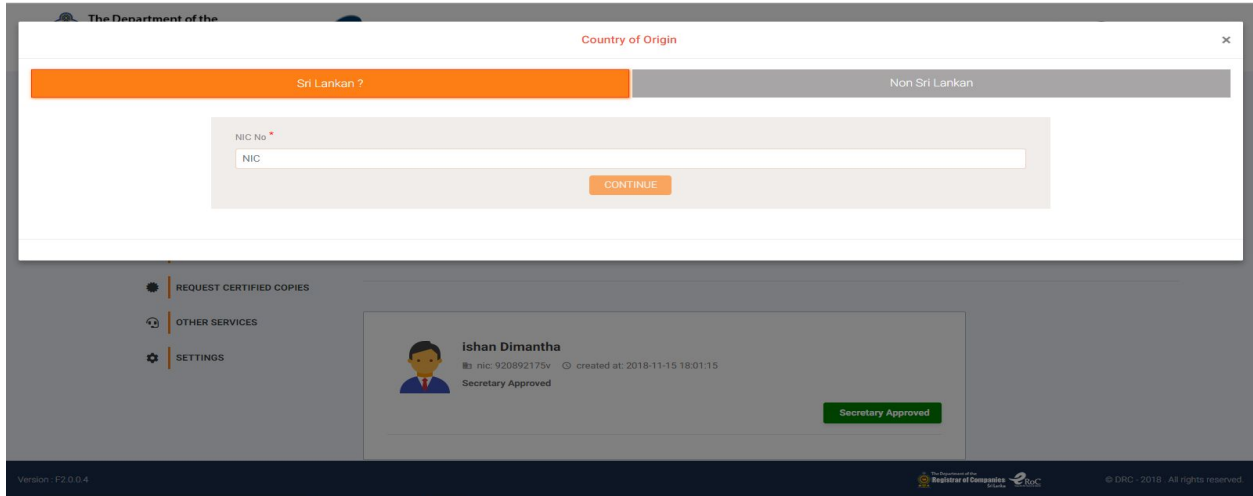


Figure 1.2

Upon entering the NIC number the applicant has to click on the 'CONTINUE' option to proceed. In the following menu the applicant is required to enter the personal details as depicted in figure 1.3

The screenshot displays a registration form for the Registrar of Companies. The form includes the following fields and values:

- Title:** Mr.
- First Name(s):** Kamal
- Surname:** Gunasekara
- Other Names:** Other Names
- Residential Address:** 23/ Station road, Kollupitiya, 12500
- Province:** Western Province
- District:** Colombo
- City:** Colombo
- Gn Division:** 03 Camp Road
- Business Name, (if any):** HRZ & son
- Business Address:** 12/ Kohalwila road, Kelaniya, 11600
- Province:** Western Province
- District:** Gampaha

The form also features a sidebar with 'Dashboard' and 'Hi ishan', and a footer with 'Version: P2.0.0.4' and '© DRC - 2018. All rights reserved.'

Residential Address *

26, GALLE ROAD DEHIWALA 2020

Province * Western Province x ▾

District * Colombo x ▾

City * Dehiwala-Mount Lavinia x ▾

GN Division * Dehiwala West x ▾

Full Address in Sinhala Full Address in Tamil

26, ගාලු පාර, දෙහිවෙල 26

Press the space bar after each word Press the space bar after each word

Figure 1.3

Business Name, (if any)

Business Name

Business Address

Address1 Address2 Post Code

Province x ▾

District x ▾

City x ▾

GN Division x ▾

Sub-clause of regulation 2(1)(b) under which applicant is qualified?

Choose... ▾

NEXT ►►

Figure 1.3 (a)

In addition to the personal details the business details also can be entered as depicted in figure 1.3 (a)

Note:

Already registered secretaries will be required to enter the registration number after choosing the option 'Yes' for the question 'Are you an existing registered secretary in ROC?', Further, the applicant will be required to enter the certificate number in the below box.

3. Secretary Registration (Firm)

Registration of a firm as secretary requires the firm's details to be entered as depicted in figure 1.3 (b).

The screenshot shows a registration form for a firm. It includes the following fields and options:

- Name of Firm ***: Text input field containing "ABC ASSOCIATES".
- Registration Number of Firm ***: Text input field containing "1234".
- Firm Name in Sinhala**: Text input field.
- Firm Name in Tamil**: Text input field.
- Address of Firm ***: Three text input fields for street name ("24, Galle Road"), locality ("Dehiwala"), and postal code ("2020").
- Province ***: Dropdown menu with "Western" selected.
- District ***: Dropdown menu with "Colombo" selected.
- City ***: Dropdown menu with "Dehiwala" selected.

Small red text below the Sinhala and Tamil name fields reads: "Press the space bar after each word".

Figure 1.3 (b)

The qualification section requires the partners of the firm to be added, and adding partner option is depicted in figure 1.3 (c)

The screenshot shows a navigation menu with five options: "Firm Details", "Add Partners", "Download Documents", "Upload Documents", and "Payments". Below the menu is the "Add Partner(s) *" section, which contains a text input field with the placeholder "ADD PARTNER(S)" and an orange button labeled "+ add 1/0/0".

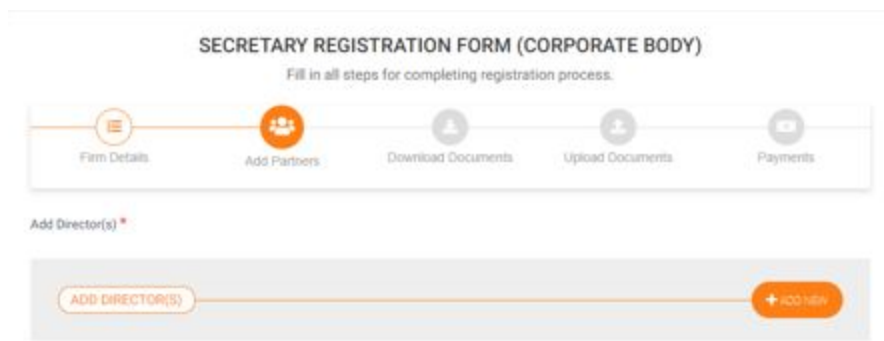
Figure 1.3 (C)

Note: Only, individuals registered as secretaries in the ROC can be registered as partners of the firm for the purpose of registration.

4. Secretary Registration (Private Limited Company)

Similar to registration of a firm as secretary, registering a private limited company as a secretary company requires the company's details to be entered. Instead of partners, for a private limited company director's details have to be entered as depicted in figure 1.3 (D).

Note: At least one registered secretary should be available among the set of directors of the private limited company which is being registered as the secretary (Private Limited Company)



The screenshot displays the 'SECRETARY REGISTRATION FORM (CORPORATE BODY)'. At the top, it instructs the user to 'Fill in all steps for completing registration process.' Below this, a progress bar shows five steps: 'Firm Details', 'Add Partners', 'Download Documents', 'Upload Documents', and 'Payments'. The 'Add Partners' step is currently active and highlighted in orange. Below the progress bar, there is a section titled 'Add Director(s) *' with a text input field containing 'ADD DIRECTOR(S)' and an orange '+ ADD MORE' button.

Figure 1.3 (D)

5. Qualifications

Upon completing the first page of the form the applicant can continue to the next page by clicking the 'Next' option.

In the following menu the applicant is required to enter the qualification details as depicted in figure 1.4

The Department of the
Registrar of Companies
Sri Lanka

RoC
Towards Better Business World

Dashboard

Hi Tester

Add Applicant Work History

WORK HISTORY

+ ADD NEW

Higher Educational Qualifications *

Evidence of Applicant's capability to discharge the functions of Secretary of a Company *

Have you been adjudged by a competent court to be of No Yes

Version : F2.2.1.0

The Department of the Registrar of Companies Sri Lanka RoC © DRC - 2019. All rights reserved.

Figure 1.4

Upon entering the qualification details the applicant has to click on the 'Next' option to proceed.

Note: If the applicant select 'Yes' as the answer for the question *“Have you been adjudged by a competent court to be of unsound mind?”*, then, the system does not allow the applicant to proceed further with the application. Also, if the applicant selects 'Yes' as an answer and also checks the option 'Appeal' for the question, *“Have you been convicted by any competent court in Sri Lanka / Overseas?”* then again the system will not allow the applicant to proceed further beyond the 'Qualifications' section.

In the following menu the applicant is required to download the forms related to Secretary registration (individual/Firm/Private Limited Company) as depicted in figure 1.5 which will be downloaded with the information filled in the previous menu.

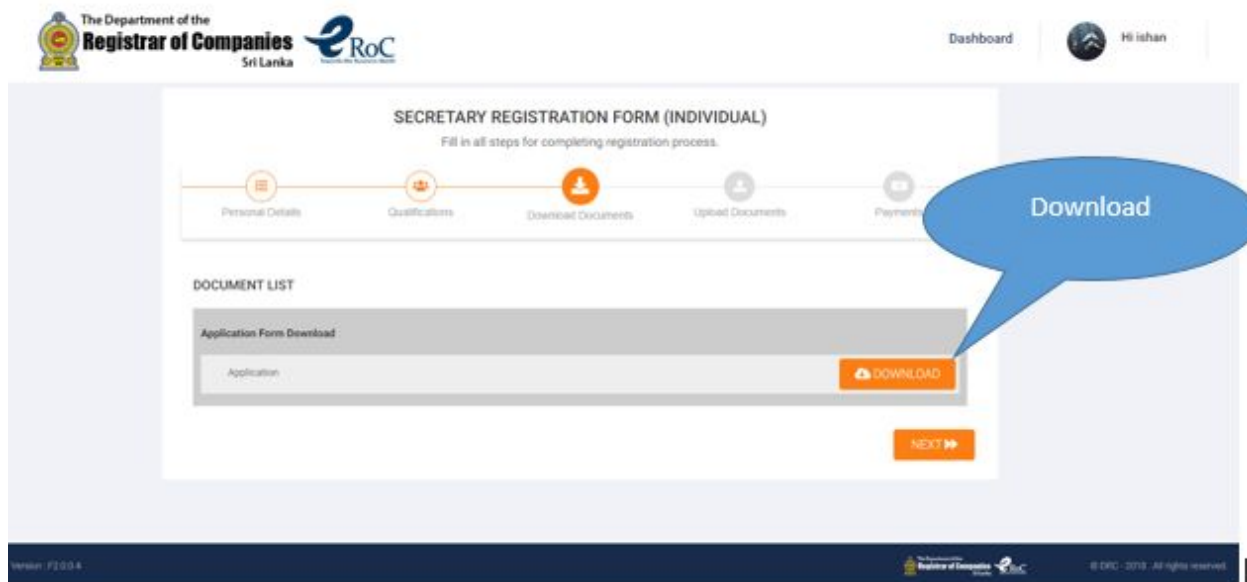


Figure 1.5

Once the downloading of the application is completed, the applicant is required to obtain hard copy of the form and place the signature. Once the signature is placed by the applicant the hard copy needs to be scanned and uploaded using the 'Upload' option. The certificates pertaining to the professional qualifications, Education qualifications, Application form and Work Experience entered by the applicant are required to be scanned and uploaded to the system using the 'Upload' option located below the 'Upload' option of the application form. The description of the certificate of all qualification can be entered in the space provided next to the professional certificates label. Multiple uploads are possible for the professional qualification section and the applicant has to click on the 'Upload' option once a particular certificate is uploaded to upload the next available certificate as depicted in figure 1.6. Applicants can view the uploaded documents by clicking the 'View' option depicted in figure 1.6 and also the 'Delete' option can be used to delete an uploaded document.

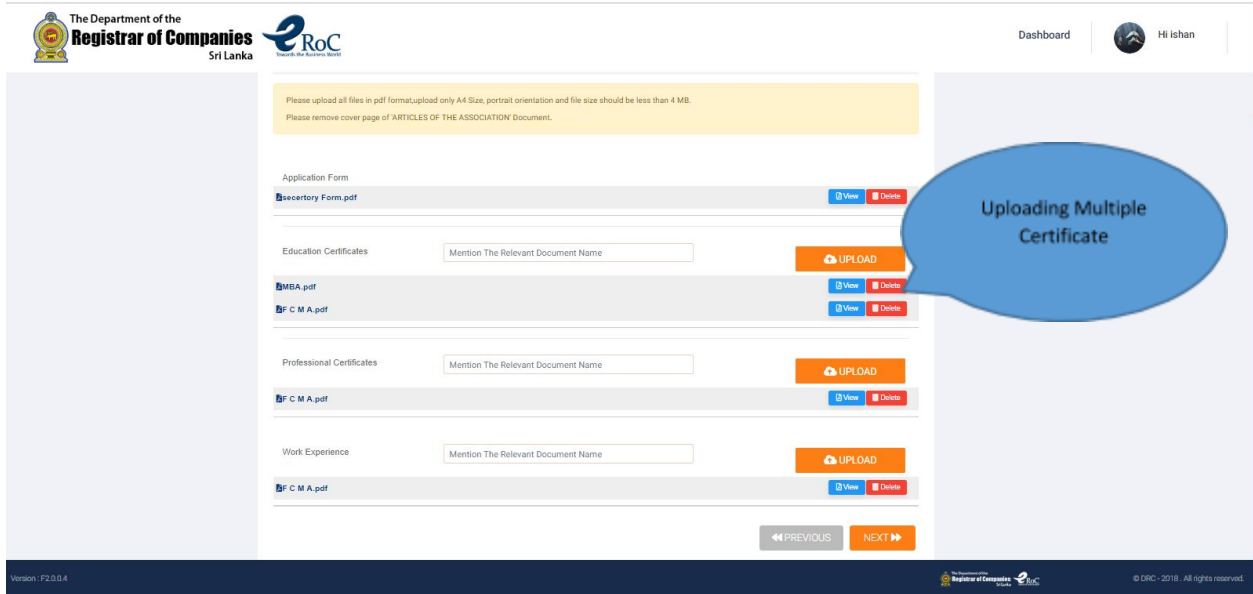


Figure 1.6

Upon successfully uploading the application and the certificates the applicant will be directed to the payment section by clicking the 'Next' option available in the bottom of the upload documents menu.

The applicant is required to click on the 'PAY' option to commence the online payment processing for registration of an auditor as depicted in figure 1.7.

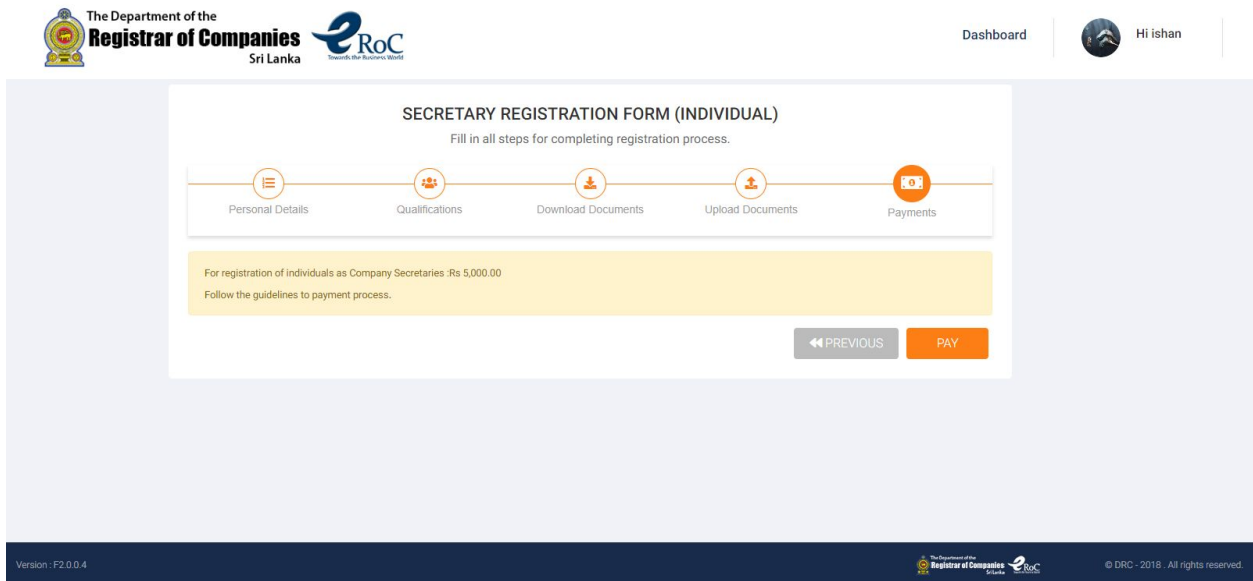


Figure 1.7

Upon the applicant clicking on the 'PAY' option, the applicant will be prompted the message depicted in figure 1.8.

ARE YOU SURE WANT TO PROCEED FURTHER?

If yes, you will not be able to revert back.

Figure 1.8

Once the applicant clicks on the 'Yes' option on the message described in figure 1.8, the applicant will be prompted to select the credit card for online payment processing as depicted in figure 1.9.

TEST20001

Terms and Conditions.

- Refunds that will be made due to service not delivered/cancelled, will be made to original credit/debit card or device.
- Convenience fee charged for the financial services provided through Lanka Gate initiative is not refundable.
- All the payment related information will be collected and kept with the relevant banks while the rest of the user information that had been collected here is for the use of Lanka Gate.

Note: If you wish to use a Debit Card, please make sure that the Debit Card supports on-line payments, and necessary configurations are done. You may contact the issuing bank for verification.

I ACCEPT

Choose your Payment Method:

Any Visa/Master Card(Sampa ▾)

 **LGPS** LANKA GOVERNMENT PAYMENT SERVICE Powered by  **ICTA** ideas actioned

Figure 1.9

Upon clicking on the 'Proceed' option the applicant will be directed to the menu depicted in figure 1.10 to commence online payment.

TEST20001

Confirm Payment Details

| | |
|-------------------------------|---|
| Payment Gateway : |  |
| Description | Amount (LKR) |
| Amount to be paid : | 100.00 |
| Convenience Fee : | 2.00 |
| Total Payment Amount : | 102.00 |



Figure 1.10

The applicant is required to click on the 'Pay Now' option to enter the card details to effect the online payment pertaining to registration of auditor as depicted in figure 1.11.


| | | |
|---|---|---|
| Name on Card | <input type="text" value="visa"/> | ✓ |
| Card Number | <input type="text" value="4564456445644564"/> VISA | ✓ |
| CVV  | <input type="text" value="311"/> | ✓ |
| Expiry (MM/YY) | <input type="text" value="09/20"/> | ✓ |
| Amount(Rs) | 102.00 | |
| <input type="button" value="Submit"/> | | |

Figure 1.11

Upon successful online payment the system will prompt the following menu to the applicant to print the receipt pertaining to the payment as depicted in figure 1.12.

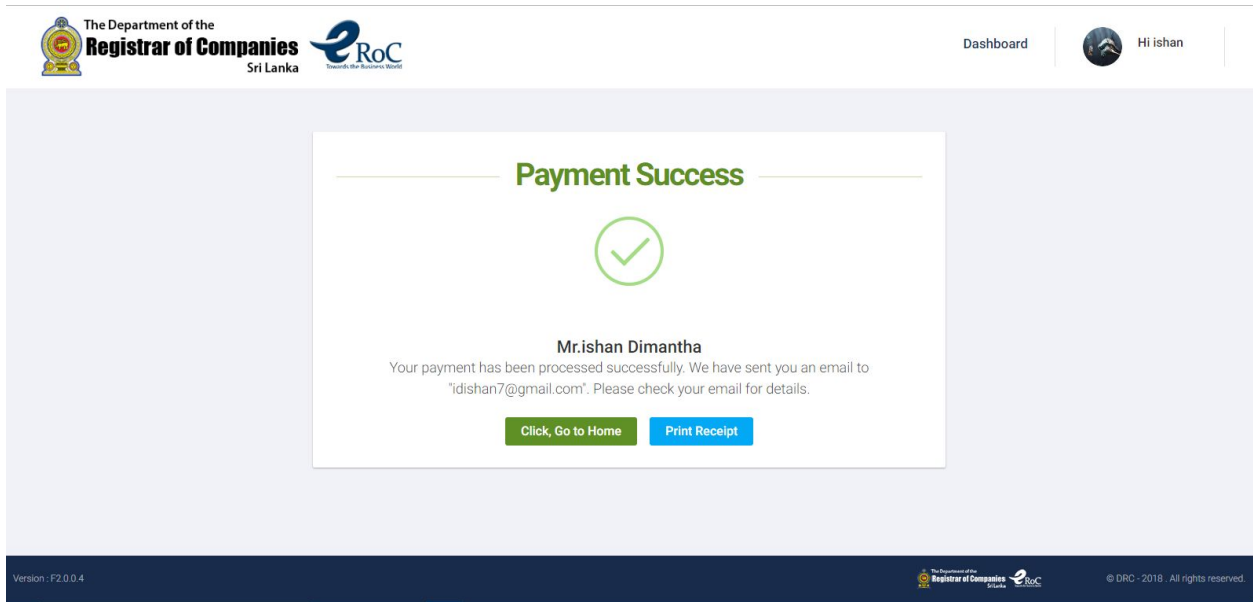


Figure 1.12

The applicant can view and print the receipt by clicking on the 'Print Receipt' option shown in the above image (Figure 1.12).

The applicant will be directed back to the dashboard upon clicking on the 'Back to Dashboard' option.

6. Secretary – Resubmission

A Secretary Registration application could be sent back by the ROC officer perusing the application if there are shortcomings in the application. Once an application is resubmitted by the ROC officer, the applicant's dashboard would indicate the said application as 'Secretary Request to Re-Submit' as depicted in figure 1.13.

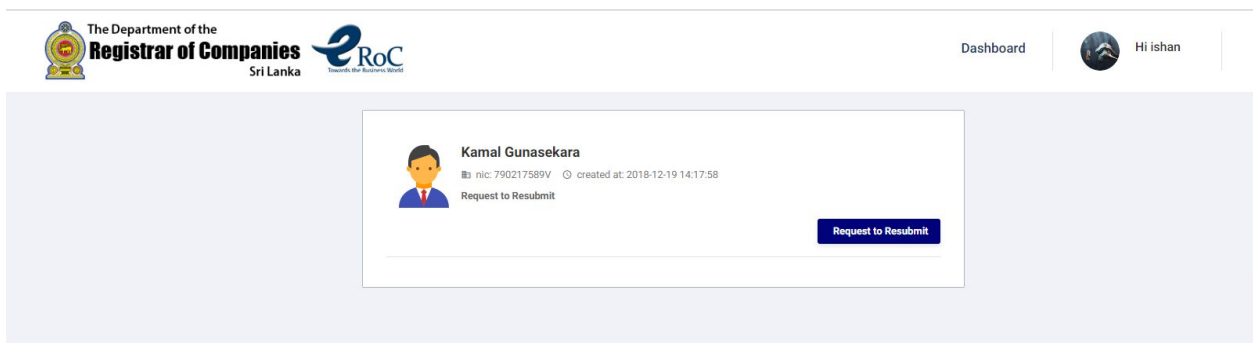


Figure 1.13

Upon clicking on the 'Secretary Request to Re-Submit' option the applicant will be directed to view the comments of the ROC officer as depicted in figure 1.14.

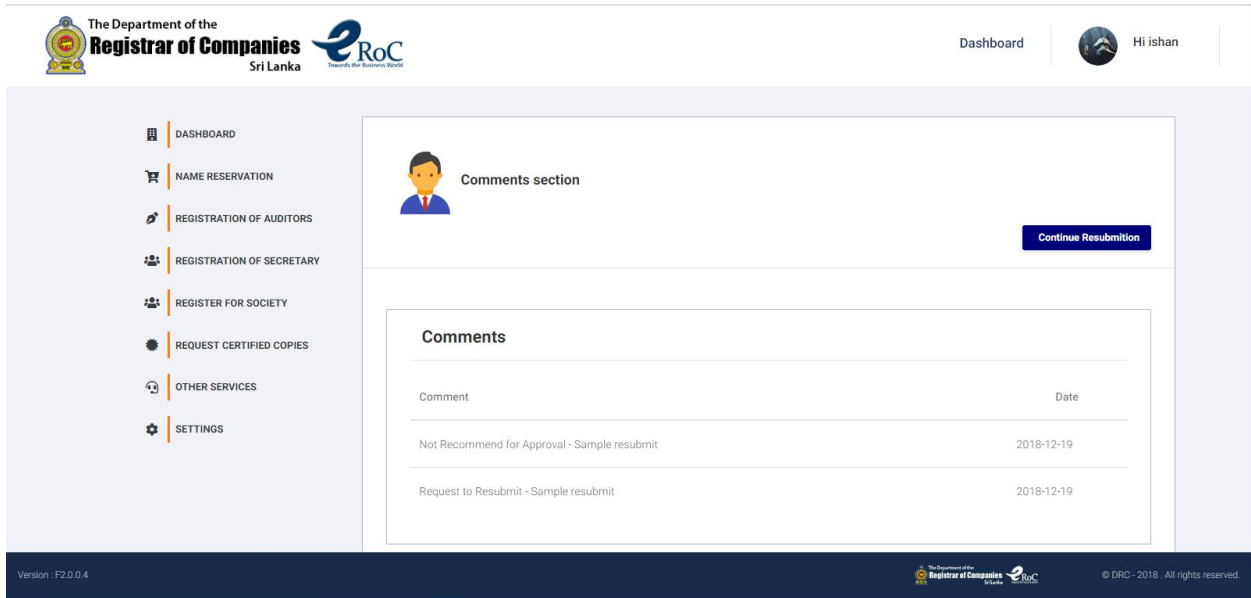


Figure 1.14

The applicant can proceed to make the necessary corrections by clicking on the 'Continue Resubmission' option. Suppose the ROC officer has requested the forms / certificates / working history uploaded in the application, to be resubmitted, then the applicant will be requested to resubmit the forms / certificates / working history as depicted in figure 1.15.

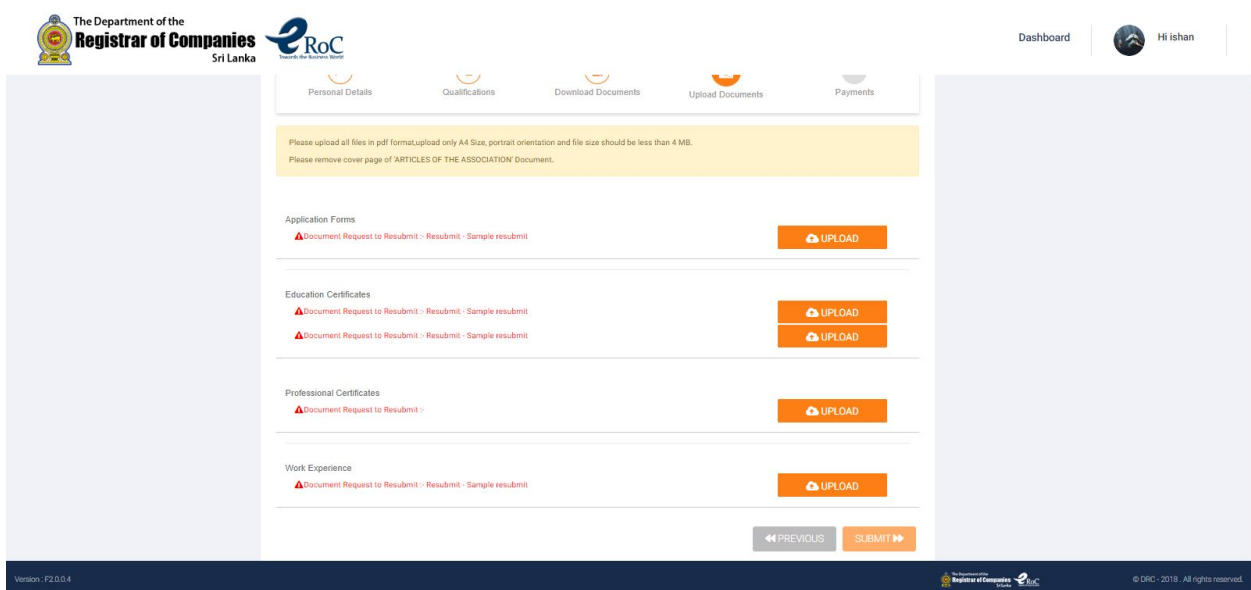


Figure 1.15

Note:

The 'Submit' option will not be enabled till all the requested documents are uploaded by the applicant during the resubmission process as depicted in figure 1.15. Once all the required documents are uploaded by the applicant the 'Submit' option will be enabled for submission (Resubmission) as depicted in figure 1.16.

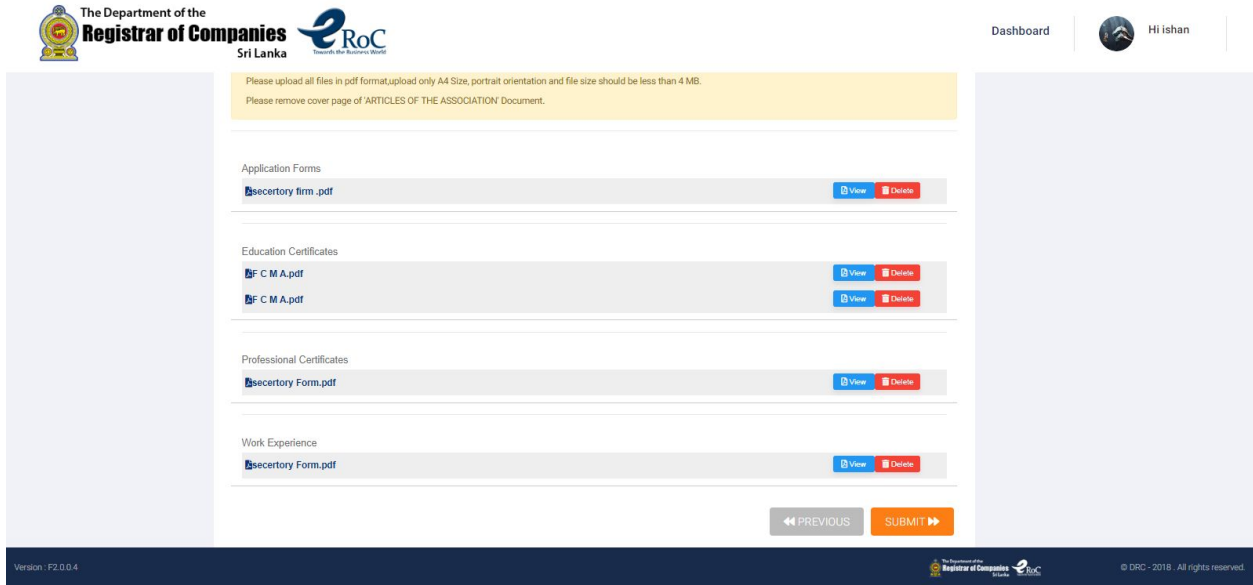


Figure 1.16

Once the record is approved by the ROC officer the applicant's dashboard will indicate the status of the application as 'Secretary Approved' as depicted in figure 1.17.

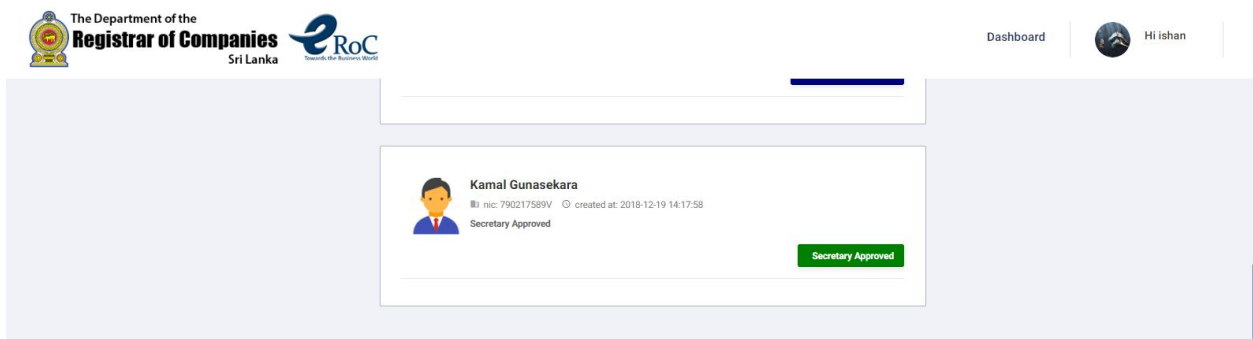


Figure 1.17

Note:

Though only 'Individual' example is depicted in the Resubmission related diagrams, the process of resubmission is the same for 'FIRM' and 'PRIVATE LIMITED COMPANY'