The Department of the
Registrar of Companies
SRI LANKA

KPMG

USER MANUAL e-ROC SYSTEM

Process B

(Public Interface)

Version 1.3

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Revision History

#	Version No.	Date	Purpose	Author
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2	1.1	22/04/2020	Draft Document	KPMG
3	1.2	29/06/2020	Amended document according to the UAT comments received	KPMG
4	1.3	24.10.2020	Including new features	KPMG

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Document Approval

KPMG and the Registrar of Companies have reviewed this document and hereby agree that the contents herein are acceptable and sufficient to meet the needs of the project. Any changes to this document must be communicated in writing and signed off by both parties.

KPMG Document Approval

The following KPMG Team members have reviewed this document and agree that the contents herein are acceptable and are sufficient to meet the needs of the project. Any changes to this document must be communicated to all parties for agreement.

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Date	30/06/2020	

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Development of Software for the e-Registration of Companies Project (e-ROC Project) for the Department of Registrar of Companies

Deliverable Sign-off Form

Deliverable Name:

User Manual- Administration Module

Name	Organization	Designation	Signature

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1. Introduction

This user guide document provides the steps that the public are expected to follow in carrying out ***changes / updates*** pertaining the incorporated / registered companies in the eROC system. The system prompts messages and alerts, if the user makes any mistakes in using the system and the users are requested to give ***due attention*** to the messages and alerts prompted by the system prior to proceeding to the next step.

All the details of the companies used in this guide including the name of the company, names of Directors, Secretary and Shareholder and their respective details are sample data and they have been used exclusively for the purpose of demonstrating the changes / updates related to operation in the eROC system.

2. Creating User login

2.1 Creating a normal user:

This section provides guidelines to create an account for the user who is completely new to the system.

The applicant must click on the 'Register' button next to the 'I'm New to the ROC System' register option

Depicted as Figure 2.1.

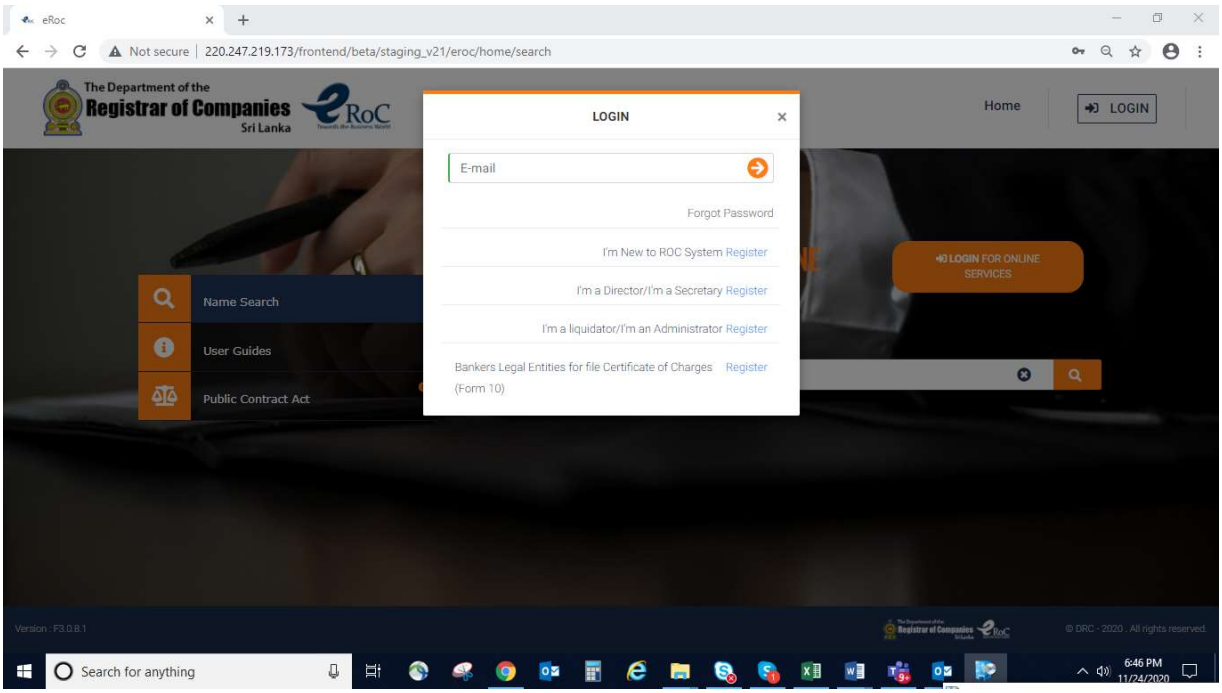


Figure 2.1

Upon clicking the 'Register' option, the system will move to the next menu where the applicant has to choose the following

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The users' country of origin whether Sri Lankan or Non - Sri Lankan from the menu below depicted in Figure 2.2.

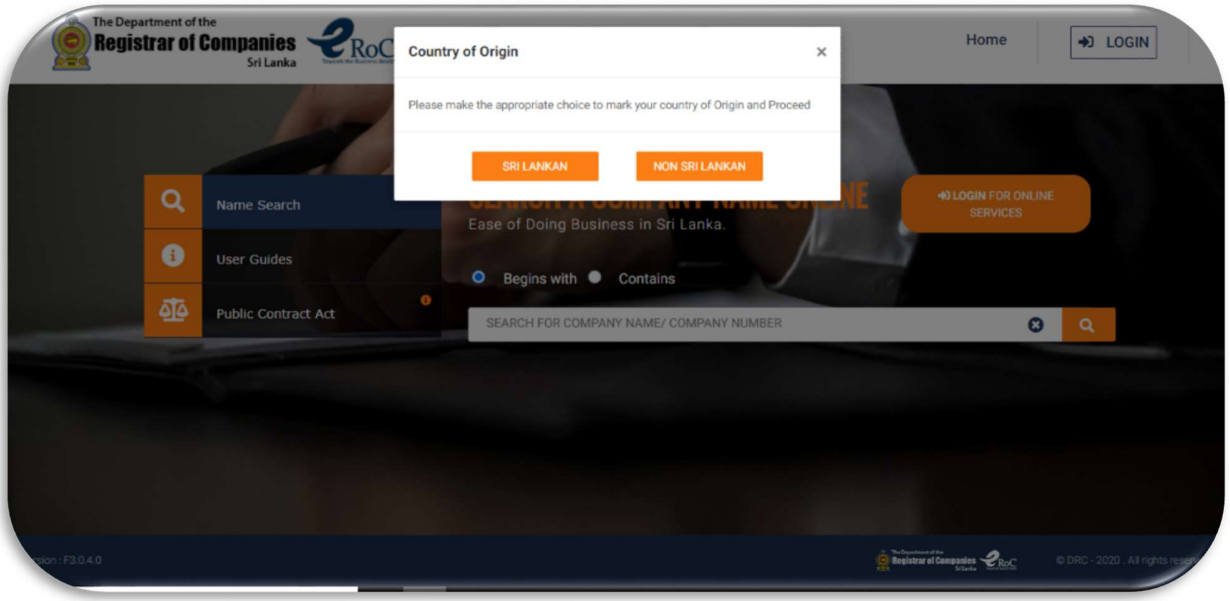


Figure 2.2

Once the appropriate choice is made by the applicant, the applicant will be navigated to the 'Personal Information 'screen. The Applicant is requested to fill the mandatory details which are denoted by * mentioned in the 'Personal Information' screen below.

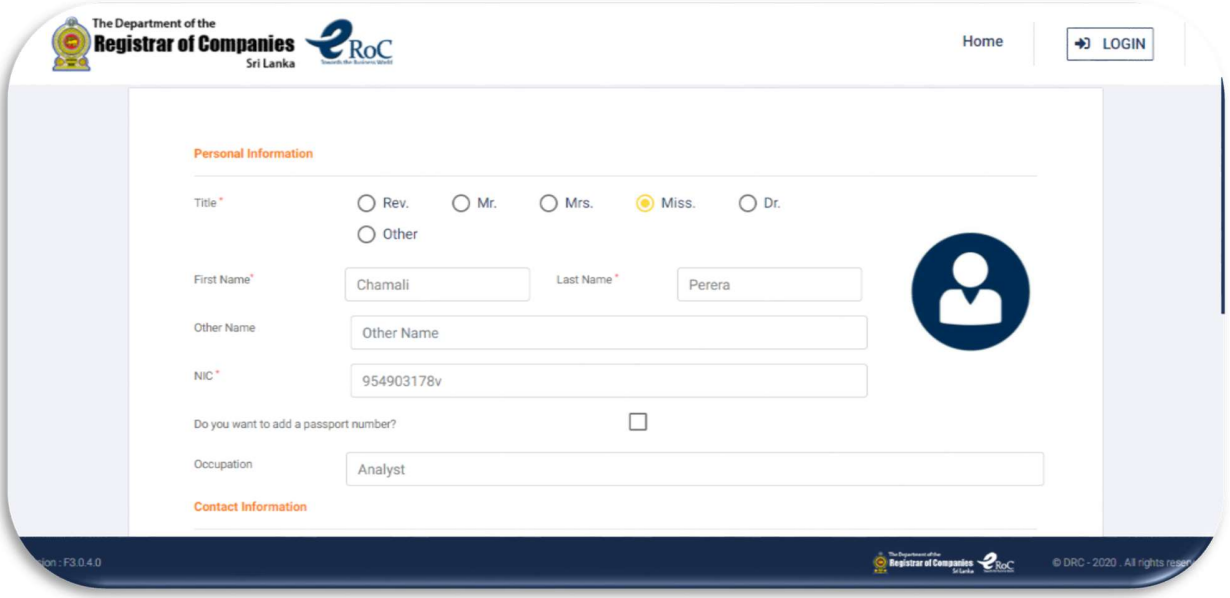


Figure 2.3

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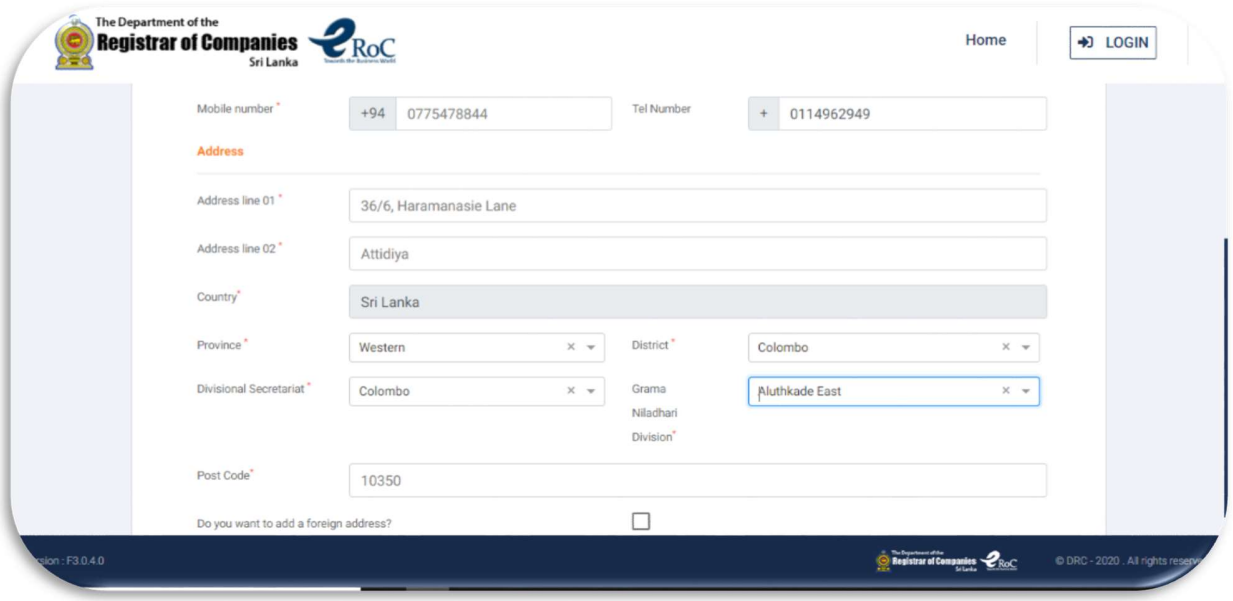


Figure2.4

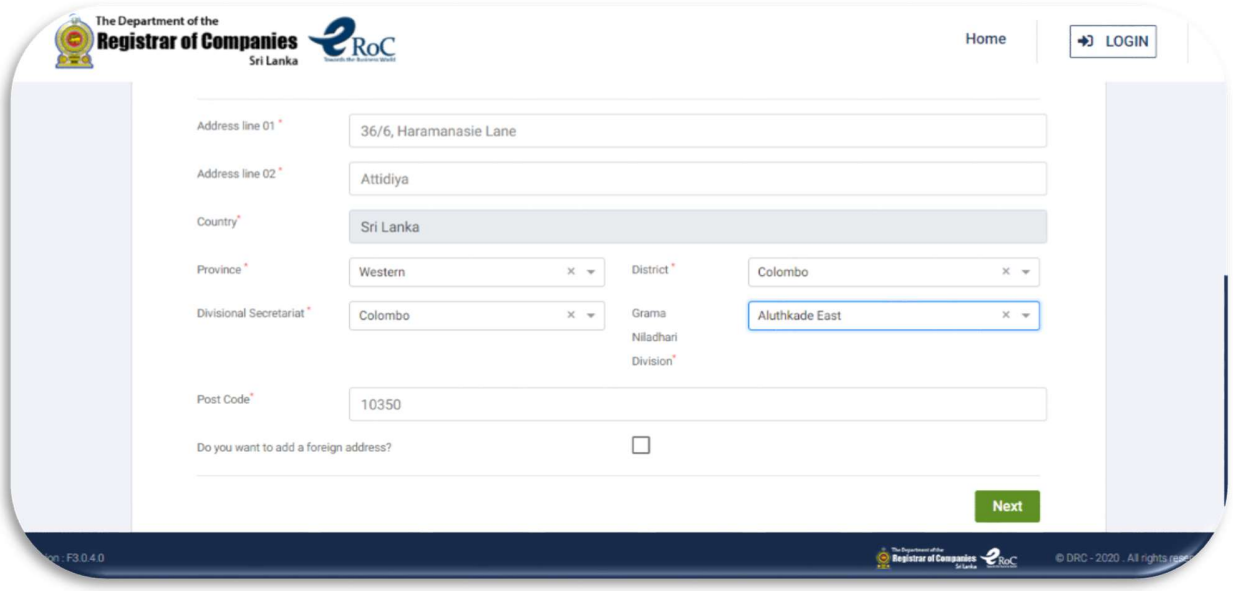


Figure 2.5

The applicant needs to enter the email address and enter the password and again re-enter the password to confirm as indicated in the image below and after that click on the 'Register' option.

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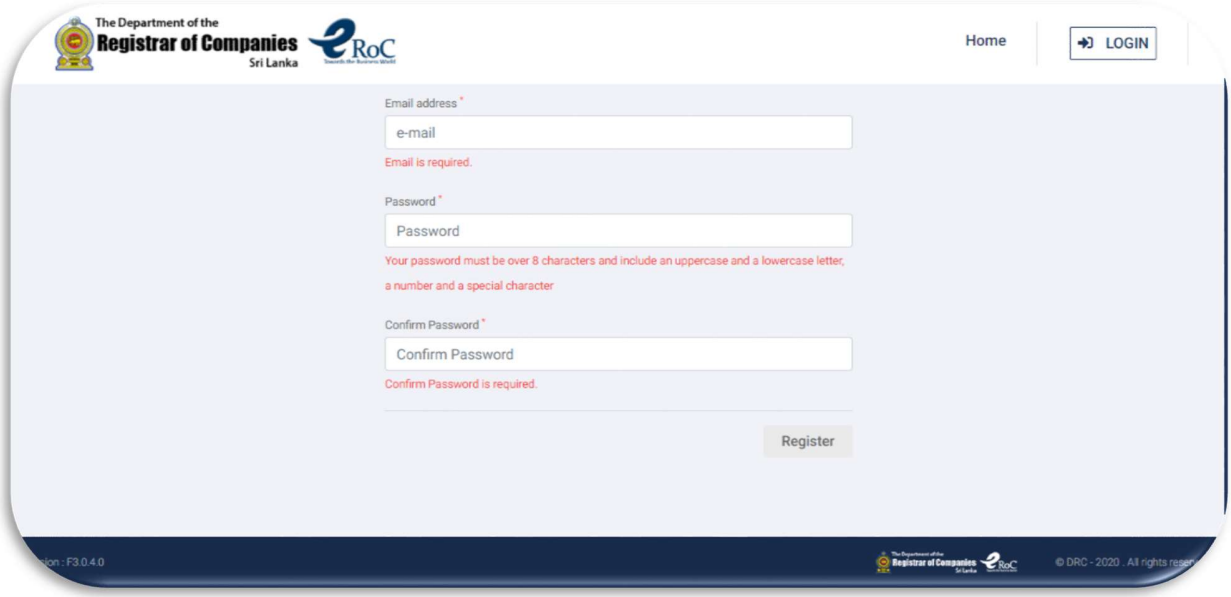


Figure 2.6

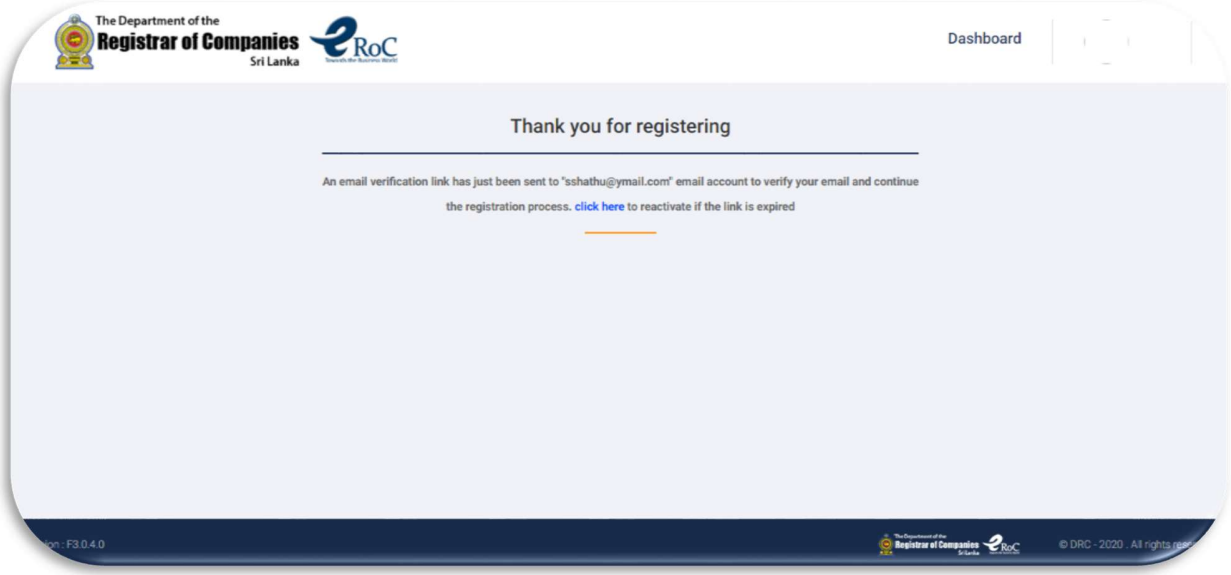


Figure 2.7

Upon registering, the system will send a verifying email, once the applicant receives this from that e-mail the user will be able to login to the system with their username and password, as indicated in the image below.

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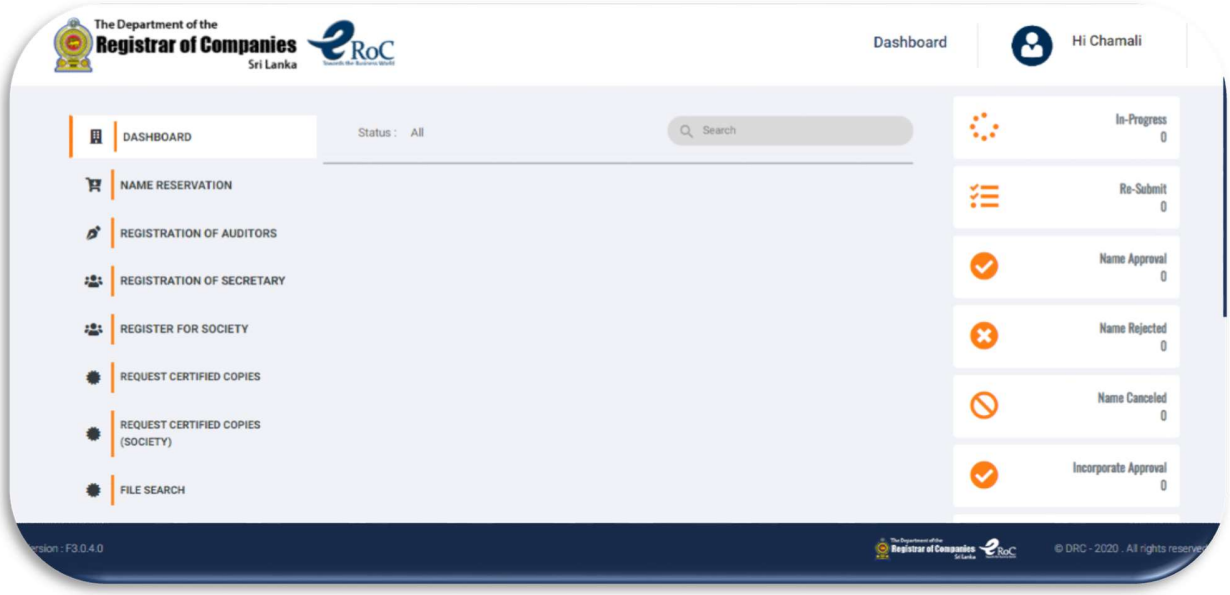


Figure 2.8

2.2. Creating a Director/Secretary Login:

This section provides guidelines for the login account creation of the company directors or company secretaries.

The applicant must click on the 'Register' button next to the 'I'm a Director/I'm a Secretary' register option. This is the same for a director or a secretary.

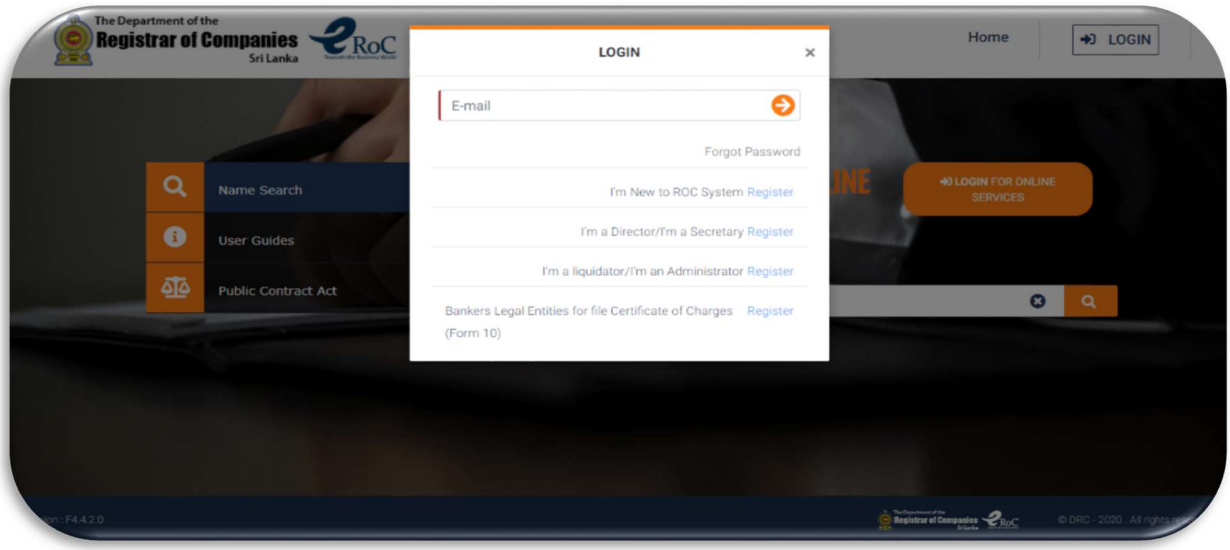


Figure 2.9

Upon clicking the 'Register' option, the system will move to the next menu, where the applicant must choose the relevant country of origin and the category from the menu below.

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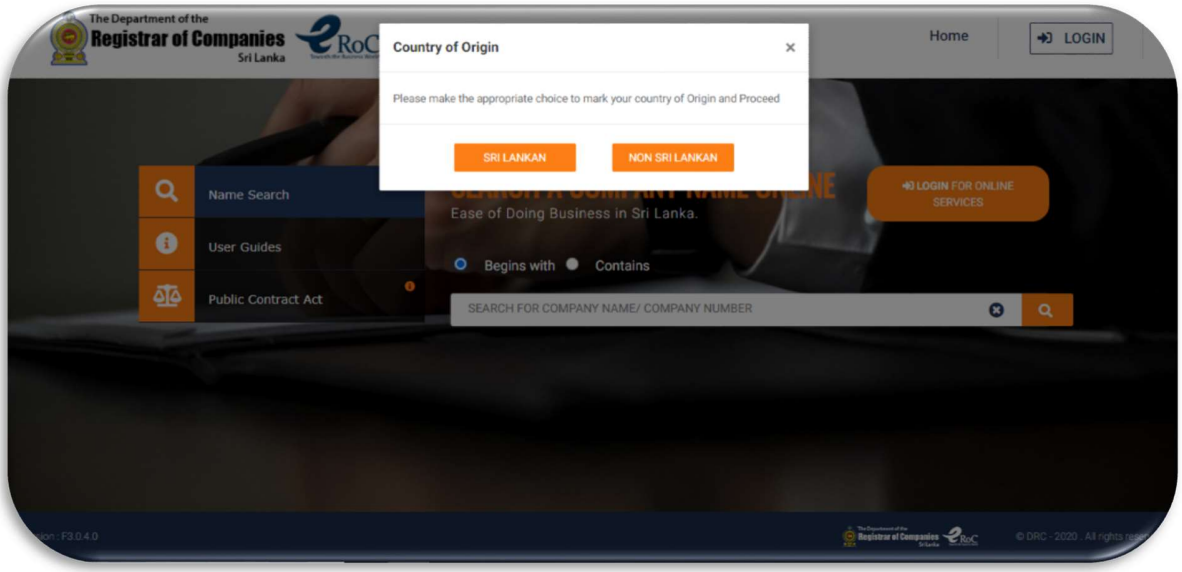


Figure 2.10

Once the appropriate choice is made by the applicant, the applicant will be navigated to the 'Personal Information' screen and the applicant is requested to fill the details mentioned in the 'Personal Information' screen below.

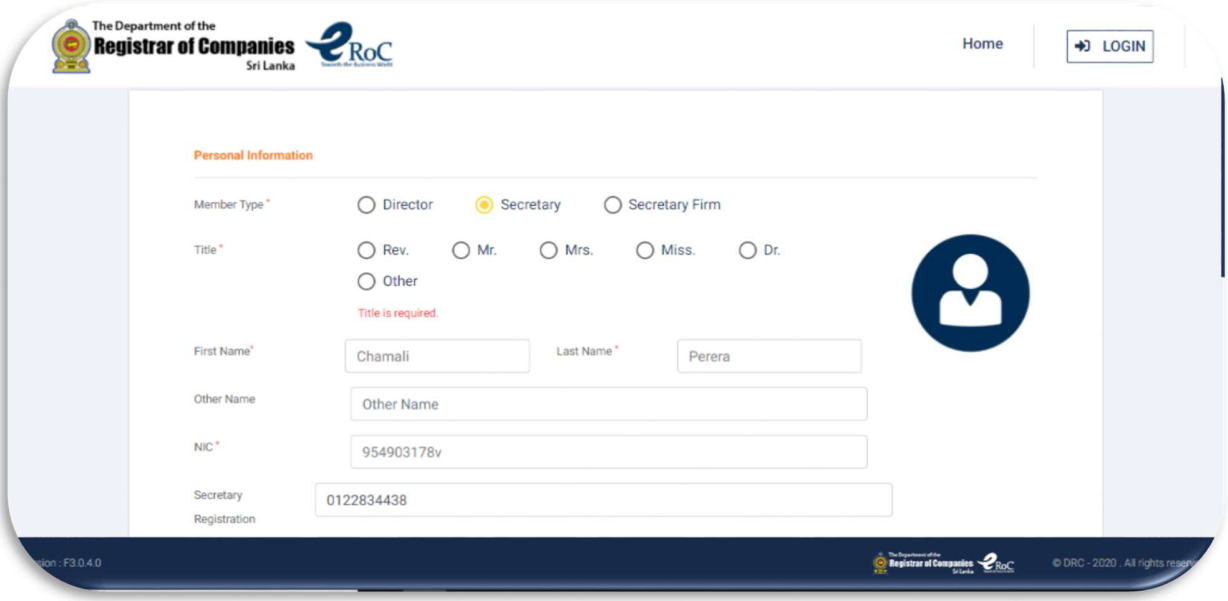


Figure 2.11

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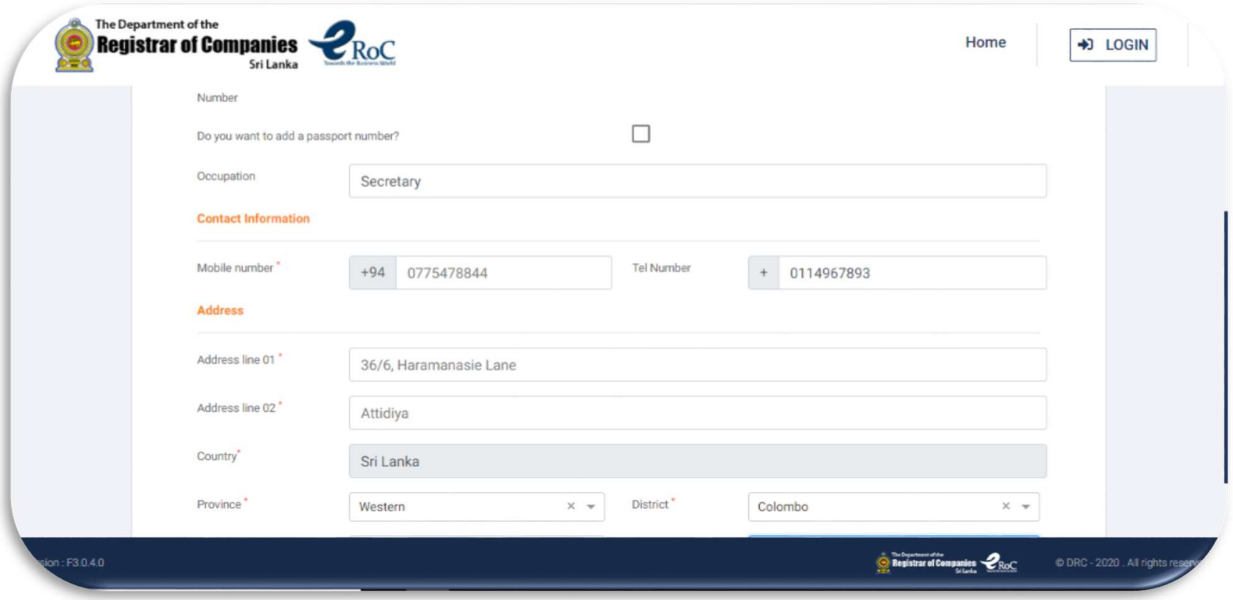


Figure 2.12

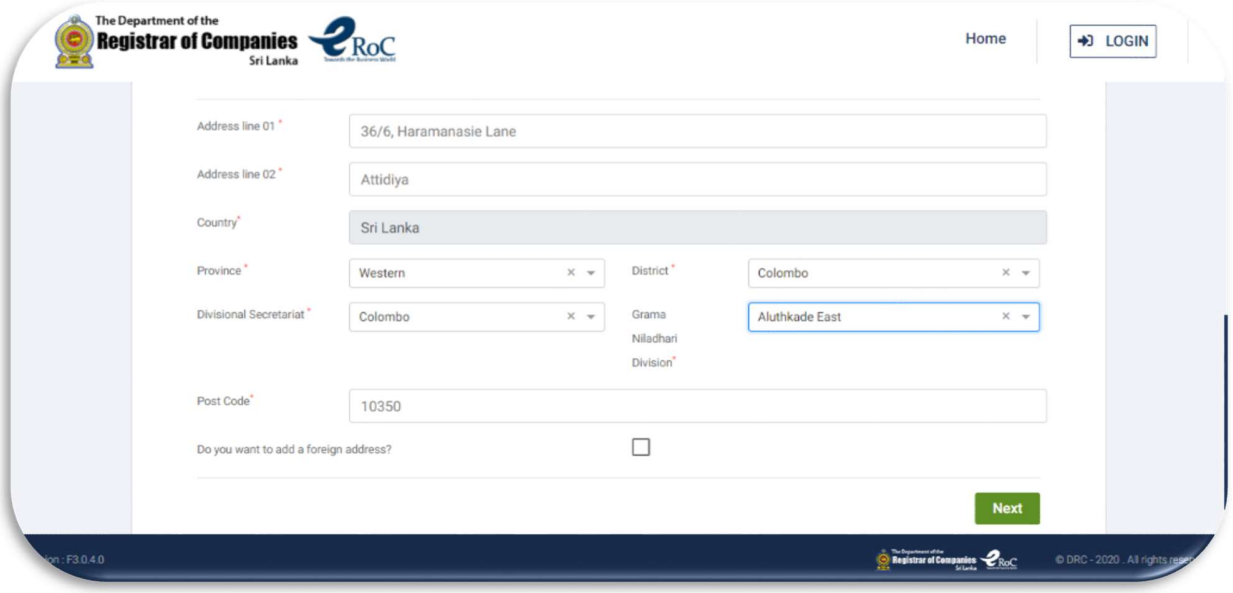


Figure 2.13

The applicant needs to enter the email address and the password, and once this is done, the user needs to verify the information as per the image below and then click on the 'Register' option.

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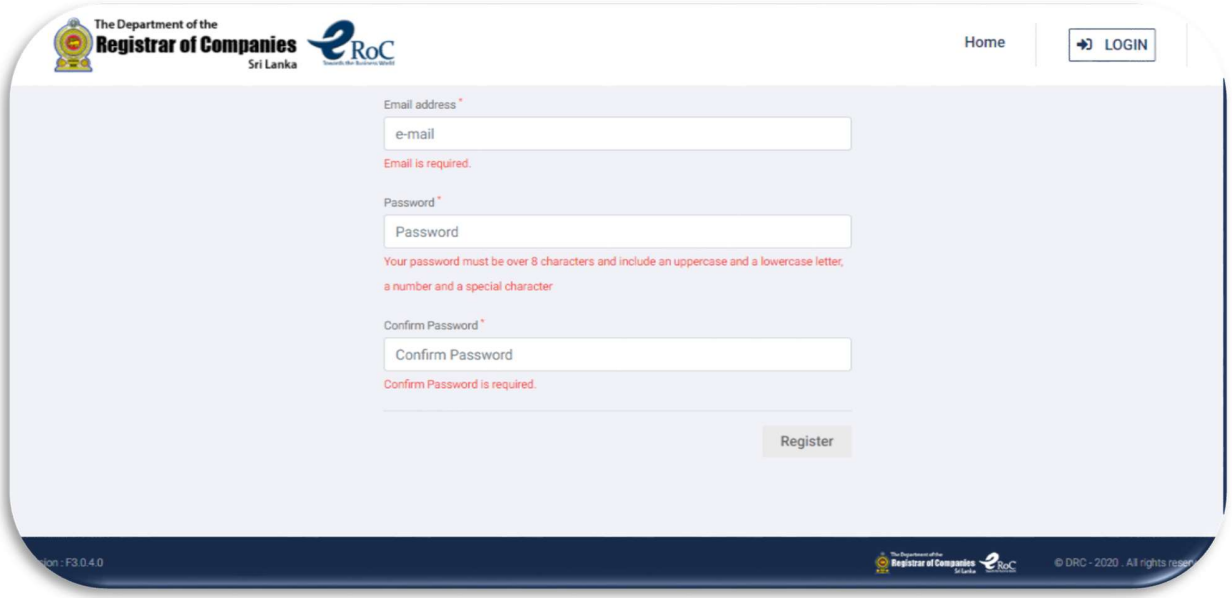


Figure 2.14

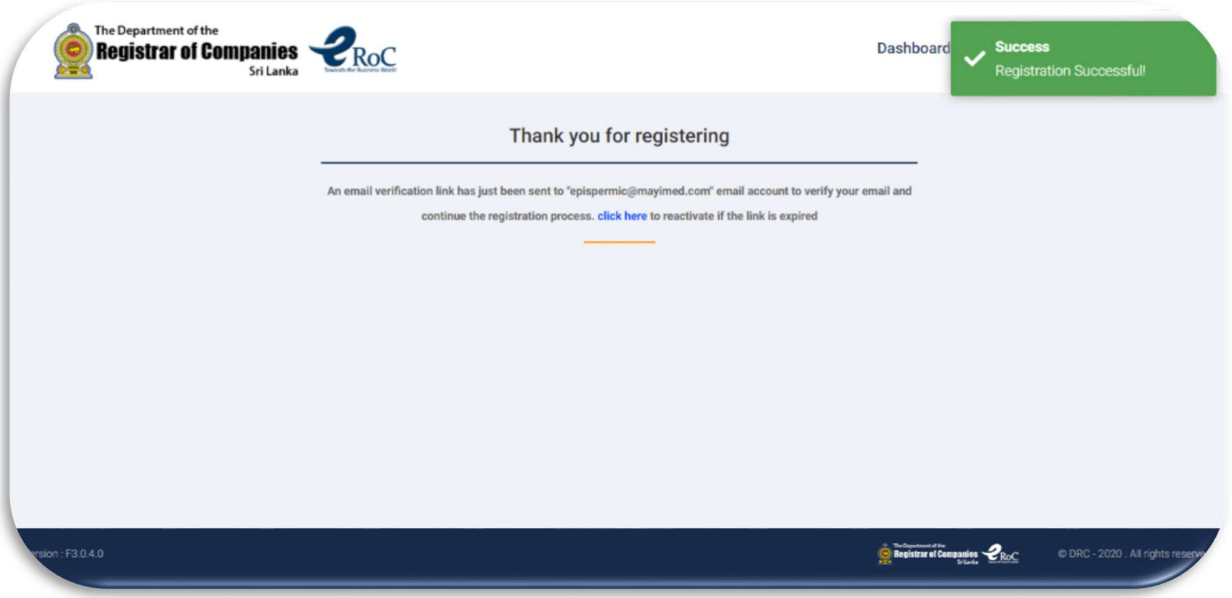


Figure 2.15

Upon registering, the system will send a verification email and the applicant will be able login to the system with their username and password and they will be directed to their dashboard as indicated in the image below.

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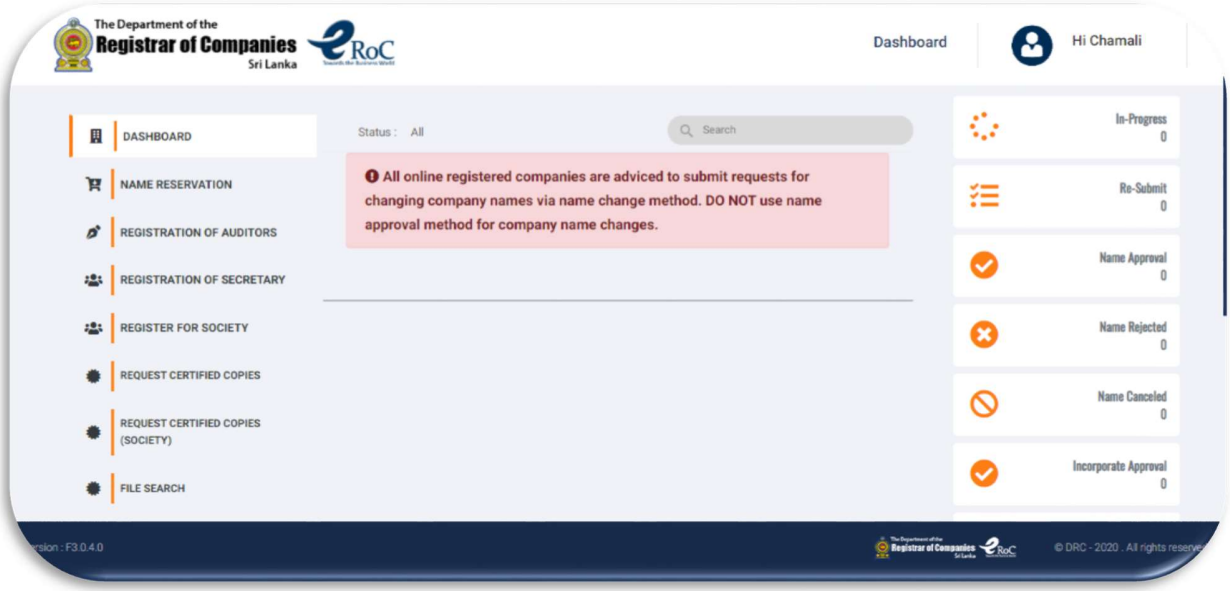


Figure 2.16

2.3 Creating a Liquidator/Administrator Login:

This section provides guidelines to create a user account for a liquidator or an administrator.

The applicant must click on the 'Register' button next to the 'I'm a liquidator/I'm an Administrator' to create a login.

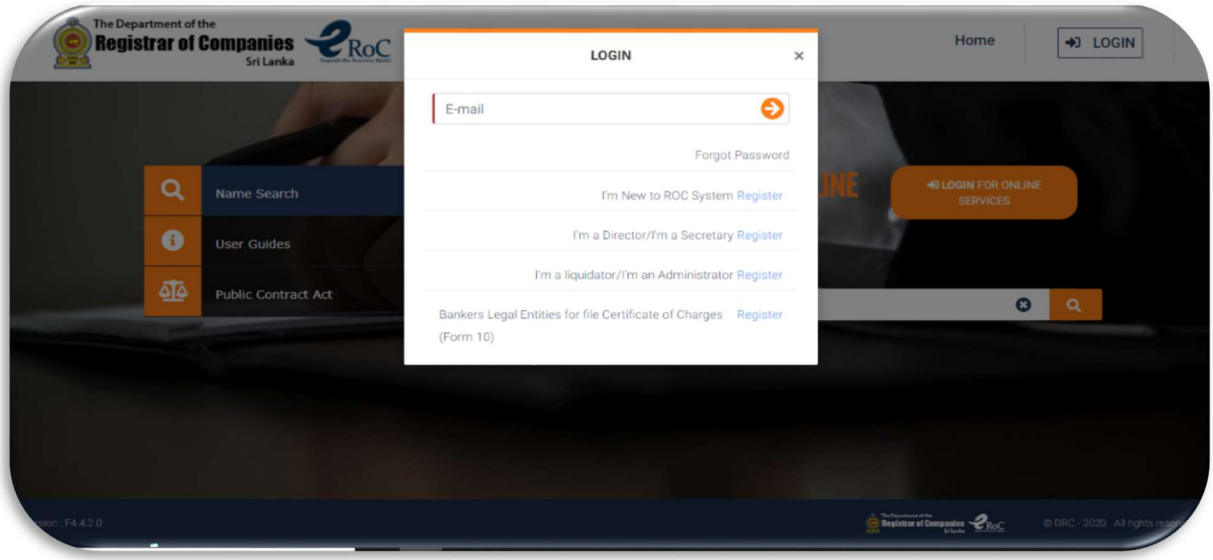


Figure2.17

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Upon clicking the 'Register' option, the system will move to the next menu, where the applicant must choose the relevant country of origin from the menu below.

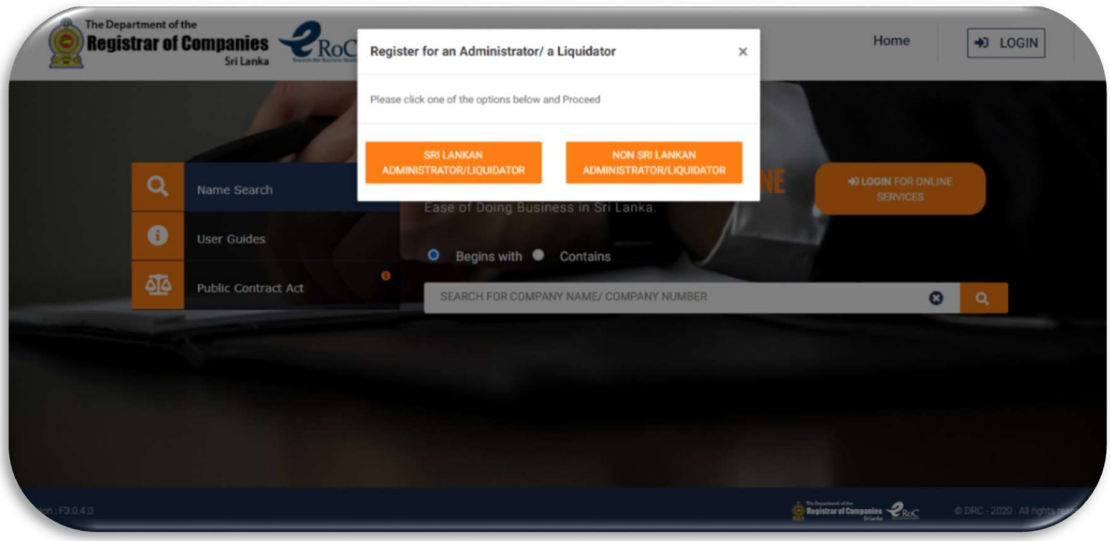


Figure2.18

Once the appropriate choice is made by the applicant, the applicant will be navigated to the 'Personal Information' screen. The Applicant is requested to fill the details mentioned in the 'Personal Information' screen below, specially the mandatory fields denoted by *

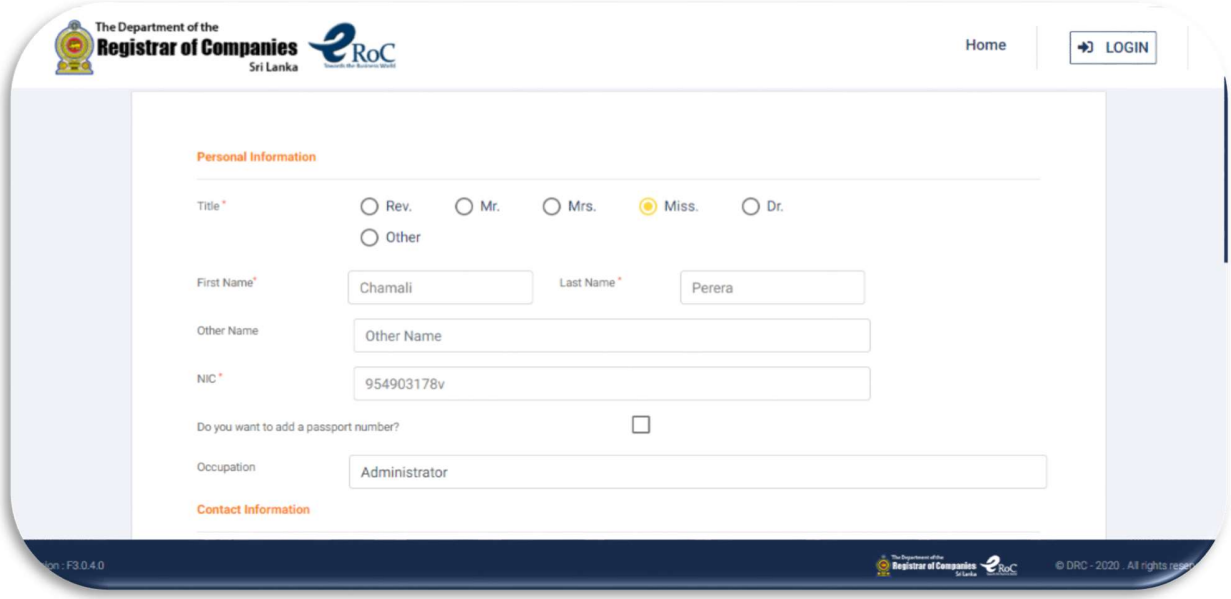


Figure 2.19

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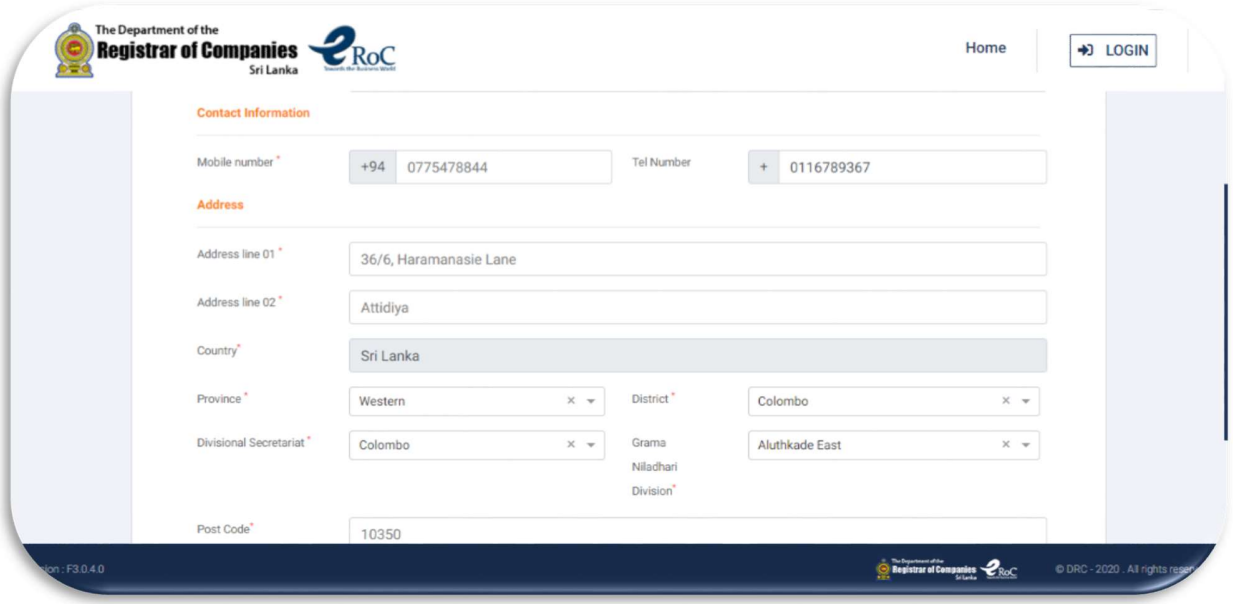


Figure 2.20

Upon completing the personal contact information and address, the applicant will be requested to select the companies that he / she is appointed as the administrator/liquidator, by entering the company registration number (PV number) and clicking on the 'ADD' option.

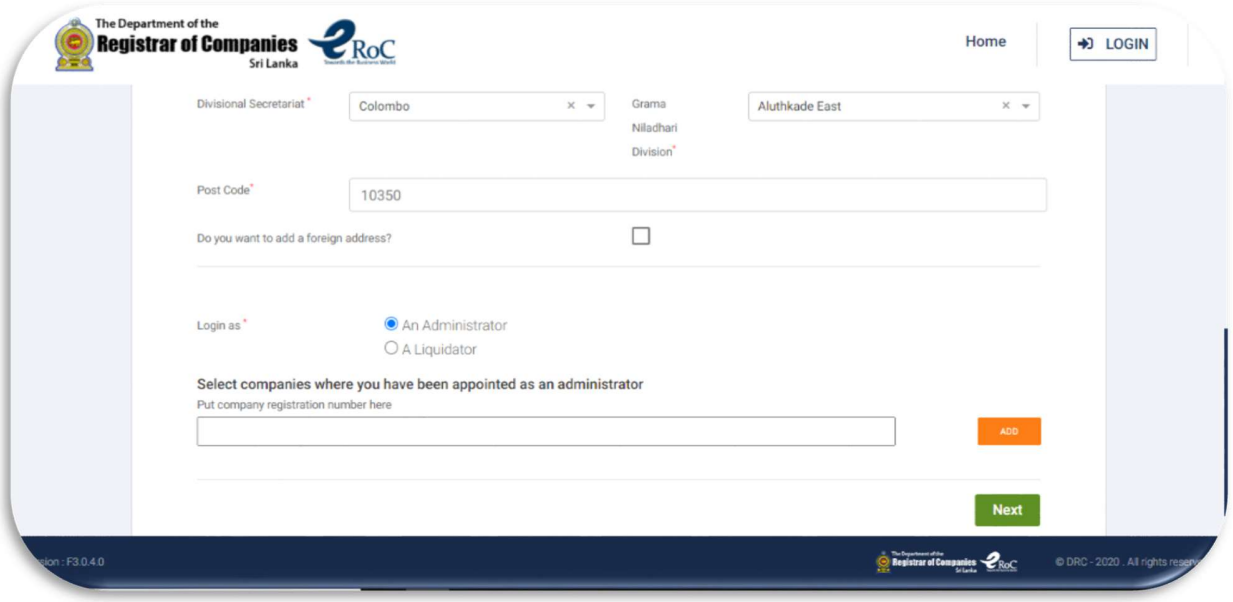


Figure 2.21

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The information added on the company, will be displayed as depicted in the image below.

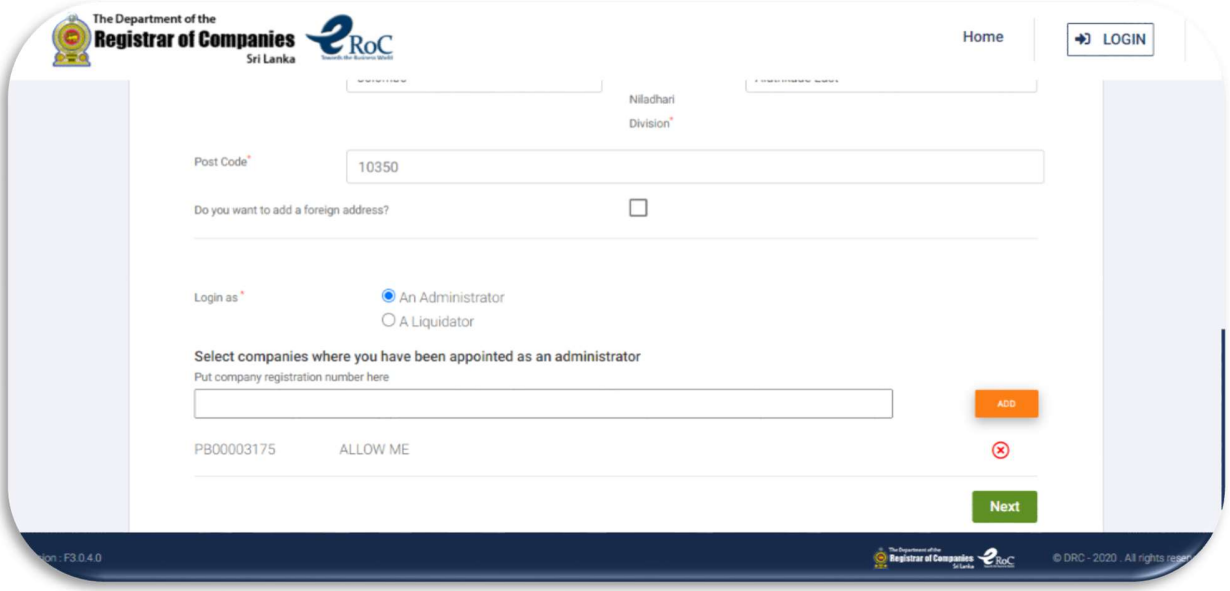


Figure 2.22

The applicant needs to enter the email address and enter / verify the password to confirm the information as indicated in the image below and then click on the 'Register' option.

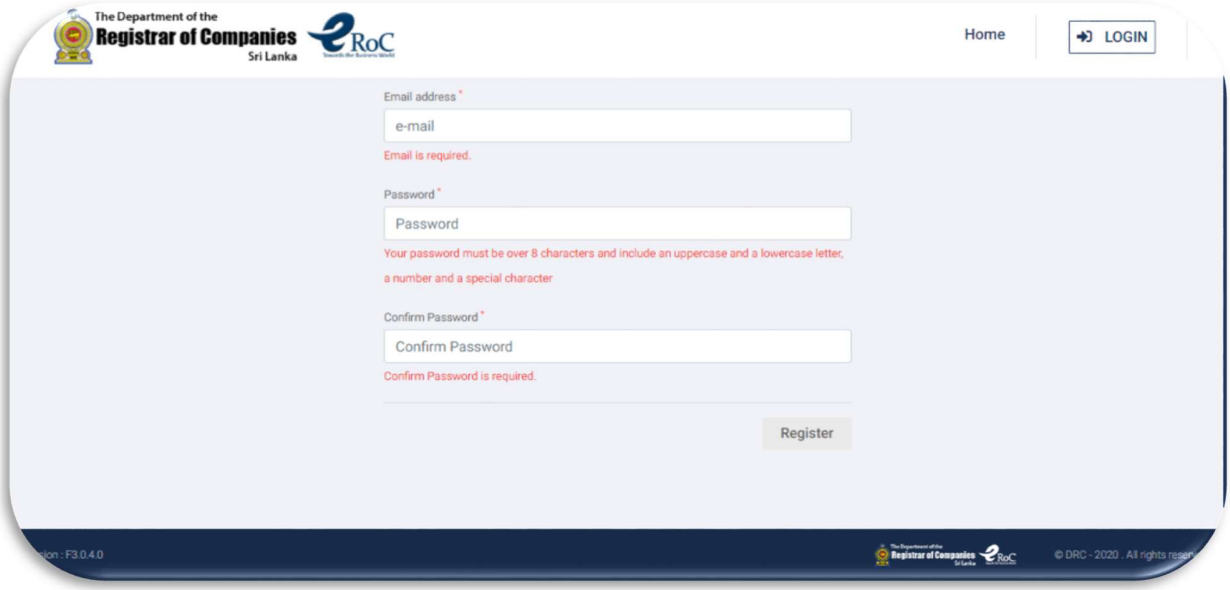


Figure 2.23

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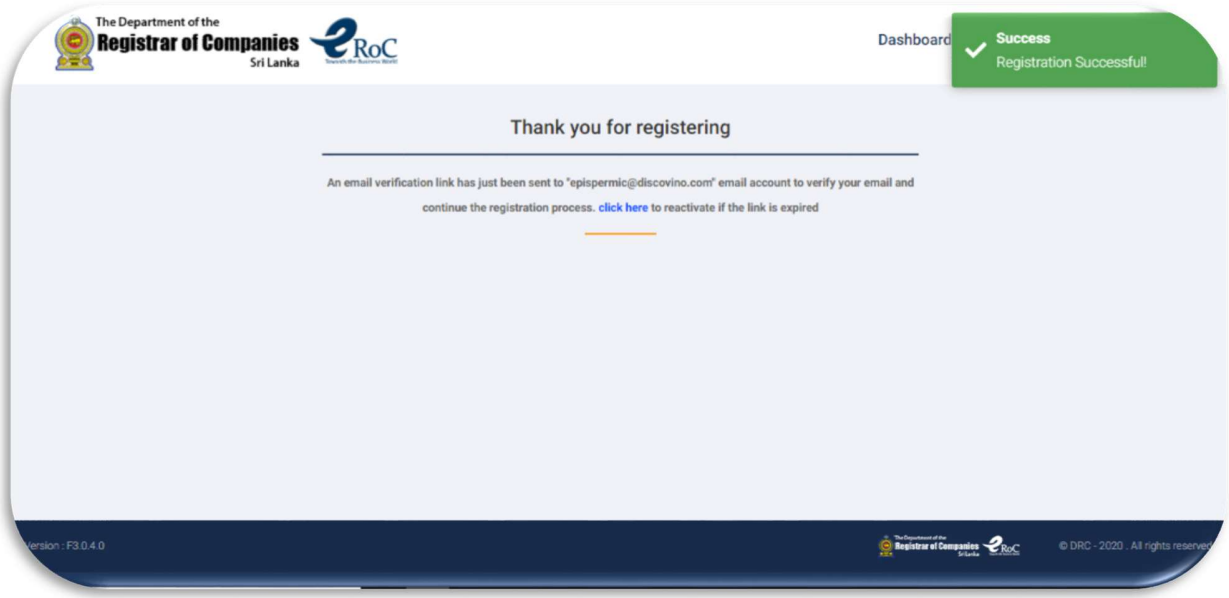


Figure 2.24

Upon successful registration, a verification email will be sent from the system. The applicant will be able to login to the system and view the company that was added in the dashboard through the verification email, as indicated in the image below .

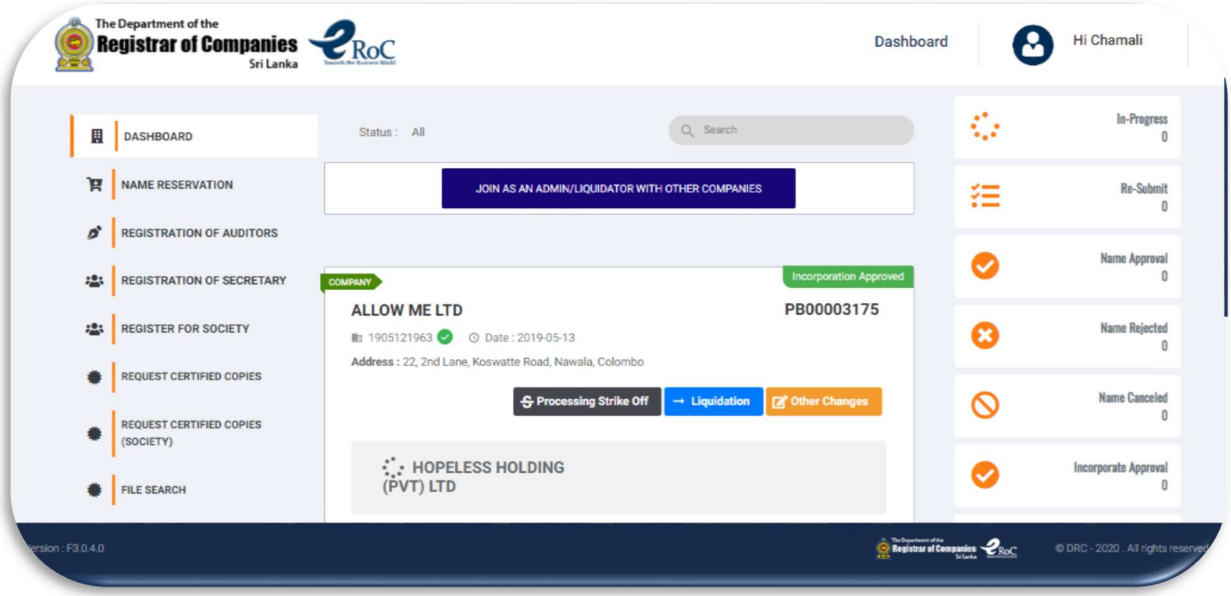


Figure 2.25

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If the applicant requires more companies to be added, then he /she has to click on the 'Join as an Admin/Liquidator with other companies' option that appears on the top of the dashboard. Upon clicking on the 'Join as an Admin/Liquidator with other Companies' button, the user will be navigated to the screen indicated below.

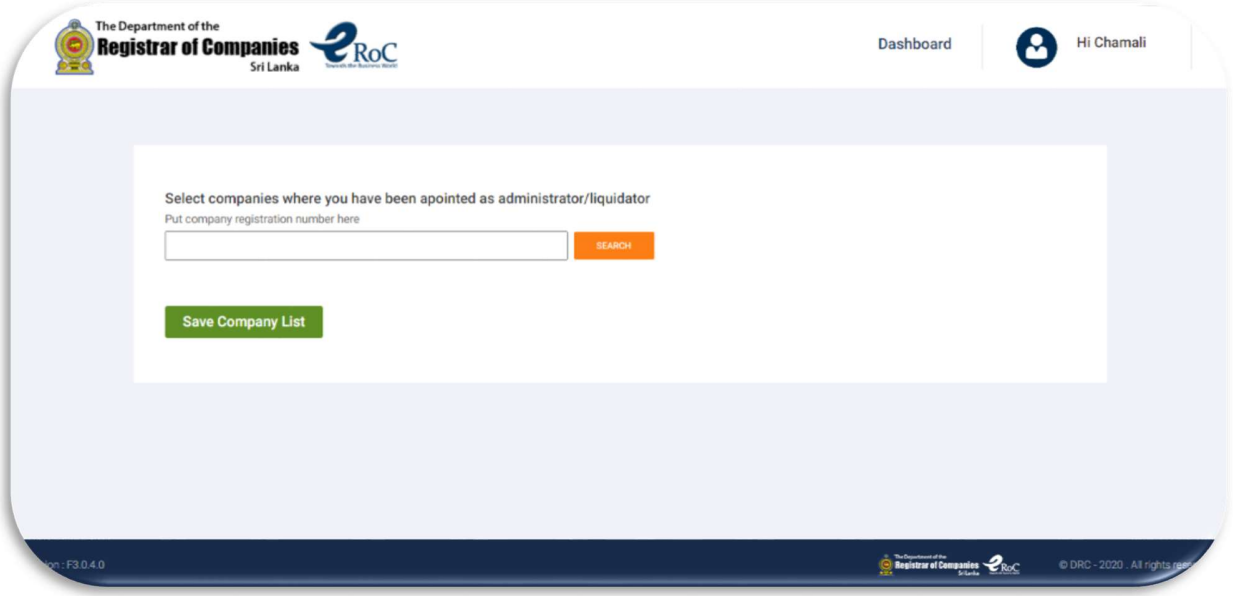


Figure 2.26

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3. Selecting a company from the dashboard to effect changes

A User can select a company from the list of companies that are displayed in his /her dashboard, in order to effect a change as depicted in the image below.

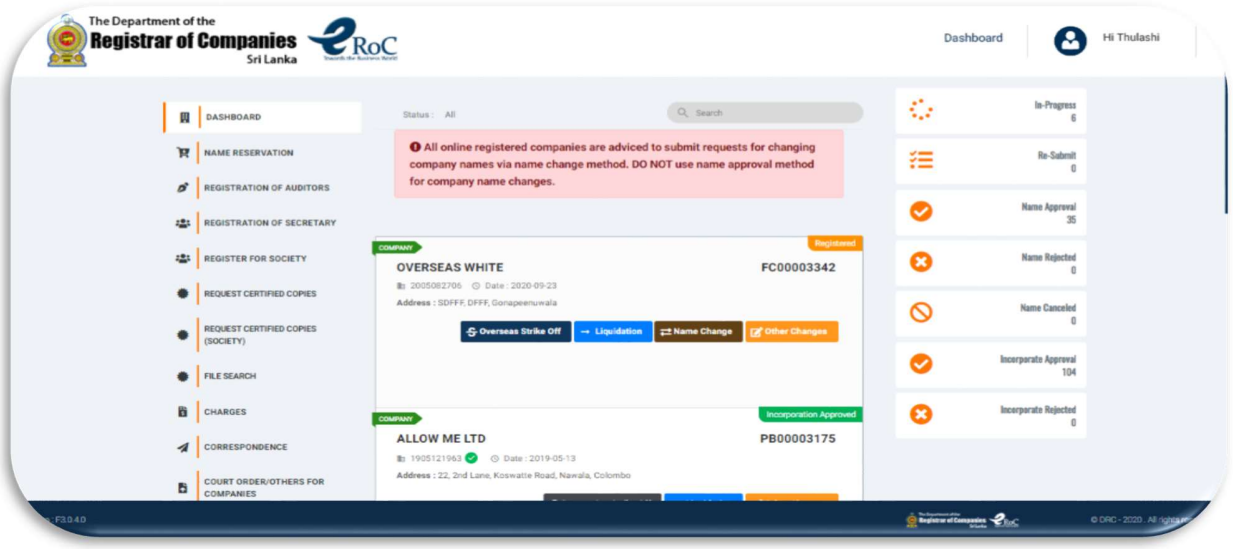


Figure 3.1

A director / secretary who has obtained a valid user id and a password upon incorporation of the company, can login to effect the said changes as depicted in the Figure 3.2

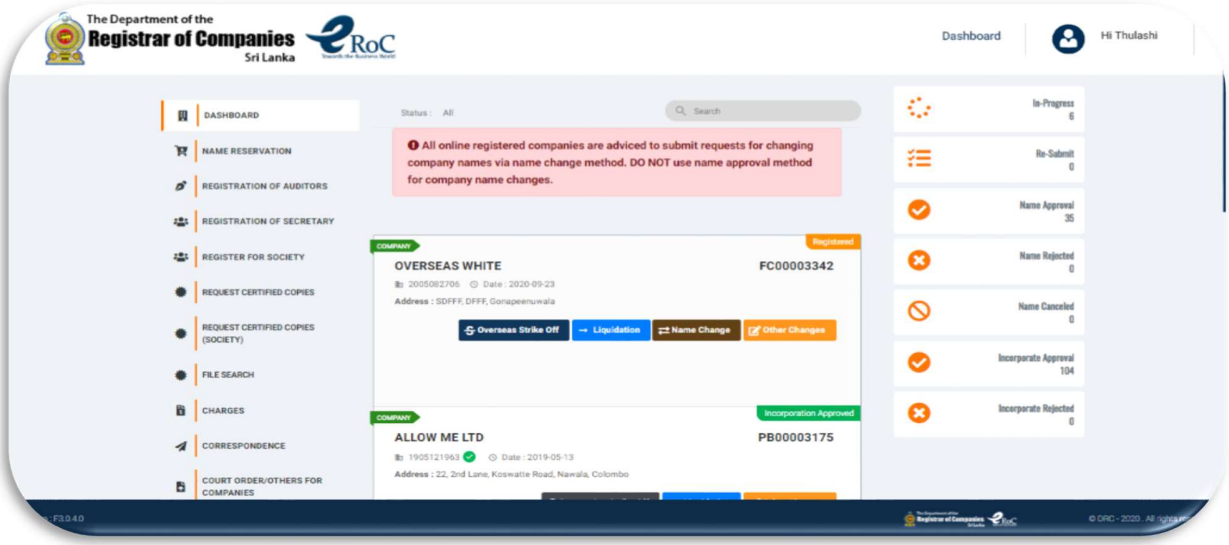


Figure 3.2

Upon successful login, the director / secretary (hereafter the director / secretary shall be referred to as applicants in this guide) shall be directed to the following menu, to make the changes as depicted in Figure 3.3 below.

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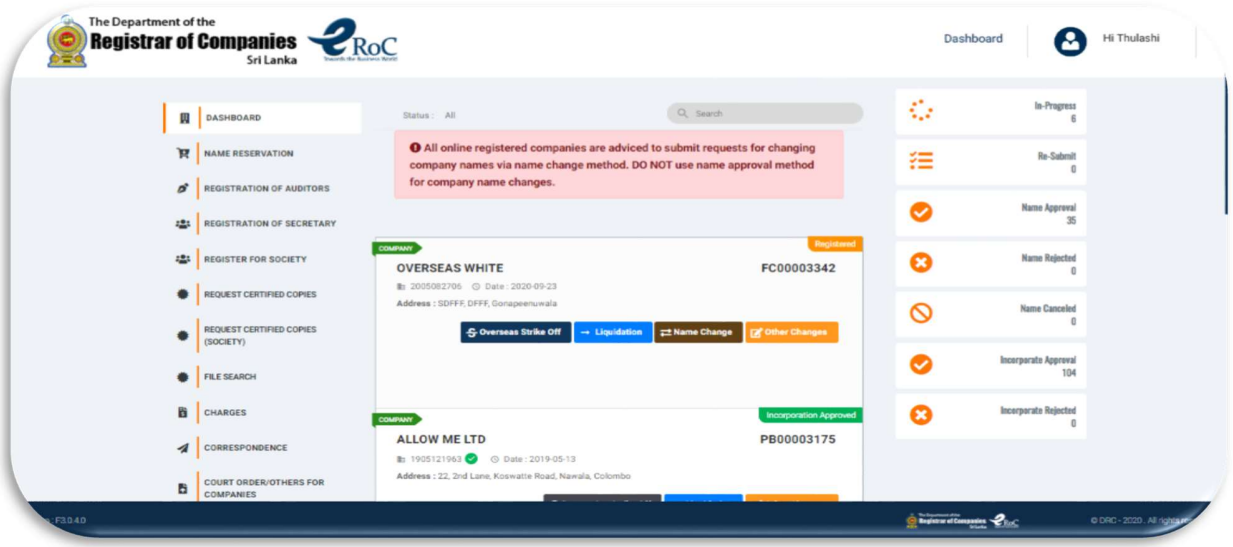


Figure 3.3

4. Company Changes / Update Section

In order to commence registration of a change / update, the applicant has to click on the **Other changes option** depicted in Figure 4.1 and select the relevant change listed with the '**Other Changes**' option as depicted in Figure 4.2.

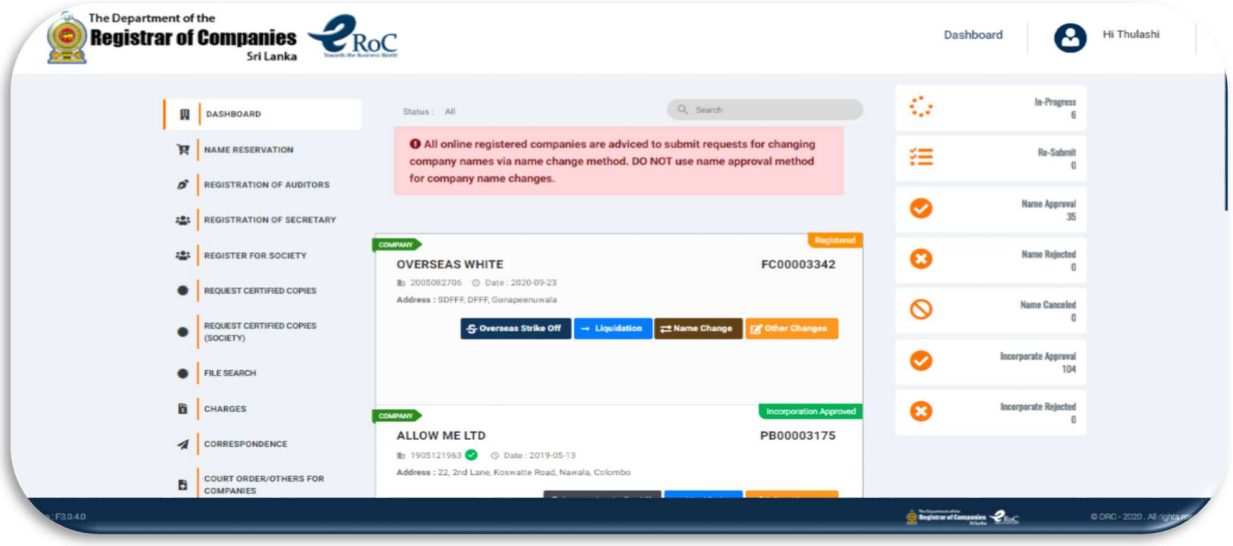


Figure 4.1

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After selecting a company, the user will be diverted to select the required changes as indicated below

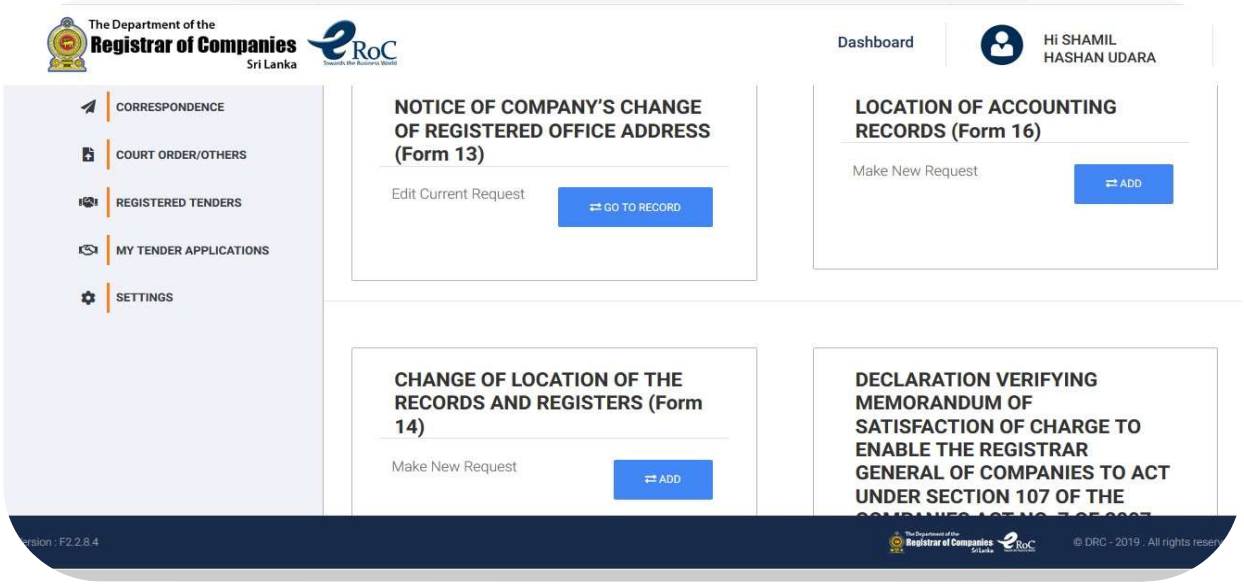


Figure 4.2

Once the Payment is made successfully for change/ updating, the status of the form will be shown as "Request processing" depicted in figure 4.3 (Note: The following figure is a sample of one form)

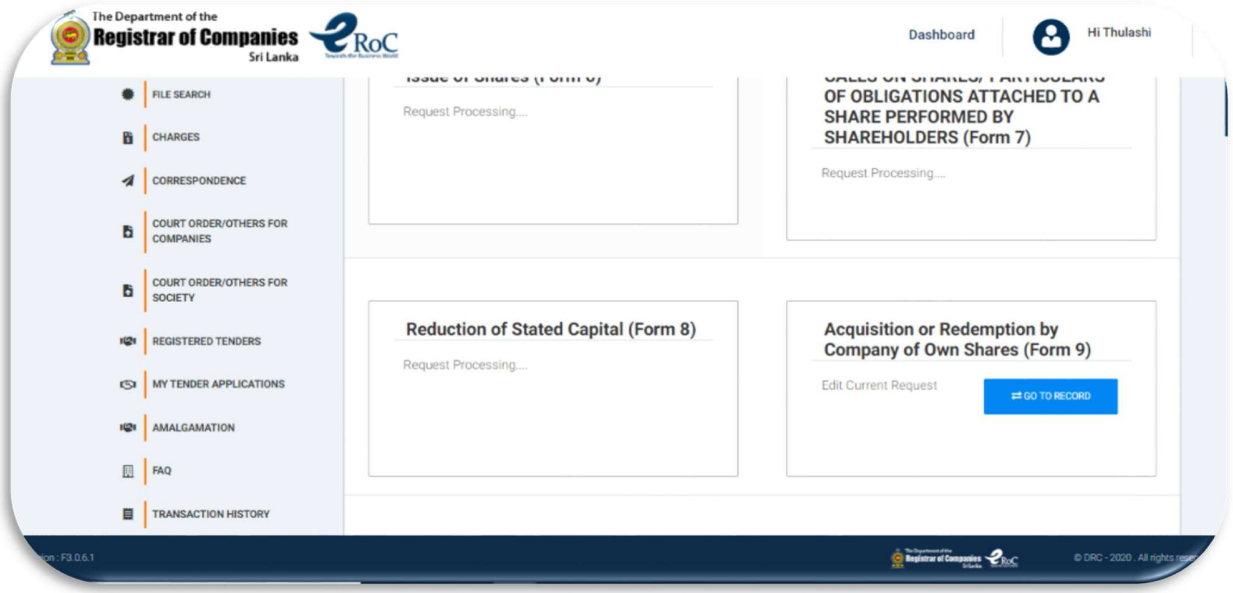


Figure 4.3

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5. **Notice of Change of Name – Form3**

If a company after incorporation, needs to change the name of the company, then the said company must reserve the name (proposed name) by clicking the 'Name Change' option (form 3) depicted in the Figure 5.1 . These changes can only be made by the directors / secretary of that company.

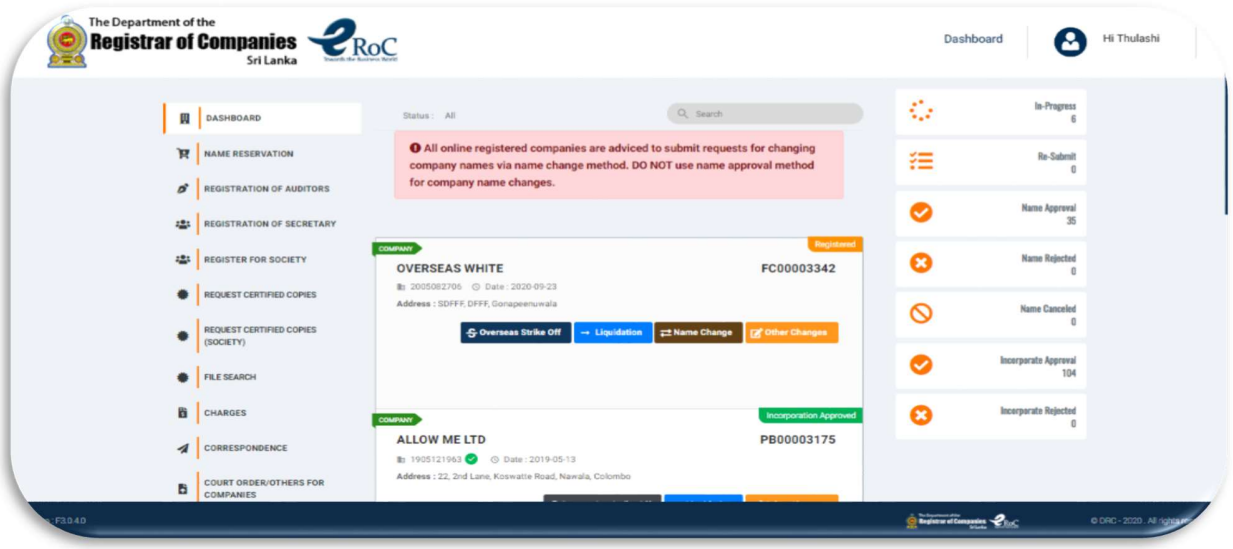


Figure 5.1

The applicant (director / secretary) will be directed to the 'Name Reservation' option to reserve the name (proposed). **Note:** The applicant will be allowed to type the proposed name and will be allowed to only change the suffix of the company name and **will not** be allowed to change the type of the company as depicted in Figure 5.2.

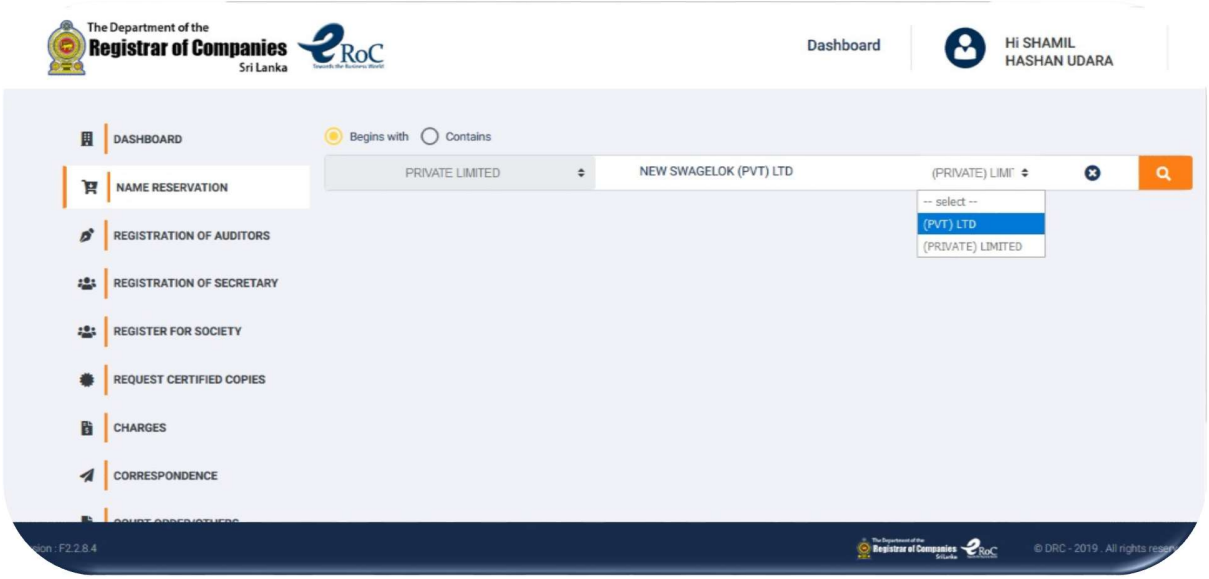


Figure 5.2

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Note:

Upon entering the name and selecting the appropriate suffix the applicant can click on the search button. The System would indicate if there are any contradictions with the rules provided by the ROC in the 'Name Change' process (Rules: Whether the Name exists, whether the name is Pronounceable etc.)

If there are no duplicates of the name entered, the applicant will be directed to the 'Name Reservation' steps in the system to pay online and submit an application to reserve the proposed name (to effect the name change).

The Applicant would be directed to the 'Name Reservation' steps, upon clicking on the 'Proceed' Button. The Applicant is required to fill the company name in Sinhala and Tamil and tick the compliance statement to indicate agreement to the statement. Then the system activates the 'Next' button. Upon clicking on the 'Next' button, the system would direct the applicant to the document upload section.

Figure 5.3 depicts the document upload section during 'Name Reservation', where the applicant will be required to upload the relevant documents pertaining to reserving the name.

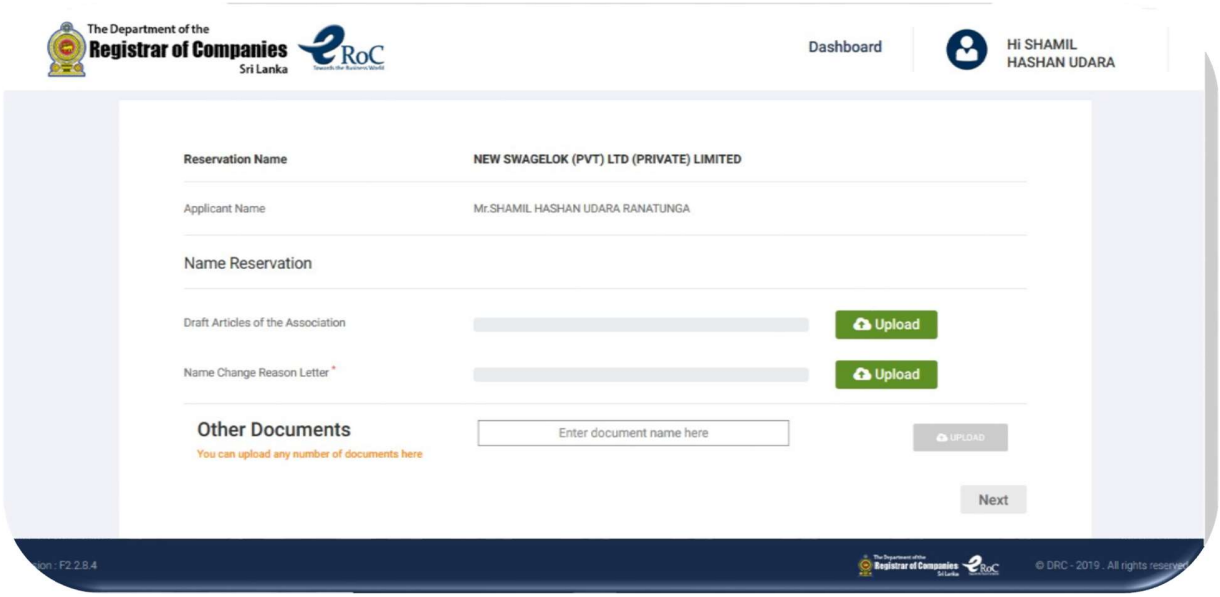


Figure 5.3

The mandatory documents that are required to be submitted are denoted by * mark following the name of the document, as depicted in figure 5.3. Once the applicant fulfills the document uploading, the 'Next' option depicted in figure 5.3 will be enabled to proceed to the next menu.

The applicant can upload any other relevant documents using the 'Other Document' section depicted in the Figure 5.3. The 'UPLOAD' option of 'Other Documents' will be enabled only when the applicant types the name of the document, in the area allowed next to the label 'Other Documents'.

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Once the applicant clicks on the 'NEXT' option, the system will prompt a confirmation option, prior to proceeding to the payment menu as depicted in the Figure 5.4.

5.1 Payment Steps

Click on start paying button

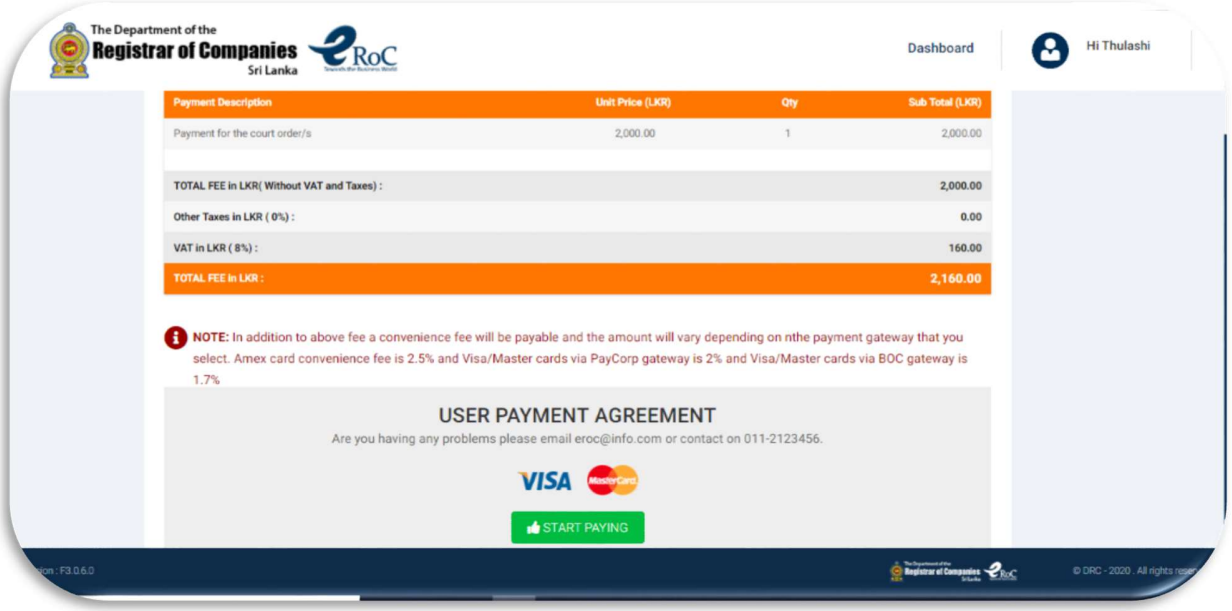


Figure 5.4

Select payment method

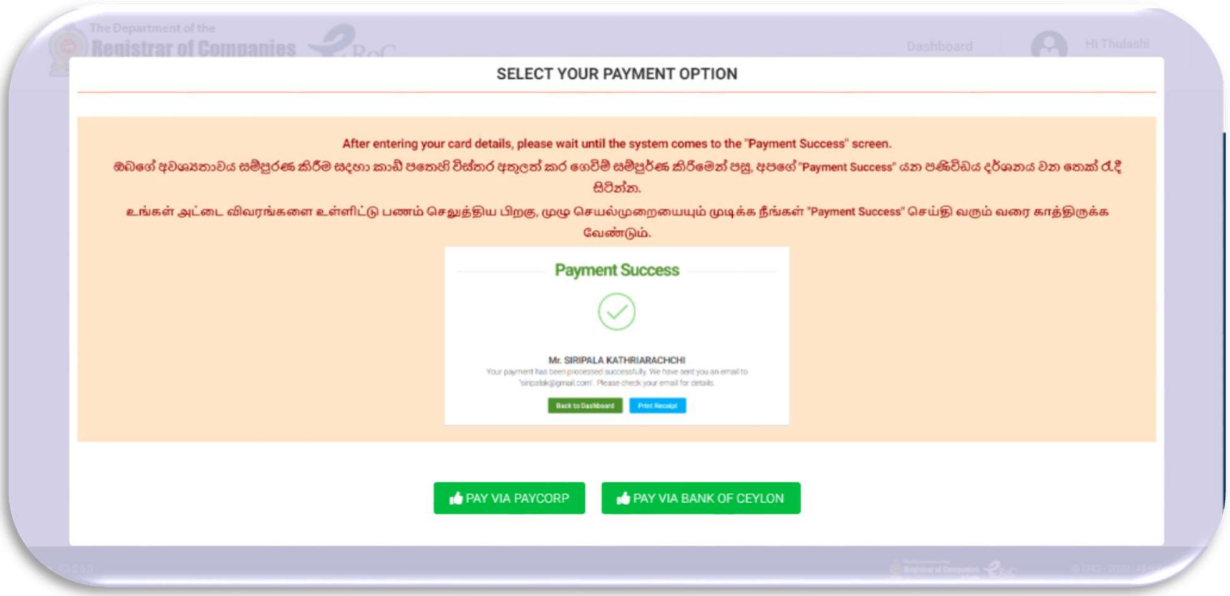


Figure 5.5

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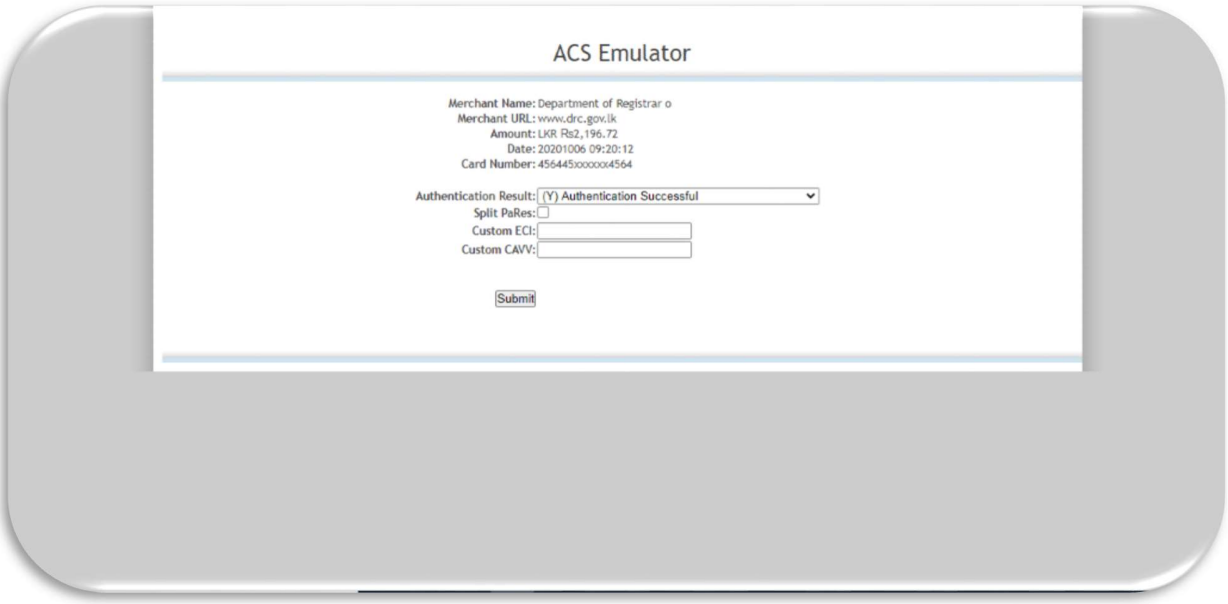


Figure 5.6

Fill card details and click pay now button

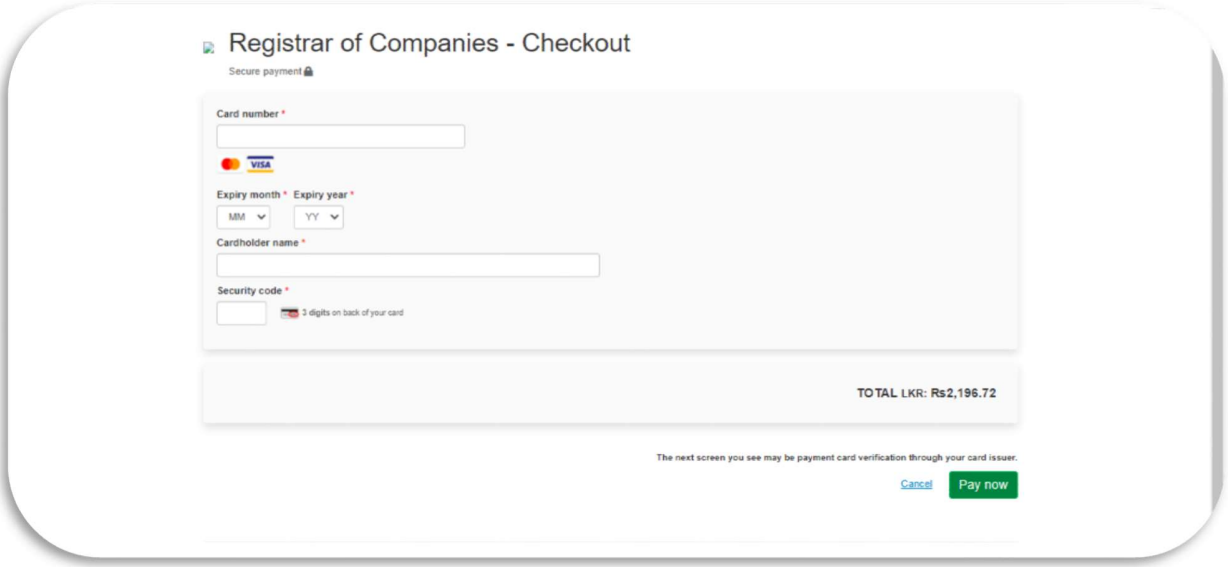


Figure 5.7

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Successfully making the payment and the user can print a receipt.

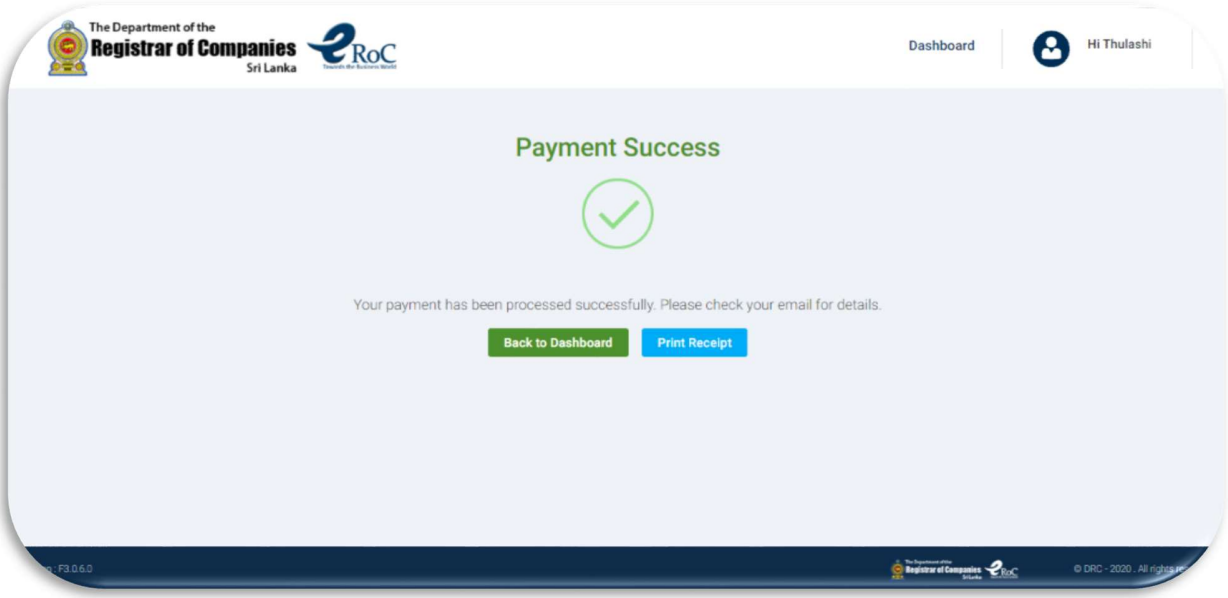


Figure 5.8

KPMG in Sri Lanka – Process B – Public Interface
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6. Notice of Issue of Shares – Form 6

In order to file Form 6, the user first needs to login to the system with a valid username and password. If the user does not have an account, he/she needs to create a new account (Click here to create a new account) and follow the steps mentioned below. After successful login, the user is directed to their dashboard depicted in Figure 6.1

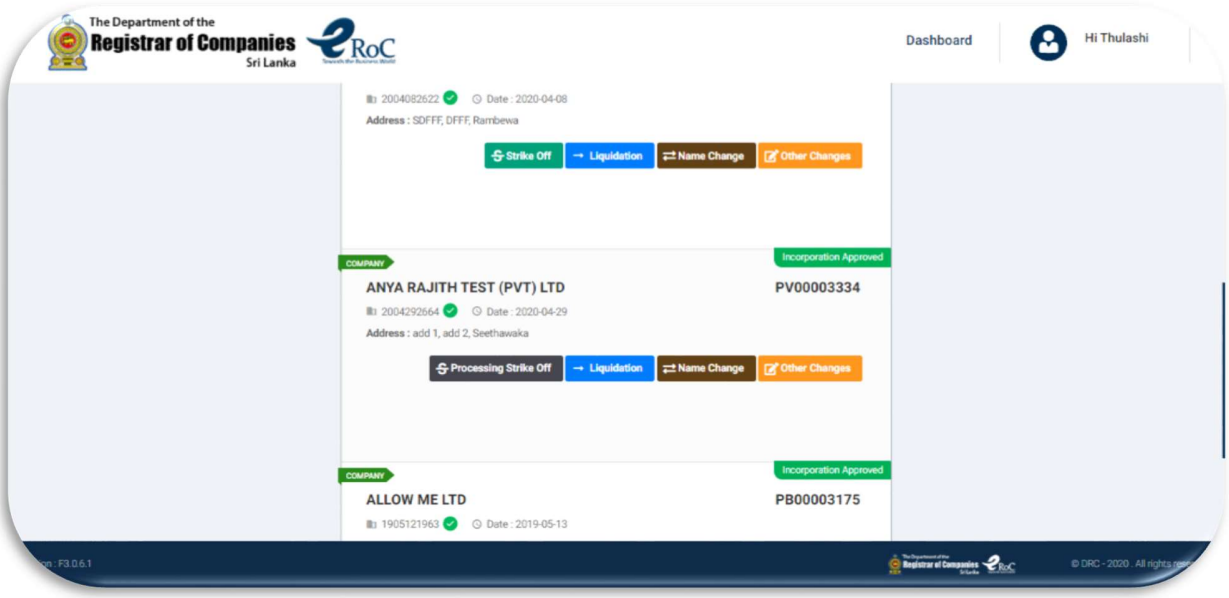


Figure 6.1

The applicant will be directed to the depicted Figure 6.2 upon selection of the option 'Issue of Shares (Form 6)' under 'Other Changes'.

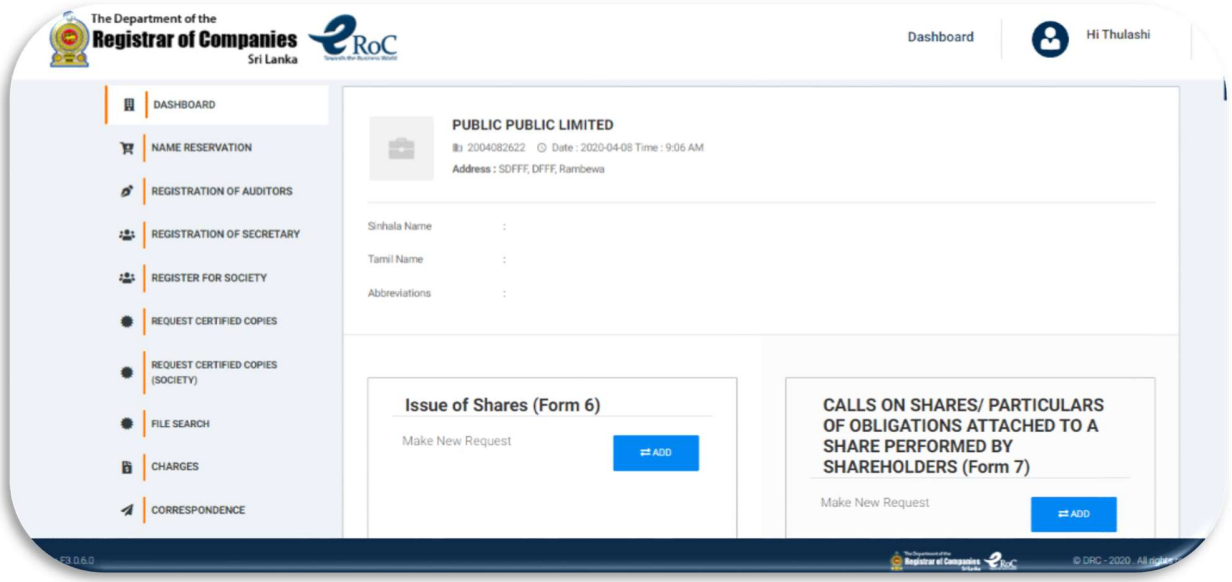


Figure 6.2

KPMG in Sri Lanka – Process B – Public Interface
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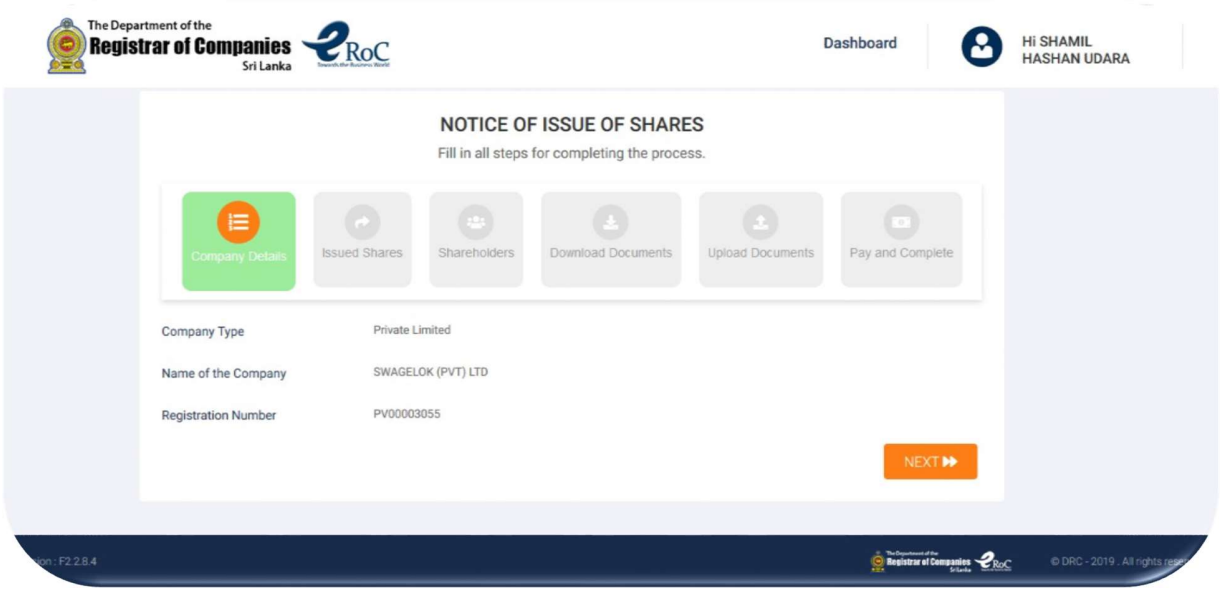


Figure 6.3

Upon clicking the 'Next' button, the applicant will proceed to the 'Issued Shares' sub section as indicated in Figure 6.4. The Applicant is required to click on the 'Add New' button, to enter the share types and the number of shares under each type as depicted in Figures 6.5 and 6.6.

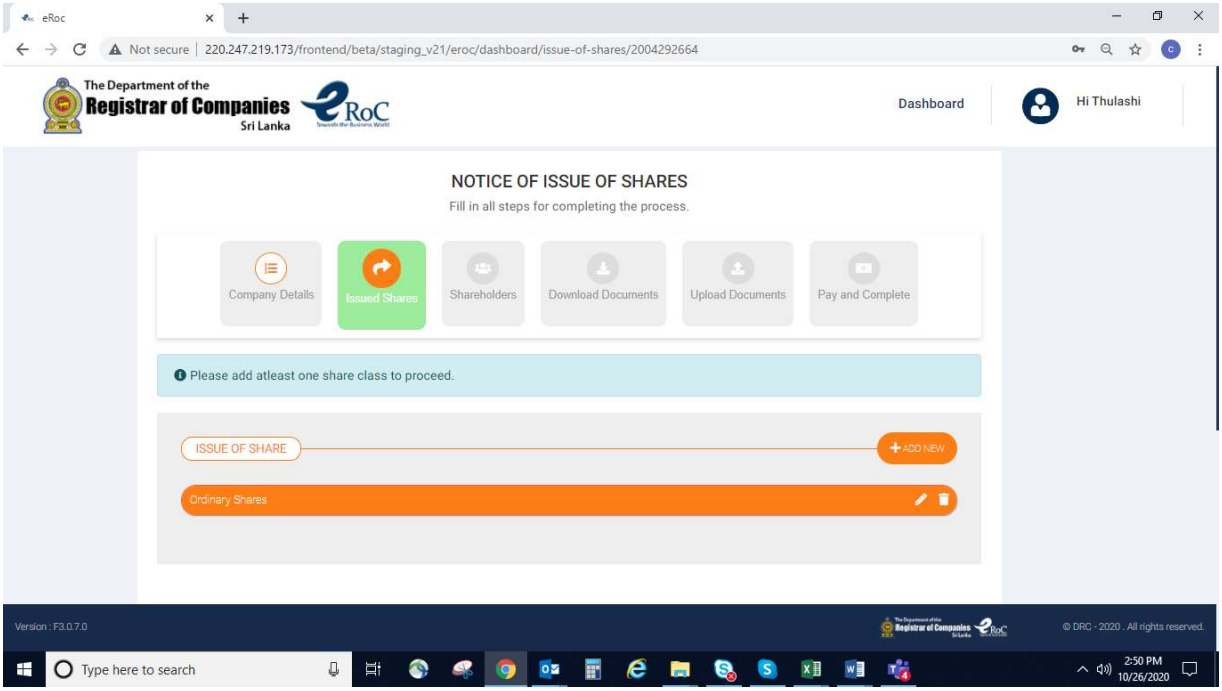


Figure 6.4

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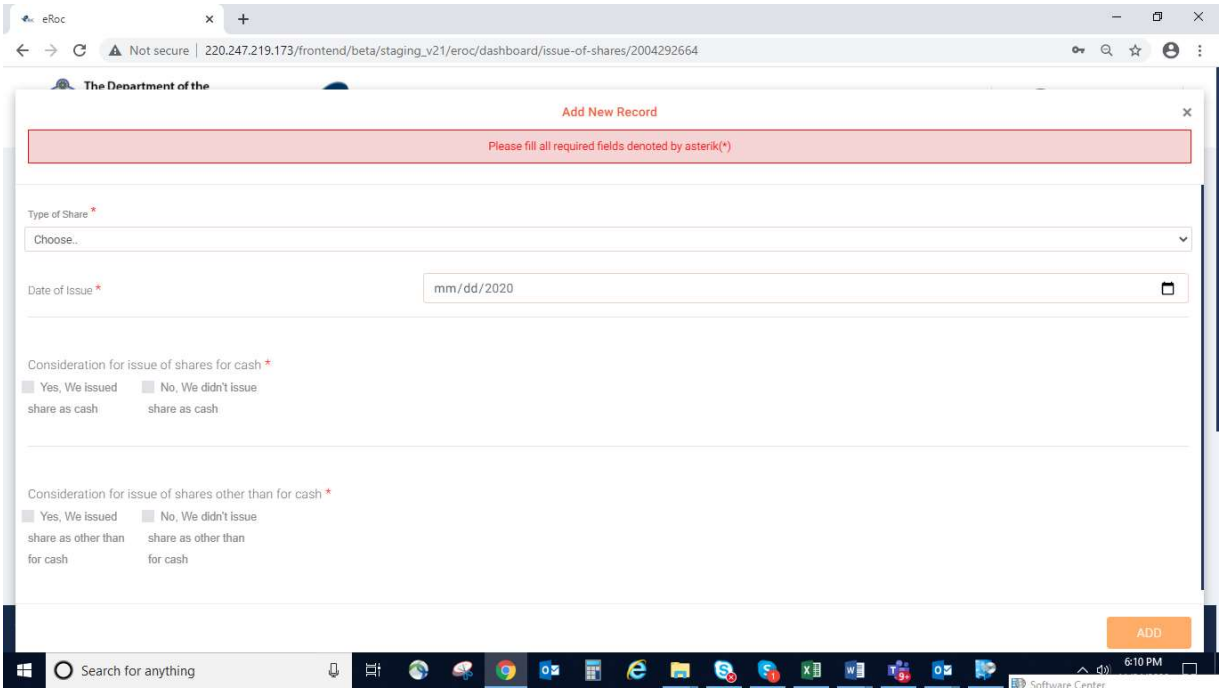


Figure 6.5

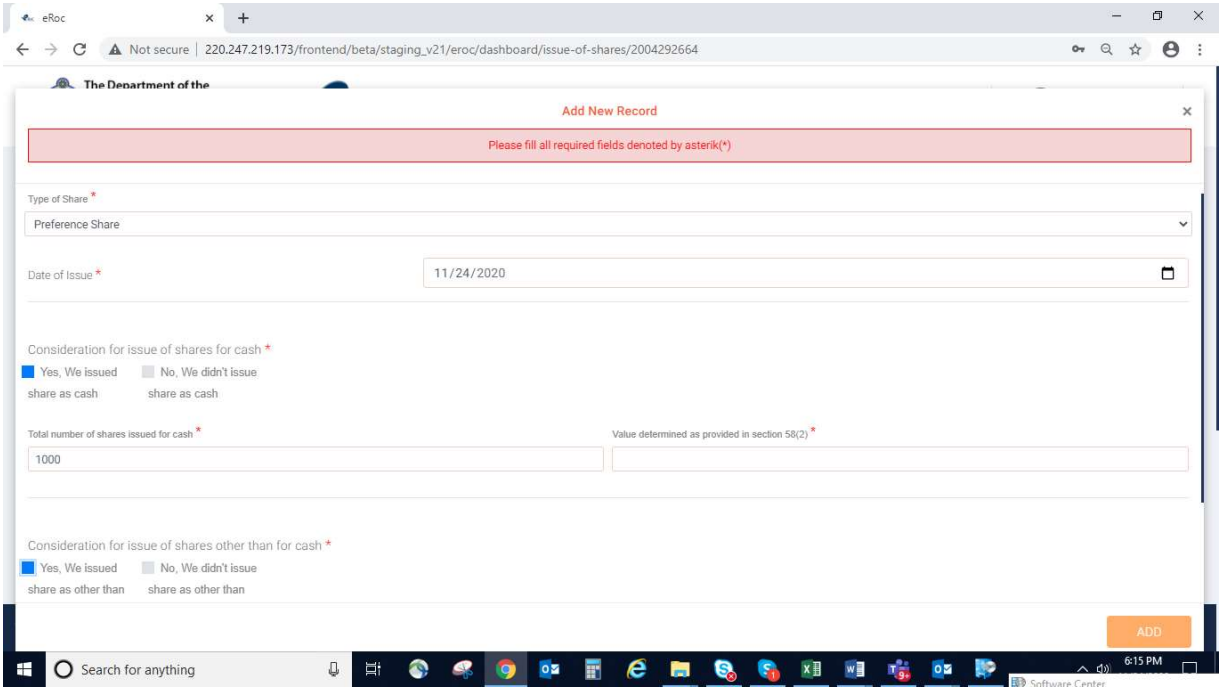


Figure 6.5

Also, the applicant will be able to enter the shares issued for consideration of cash and consideration for other than cash, under each type of shares.

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Upon completing the entry of details for 'issue of shares' the 'Add' button will be enabled to add the record. Upon clicking on the 'Add' button the created record would be added as displayed in Figure 6.6. Added record can be modified or deleted.

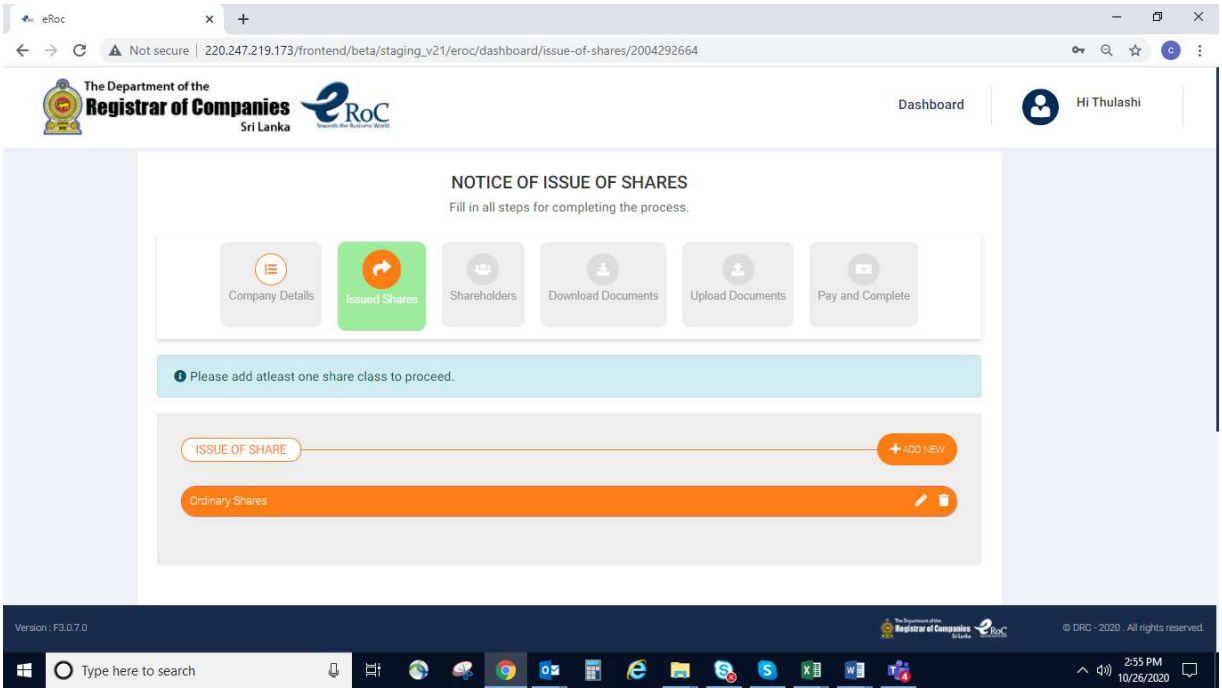


Figure 6.6

At the bottom of the menu, the applicant will be prompted to the 'stated capital' and also the applicant can make a selection 'Director' or 'Secretary' and select the name of either the director or the secretary who is submitting the issue of shares application as depicted in Figure 6.7.

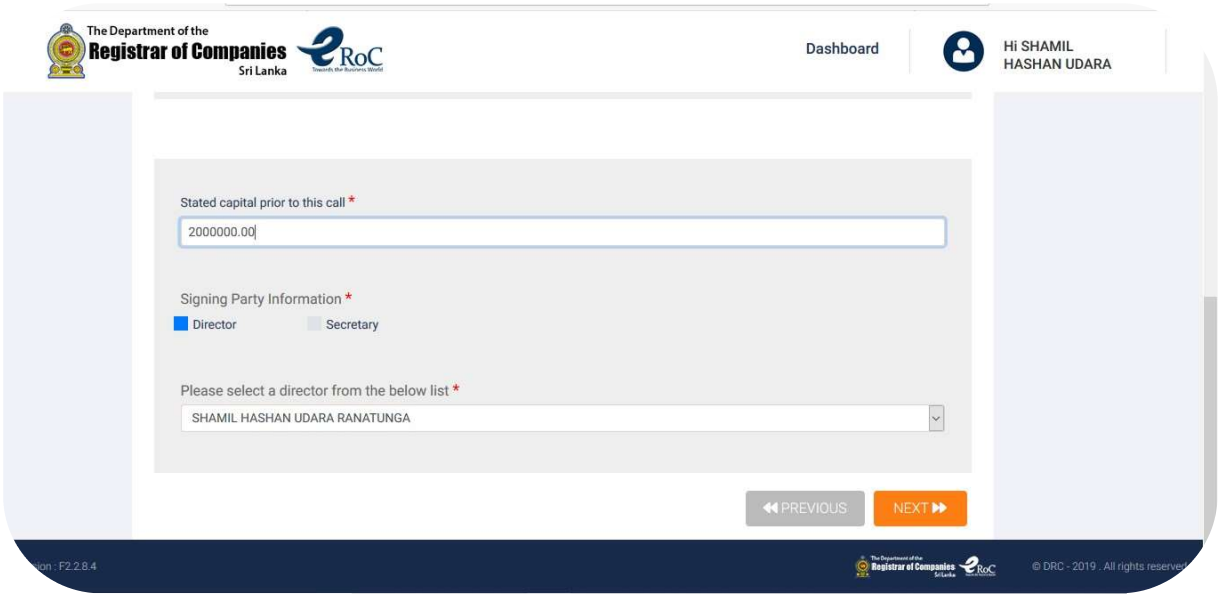


Figure 6.7

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Upon clicking on the ‘Next’ button, the applicant will be navigated to the ‘Shareholders’ subsection as indicated in figure 6.8.

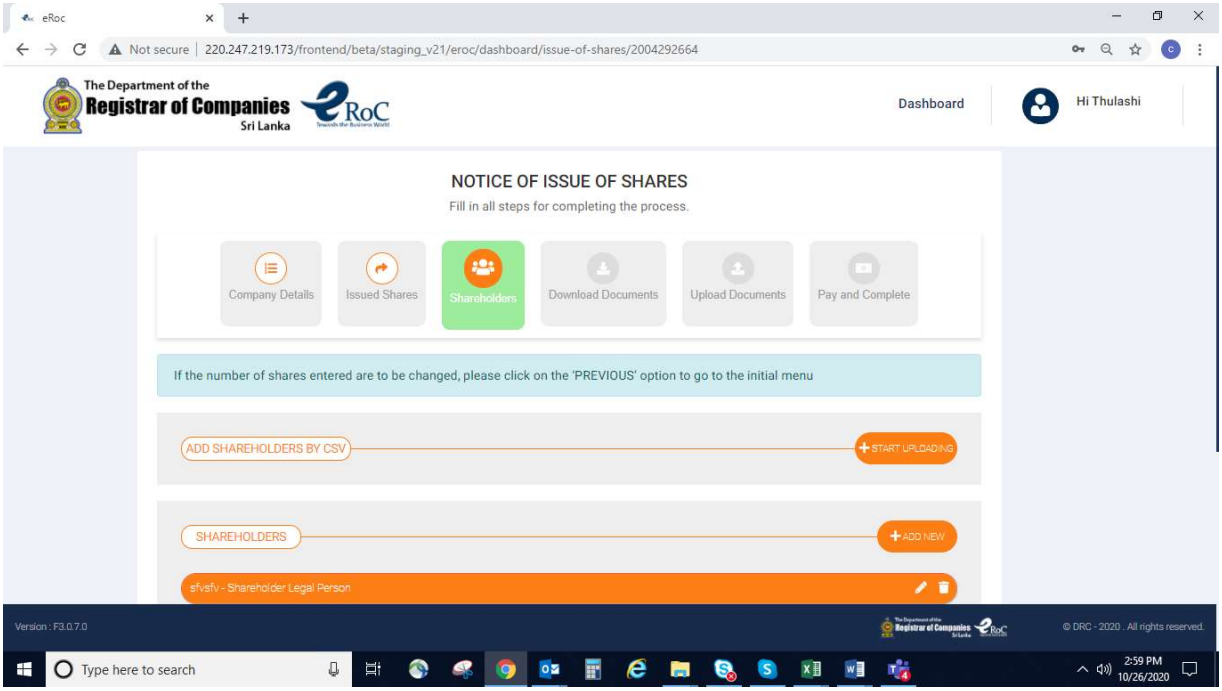


Figure 6.8

In this section, it would display the shareholder details entered under each type of share together with the existing shareholder’s details, to allocate the shares issued to the existing shareholders. The applicant can click on the ‘Start’ upload’, to add bulk shareholders by CSV. Upon clicking the ‘Start Upload’ button the applicant will be navigated to a screen as indicated in figure 6.9. The Applicant is required to upload the CSV file.

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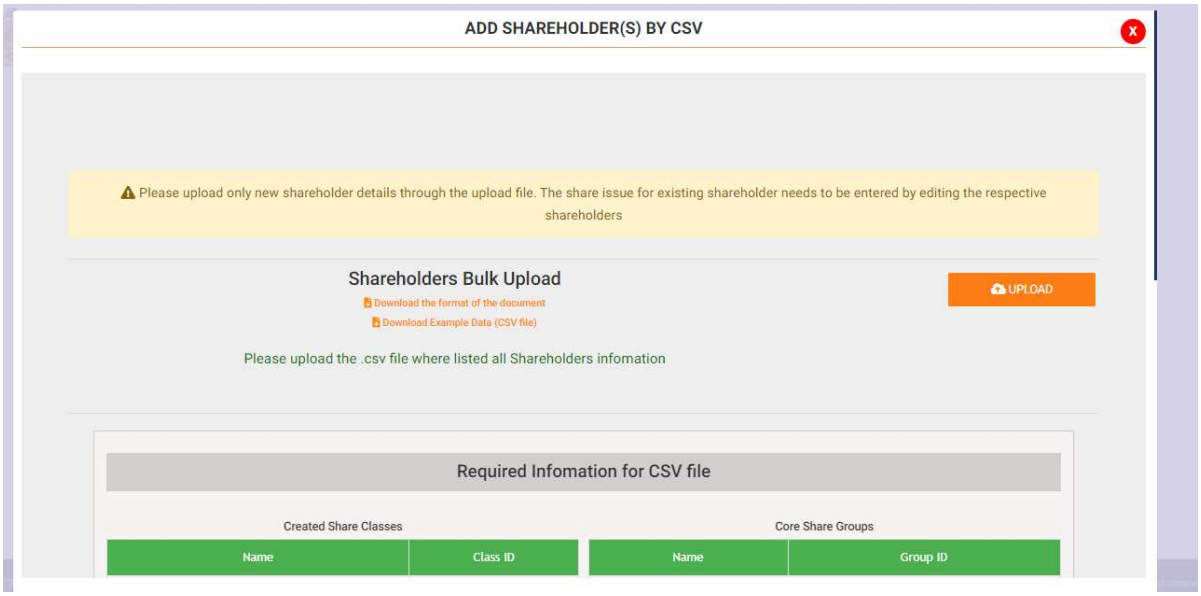


Figure 6.9

The applicant can also add a shareholder by clicking on the 'Add New' button as indicated in figure 6.10.

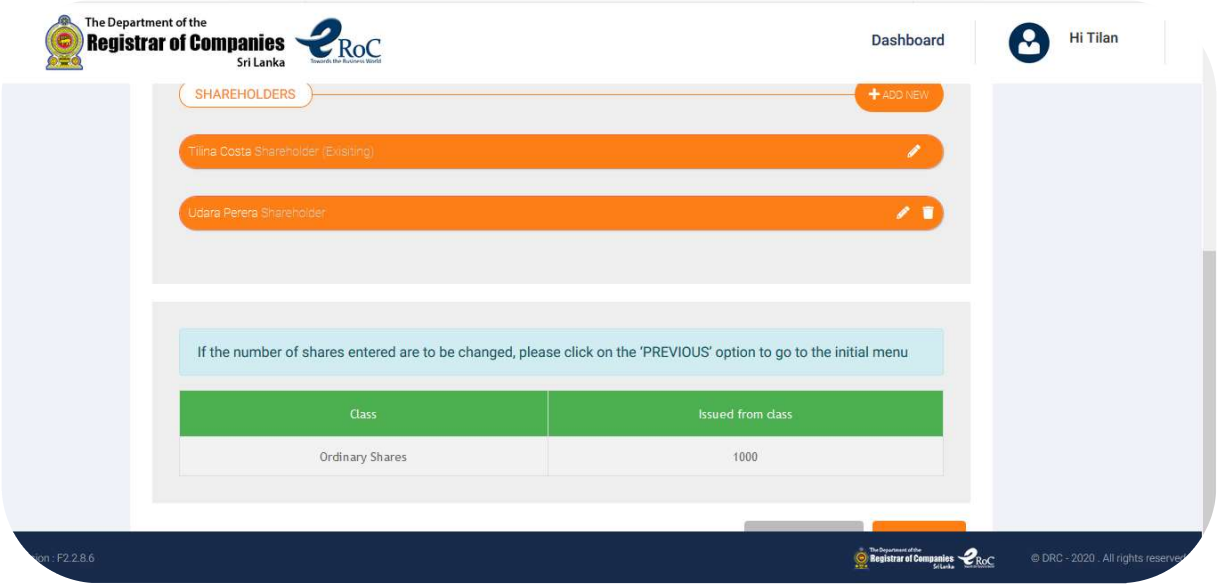


Figure 6.10

Upon clicking on the 'Add New' button, the applicant would be navigated to the screen as indicated in Figure 6.11.

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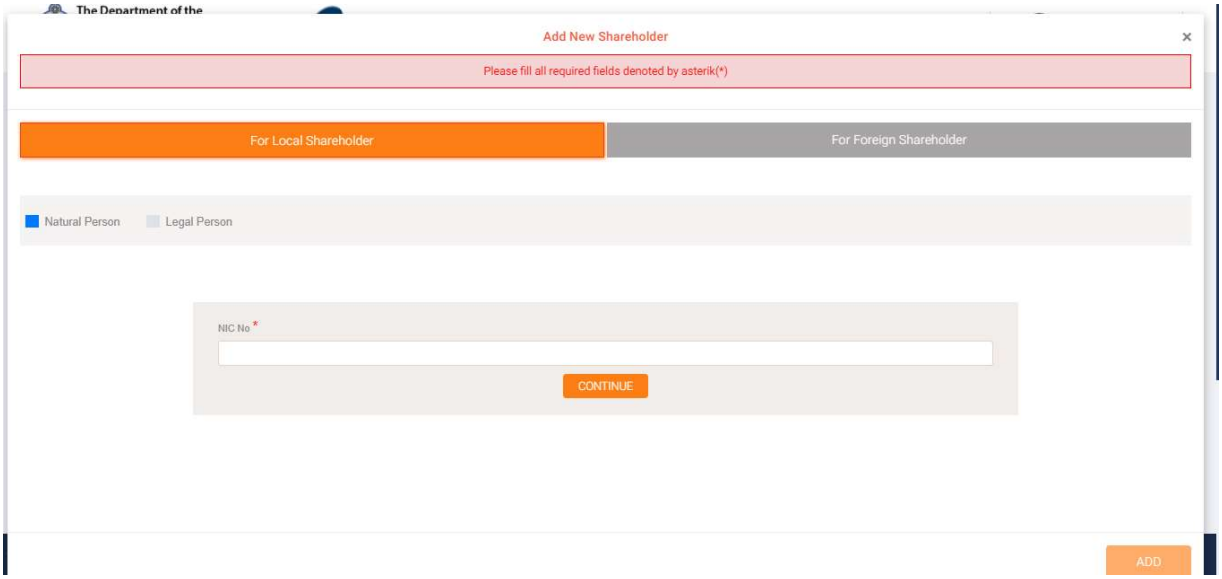


Figure 6.11

Upon entering all the required fields, the 'Add' button would be enabled. After clicking on the add button, the created shareholder would be added as indicated in Figure 6.10. The Applicant is also able to click on the 'edit' option, to edit an already existing shareholder.

Upon allocation of the issued shares among shareholders, the applicant is required to click on the 'Next' button. Upon clicking on the 'Next' button, the applicant would be navigated to the download subsection as indicated in Figure 6.12. The Applicant is required to download Form 06 and verify the details entered.

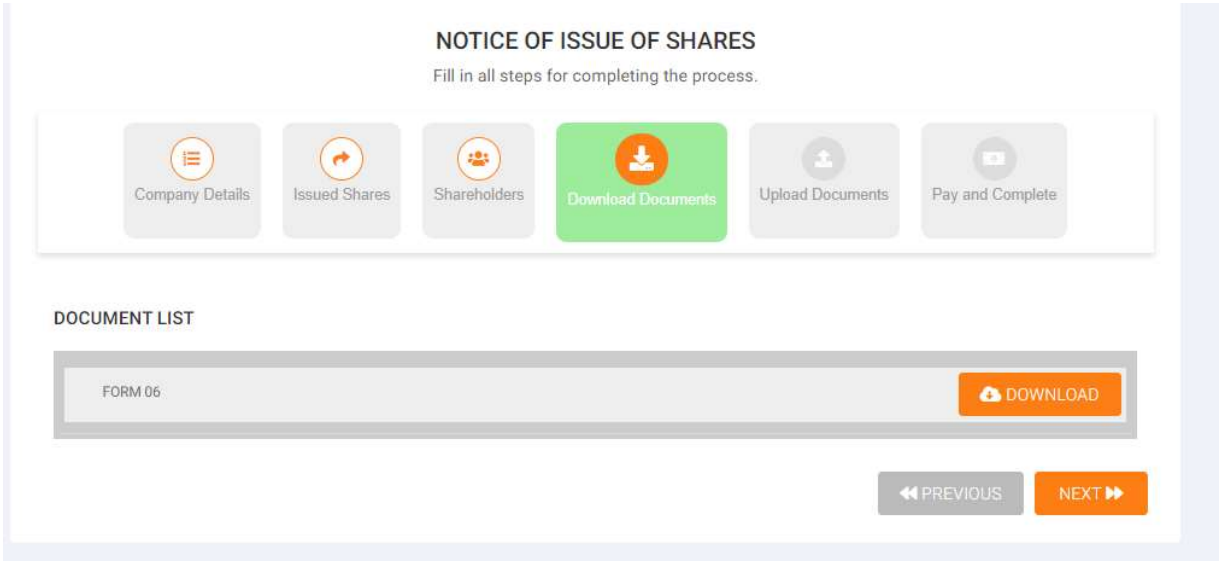


Figure 6.12

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The applicant needs to scan the signed Form 06 and upload the same to the system through the document upload section and any other documents can be uploaded through the 'Other Documents' section as depicted in Figure 6.13 below.

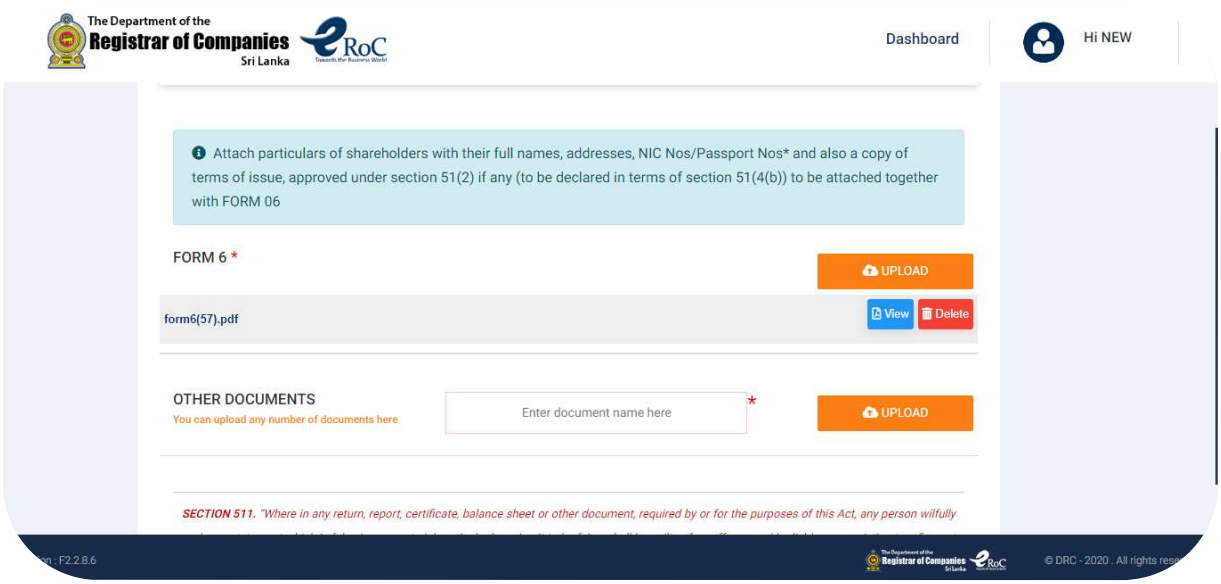


Figure 6.13

Upon uploading the documents and clicking on the 'Next' button, the applicant would be directed to the payment sub section as indicated in Figure 6.14.

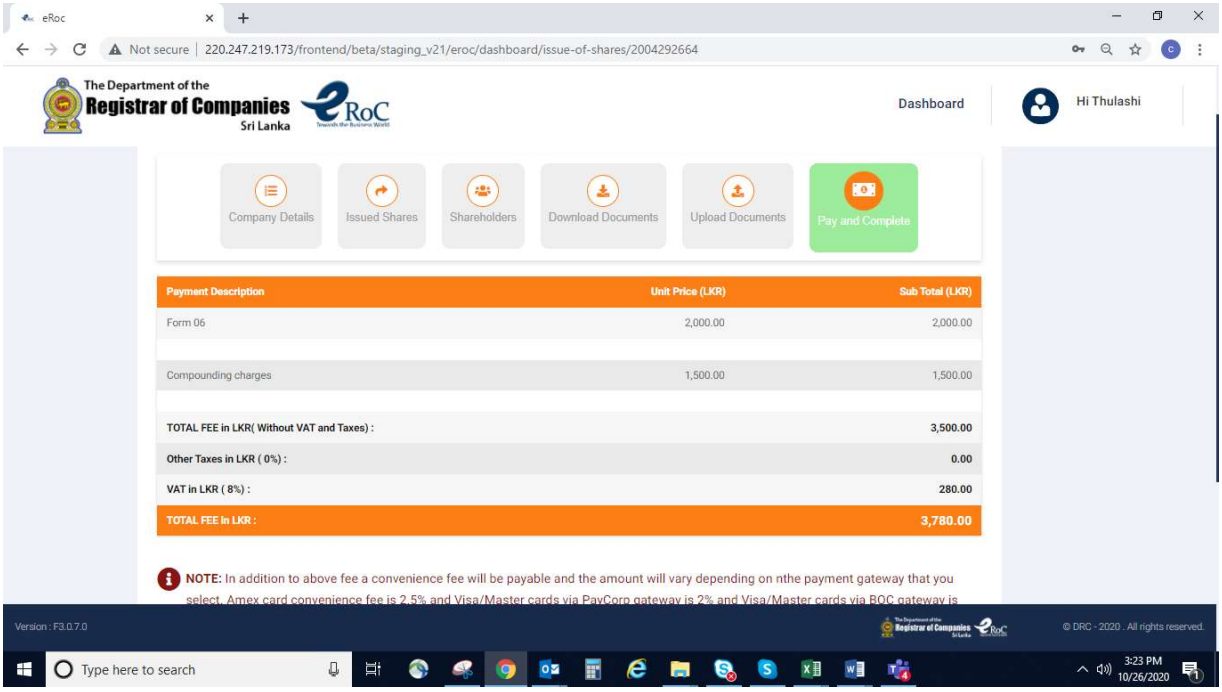


Figure 6.14

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The Complete Payment procedure is explained in Payment steps in this manual.

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7. Calls on Shares / Particulars of Obligations attached to a Share Performed by Shareholders – Form7

In order to file Form 7, the user first needs to login to the system with their username and password. If the user does not have an account, he/she needs to create a new account (Click here to create a new account) and follow the steps as mentioned. After successful login to the system, the user is directed to the dashboard depicted as Figure 7.1

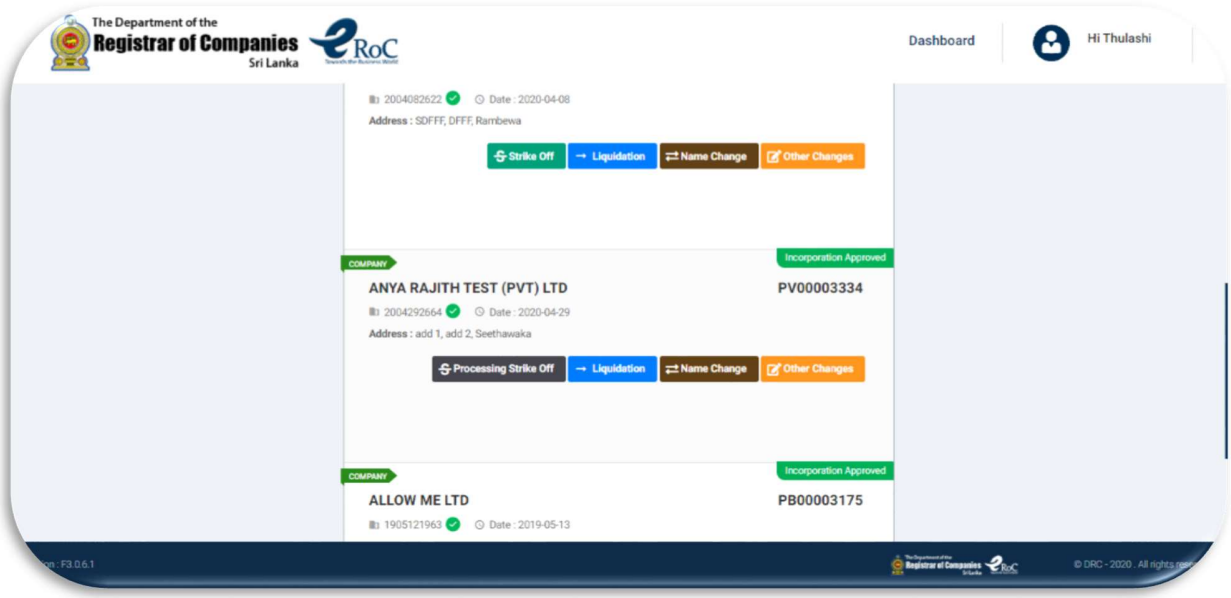


Figure 7.1

Upon clicking on the 'Other Changes' button, the applicant would be directed to the screen as indicated in Figure 7.1.

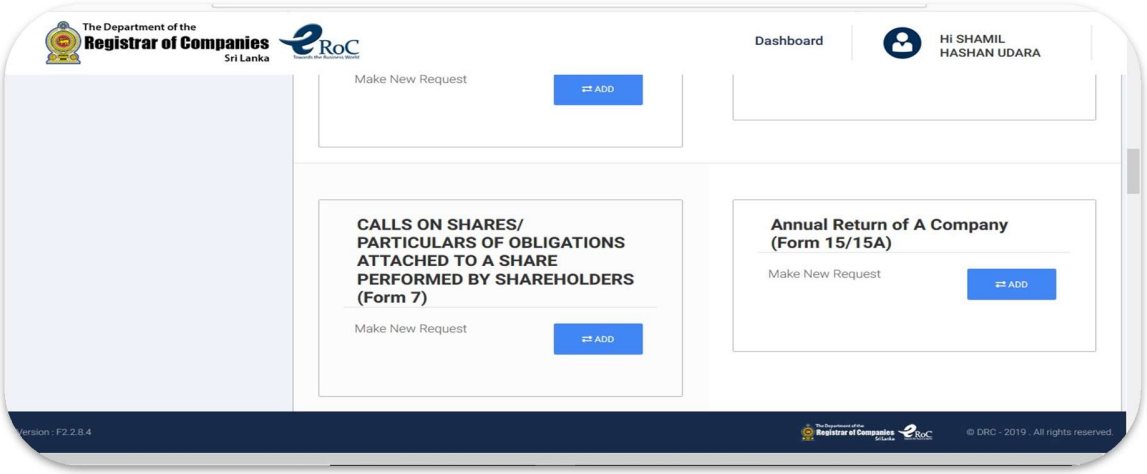


Figure 7.2

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Upon entering FORM 07, the applicant will be displayed the company details and the applicant must proceed by clicking on the 'Next' option displayed in figure 7.3 to proceed with the details in form 07.

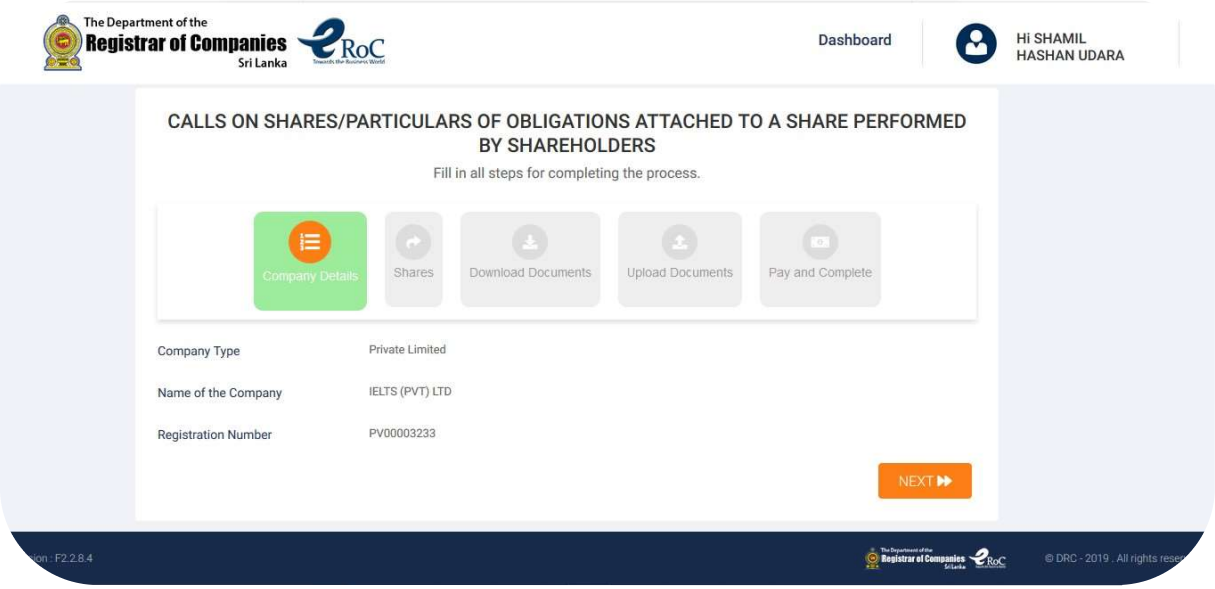


Figure 7.3

Upon clicking on the 'Next' button, the applicant will be directed to 'Shares' sub section as indicated in Figure 7.4. The Applicant can add a 'Call Record' by clicking on the 'Add New' button.

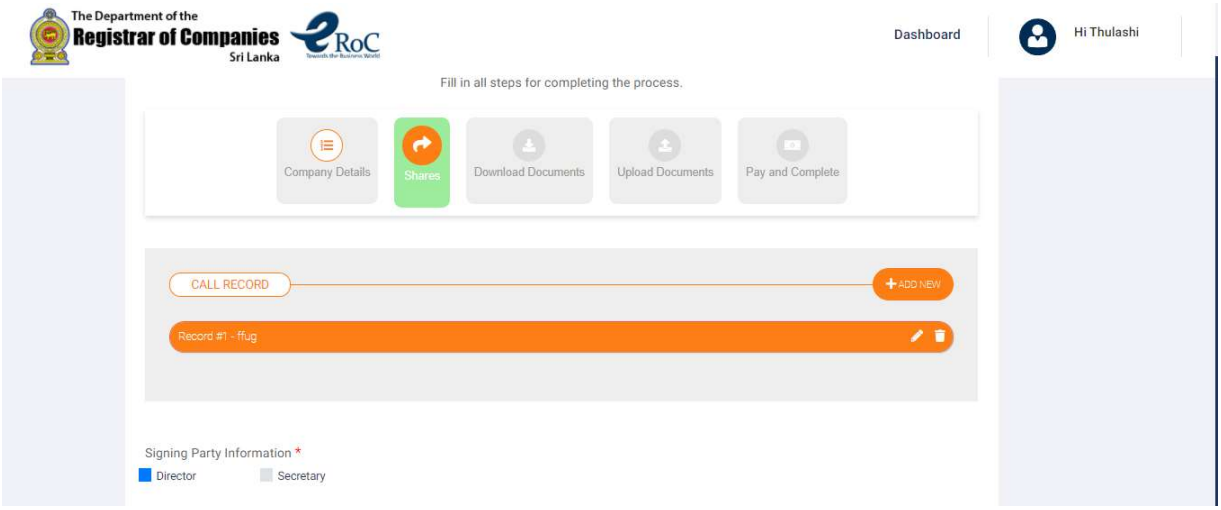


Figure 7.4

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Upon clicking on the 'Add New' button, the applicant will be navigated to the screen as indicated in Figure 7.5. The applicant will have to select the shareholder and enter the call related details as depicted in figure 7.5. The Applicant is required to click on the 'add' button and the created record would be displayed as indicted in figure 7.6.

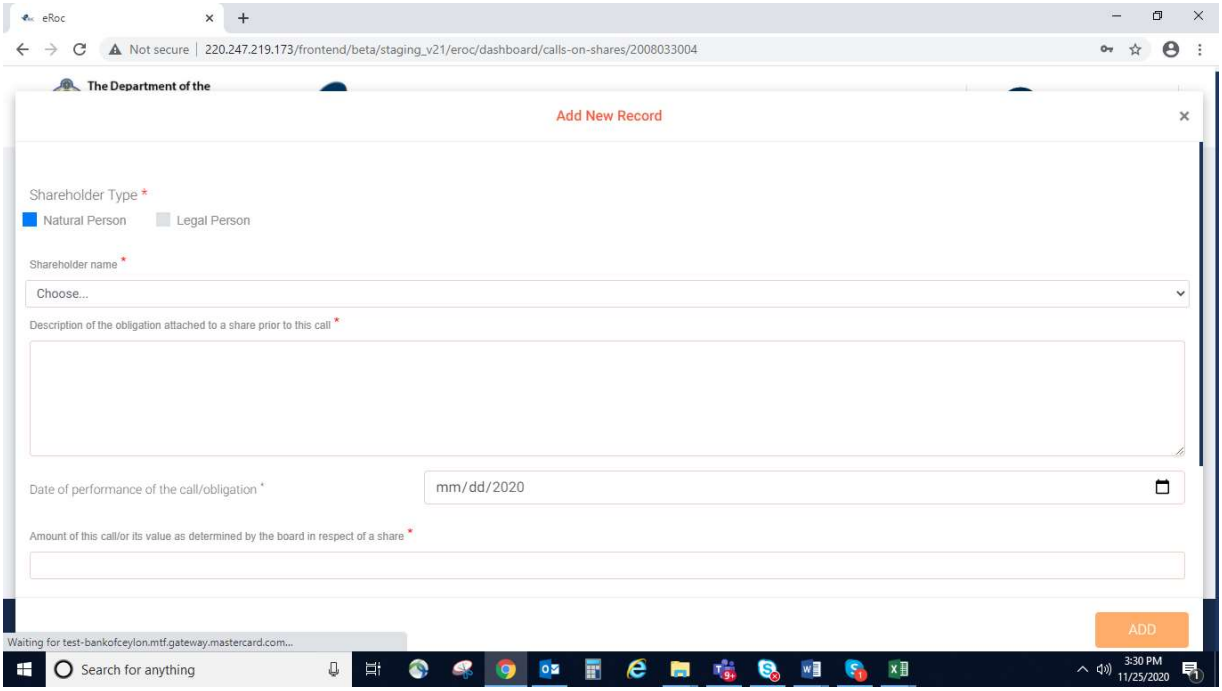


Figure 7.5

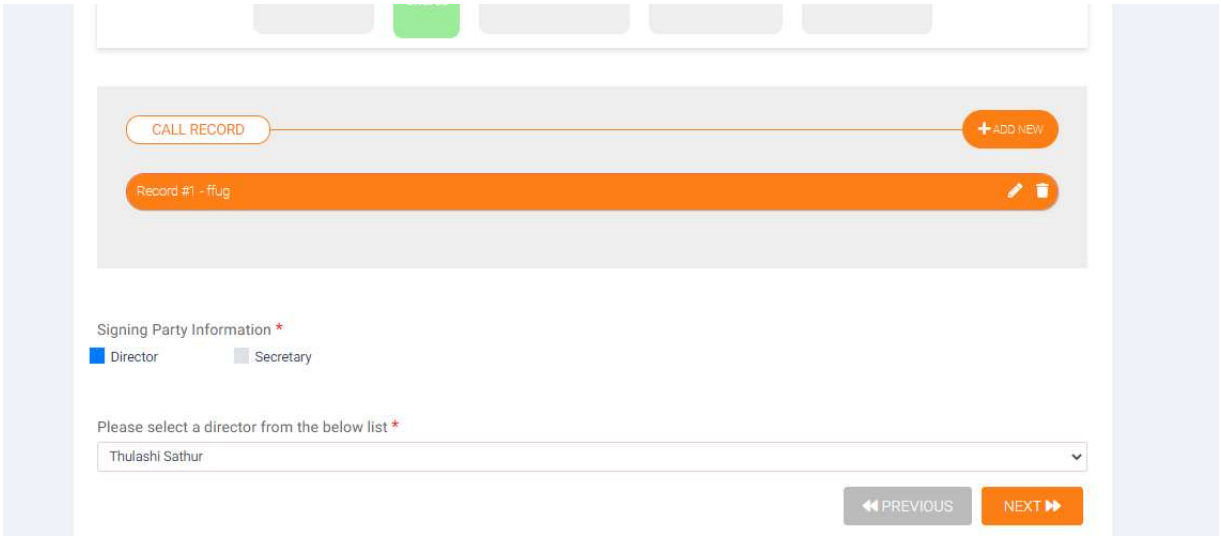


Figure 7.6

The Applicant is required to select 'Signing Party Information' and the name. Upon filling all the required data, the applicant would be able to click on the 'Next' button. Upon clicking on the 'Next' button, the

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Applicant would be navigated to the 'Download' subsection, as indicated in Figure 7.7. The Applicant is required to download the Form 7.

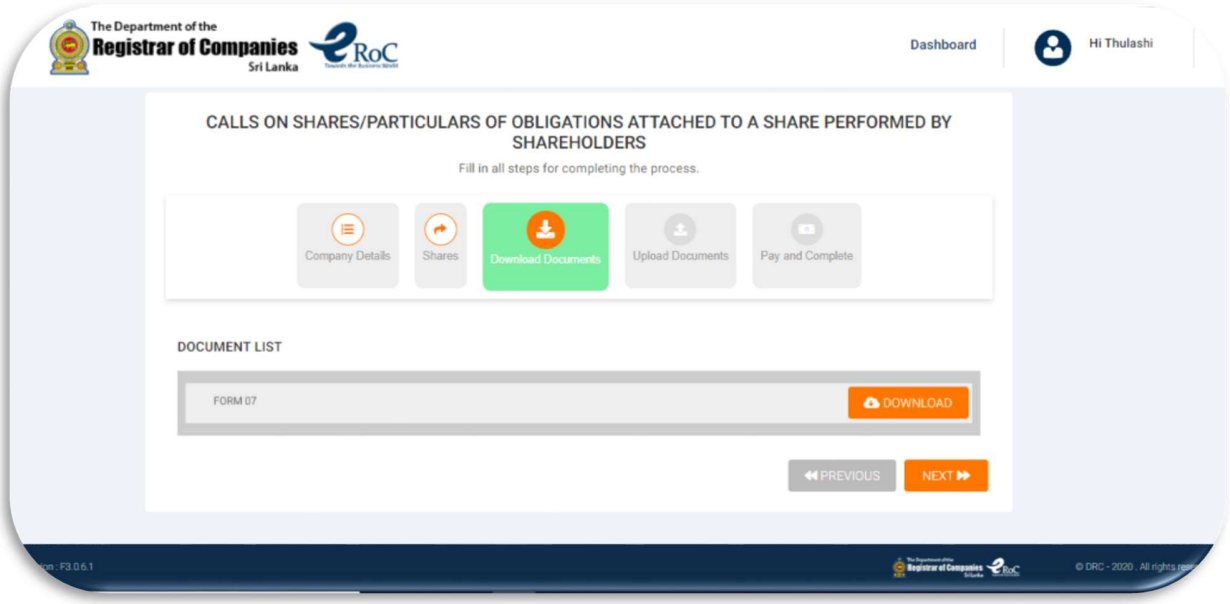


Figure 7.7

Upon downloading Form 7, the applicant is required to click on the 'Next' button to proceed to the upload subsection. The Applicant is required to verify the details in Form 07, sign the downloaded Form 07, scan the signed Form 07 and upload through the upload section as indicated in Figure 7.8. Any other documents can be uploaded through the 'Other Documents' option in the document upload menu.

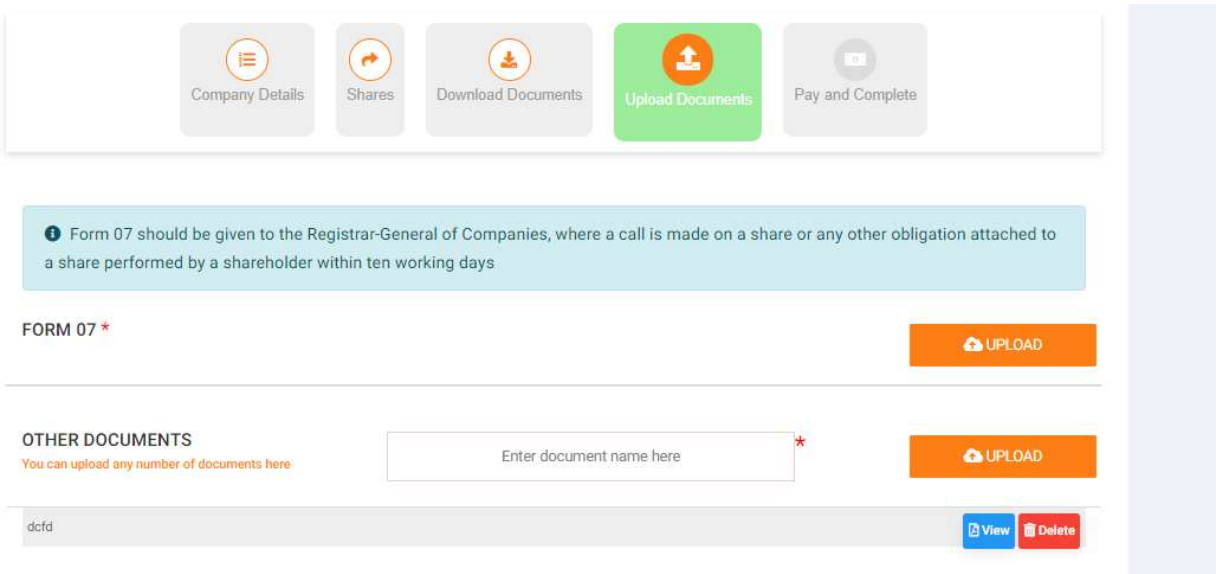


Figure 7.8

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The Applicant is also required to sign the agreements that are indicated in the upload section as depicted in Figure 7.9 below.

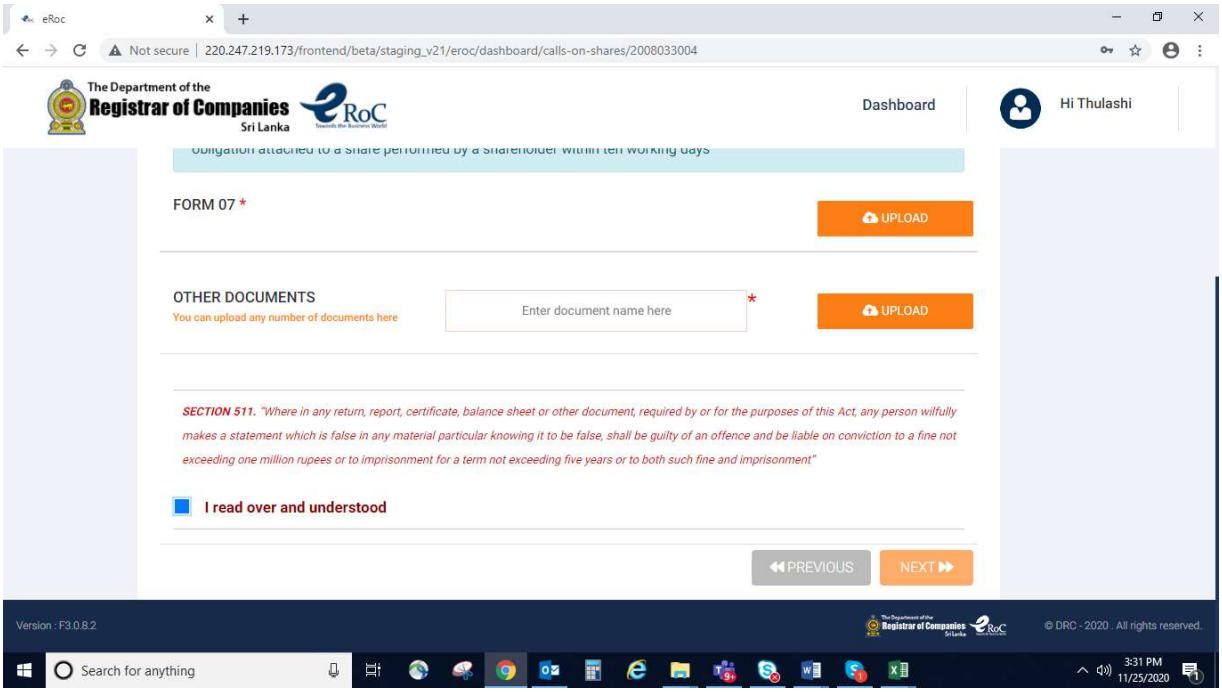


Figure 7.9

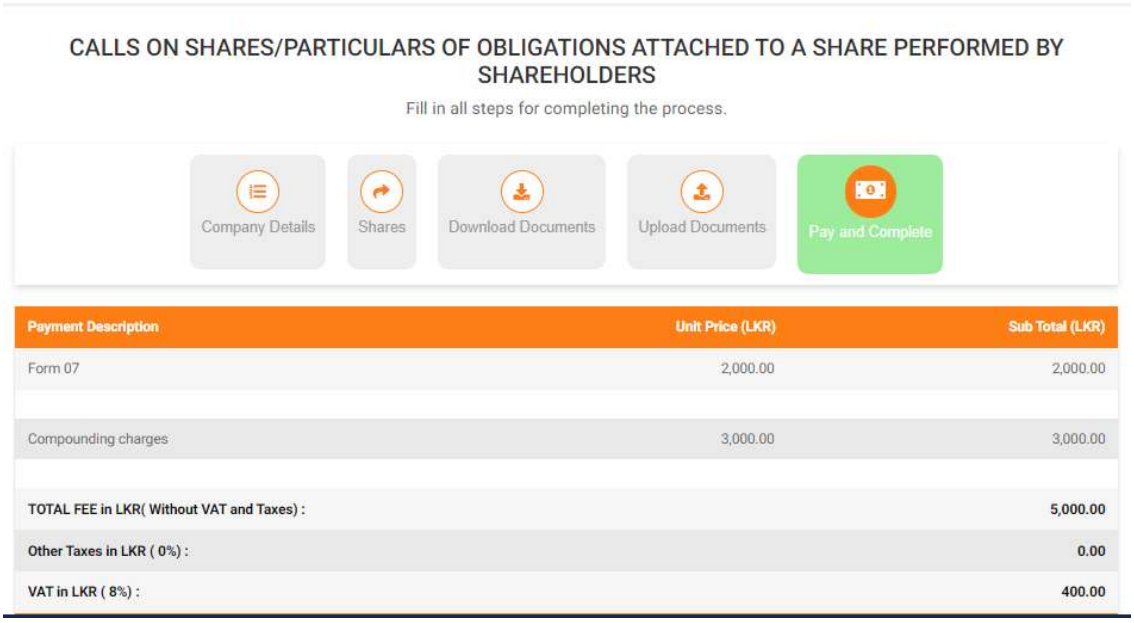


Figure 7.10

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After filling the relevant details depicted following figure 7.9 and clicking on the 'Next' button, the applicant would be directed to the payment menu as indicated in Figure 7.10. The Complete Payment procedure is explained in Payment steps in this manual.

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8. Reduction in Stated Capital – Form 8

In order to file Form 8, the user first needs to login to the system with their username and password. If the user does not have an account, he/she needs to create a new account (Click here to create a new account). After successful login, the user is directed to their dashboard depicted in Figure 8.1

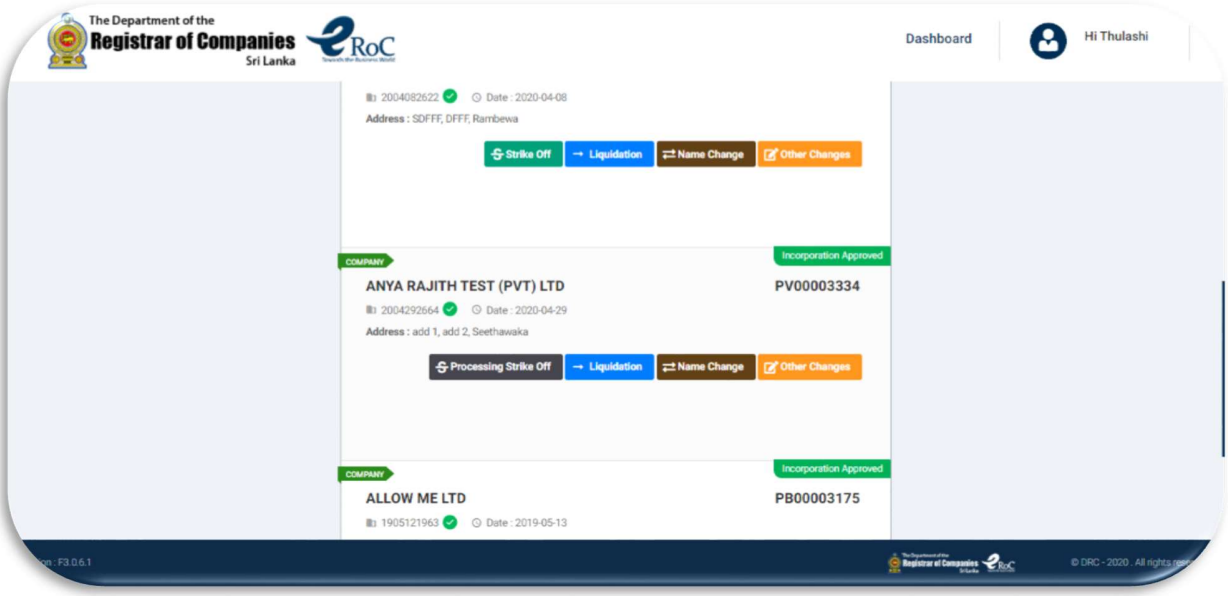


Figure 8.1

The applicant needs to select 'Reduction in Stated Capital' from the change / update option, to submit the reduction in stated capital related details in figure 8.2

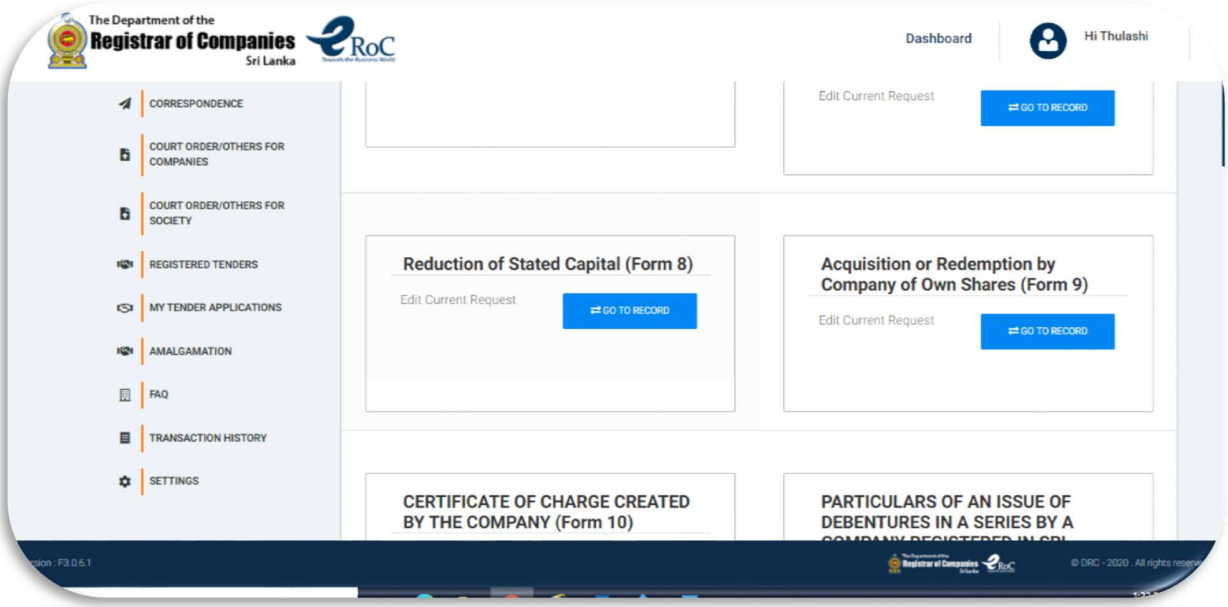


Figure 8.2

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Upon selecting the 'reduction in stated capital Form 8 option, the applicant will be prompted to the following screen as depicted in figure 8.3.

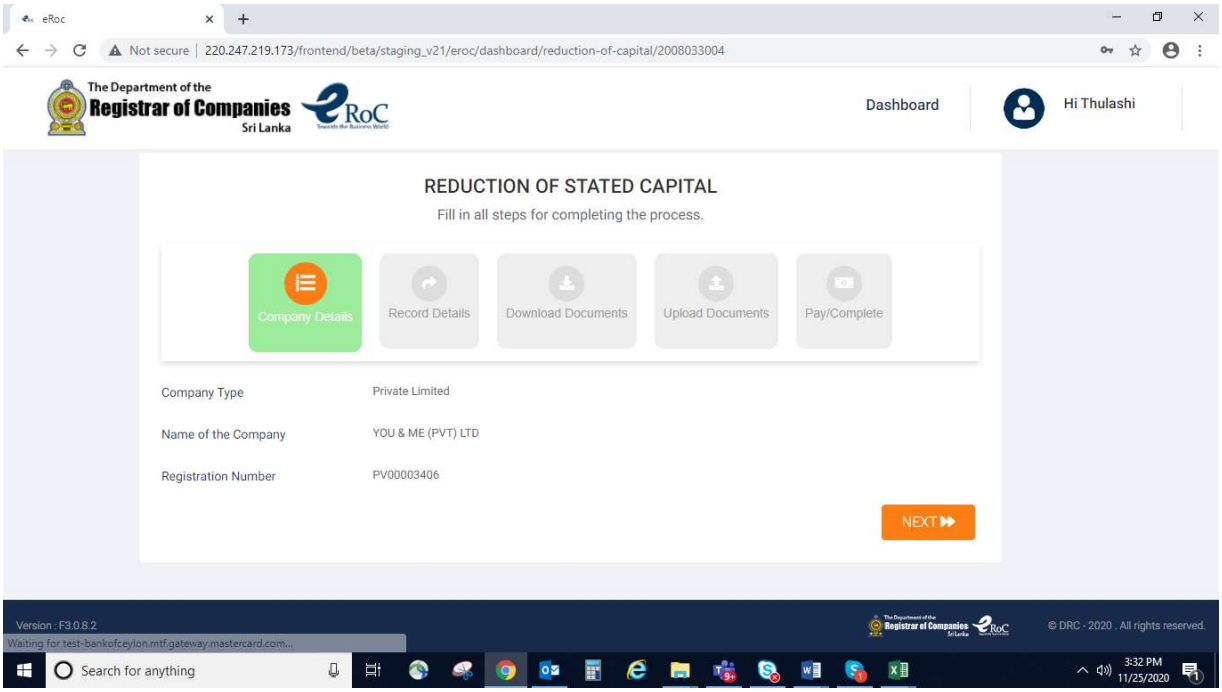


Figure 8.3

Upon clicking on the 'next' button, the applicant will be directed to the 'Record Details' sub section as depicted in figure 8.4 and 8.5.

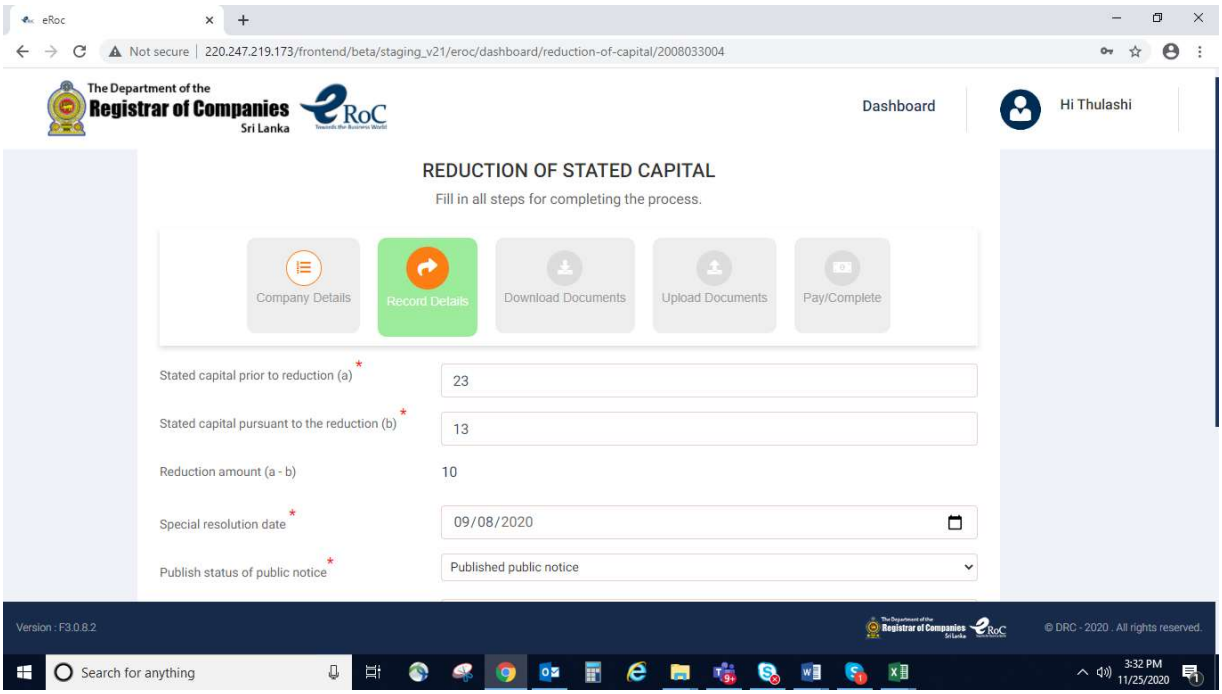


Figure 8.4

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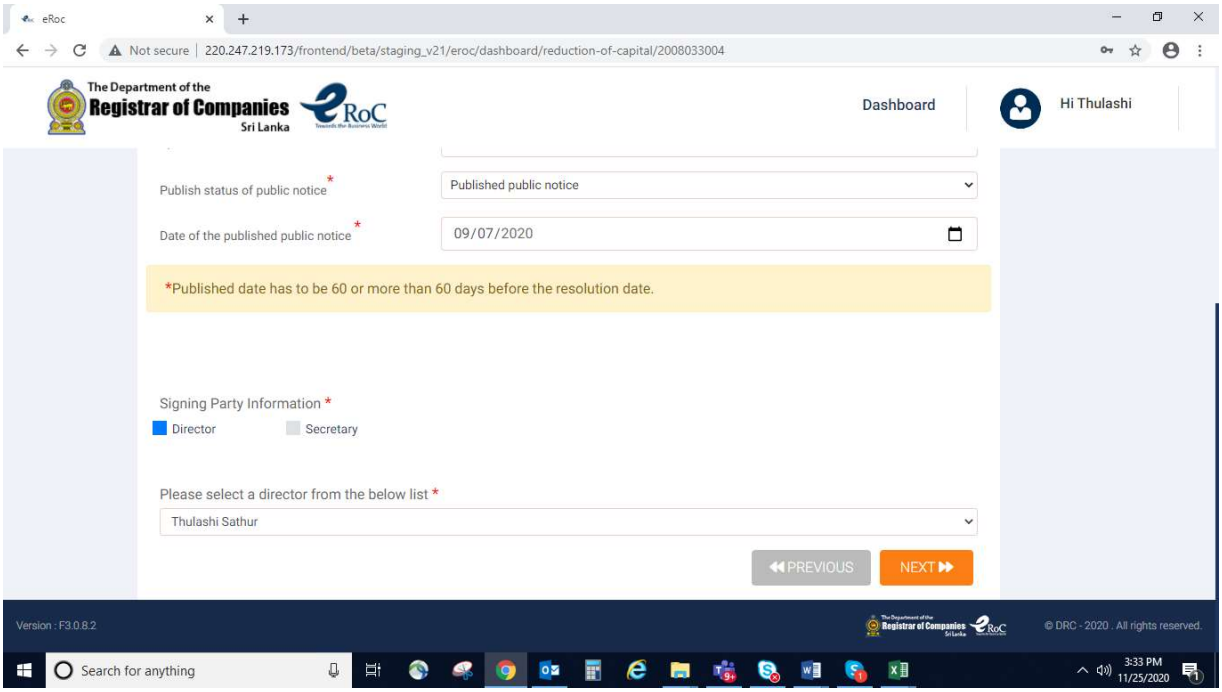


Figure 8.5

The Applicant is required to select a 'Signing Party Information' and the name. Upon filling all the required data, the applicant would be able to click on the 'Next' button. Upon clicking on the 'Next' button, the applicant would be navigated to the 'Download' subsection as indicated in Figure 8.6. The Applicant is required to download the Form 8.

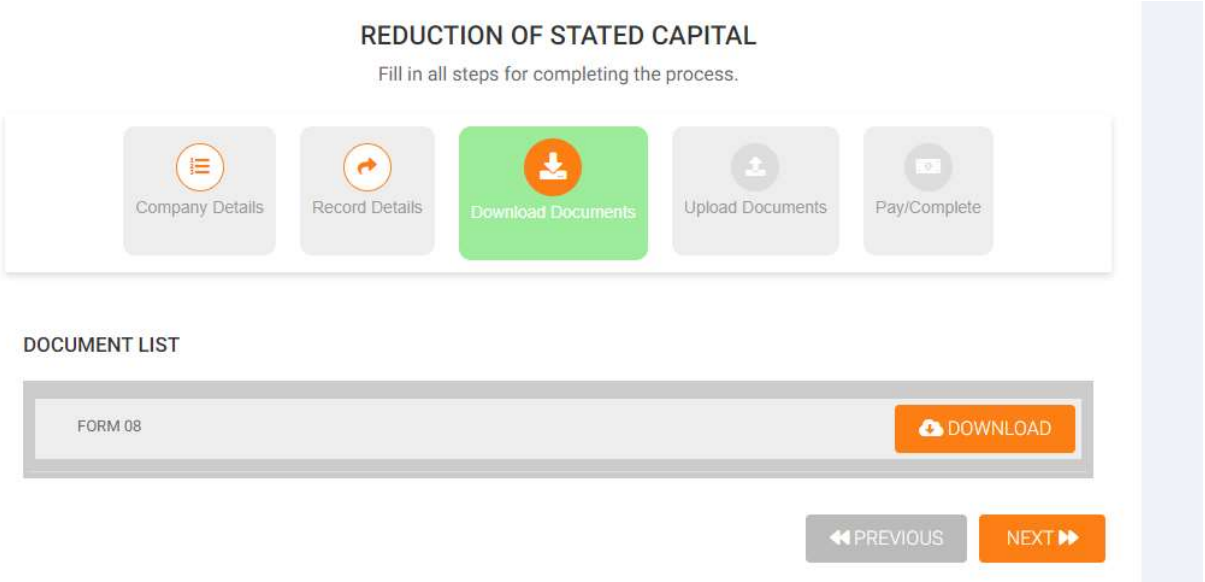


Figure 8.6

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Upon downloading Form 8, the applicant is required to click on the 'Next' button. The applicant needs to sign the downloaded Form 08, and scan and upload the signed Form 08 through the document upload option as depicted in figure 8.7.

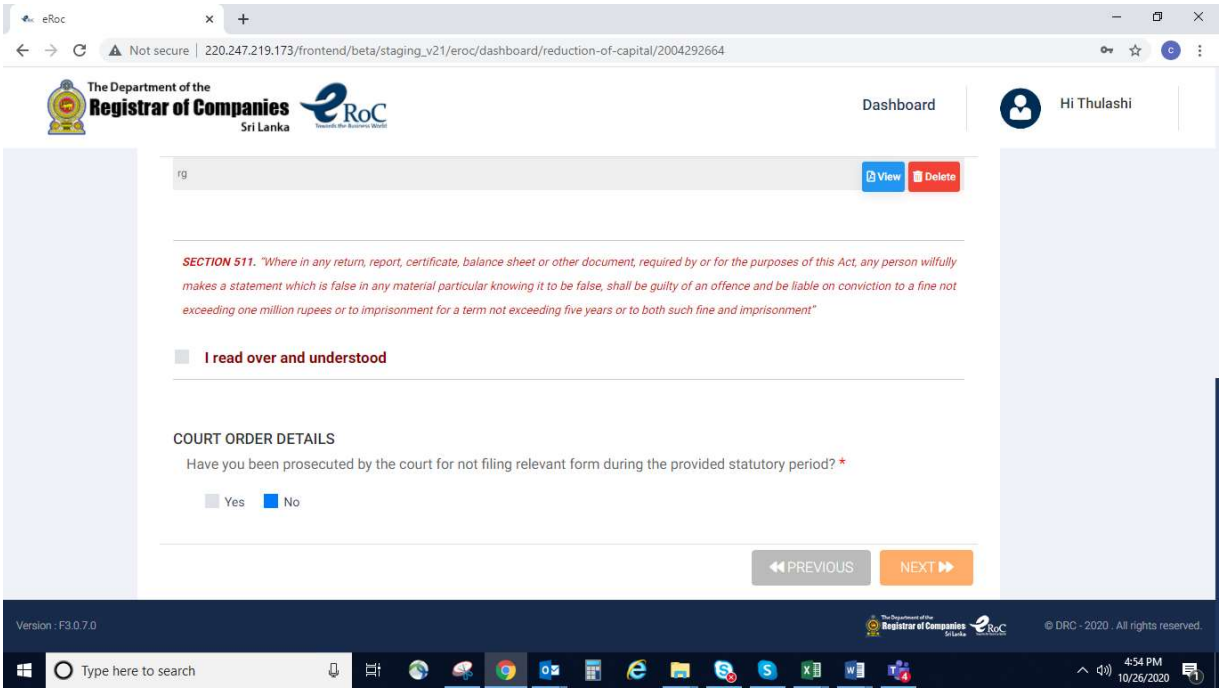


Figure 8.7

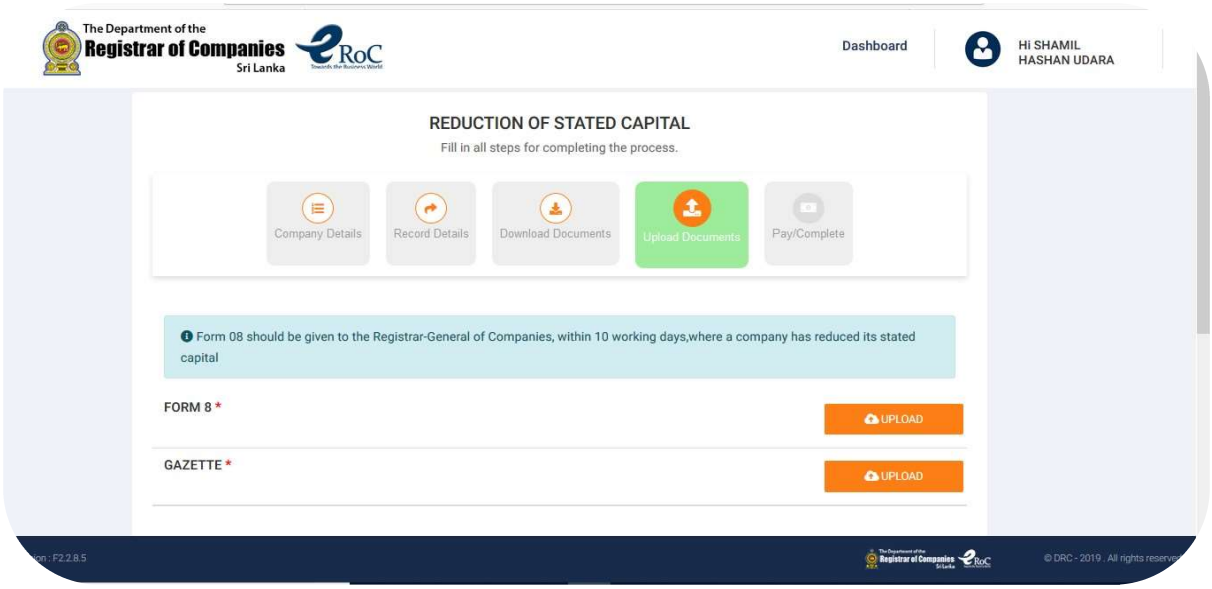
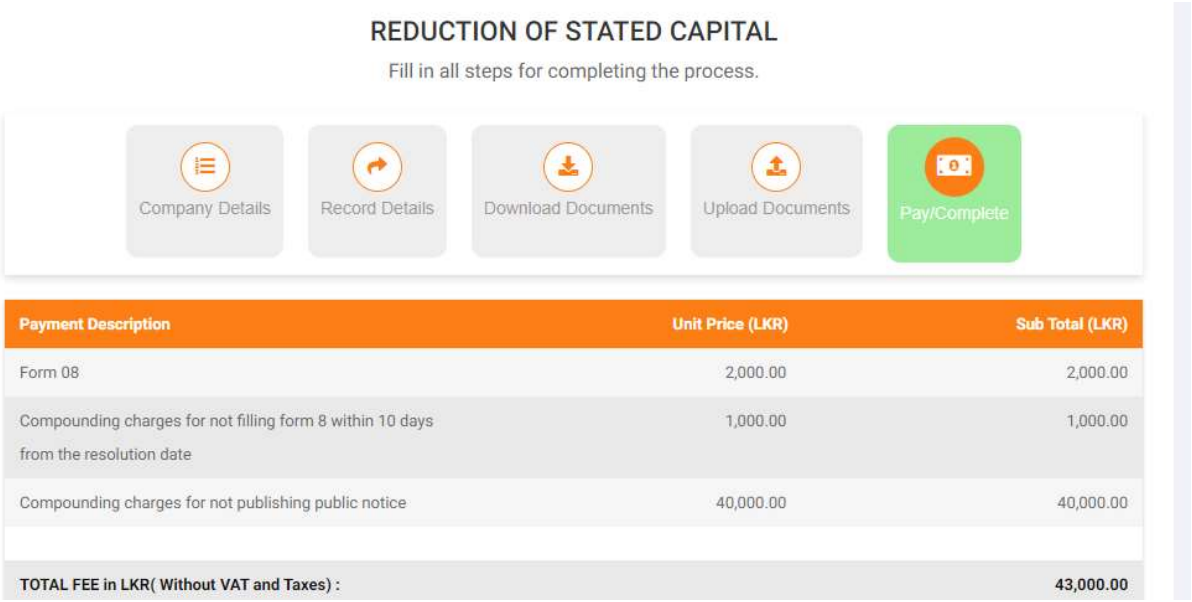


Figure 8.8

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The Applicant is required to agree on the terms in the upload section as indicated by Figure 8.9. After successfully uploading the documents, the user will be directed to the payment sub section as indicated in Figure 8.8. Follow the Payment steps and perform the payment successfully.



Payment Description	Unit Price (LKR)	Sub Total (LKR)
Form 08	2,000.00	2,000.00
Compounding charges for not filling form 8 within 10 days from the resolution date	1,000.00	1,000.00
Compounding charges for not publishing public notice	40,000.00	40,000.00
TOTAL FEE in LKR(Without VAT and Taxes) :		**43,000.00**

Figure 8.9

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9. Acquisition or redemption By Company owned shares – Form 9

In order to file Form 9, the user first needs to login to the system with their username and password. If the user does not have an account, he/she needs to create a new account (Click here to create a new account). After successful login, the user is directed to their dashboard depicted in Figure 9.1

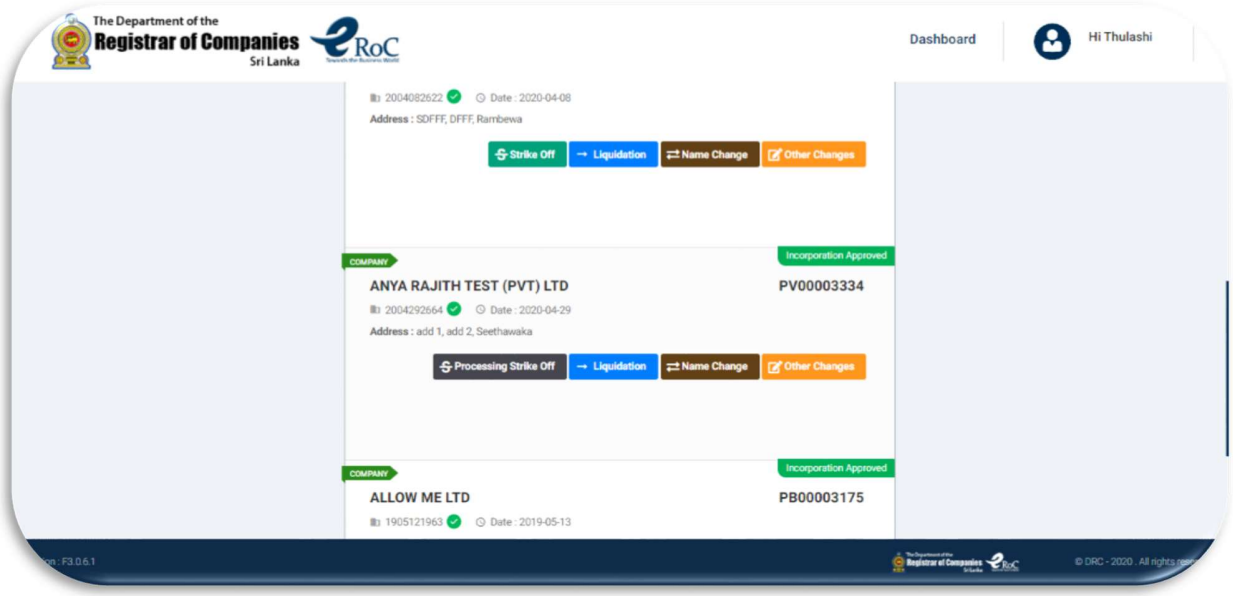


Figure 9.1

The applicant must select 'acquisition or redemption by company owned shares' from the change / update option, to submit acquisition or redemption by company owned share related details depicted in Figure 9.2

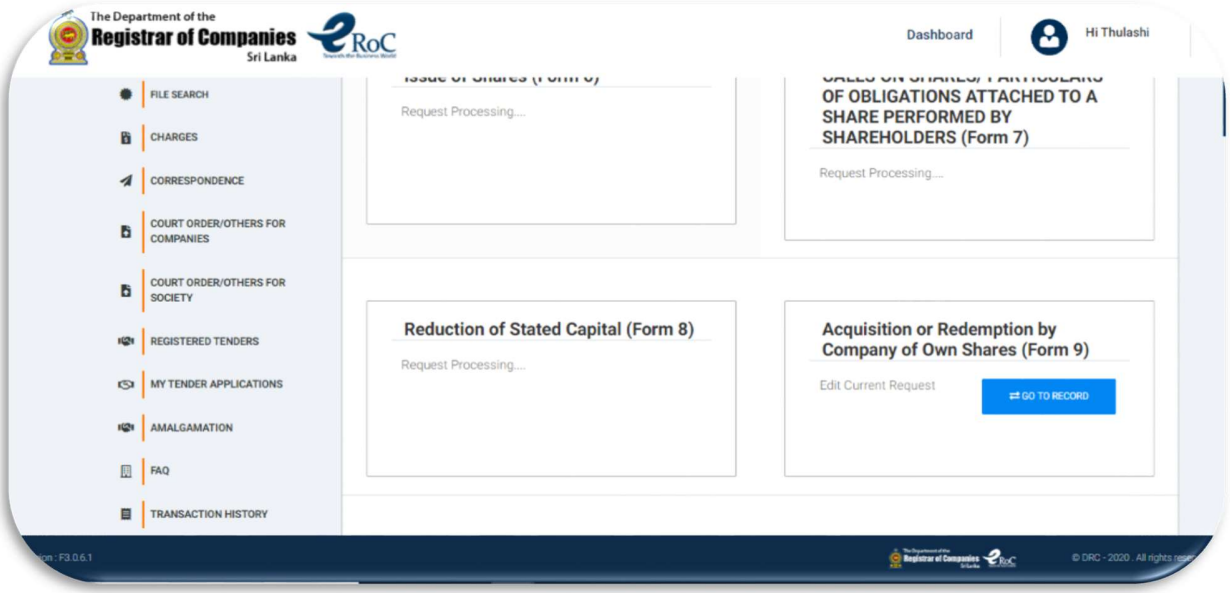


Figure 9.2

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Upon selecting the acquisition or redemption by company owned share option, the applicant will be prompted the following menu as depicted in Figure 9.3.

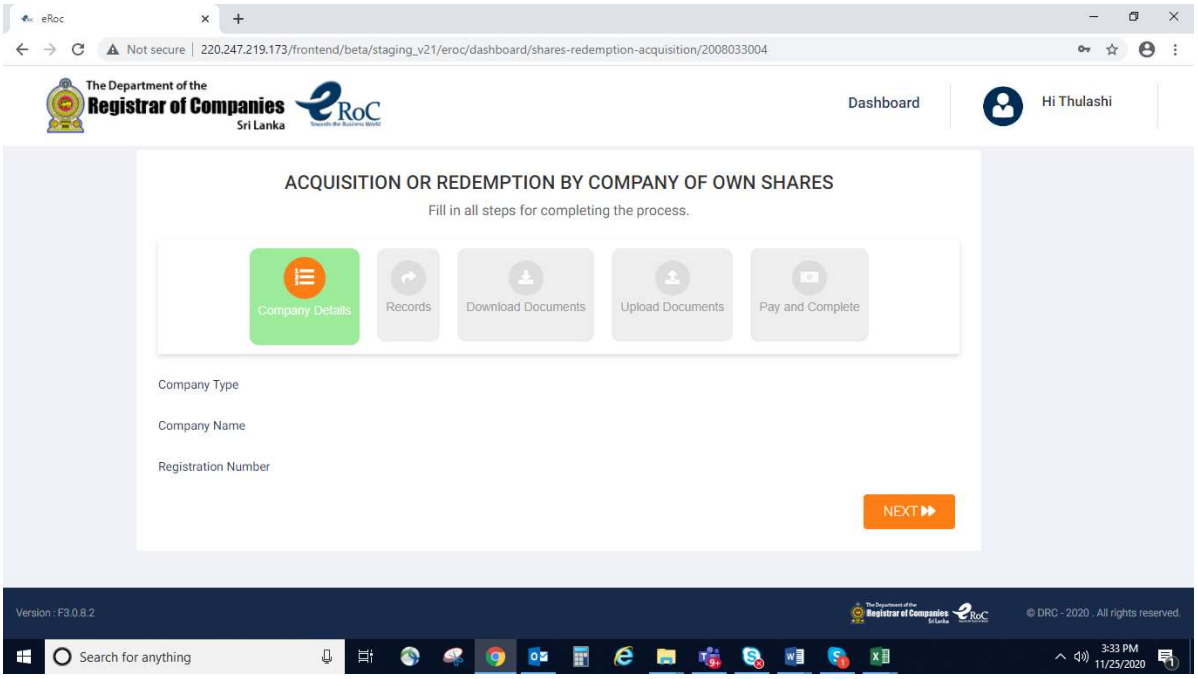


Figure 9.3

Upon clicking on the next option displayed in Figure 9.3, the applicant will be directed to the 'Records' subsection as depicted in Figure 9.4. The Applicant is required to select the 'The Ground'. The Applicant is also required to click on the 'Add New' button to add new records.

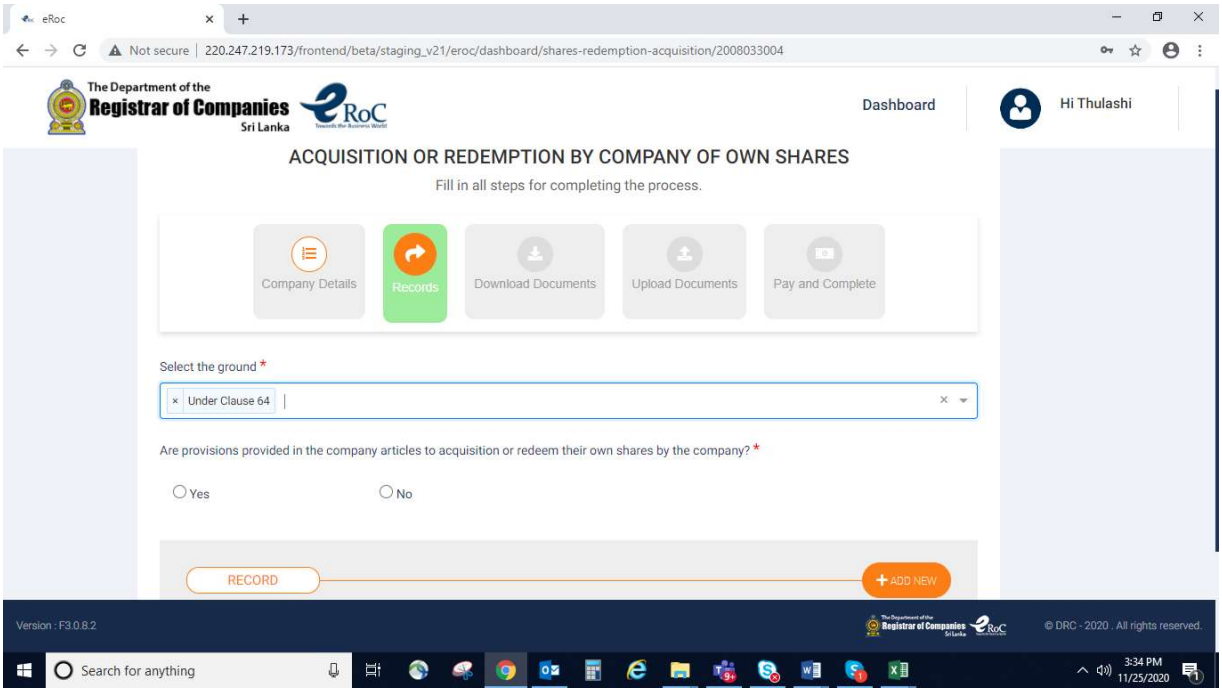


Figure 9.4

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Upon clicking on the 'Add New' button, the applicant would be directed to the screen indicated in Figure 9.5. The Applicant is required to fill all the required fields and click on the 'Add' button. Upon adding a record, the applicant is required to click on the 'Next' button as indicated in figure 9.4.

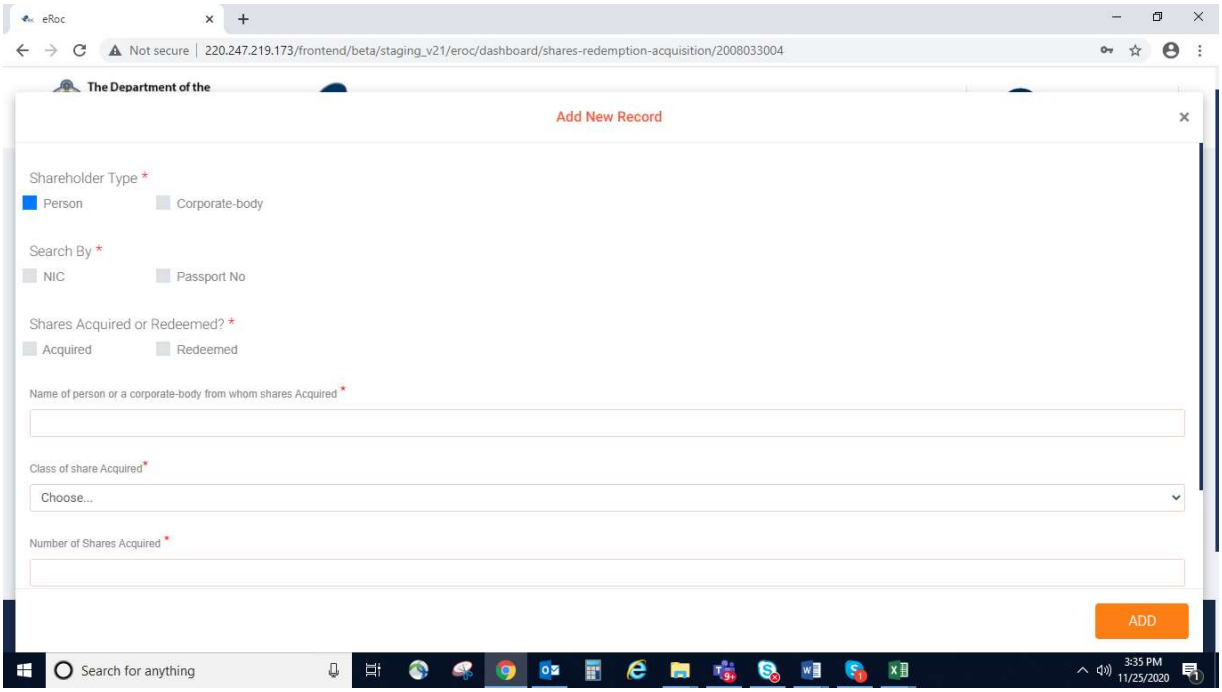


Figure 9.5

After clicking on the 'Next' button, the applicant will be navigated to the 'Download subsection. The Applicant is required to download Form 09 and click on the 'Next' button. Afterwards, the applicant will be navigated to the 'Upload' subsection as indicated in Figure 9.6. Applicant needs to sign the downloaded Form 09 and scan and upload the signed form 09 through the document upload option as depicted in figure 9.6.

The Applicant is required to agree to all the terms listed under the document section as indicated in Figure 9.7. After agreeing to all the terms, the applicant is required to click on the 'Next' button. Upon clicking on the 'Next' button, the applicant would be directed to the 'Payment' subsection.

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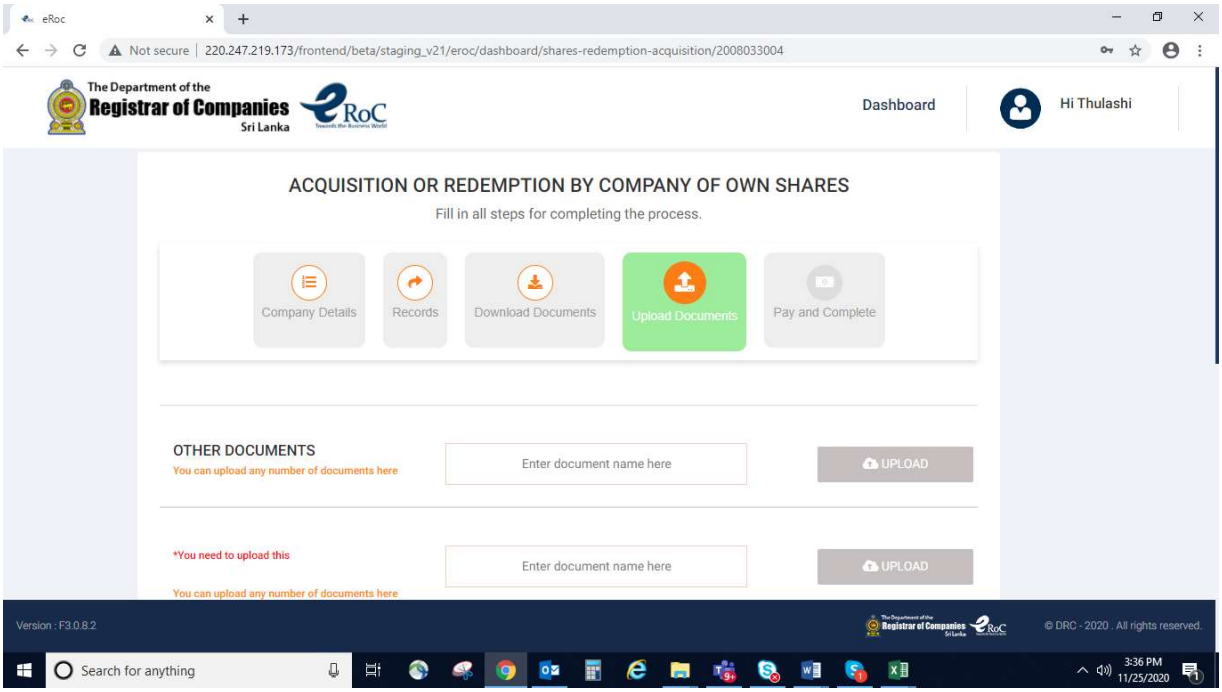


Figure 9.6

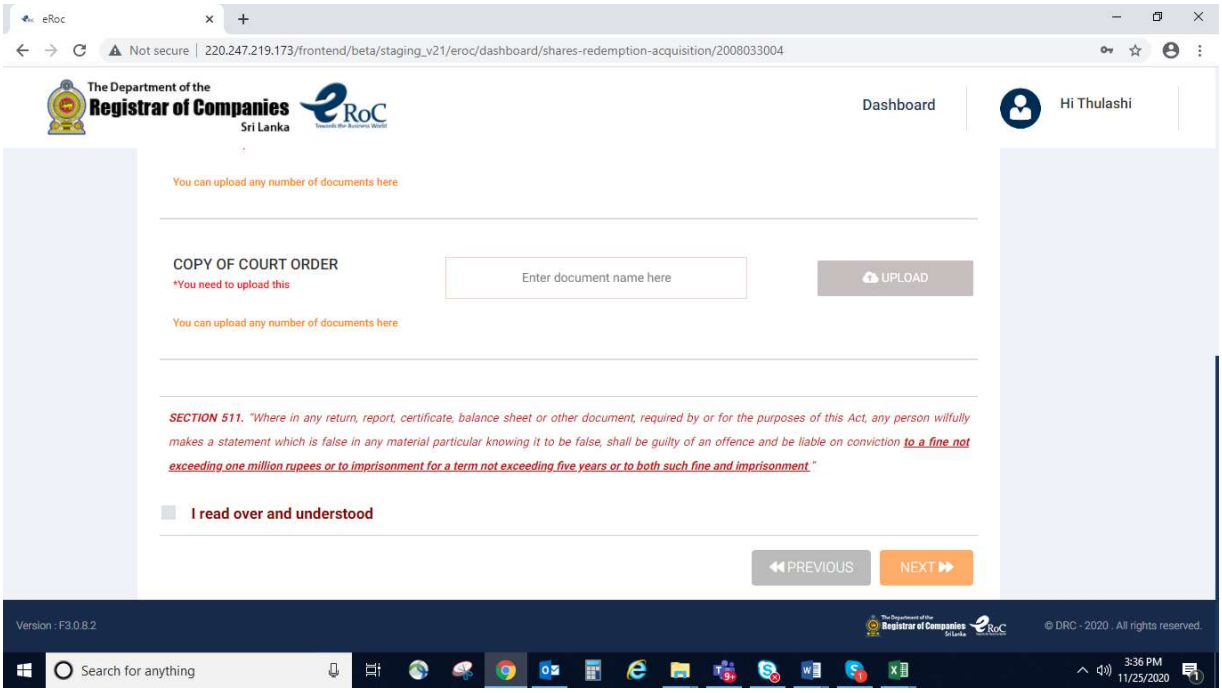


Figure 9.7

Follow the payment step to perform the payment related to Form 09

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10. Certificate of charge created by the company: Form 10

While running the business, whenever companies are short of capital and where there is a need to enhance the growth and to increase the capital, the simplest way is where the company borrows money from financial institutions or banks, keeping its security as collateral. In this event, the charge is created for securing loans or debentures by way of mortgage on the assets of the company. The main purpose of registration of charge, is to give notice to the Registrar of Companies (ROC) and to the people who advance money to the company, about the encumbrance created on the assets of the company.

Note: Form 10 can be submitted by a bank or a legal officer, in which case they need to create separate logins and select the company for which the Form 10 is being submitted. If the applicant does not have an account, follow the steps below for creating a new user login.

The applicant must click on the 'Register' button next to the 'Bankers Legal Entities for file Certificate of Charges 'register option as depicted in Figure 10.1

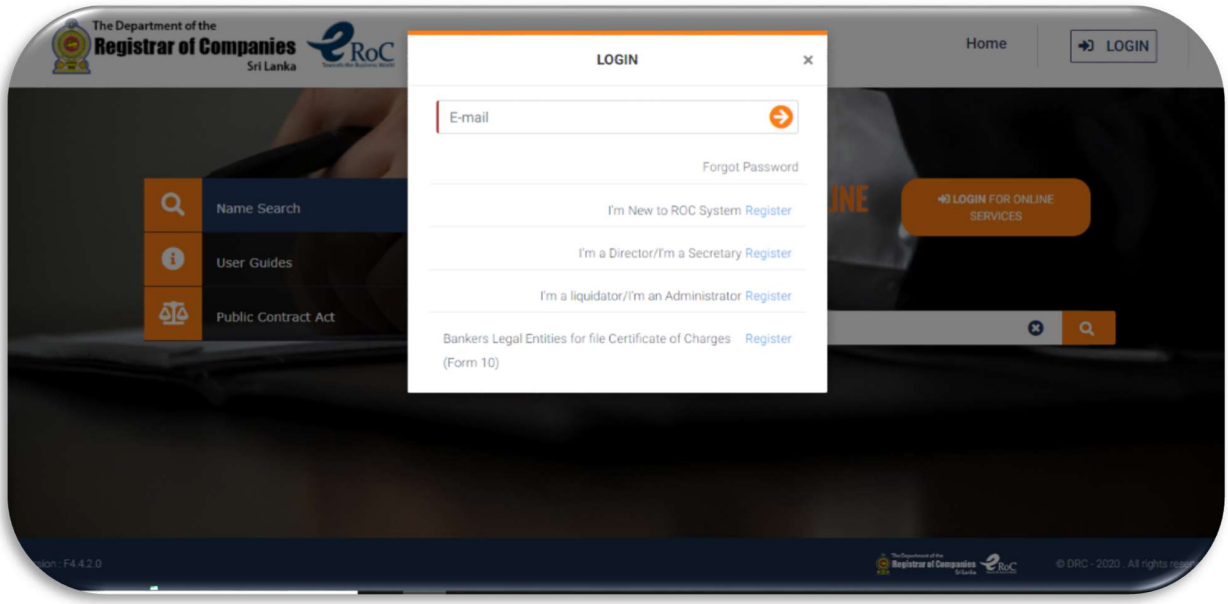


Figure 10.1

Upon clicking the 'Register' option, the system will move to the next menu, where the applicant has to choose the relevant category from the menu below as depicted in Figure 10.2.

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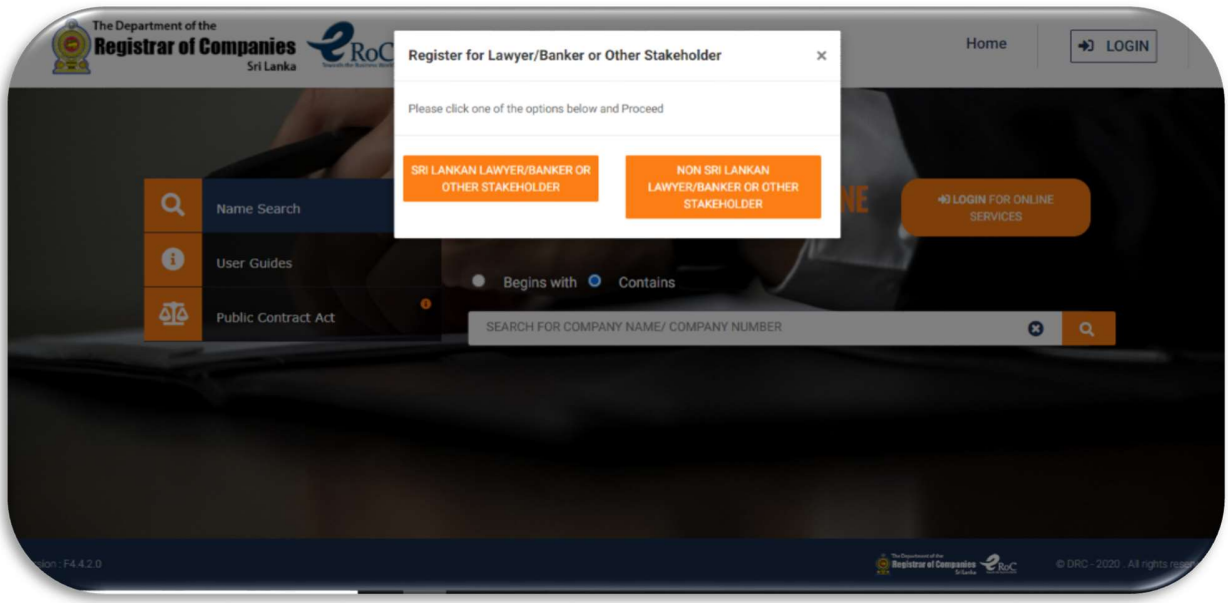


Figure 10.2

Once the appropriate choice is made by the applicant, the applicant will be navigated to the 'Personal Information' screen. The Applicant is requested to fill the details mentioned in the 'Personal Information' screen below as depicted in Figure10.3.

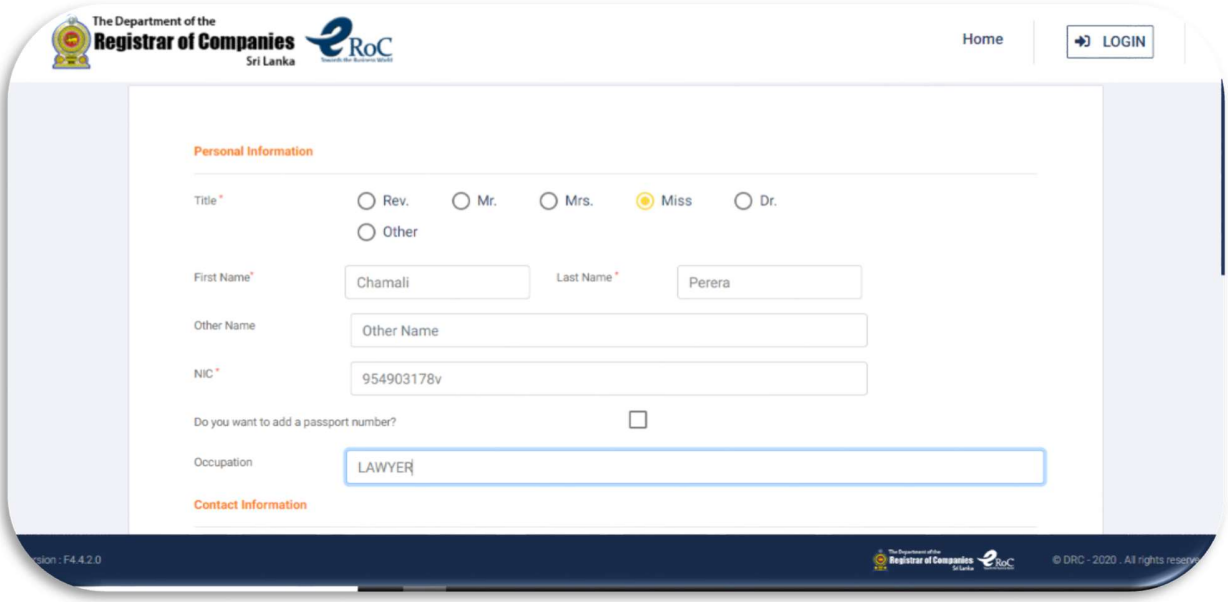


Figure 10.3

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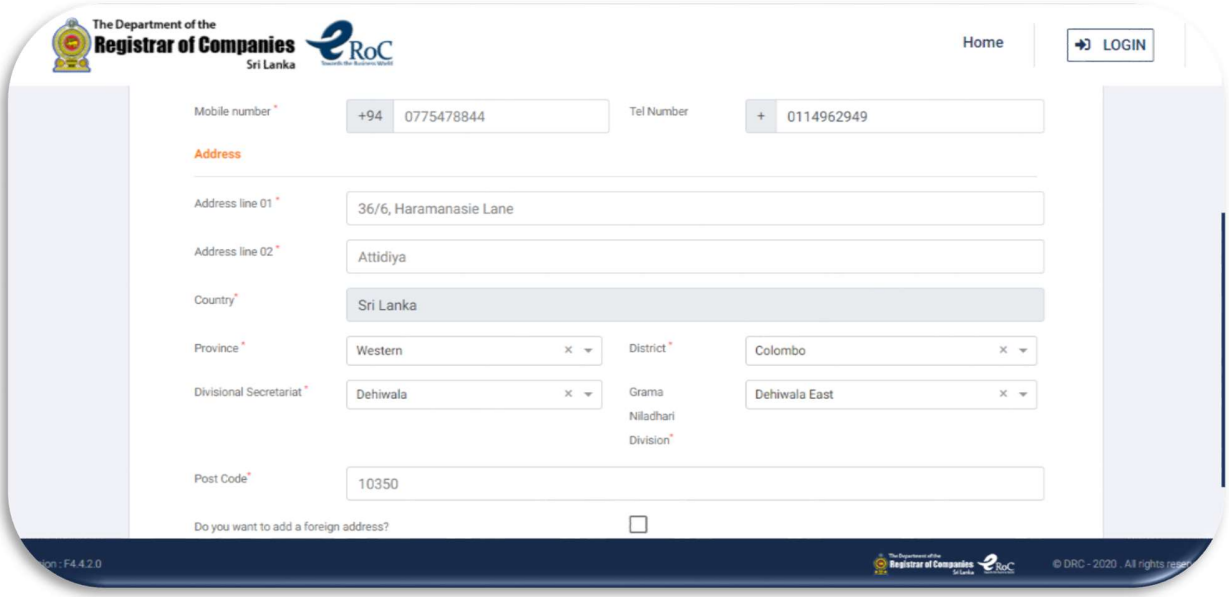


Figure 10.4

Upon completing the personal contact information and address, the applicant will be requested to select the companies to which he / she wishes to submit Form 10, by entering the company registration number and clicking on the 'ADD' option as depicted in Figure 10.5

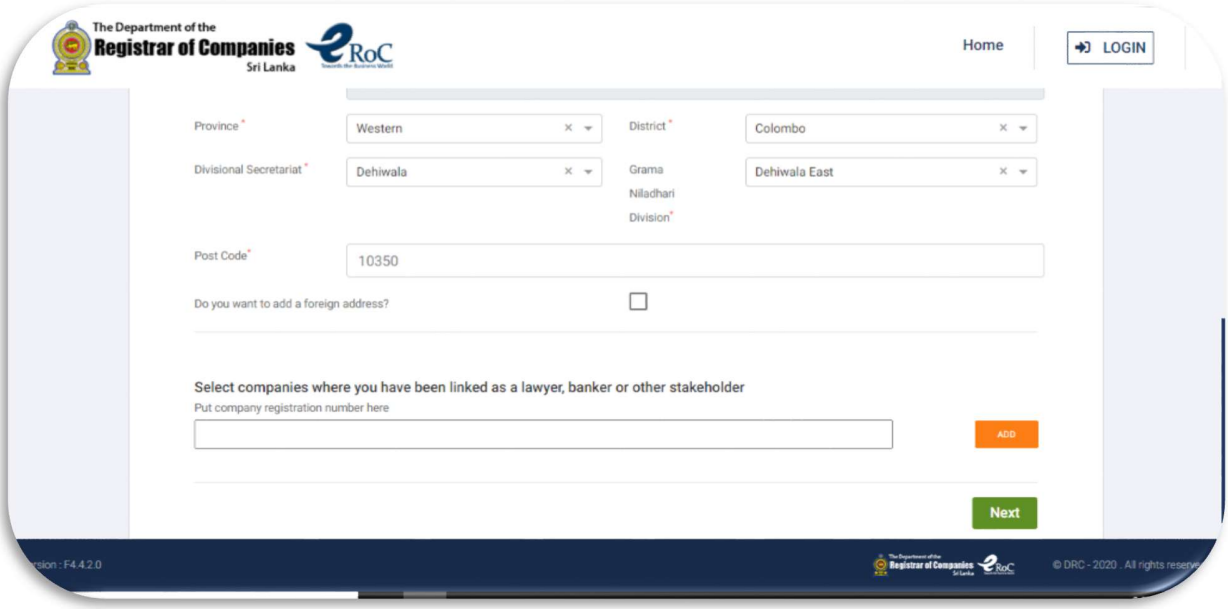


Figure 10.5

The company that is added will be displayed as depicted in Figure 10.6

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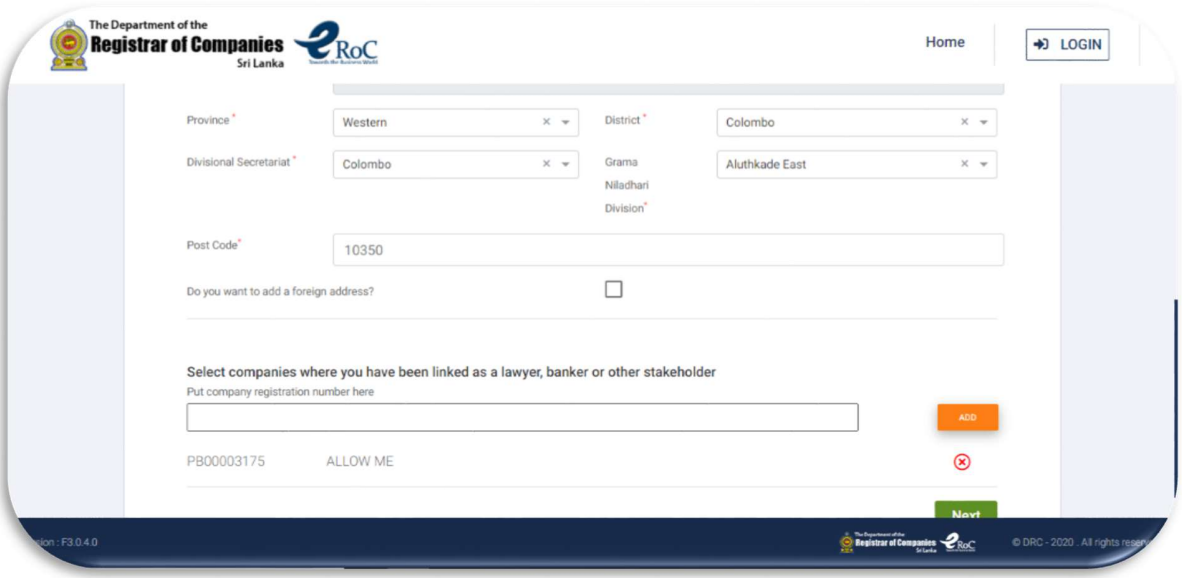


Figure10.6

The applicant must enter the email address and enter the password and verify the password to confirm as indicated in the image below and click on the 'Register' option as depicted in Figure 10.7

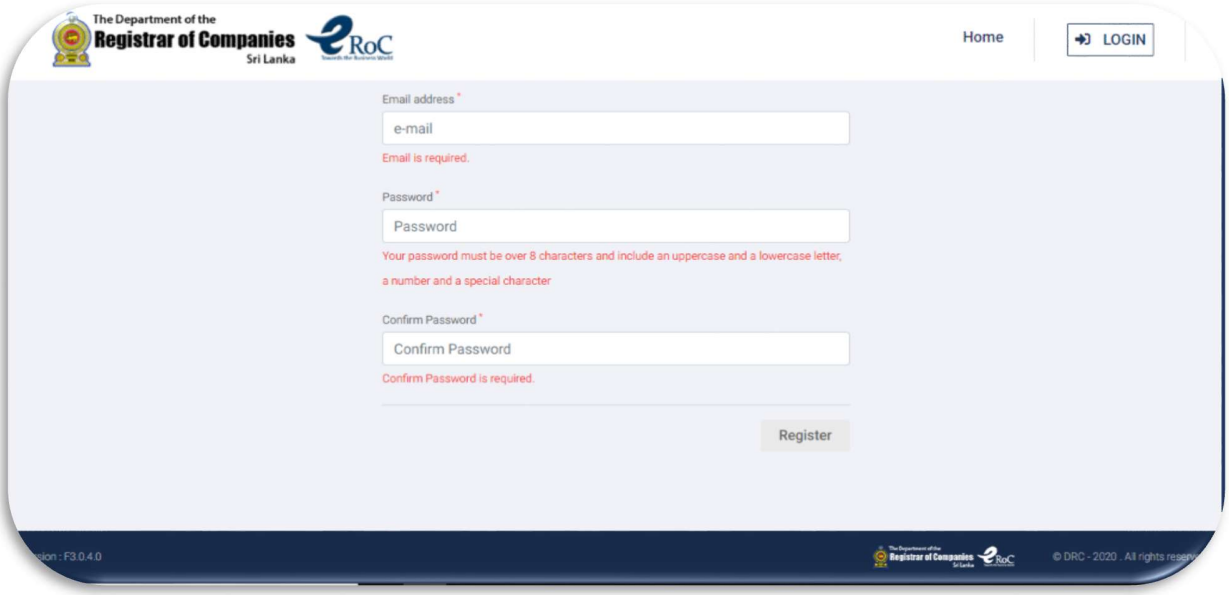


Figure 10.7

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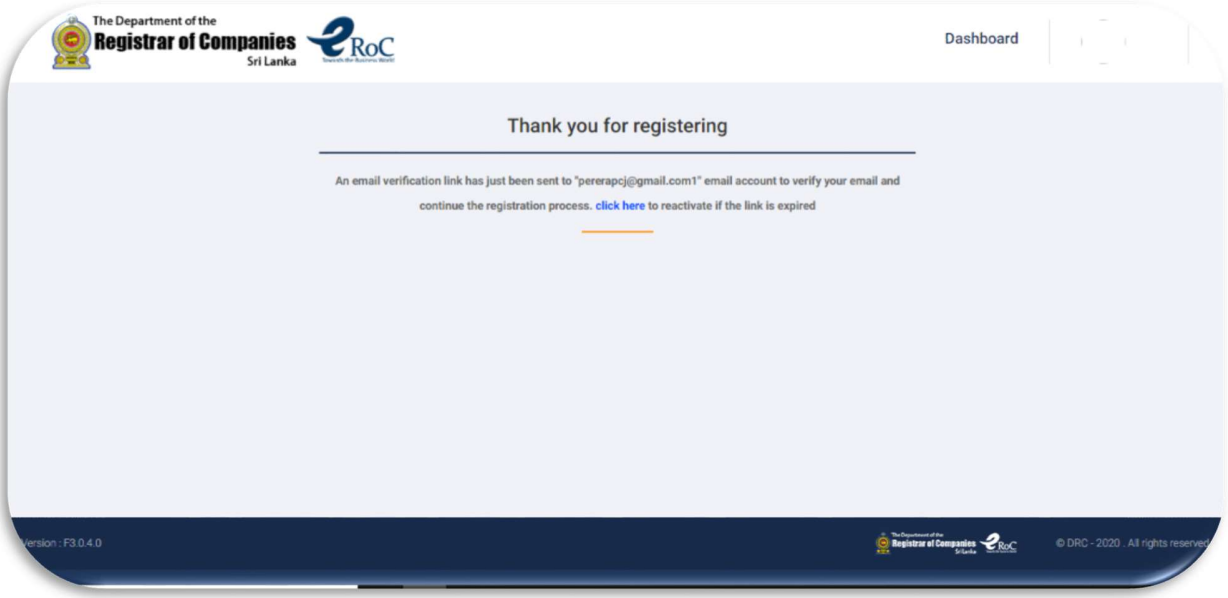


Figure10.8

Upon registering and verifying the email, the applicant will be able to login to the system and view the company that was added in the dashboard, as indicated in the image below.

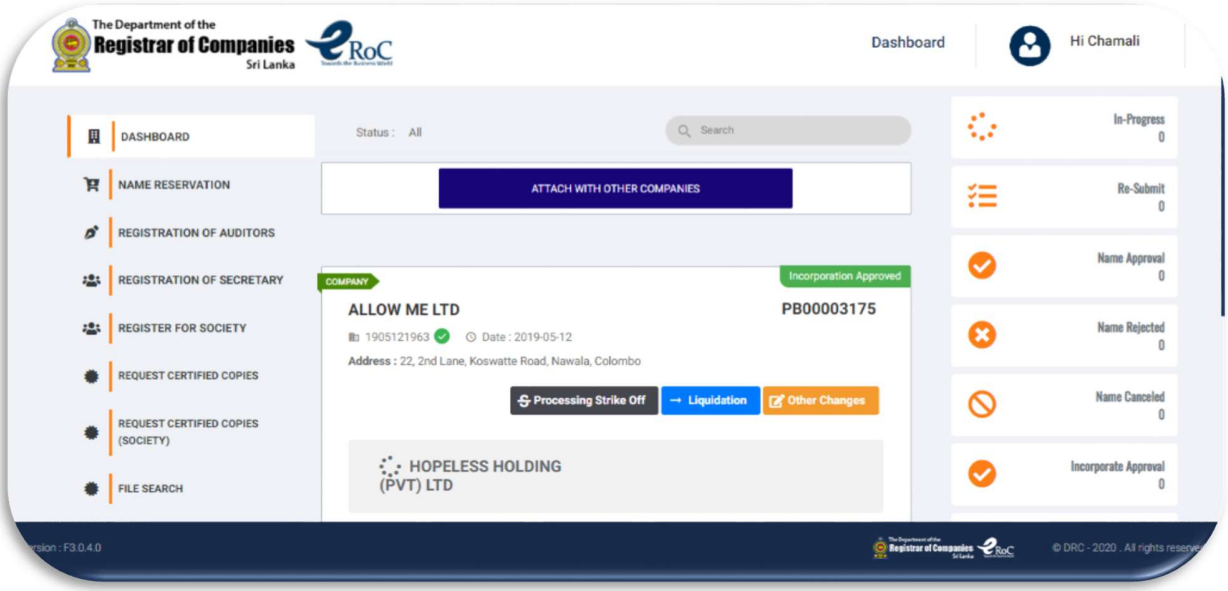


Figure10.9

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If the applicant requires more companies to be added, then he /she needs to click on the 'ATTACH WITH OTHER COMPANIES' option that appears on the top of the dashboard. Upon clicking on the 'ATTACH WITH OTHER COMPANIES' button, the user will be navigated to the screen indicated below.

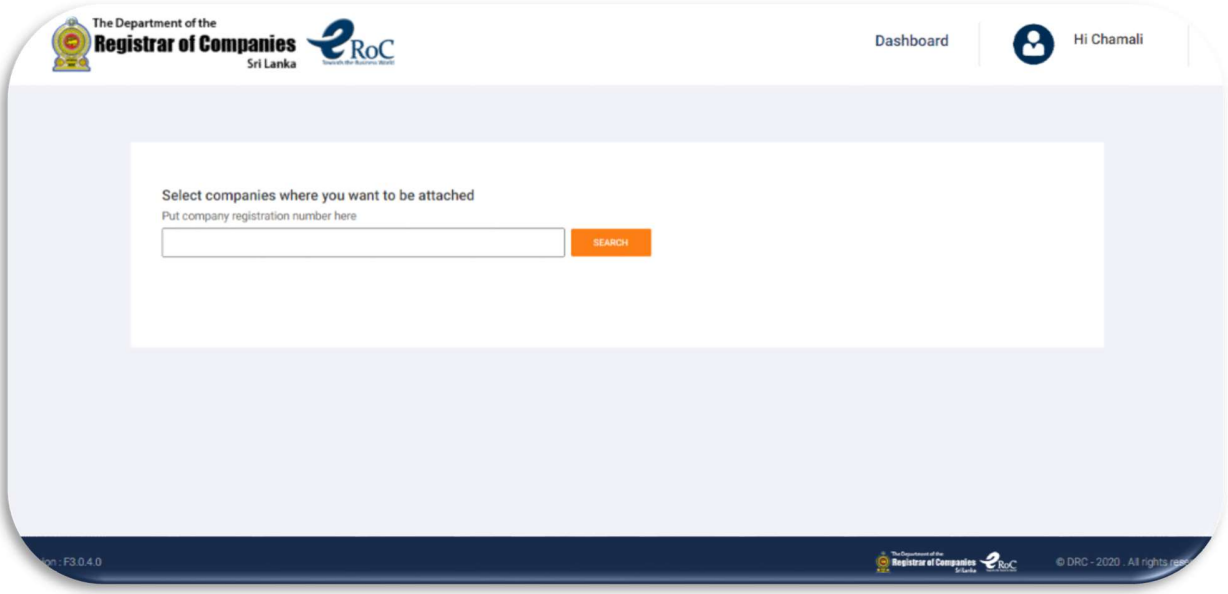


Figure 10.10

The applicant will be navigated to the 'other changes' screen upon clicking on the 'Other Changes' button as indicated in the Figure 10.11.

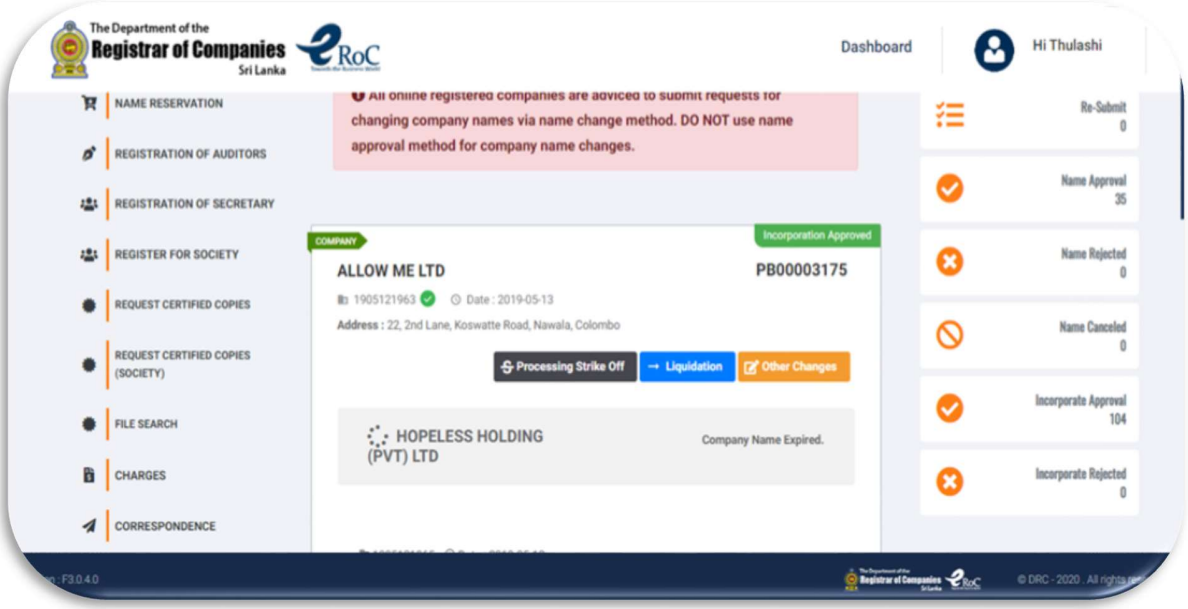


Figure 10.11

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Upon clicking on the 'Other Changes' button, the user would be navigated to the screen as indicated in the Figure 10.12.

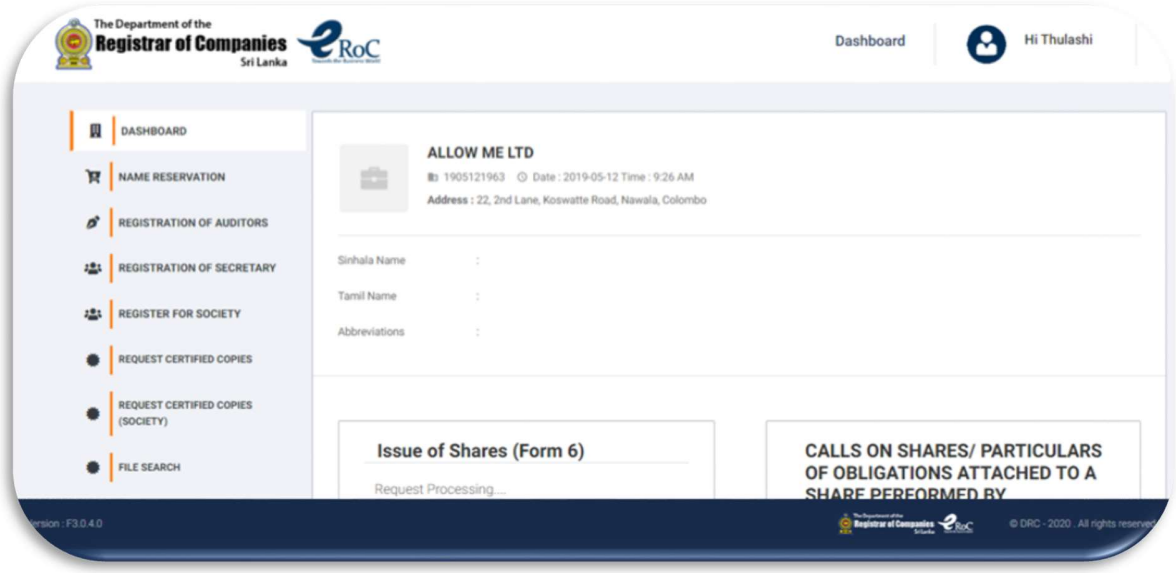


Figure 10.12

The applicant will be prompted to the company details, upon clicking on Form 10 as indicated in Figure 10.13.

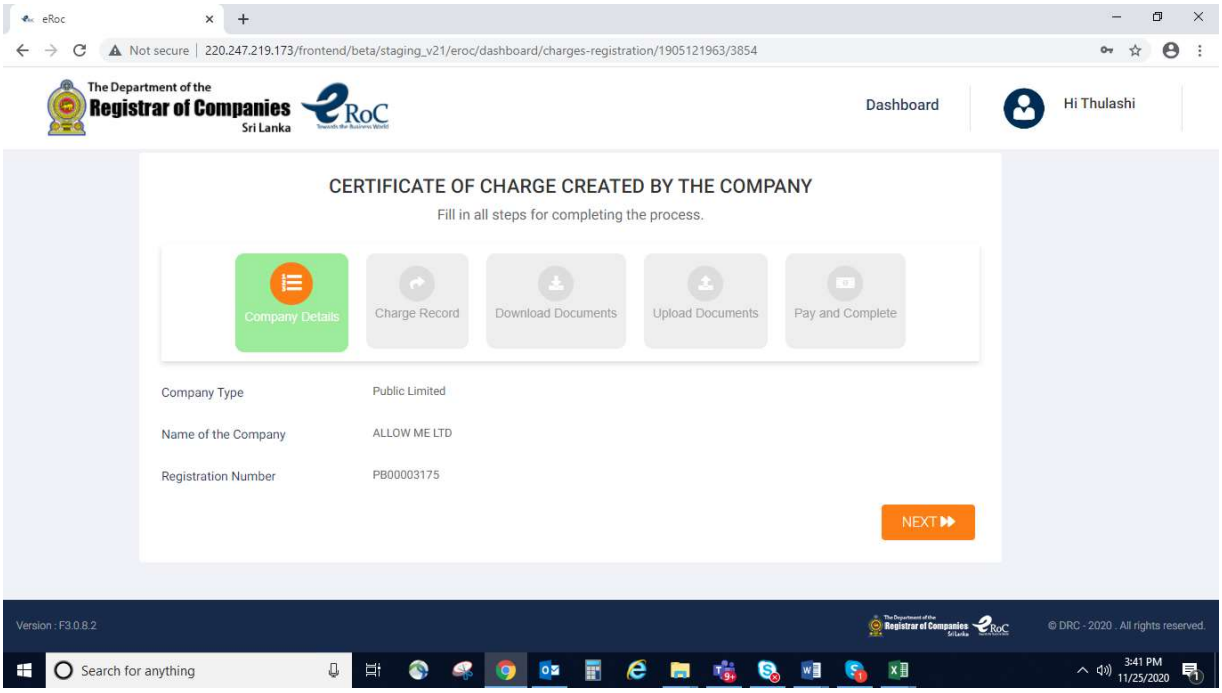


Figure 10.13

KPMG in Sri Lanka – Process B – Public Interface
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The applicant is required to click on the 'Next' button to proceed with the 'Charge Record' as indicated in figure 10.14.

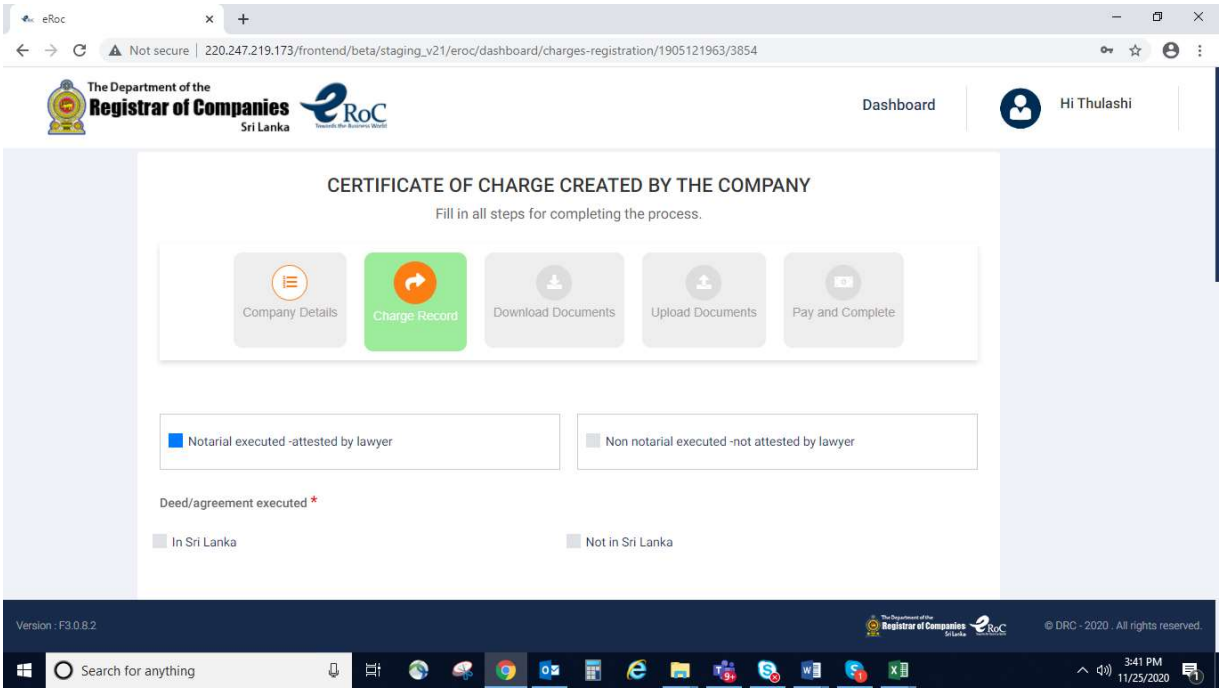


Figure 10.14

The applicant is required to enter the Form 10 related details depicted in figures 10.15 and 10.16.

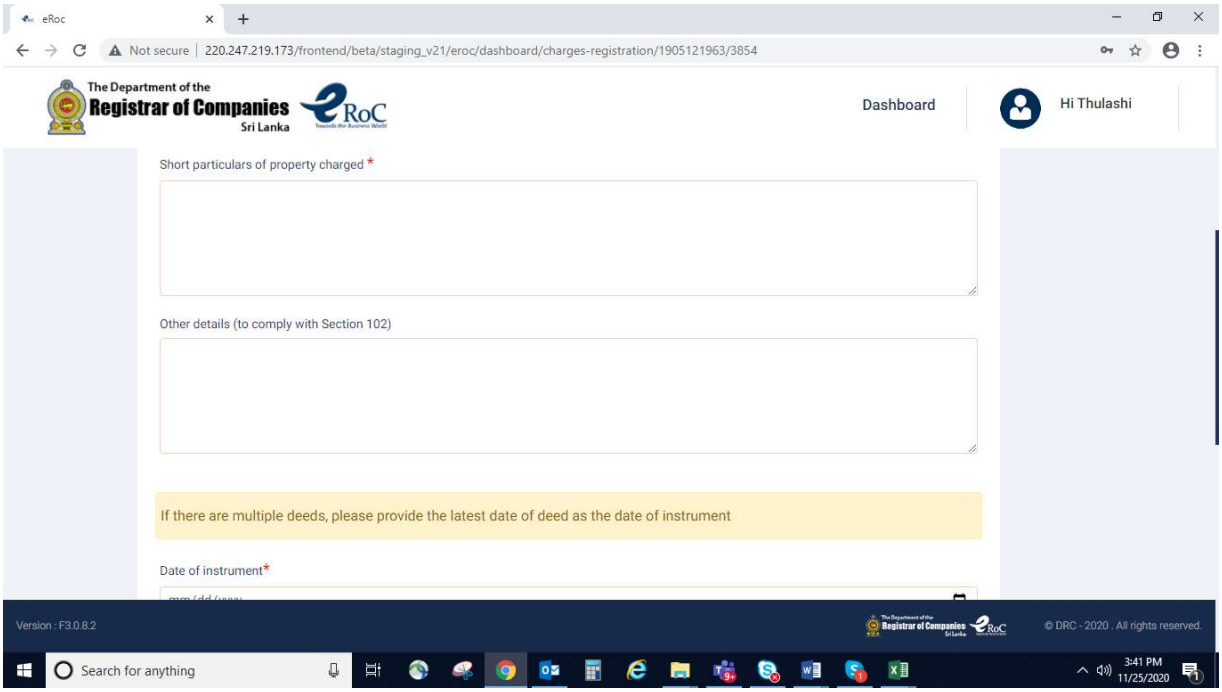


Figure 10.15

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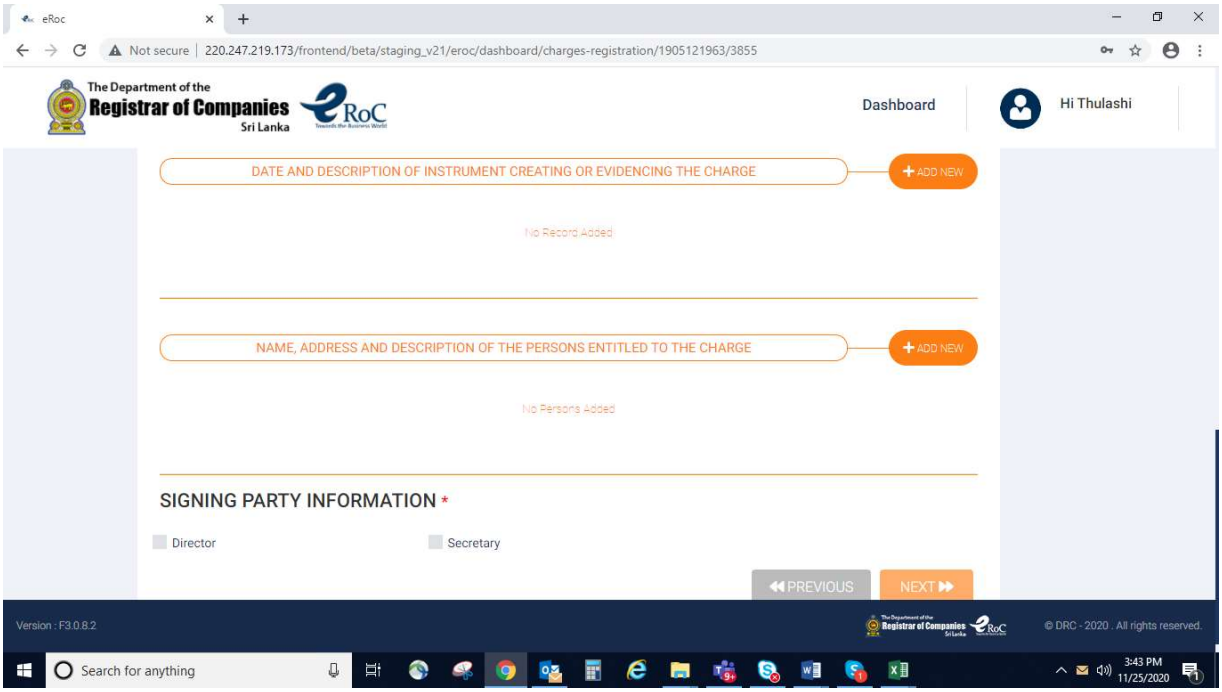


Figure 10.16

In order to add a 'DATE AND DESCRIPTION OF INSTRUMENT CREATING OR EVIDENCING THE CHARGE' click on the 'Add New' button. Upon clicking on the 'Add New' button, the user will be directed to the 'Add Deed' prompt screen as indicated in figure 10.17.

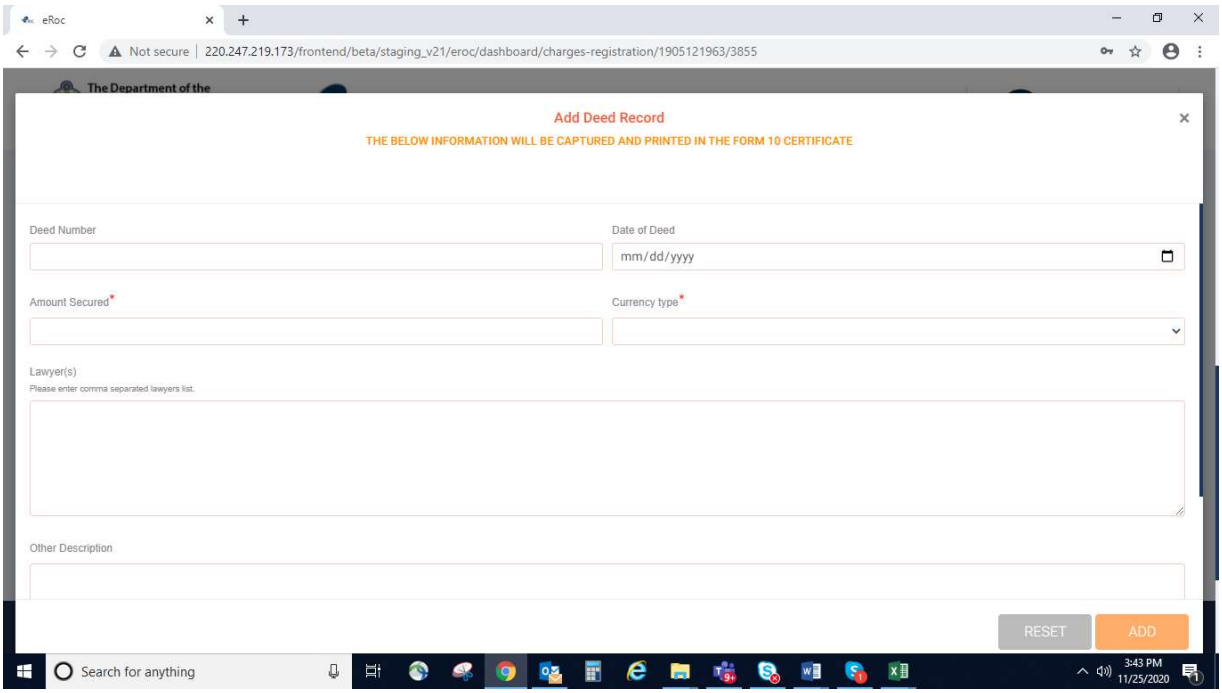


Figure 10.17

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Upon clicking on the ‘Add’ button in the ‘Add Deed Record’ screen, the added record will be displayed as indicated in Figure 10.18.



Figure 10.18

In order to add a ‘NAME, ADDRESS AND DESCRIPTION OF THE PERSONS ENTITLED TO THE CHARGE’, click on the ‘Add New’ button. Upon clicking on the ‘Add New’ button, the user will be directed to the ‘Add Person Who is Entitled’ prompt screen, as indicated in figure 10.19.

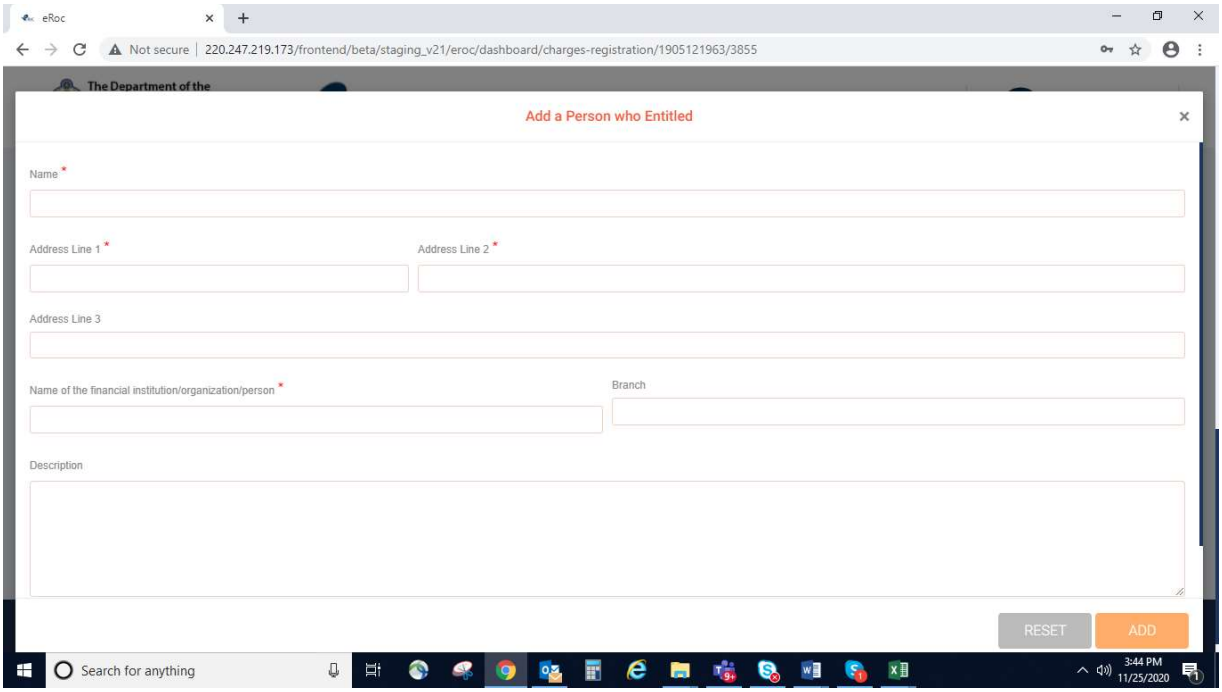


Figure 10.19

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Upon clicking on the ‘Add’ button in the ‘Add Person Who is Entitled’ prompt screen, the added record will be displayed as indicated in the Figure 10.20.

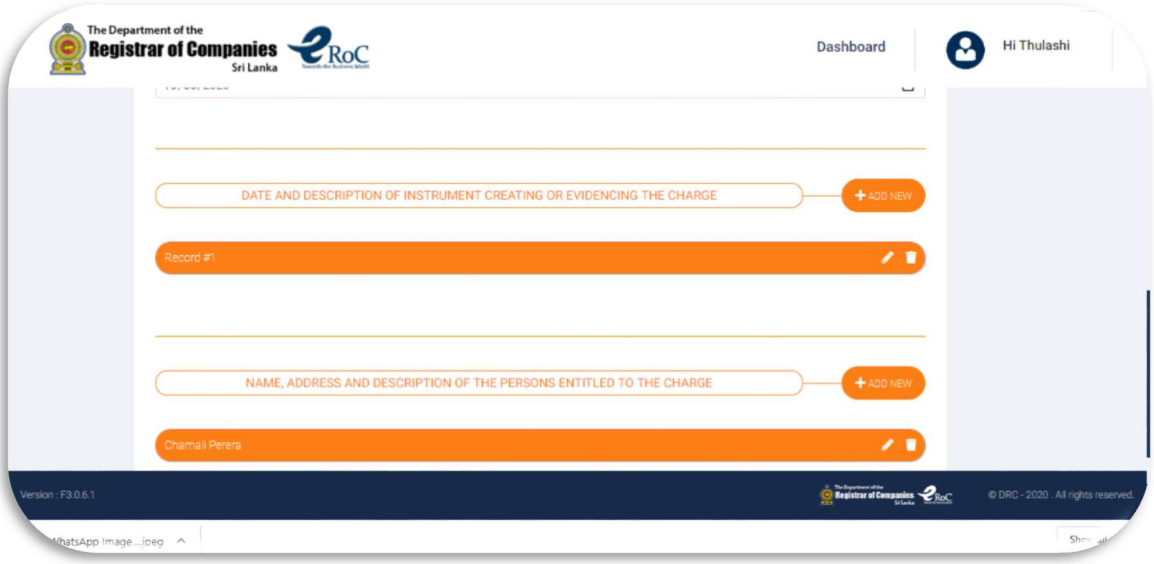


Figure 10.20

The Applicant is required to select a signing party, either a director or a secretary, as indicated in Figure 10.21.

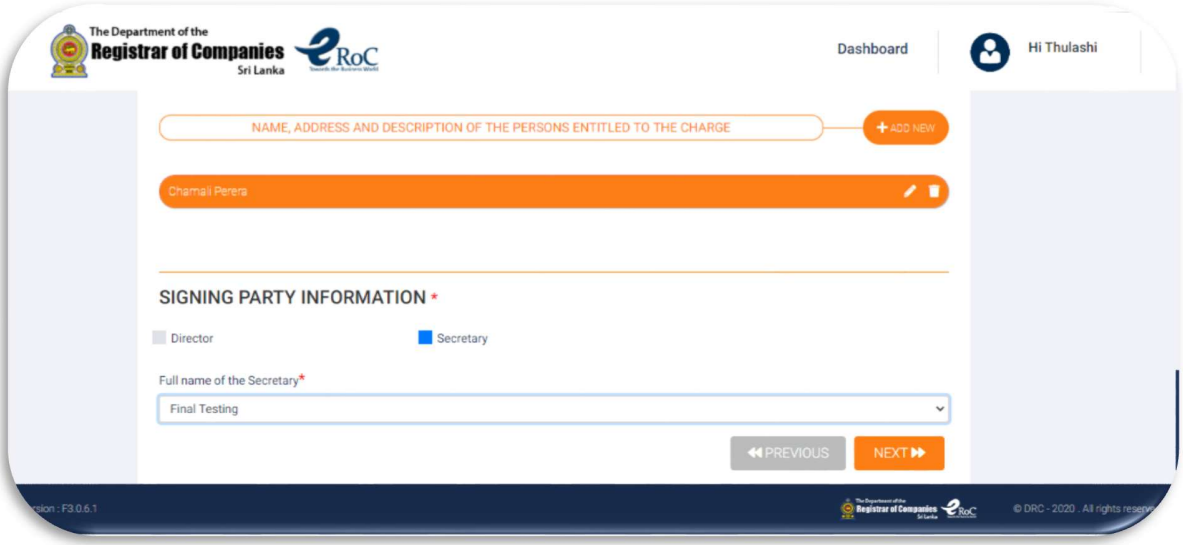


Figure 10.21

Upon clicking the ‘Next’ button under the ‘Charge Record’ section, the applicant will be navigated to the download section. The Applicant can download Form 10, by clicking on the download button as indicated in Figure 10.22.

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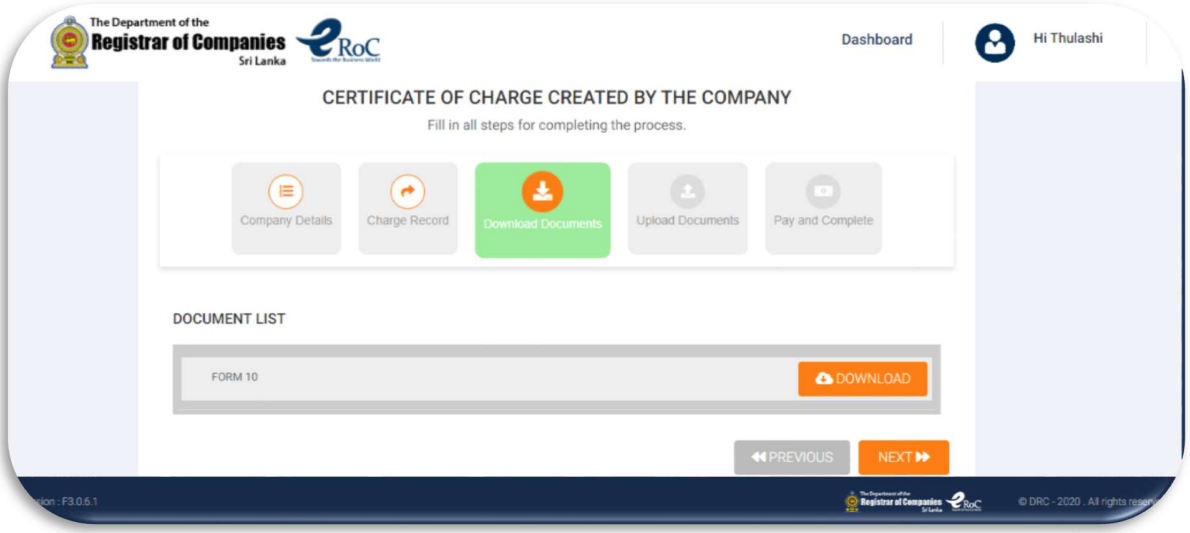


Figure 10.22

Upon downloading Form 10, the applicant is required to click on the 'Next' button. Upon clicking on the 'Next' button, the applicant will be navigated to the 'Upload' section. The downloaded form will have to be filled and uploaded as a PDF document in the upload section, by clicking on the 'Upload' button as indicated in Figure 10.23. Upon uploading Form 10, the applicant can either view or delete the document.

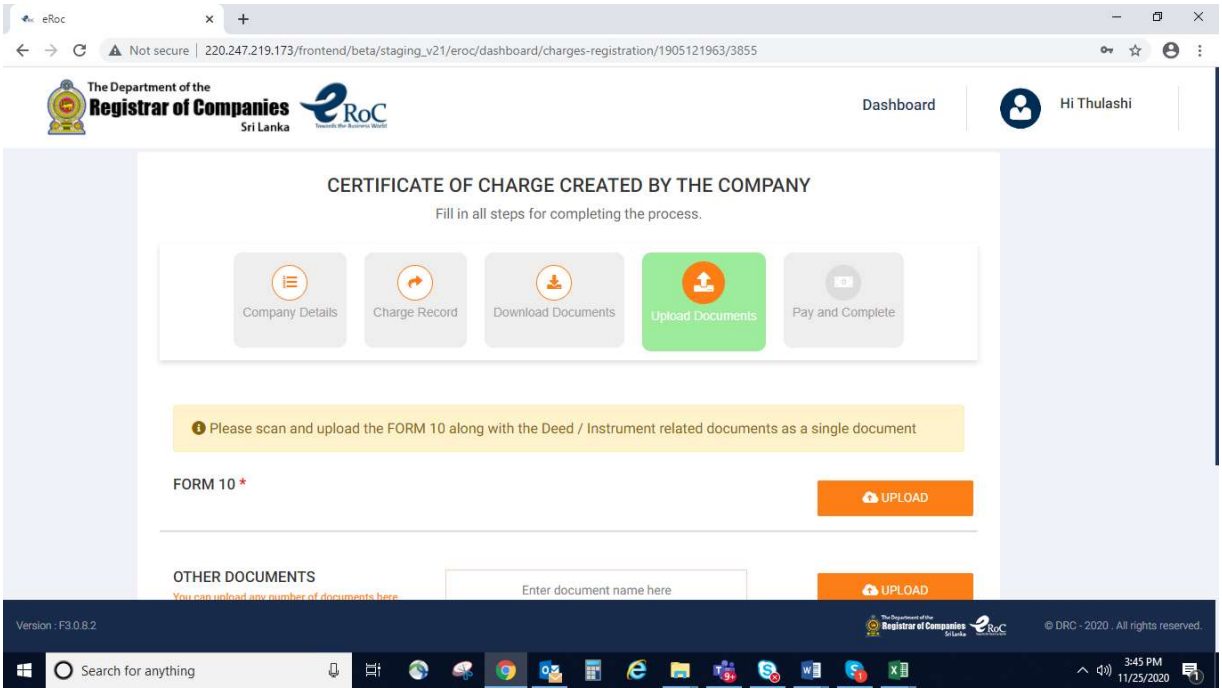


Figure 10.23

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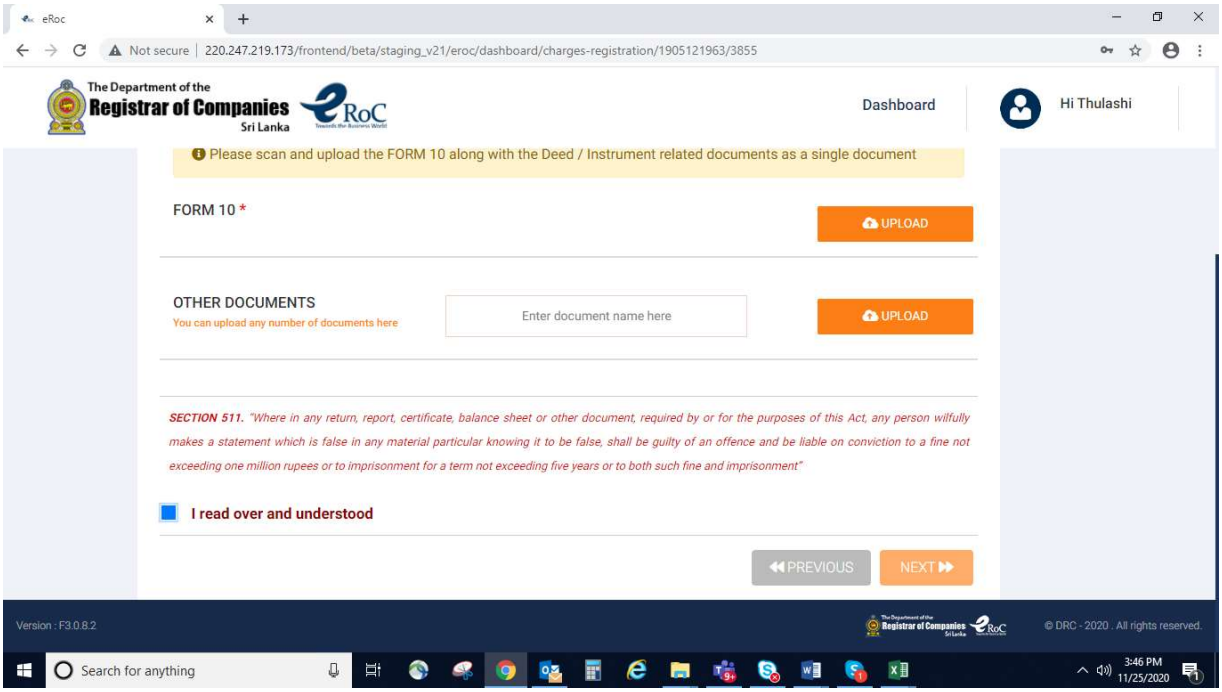


Figure 10.24

The Applicant is required to tick the terms and conditions and click on the 'Next' button in the upload section as indicated by figure 10.24. Upon clicking on the 'Next' button, the applicant is navigated to the payment section and should follow the Payment steps and make the payment successfully.

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11. Particulars of an issue of debentures in a series, by a company registered in Sri Lanka - Form 10A

“Debenture” contains debenture bonds, stock or any other instrument of a company proving a liability, whether forming on the assets of the company registration charge or not.

In order to file Form 10A, the user first needs to login to the system with their username and password. If the user does not have an account, he/she needs to create a new account (Click here to create a new account) and follow the steps below. After successful login, the user is directed to his/her dashboard depicted in Figure 11.1

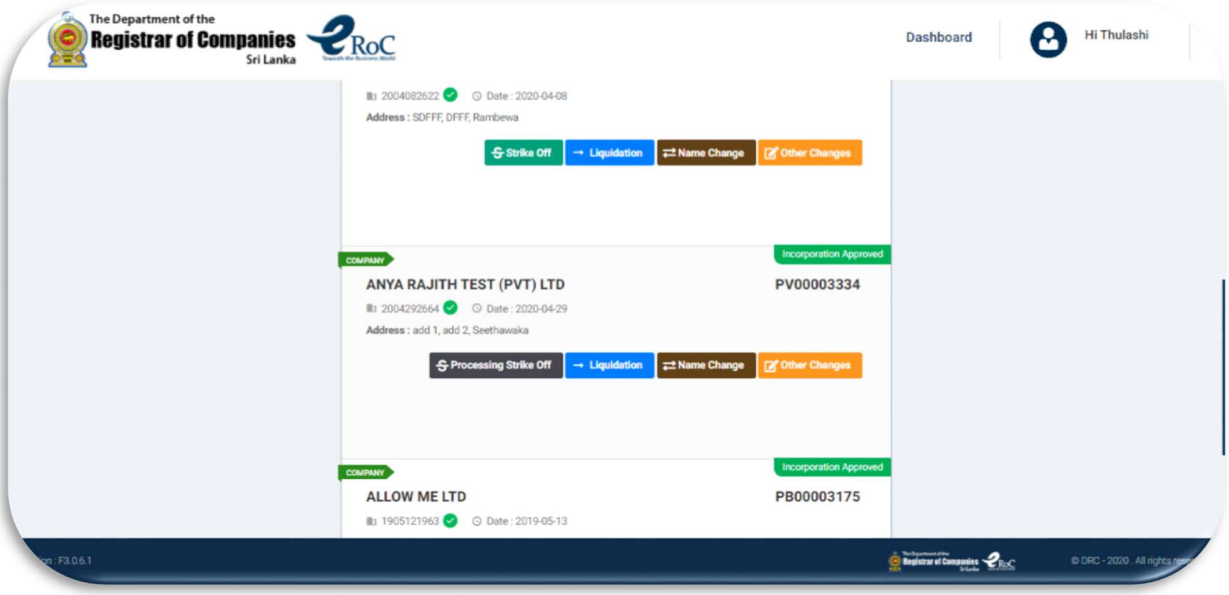


Figure 11.1

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The applicant will be navigated to the 'other changes' screen upon clicking on the 'Other Changes' button as indicated in the Figure 11.1 and click Form 10A as depicted in Figure 11.2

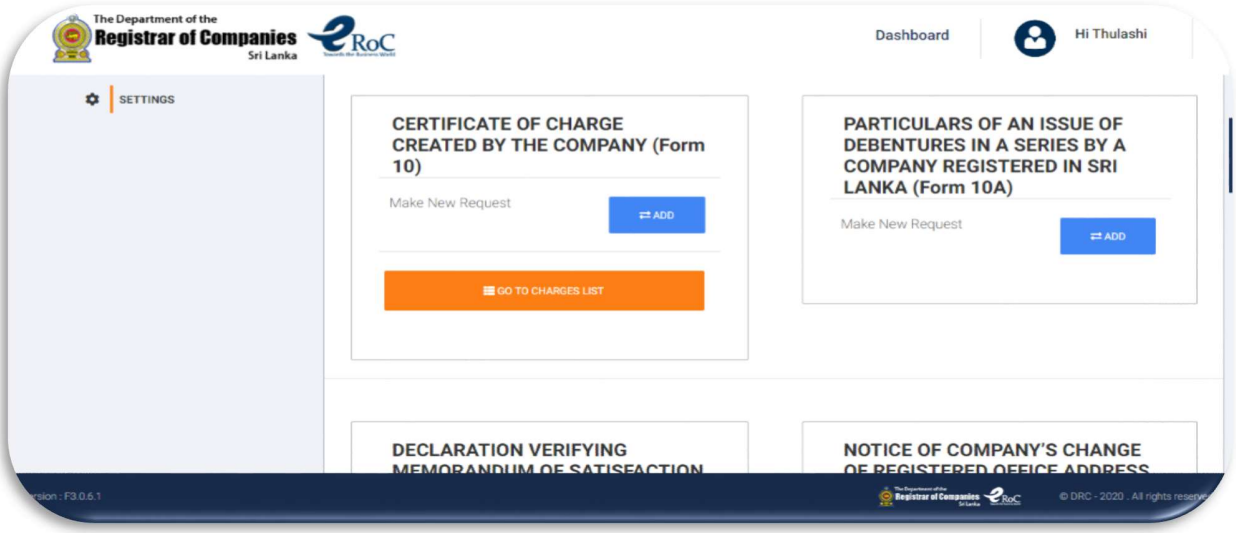


Figure 11.2

Upon clicking on 'Form 10A', the user would be navigated to the screen as indicated in Figure 11.3

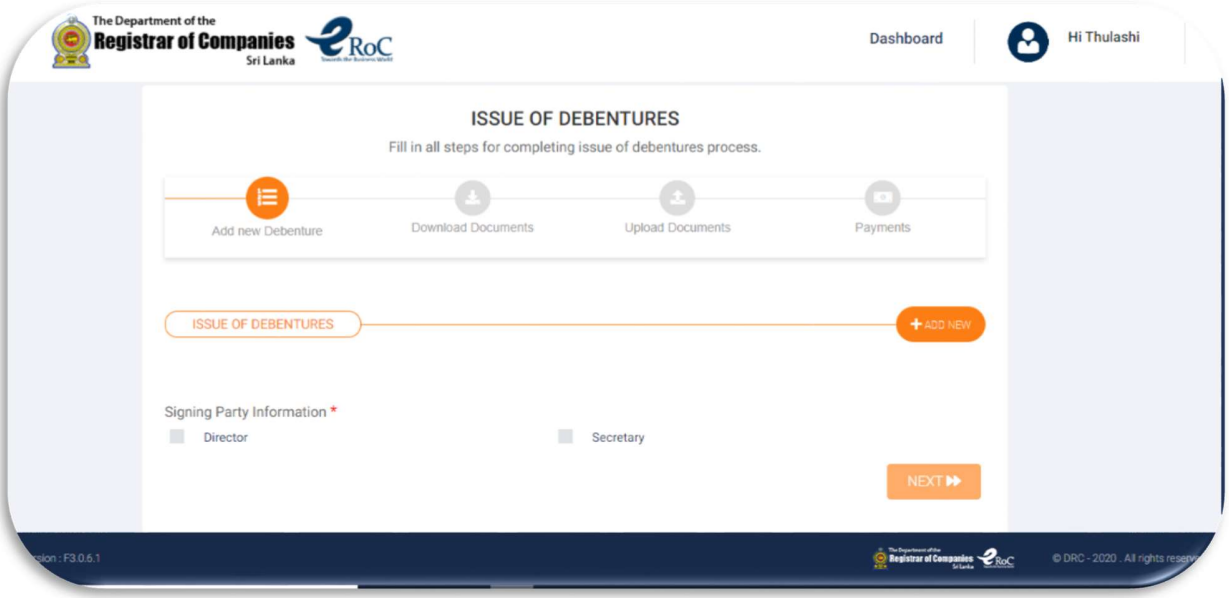


Figure 11.3

To add debenture details, click on the 'Add New' button. Upon clicking on the 'Add New' button, the applicant will be navigated to the 'Add Debenture Details' prompt screen as indicated in Figure 11.4

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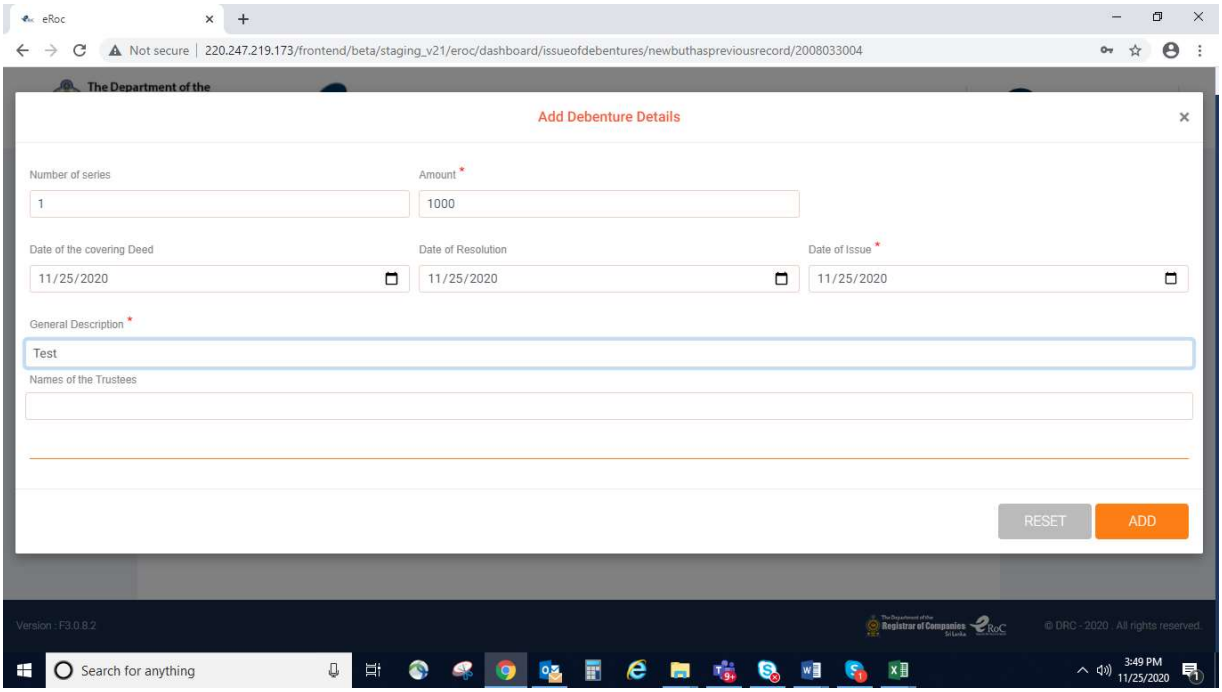


Figure 11.4

Upon clicking on the 'Add' button in the 'Add Debenture Details' prompt screen, the added record would be displayed as indicated in figure 11.5 and the Applicant is required to select a signing party.

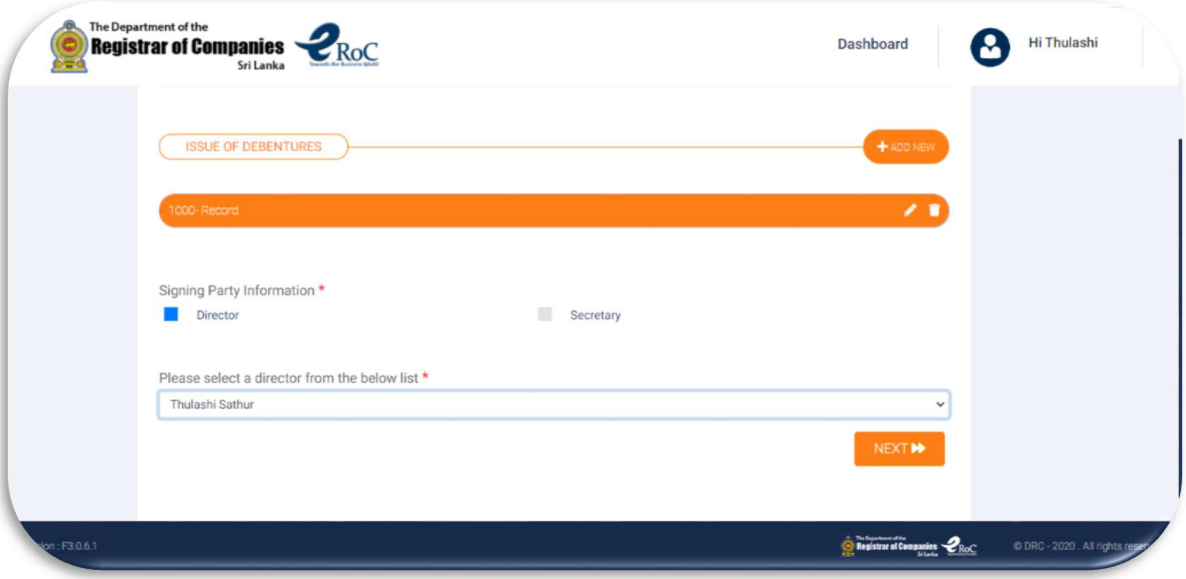


Figure 11.5

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Upon clicking the 'Next' button under the 'Add New Debenture' section, the applicant will be navigated to the download section. The Applicant is allowed to download Form 10A, by clicking on the download button as indicated in Figure 11.6.

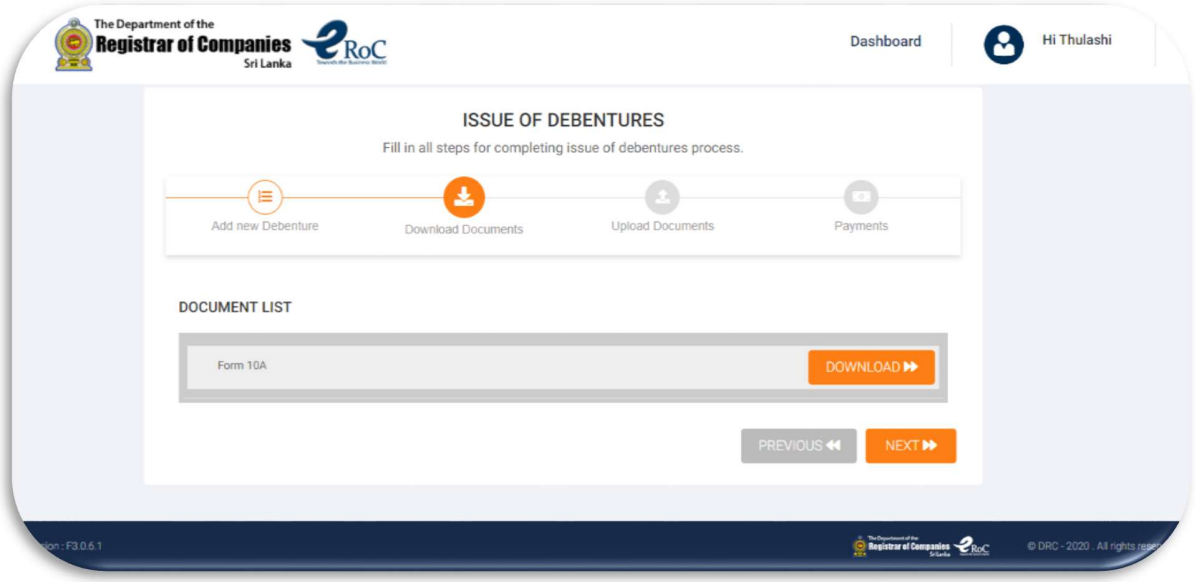


Figure 11.6

Upon downloading Form 10A, the applicant is required to click on the 'Next' button. Upon clicking on the 'Next' button, the applicant will be navigated to the 'Upload' section. The downloaded form will have to be filled and uploaded as a PDF document in the upload section, by clicking on the 'Upload' button as indicated in Figure 11.7. Upon uploading Form 10A, the applicant can either view or delete the document.

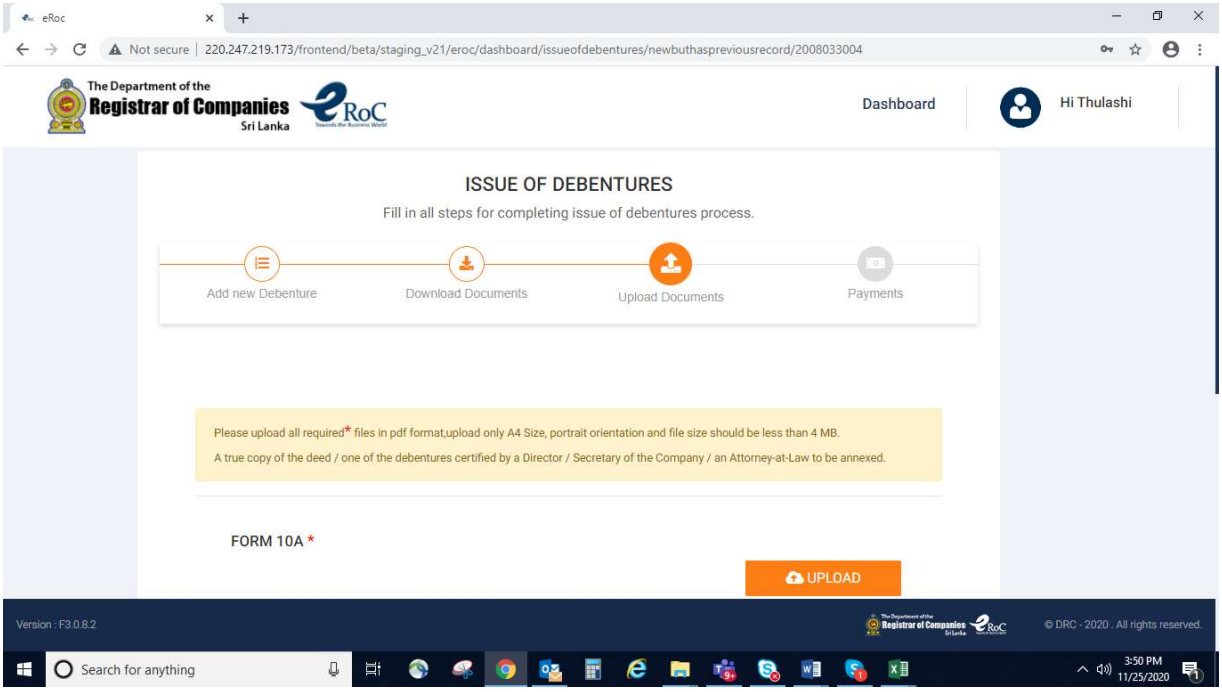


Figure 11.7

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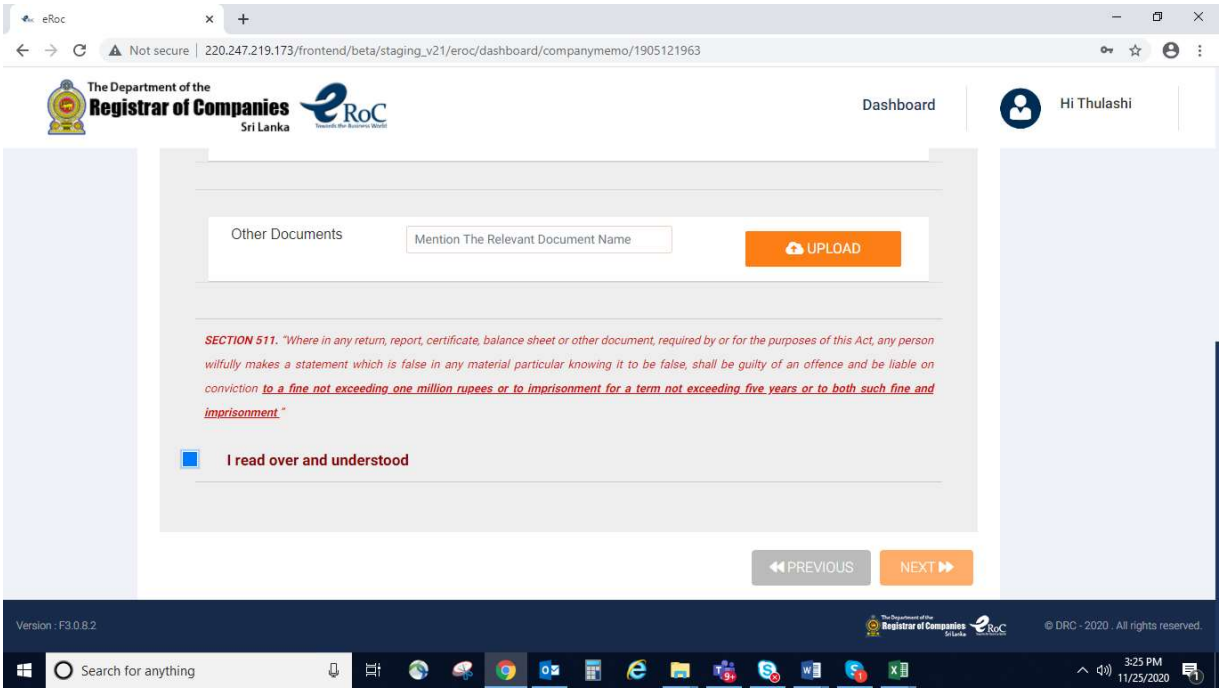


Figure 11.8

The Applicant is required to tick the terms and conditions and click on the 'Next' button in the upload section. Upon clicking on the 'Next' button, the applicant is navigated to the payment section. Follow the payment steps and make the payment successfully.

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12. Declaration verifying memorandum of satisfaction of charge to enable the Registrar General of Companies to act under section 107 of the Companies Act No. 7 of 2007 – Form 12A

In order to file Form 12A, the user first needs to login to the system with their username and password. If the user does not have an account, he/she needs to create a new account (Click here to create a new account) and follow the steps below. After successful login, the user is directed to his/her dashboard depicted as Figure 12.1

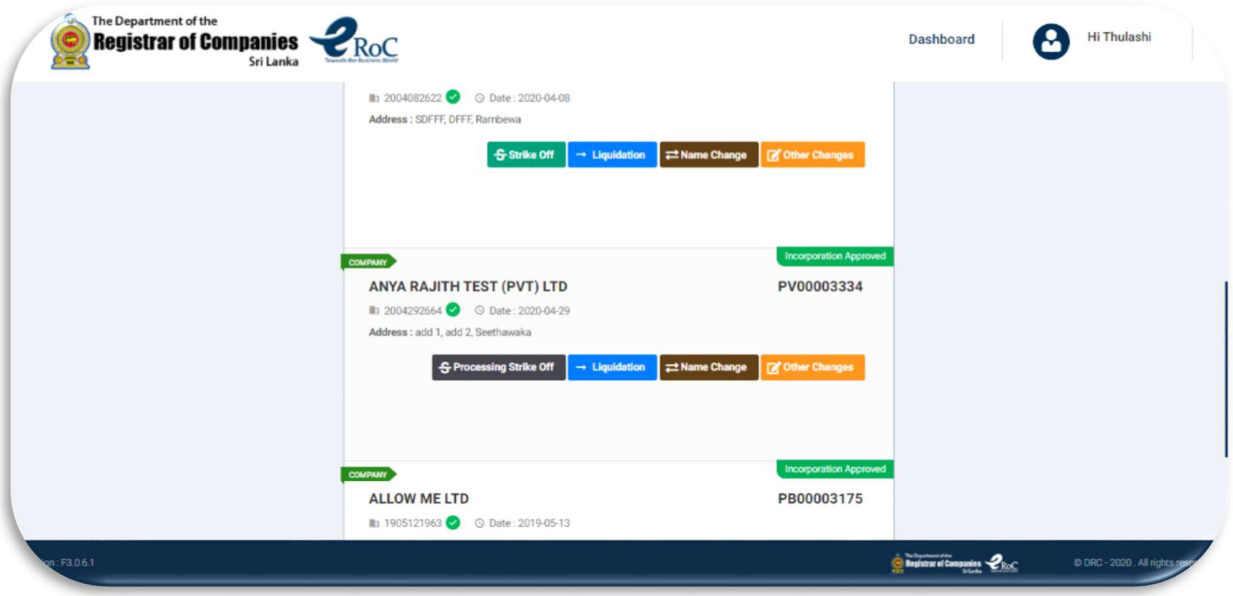


Figure 12.1

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The applicant will be navigated to the 'other changes' screen upon clicking on the 'Other Changes' button as indicated in Figure 12.1 and should click Form12A as depicted in Figure 12.2



Figure 12.2

Upon clicking on 'Form 12', the applicant will be navigated to the 'Satisfaction Charge Procedure' screen as indicated in figure 12.3.

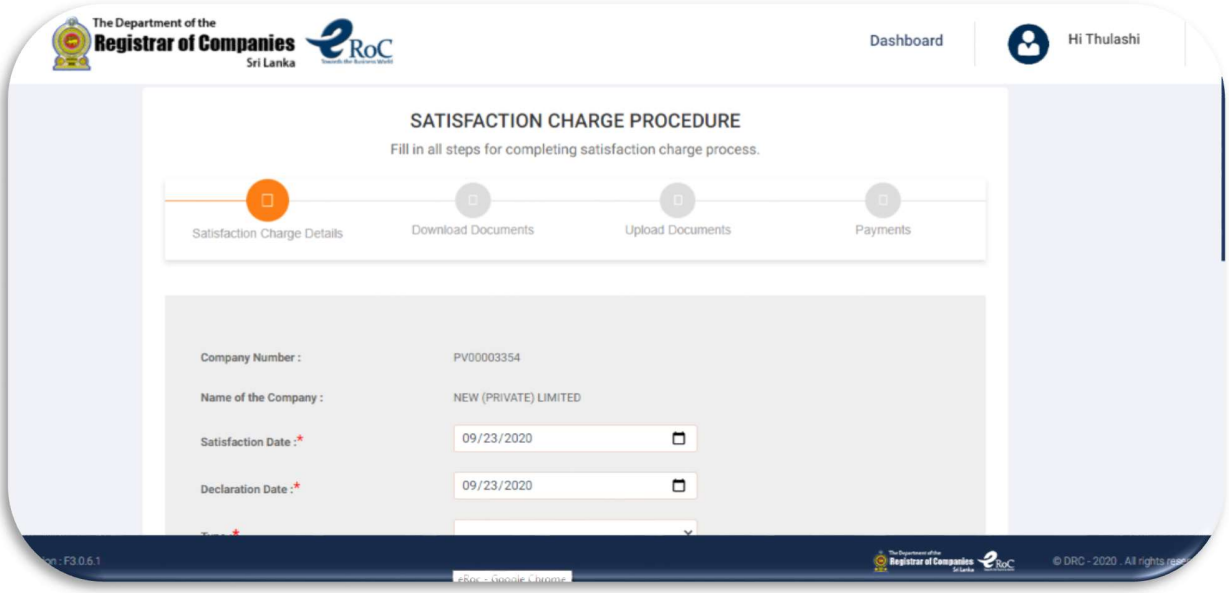


Figure 12.3

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The Applicant is required to select a 'Type' from the 'Type' drop down field under the 'Satisfaction Charge Details' section as indicated in figure 12.4. These types are the 10 and 10A forms that were submitted.

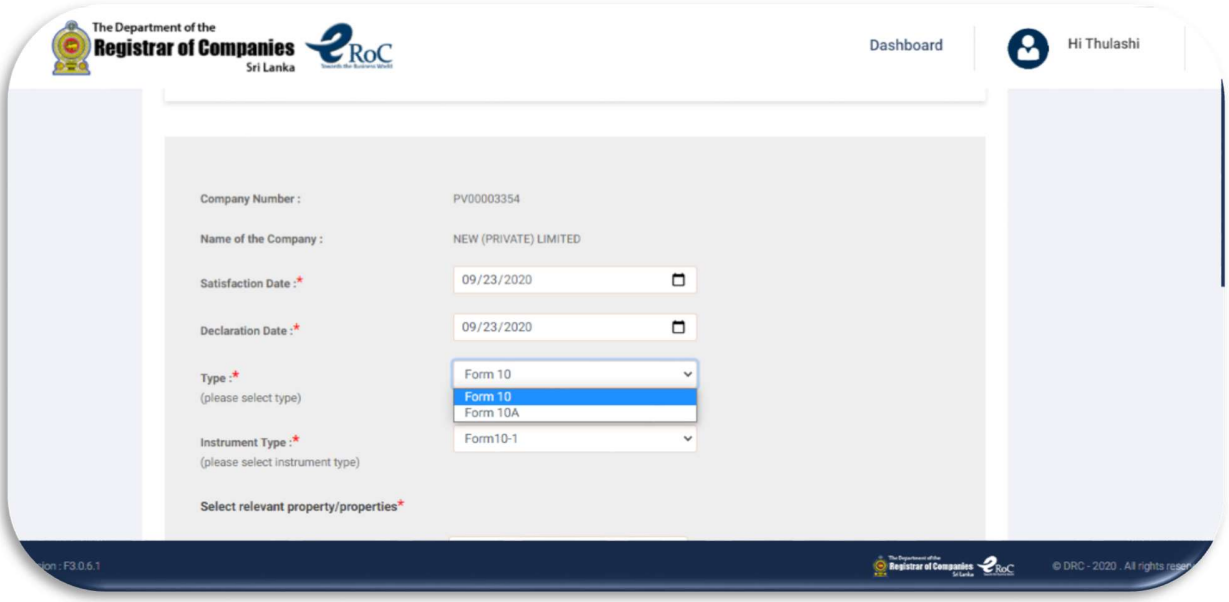


Figure 12.4

Upon selection of a 'Type', the applicant is required to select an instrument type from the 'Instrument Type' drop down field related to the form type (10/10A) selected. Upon selecting an instrument type, the relevant properties for that instrument would be listed down as indicated in figure 12. 4

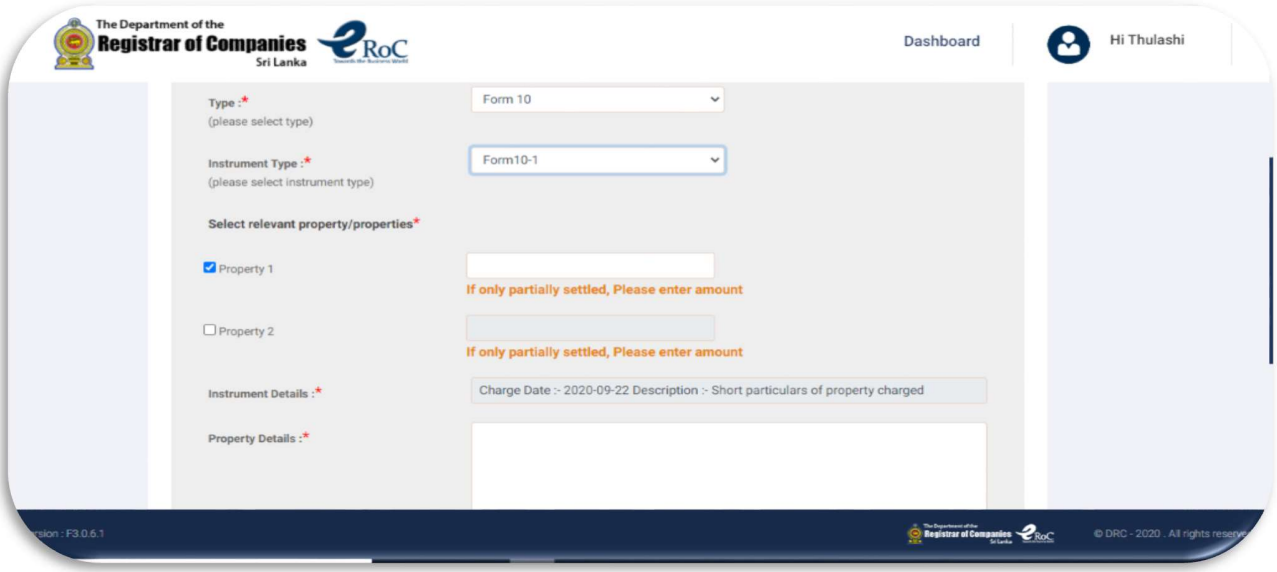


Figure 12.5

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The Applicant can select single or multiple properties that are listed under the instrument as indicated in figure 12.6. Also, the user could **partially or fully settle the amount** related to each of the selected properties. If the user settles the amount partially, the amount should be entered next to the selected property.

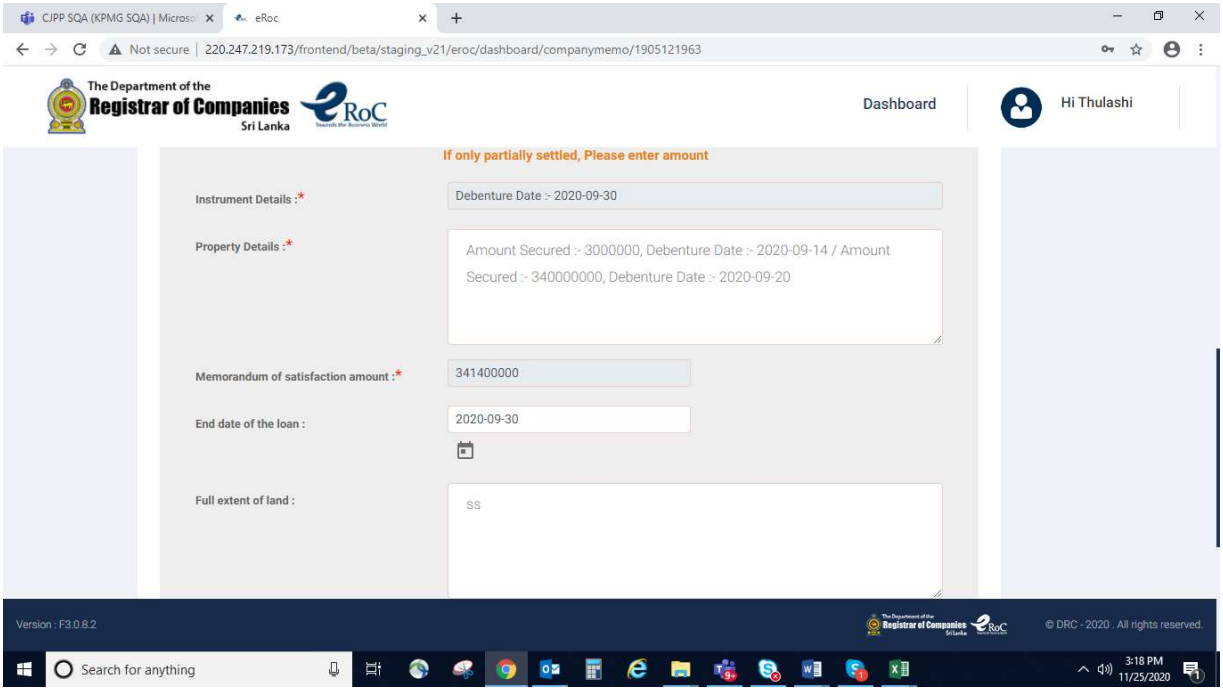


Figure 12.6

Upon selecting the property, the 'Instrument Detail' field and 'Memorandum of Satisfaction Amount' field are automatically filled. The Applicant is required to fill the rest of the fields accordingly, as indicated in figure 12.7.

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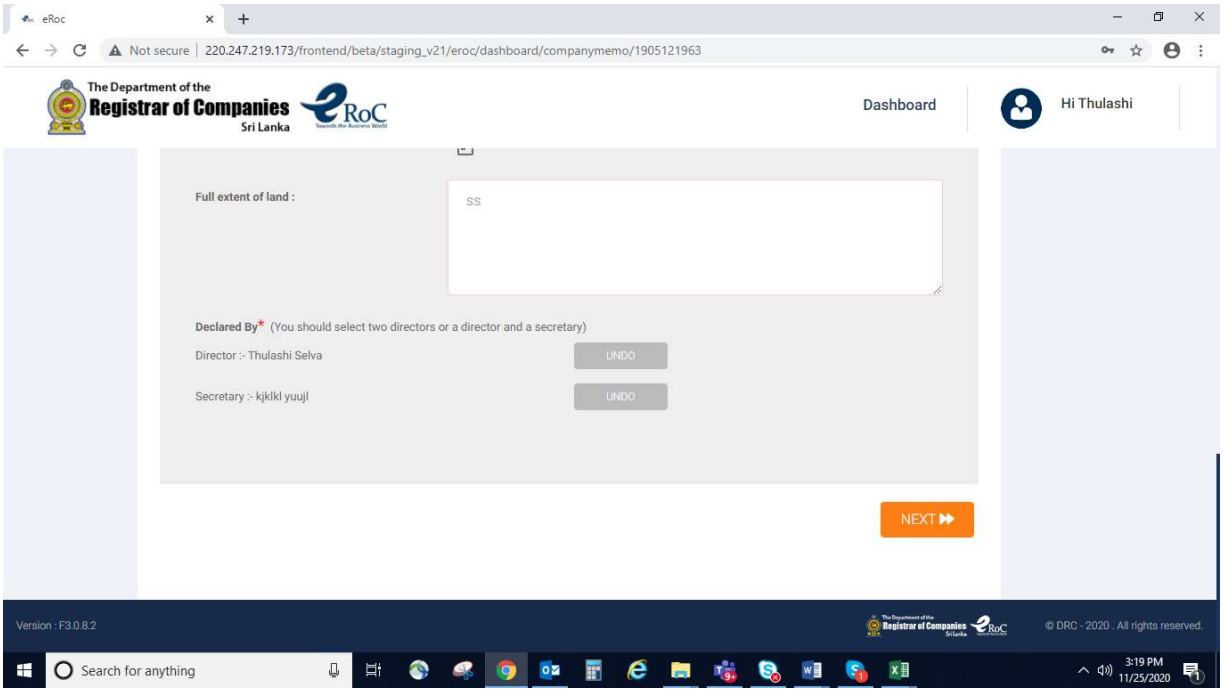


Figure 12.7

Upon clicking the 'Next' button under the 'Satisfaction Charge Details' section, the applicant will be navigated to the download section. The Applicant can download Form 12A, by clicking on the download button as indicated in Figure 12.8.

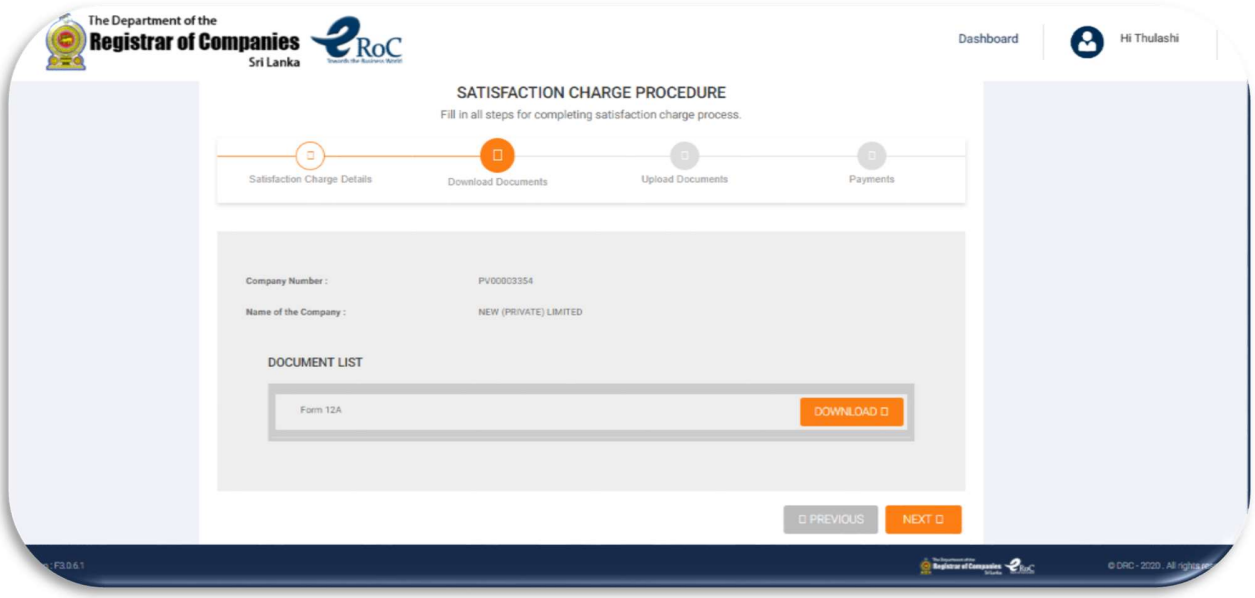


Figure 12.8

Upon downloading Form 12A, the applicant is required to click on the 'Next' button. Upon clicking on the 'Next' button, the applicant will be navigated to the 'Upload' section. The downloaded form will have to

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be filled and uploaded as a PDF document in the upload section, by clicking on the 'Upload' button as indicate in Figure 12.9. Upon uploading the Form 12A, the applicant could either view or delete the document.

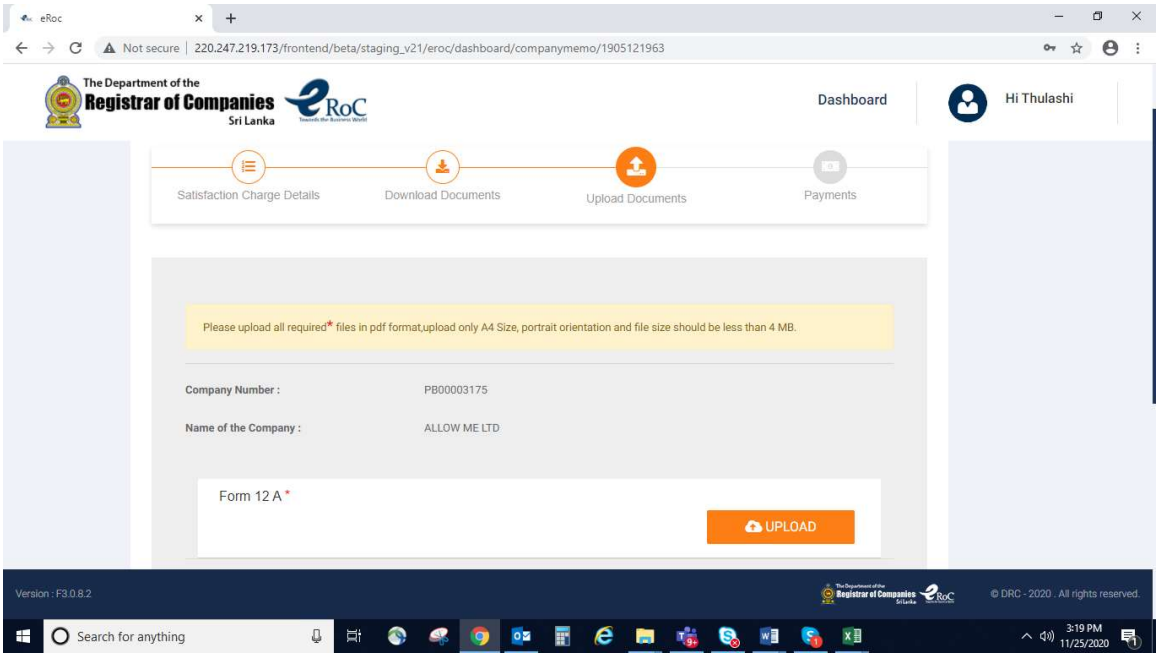


Figure 12.9

After uploading the Form, applicant is required to adhere to the terms and conditions as indicated by the figure 12.10

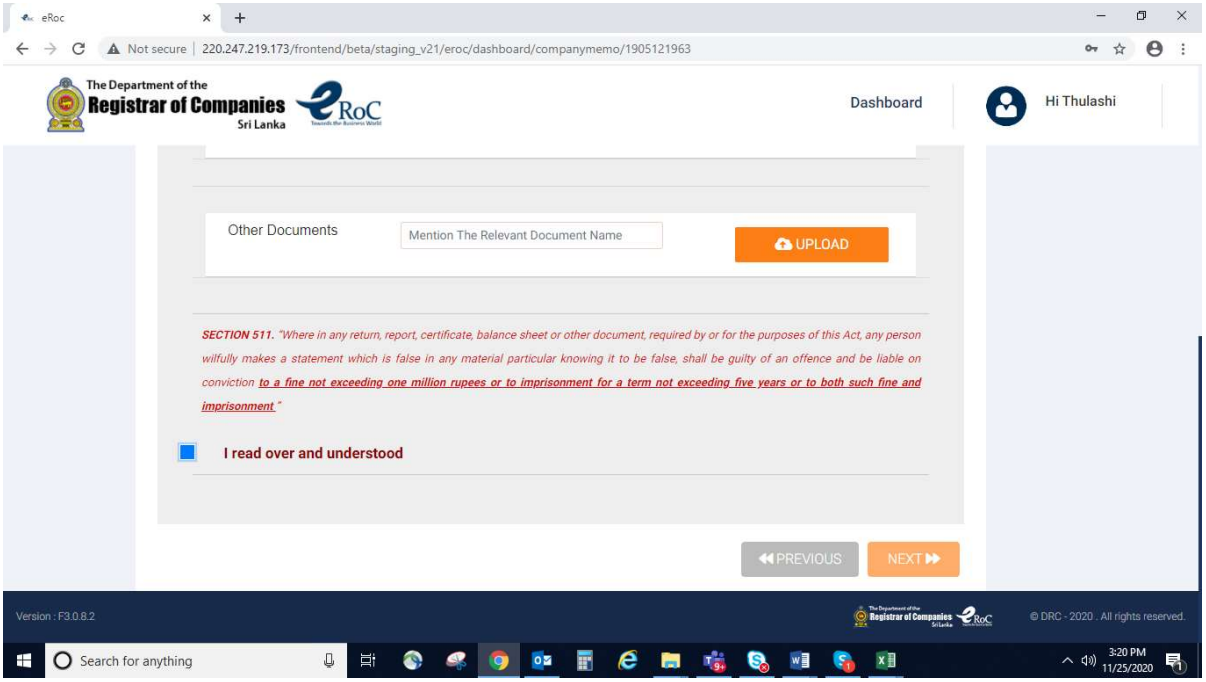


Figure 12.10

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The Applicant is required to tick the terms and conditions and click on the 'Next' button in the upload section. Upon clicking on the 'Next' button, the applicant is navigated to the payment section as indicated in Figure 12.11.

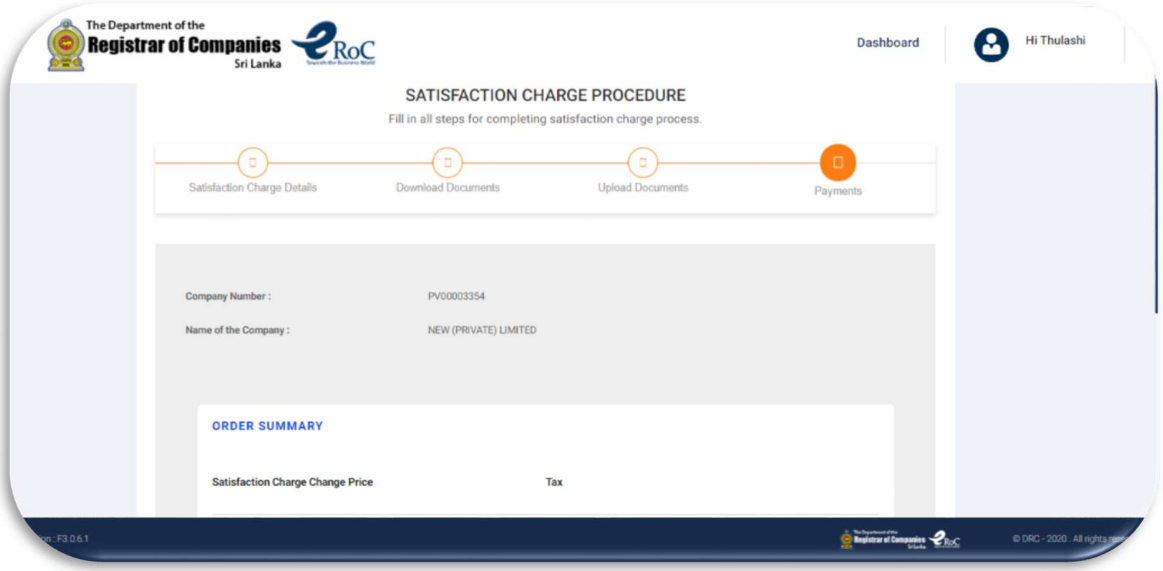


Figure 12.11

The Applicant is required to click on the 'Start Paying' button to proceed with the payment and follow the payment steps.

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13. Notice of company's change of registered office address – Form13

In order to file Form 13, the user first needs to login to the system with their username and password. If the user does not have an account, he/she needs to create a new account (Click here to create a new account) and follow the steps below. After successful login, the user is directed to his/her dashboard depicted as Figure 13.1

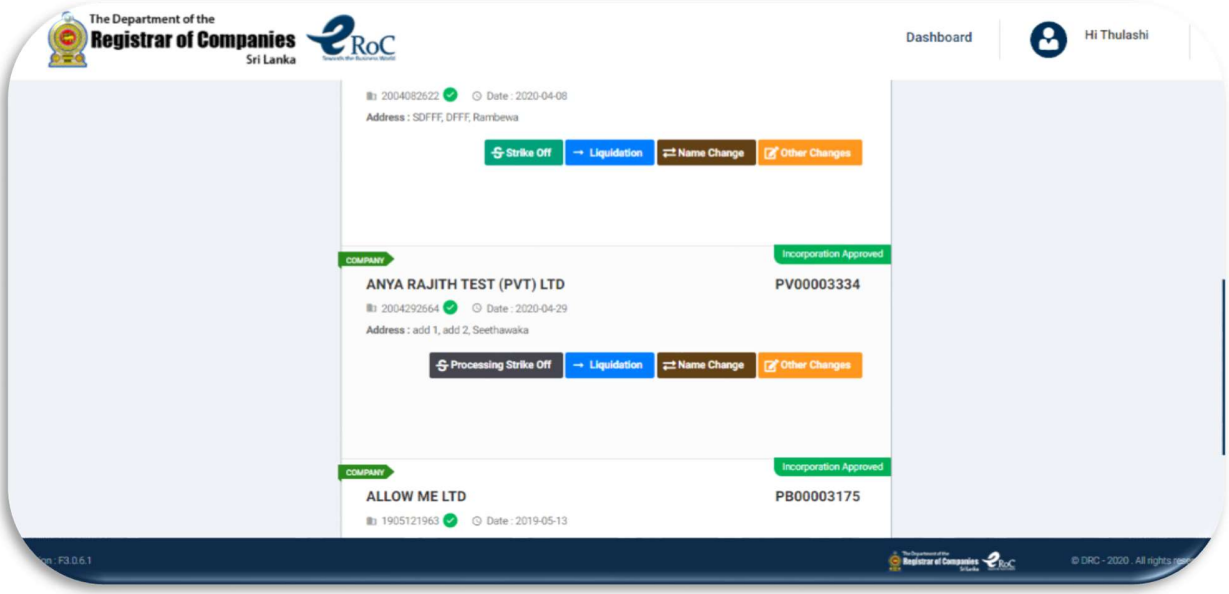


Figure 13.1

The applicant will be required to click on the Form 13 option, in order to submit a change of registered address of the company Figure 13.2

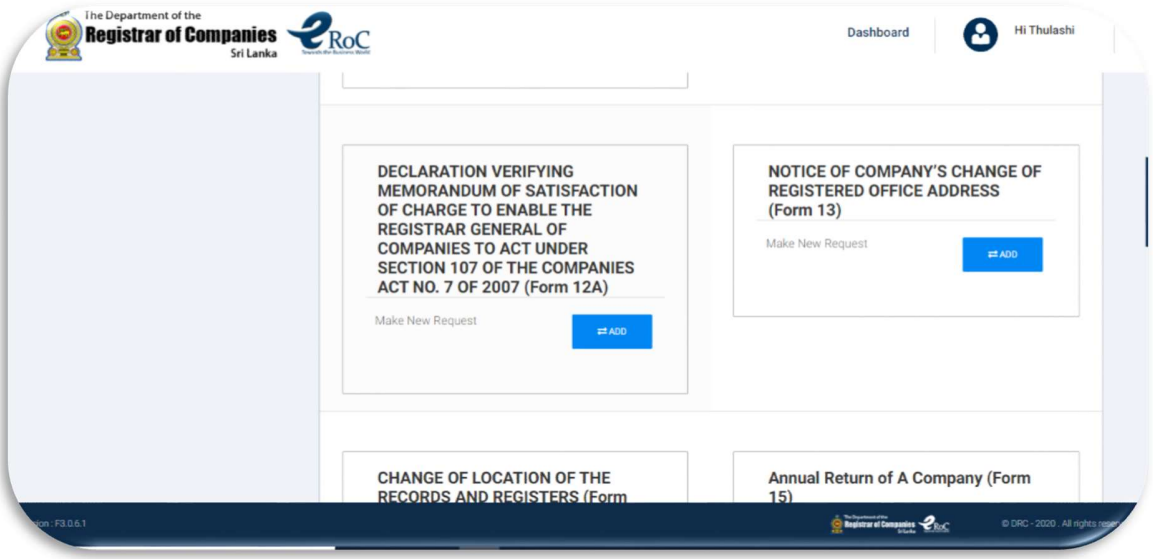


Figure 13.2

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Upon clicking, the user will be navigated to the 'Address Change Procedure' screen as indicated in the Figure 13.3 below.

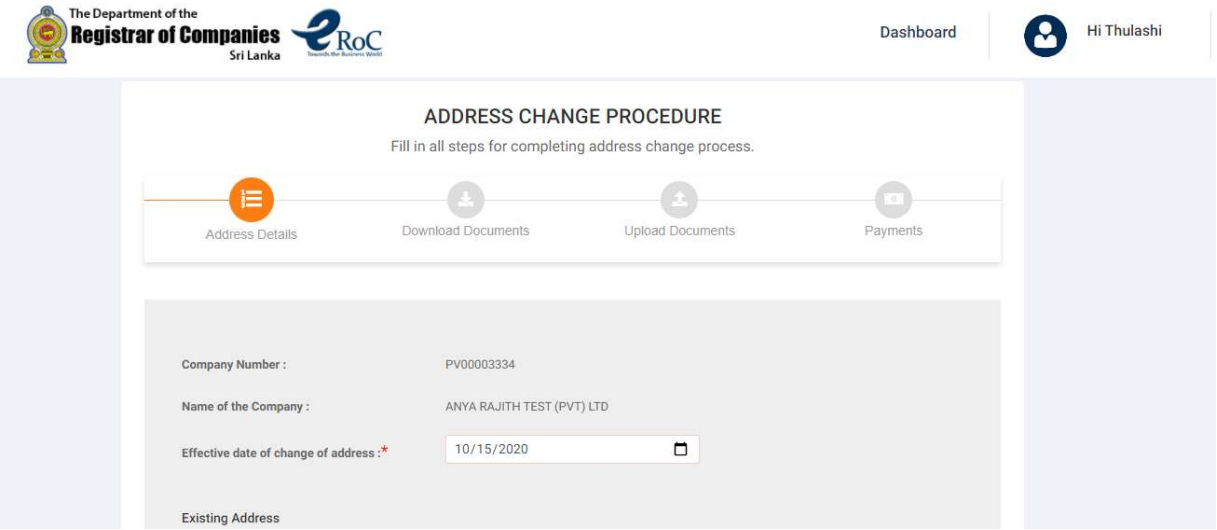


Figure 13.3

The User is required to enter the 'Effective Date of Change of Address' as indicated in Figure 13.3. The System will also display the existing address. To change the existing address, the user is required to enter values for the fields under the 'New Address' sections, as indicated in Figure 13.4. Enter all the mandatory fields required to change the new address. Upon entering all the mandatory fields, the 'Next' button would be enabled as indicated in figure 13.4 and 13.15.

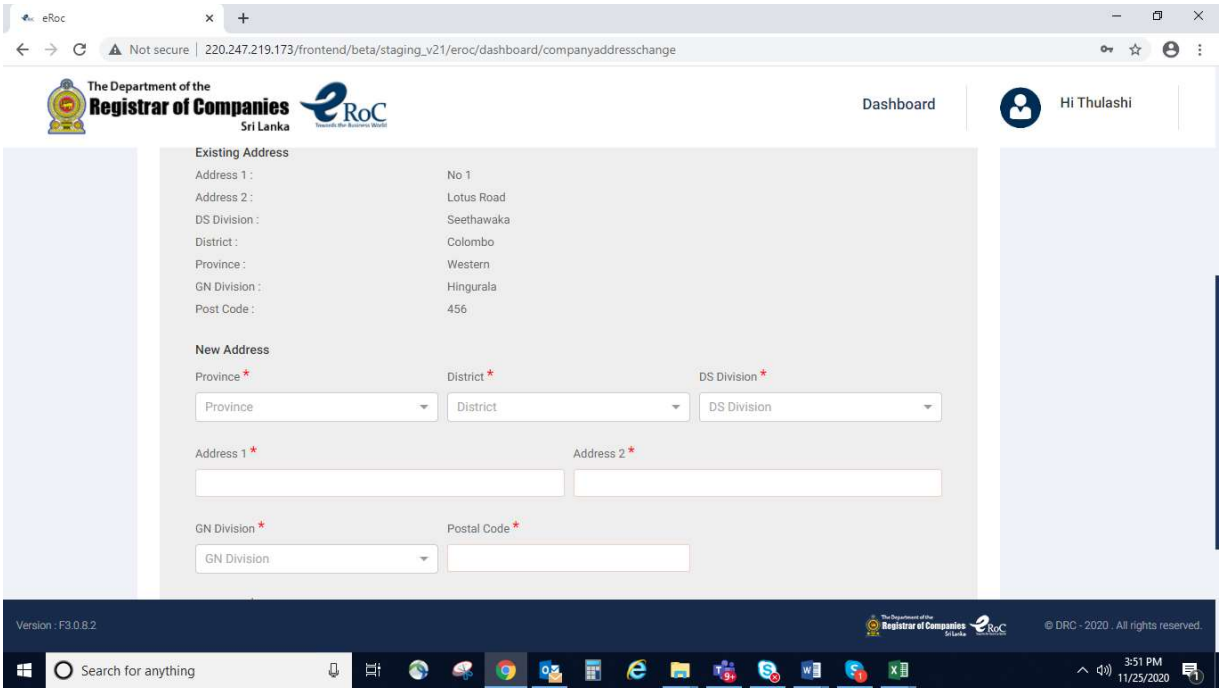


Figure 13.4

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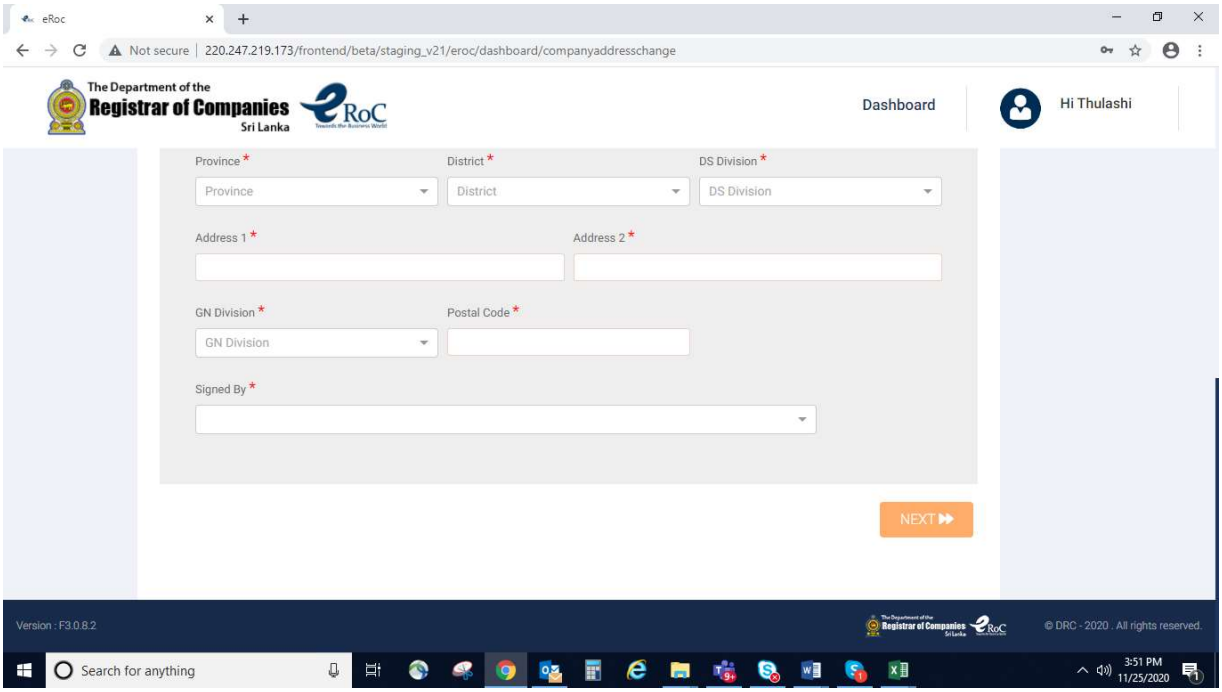


Figure 13.5

Upon completion of entering the change of address, the applicant is required to select the 'Signing' person and click on the 'Next' option, to confirm to proceed further and to download the sub section. The User is required to click on the download button to download Form 13 as indicated in Figure 13.6. Upon downloading form 13, the applicant needs to move to the upload sub section, by clicking the 'Next' button.

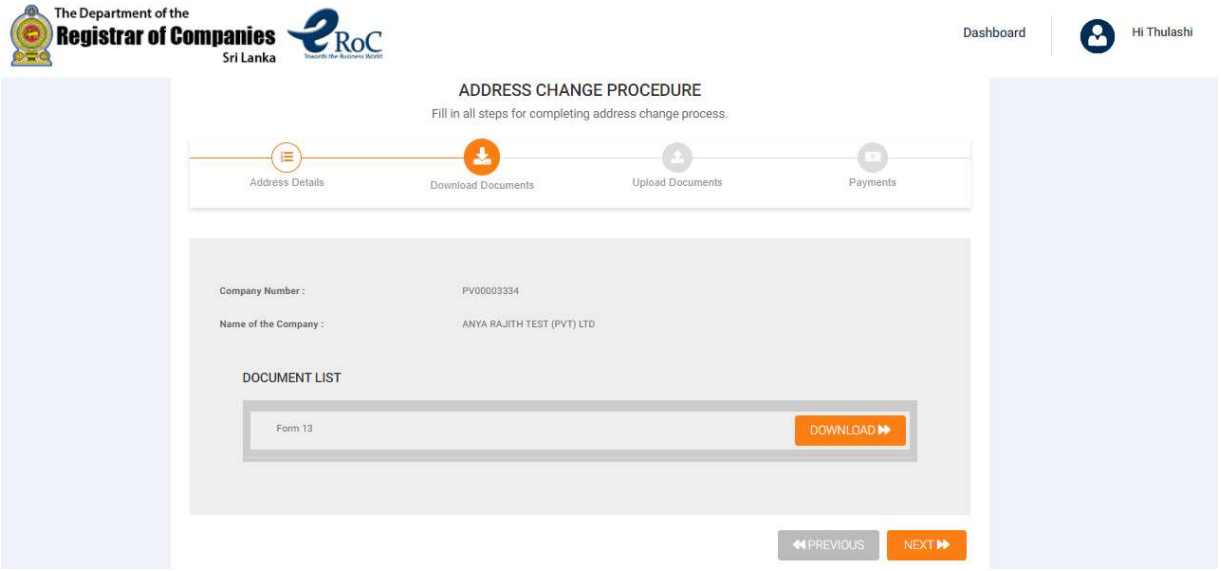


Figure 13.6

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Upon clicking on the 'Next' button, the user will be navigated to the 'Upload Documents' sub section, as indicated in Figure 13.7. The Downloaded Form 13 should be signed, scanned and should be uploaded by clicking on the 'Upload' button in the upload sub section. The User should also agree to the terms mentioned under the 'Upload' sub section as indicated in Figure 13.8. Upon filling all the mandatory details, the 'Next' button would be enabled.

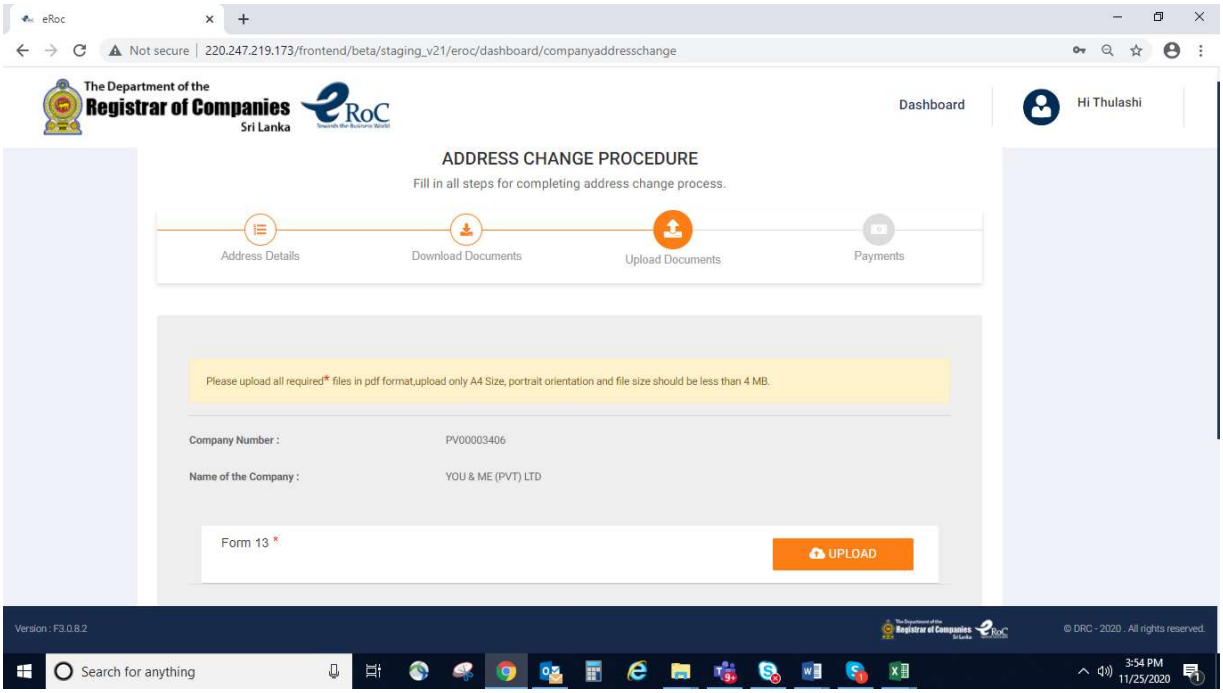


Figure 13.7

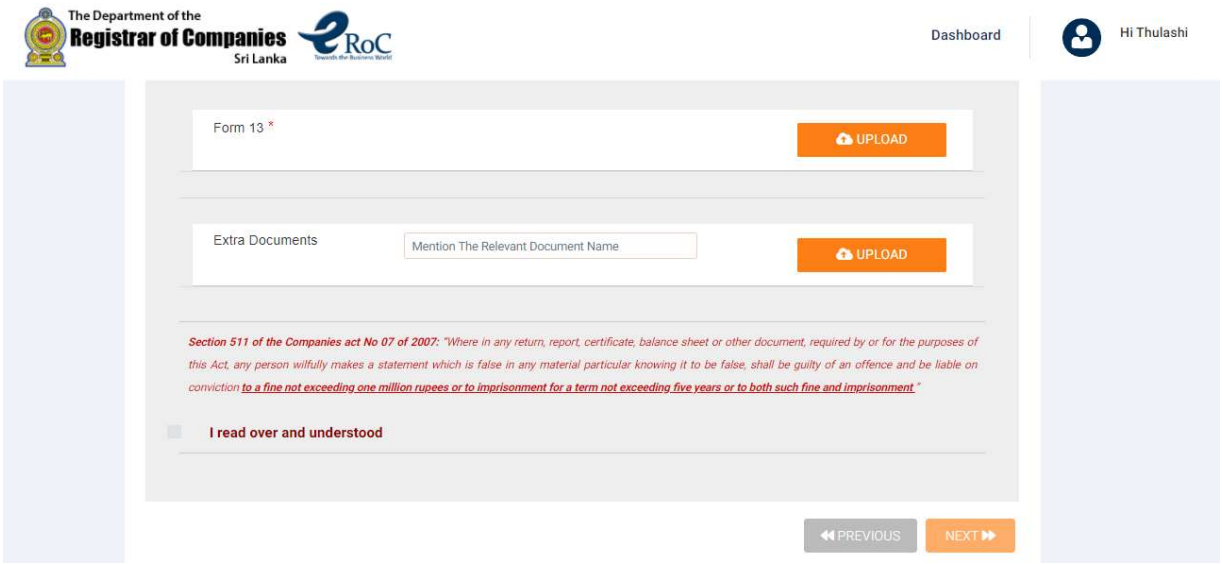


Figure 13.8

After clicking on the 'Next' button, the user will be directed to the payment page. Refer to payment steps to proceed with the payments.

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14. Change of location of the records and registers procedure – Form 14

In order to file Form 14, the user first needs to login to the system with their username and password. If the user does not have an account, he/she needs to create a new account [(Click here to create a new account)](#) and follow the steps below. After successful login, the user is directed to the dashboard depicted as Figure 14.1

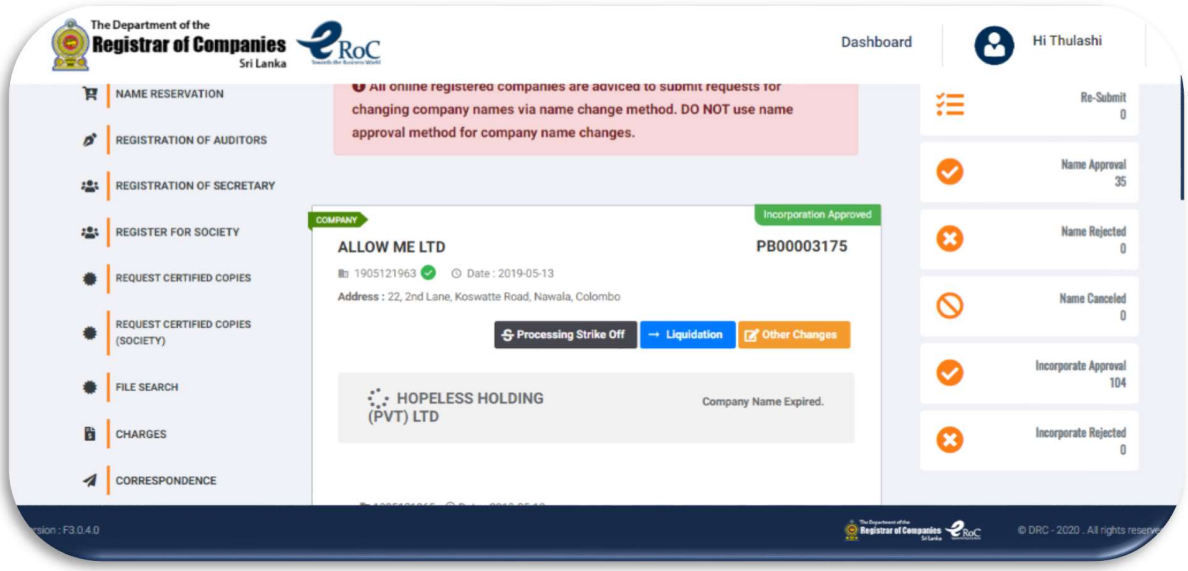


Figure 14.1

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Upon clicking on the 'Other Changes' button, the user would be navigated to the screen as indicated in Figure 14.2 and should select Form 14 from the list of changes to submit a 'CHANGE OF LOCATION OF THE RECORDS AND REGISTERS (Form 14)'.

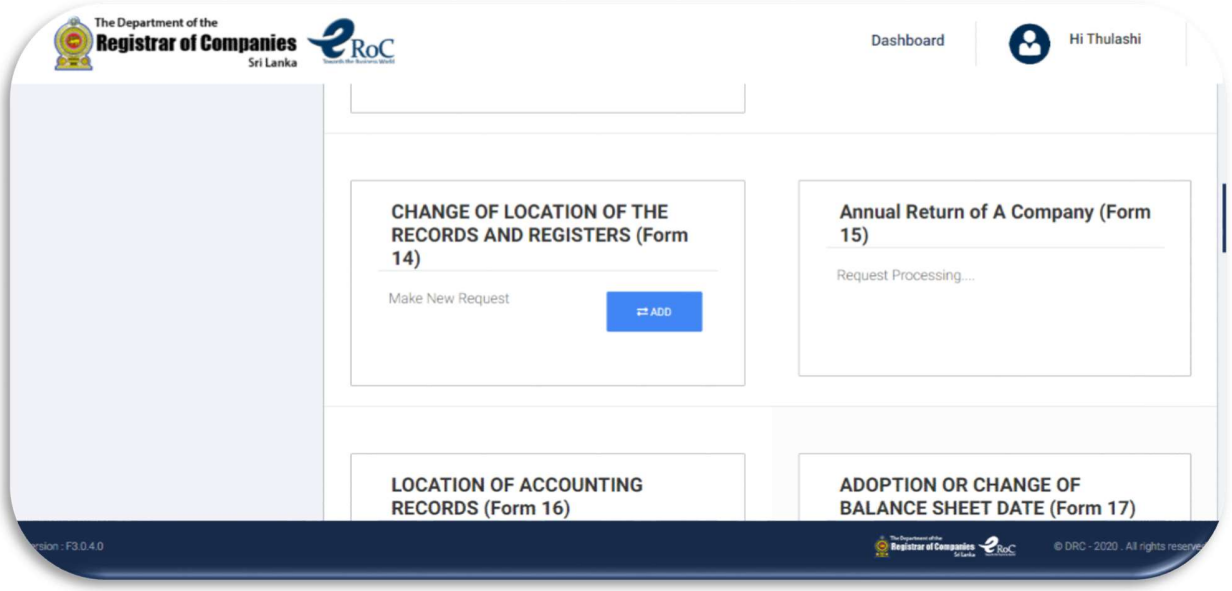


Figure 14.2

User will be directed to the 'CHANGE OF LOCATION OF THE RECORDS AND REGISTERS PROCEDURE' screen upon clicking on the 'ADD' button as indicated in the figure 14.3

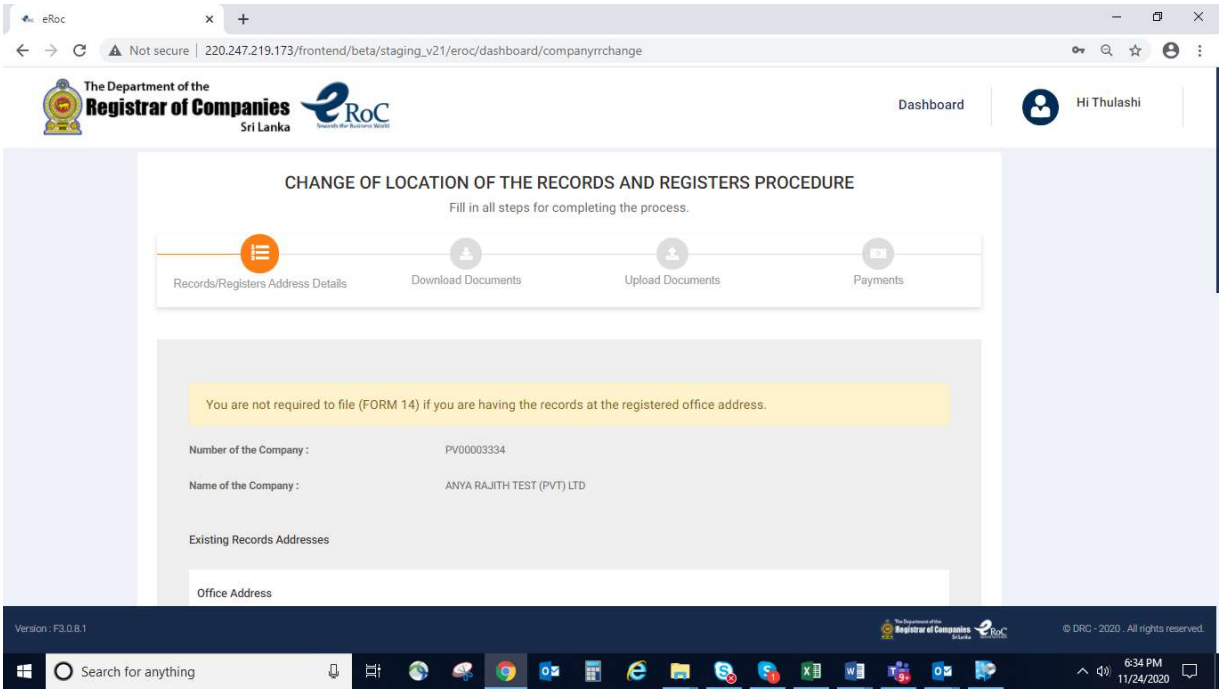


Figure 14.3

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Upon navigating to the screen, the existing share register addresses and existing record addresses will be displayed as depicted in Figures 14.4 and 14.5.

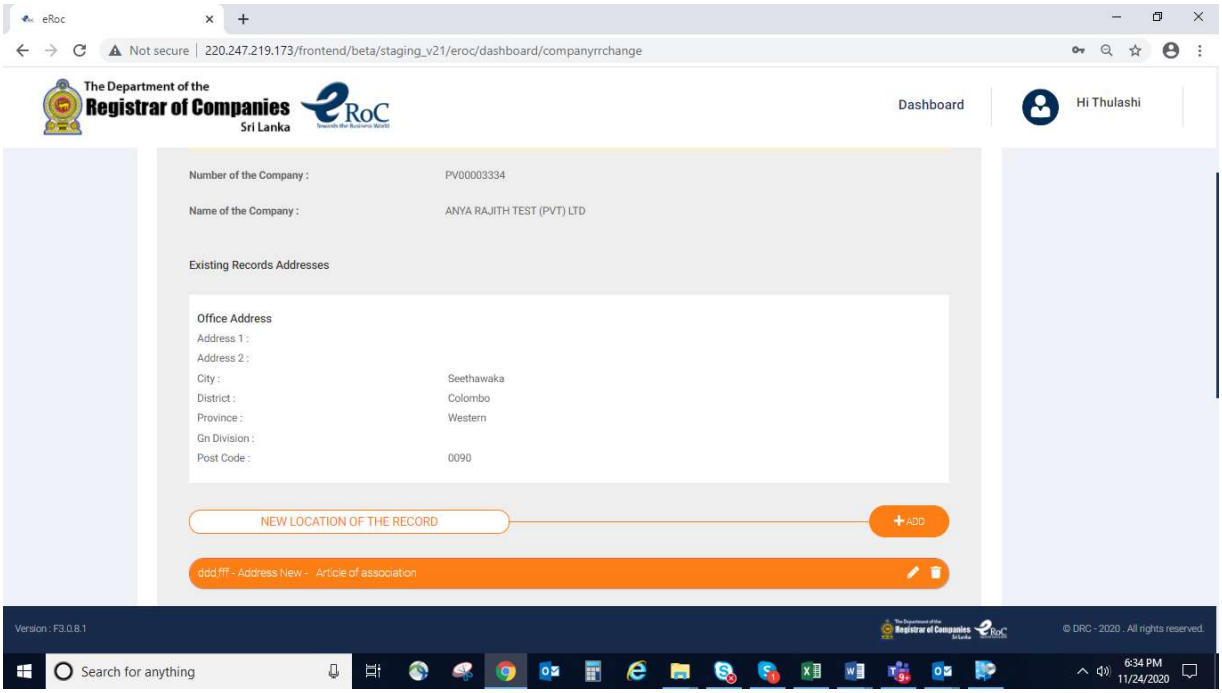


Figure14.4

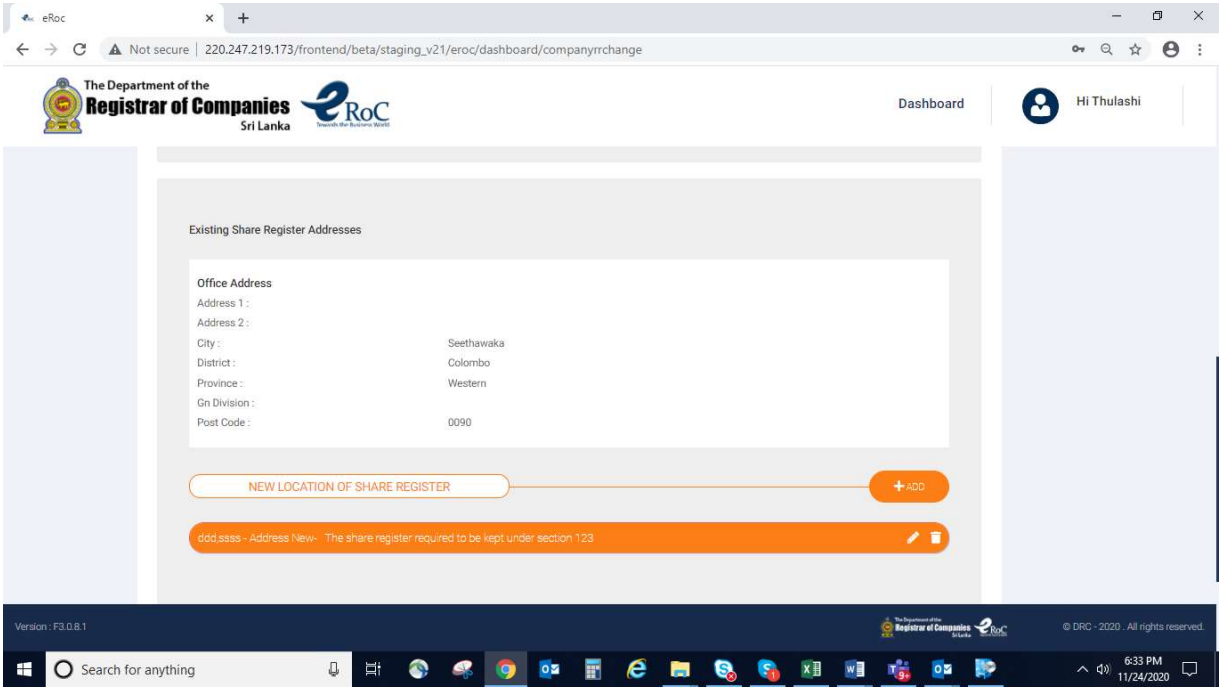


Figure14.5

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If the applicant wants to add a 'New Location of the Record', he/she should click on the add button indicated in Figure 14.4. Upon clicking on the 'Add' button, the user will be directed to the 'Add New Address' screen as indicated in Figure 14.6. Upon entering all the mandatory fields, the 'Add' button would be enabled. The User could click on the 'Add' button to add the new location of the record.

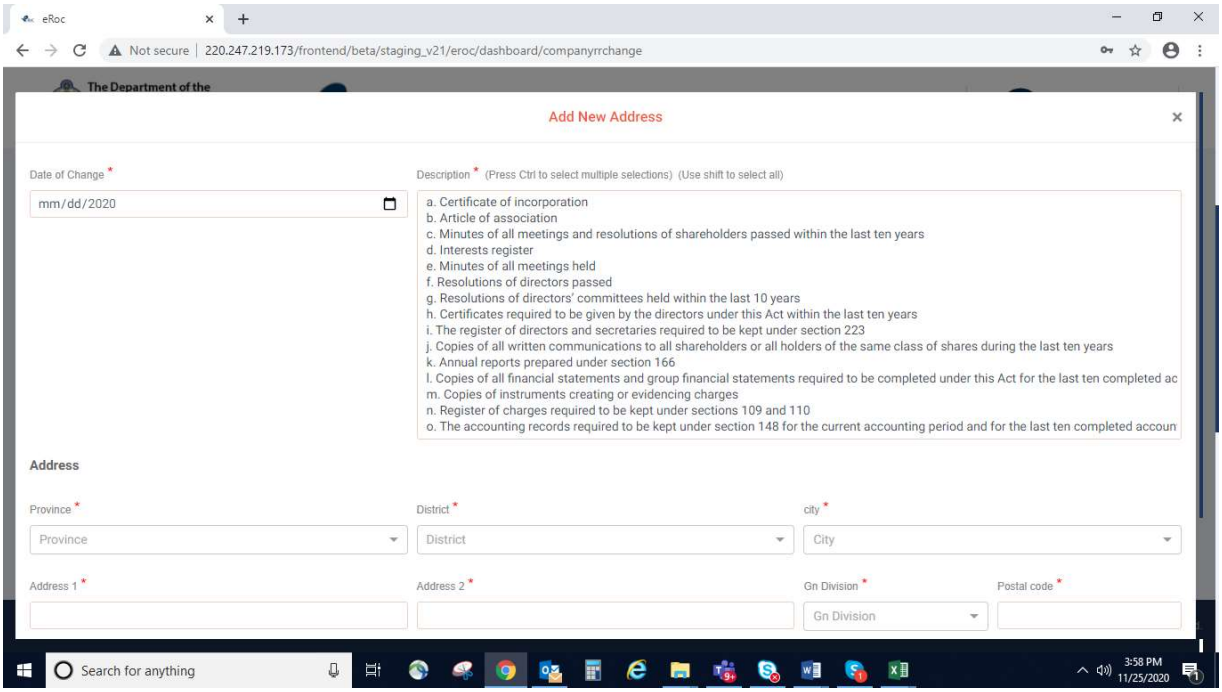


Figure 14.6

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The User can also click on the ‘Revert’ button. Upon clicking on the ‘Revert’ button, a prompt message would pop up as indicated in Figure 14.7. Upon clicking on ‘Ok’, the data filled would be erased from the screen below.

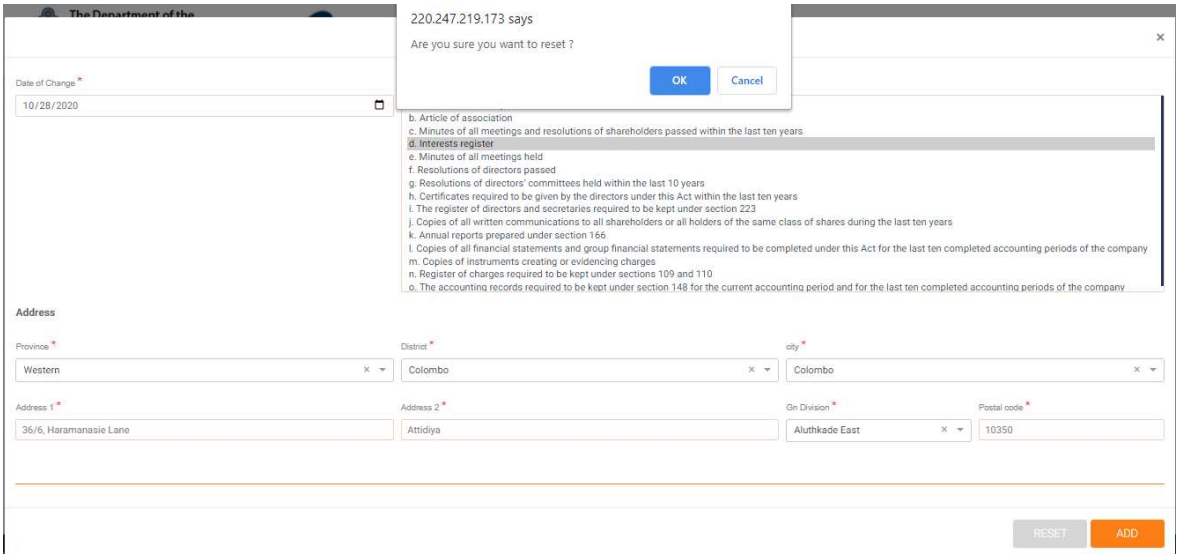


Figure 14.7

If the applicant wants to add a ‘New Location of the Share Register’, he/she should click on the ‘add’ button displayed in Figure 14.5. Upon clicking on the ‘Add’ button, the user will be directed to the ‘Add New Address’ screen as indicated in Figure 14.8. Upon entering all the mandatory data, the ‘Add’ button would be enabled. The User could click on the ‘Add’ button, to add the new location of the share register.

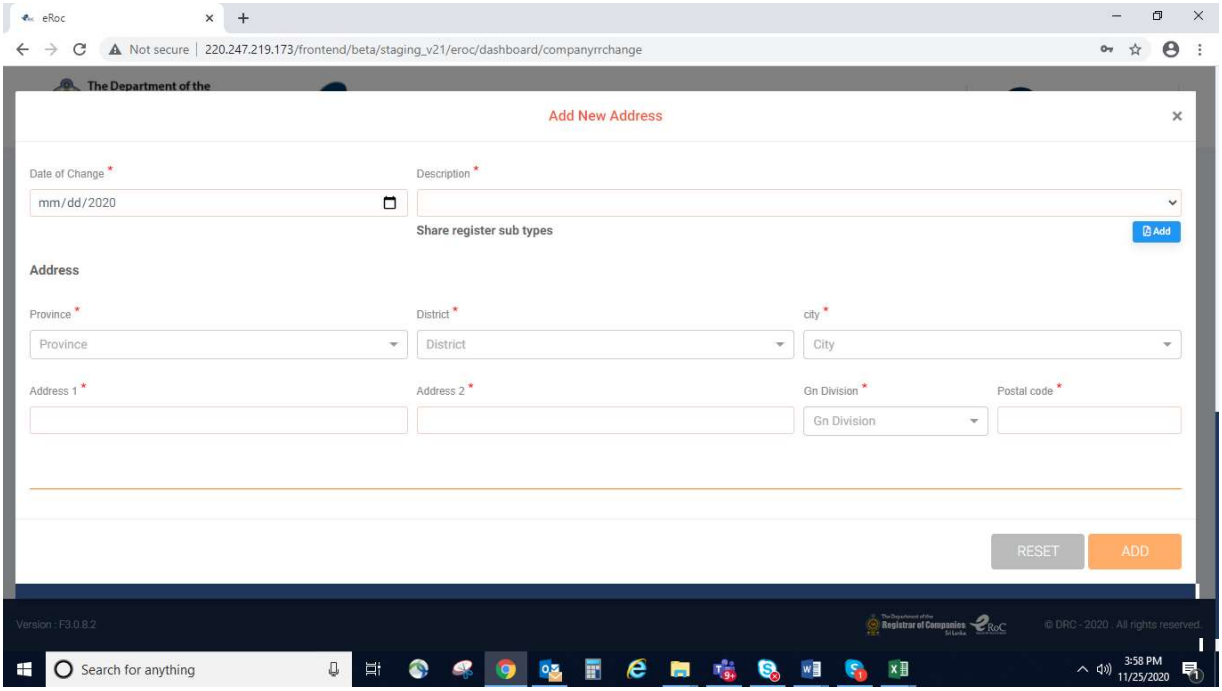


Figure 14.8

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If the applicant wants to **edit or remove the added records**, then the applicant should select the edit/remove options as depicted in Figure 14.9. Upon editing, the user has to click on the 'Save' button.

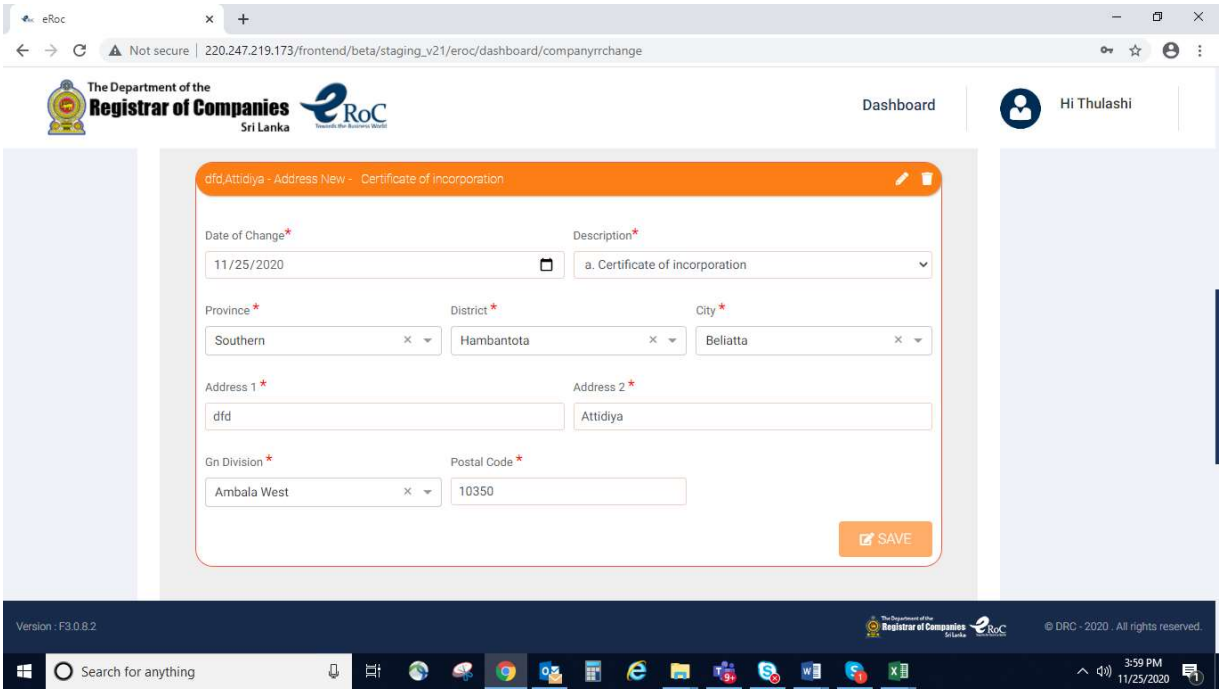


Figure 14.8

If the applicant wants to **move / partially move / remove an existing record which had been previously added via Form 14**, then the applicant should select the edit option for the existing records and select the appropriate option as depicted in Figure 14.10.

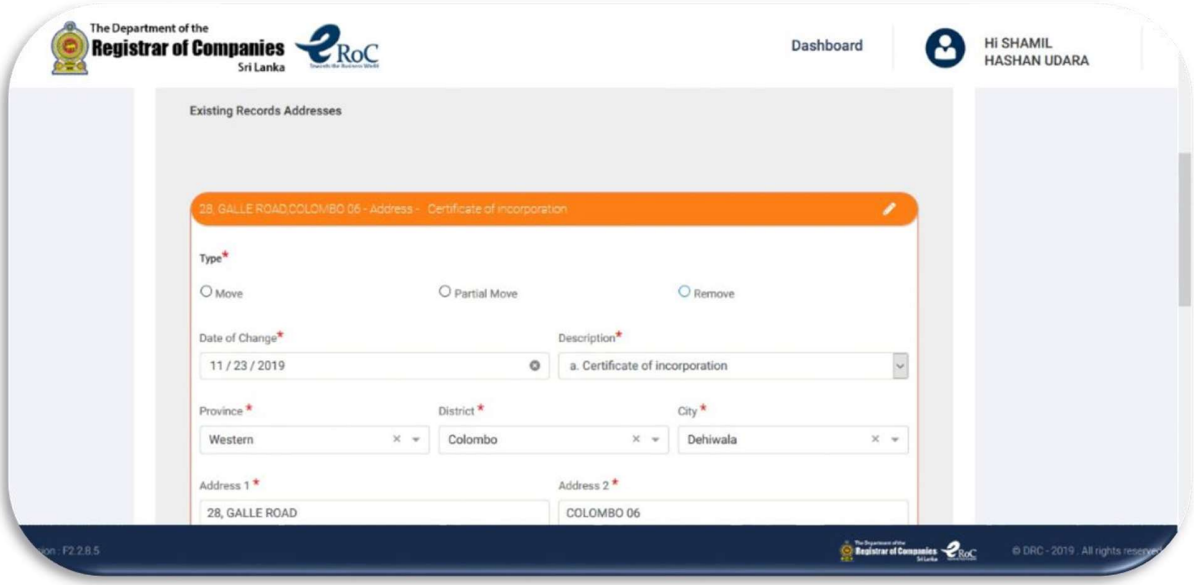


Figure 14.10

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The User is required to select a person from the 'Signed By' drop down as indicated in Figure 14.11. The User should select a "signed by" person. Upon filling all the mandatory data, the 'Next' button would be enabled. The User is required to click on the 'Next' button and the user will be navigated to the 'Download' sub section.

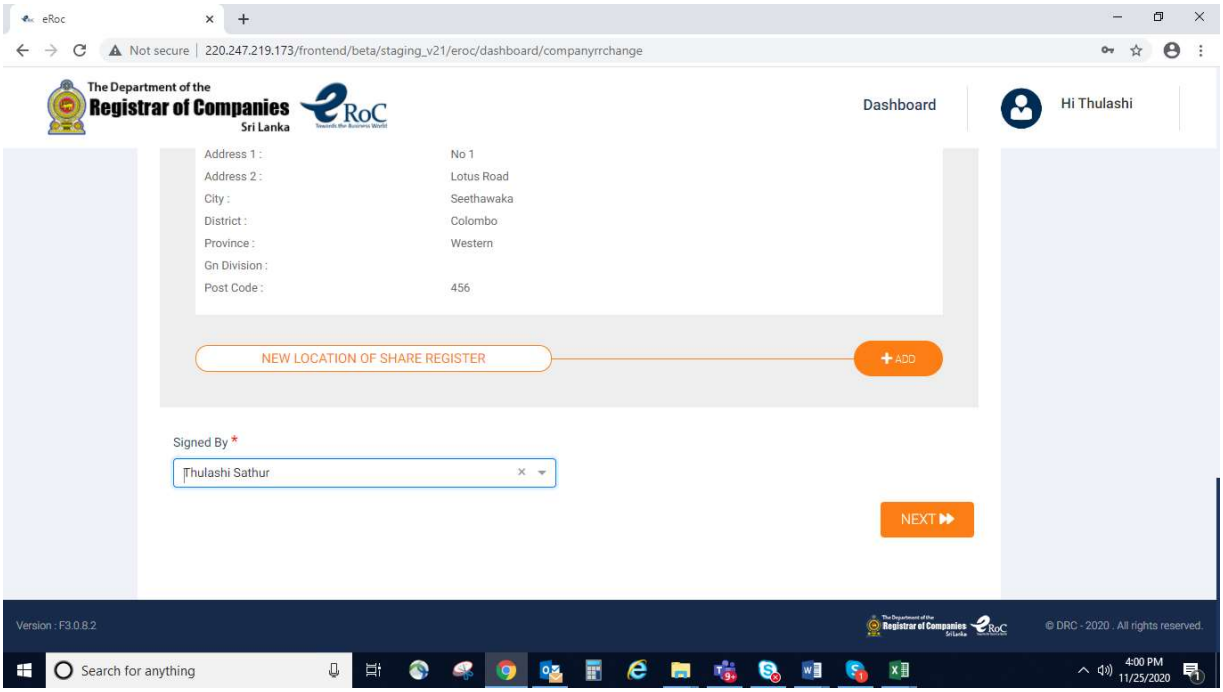


Figure 14.11

The User should download Form 14, by clicking on the download button as indicated in Figure 14.12

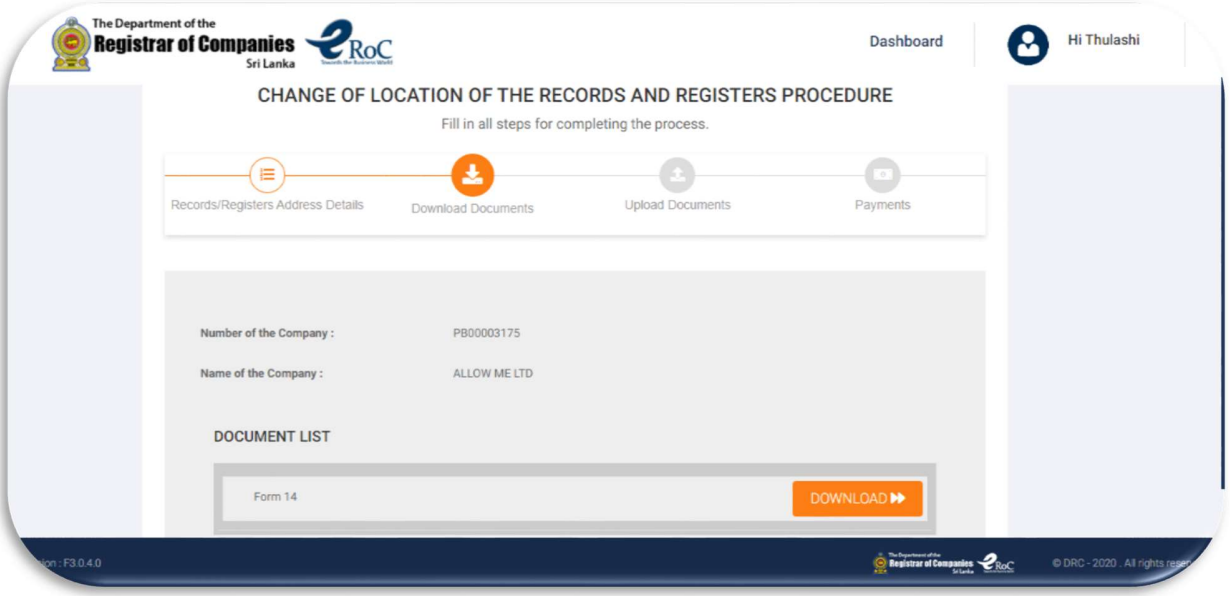


Figure 14.12

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To navigate to the upload section, the user is required to click on the 'Next' button. The User is required to upload the scanned Form 14 document in the upload section, as indicted in Figure 14.13 and 14.14. To upload the document, the applicant is required to click on the 'Upload Button'. Upon uploading Form 14, the applicant is able to either view or delete the uploaded document.

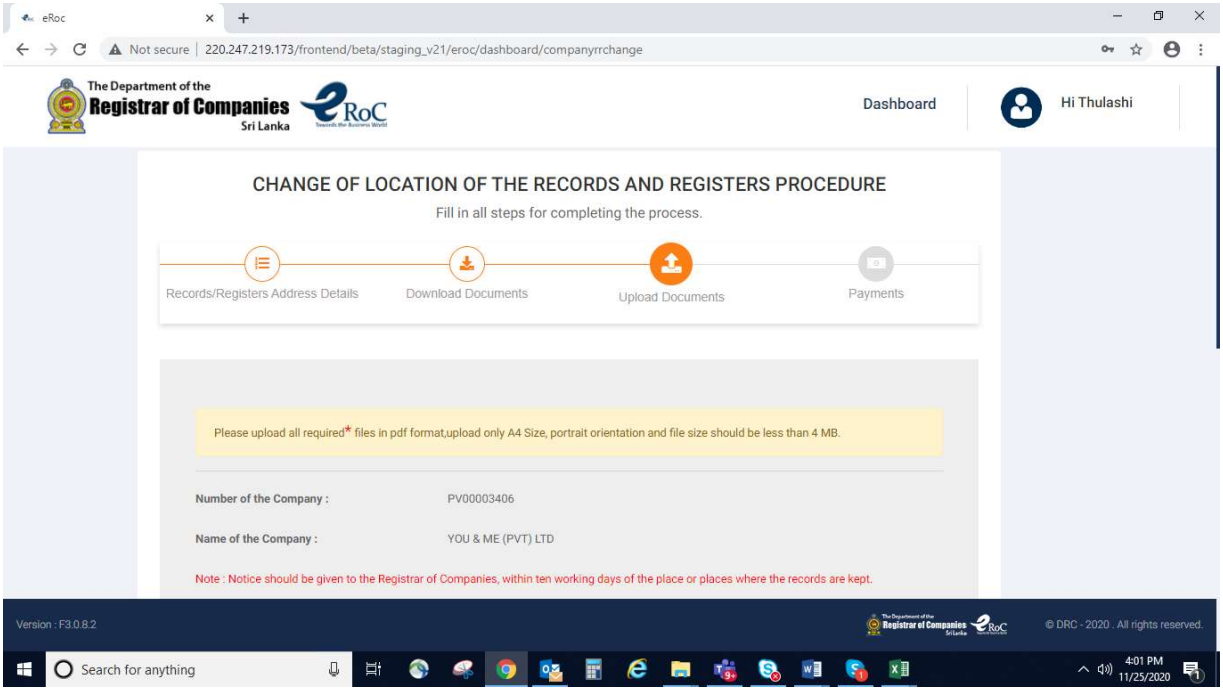


Figure 14.13

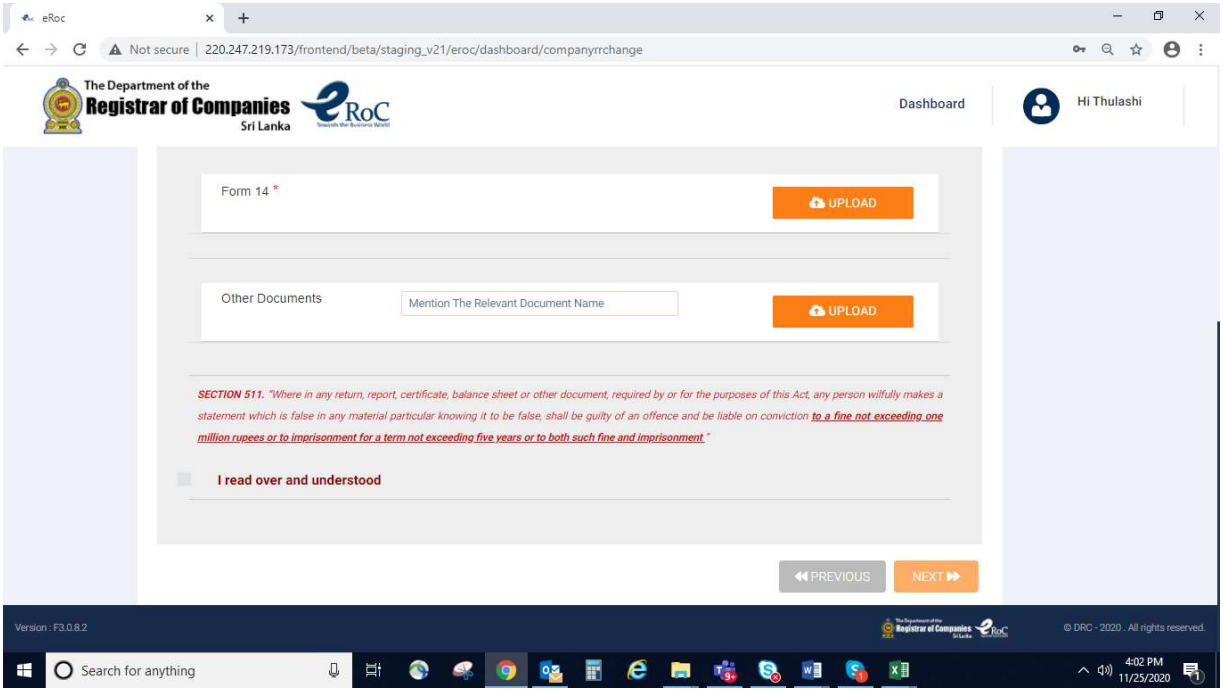


Figure 14.14

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The Applicant is required to tick the terms and conditions and click on the 'Next' button in the upload section. Upon clicking on the 'Next' button, the applicant is navigated to the payment section as indicated in Figure 14.15.

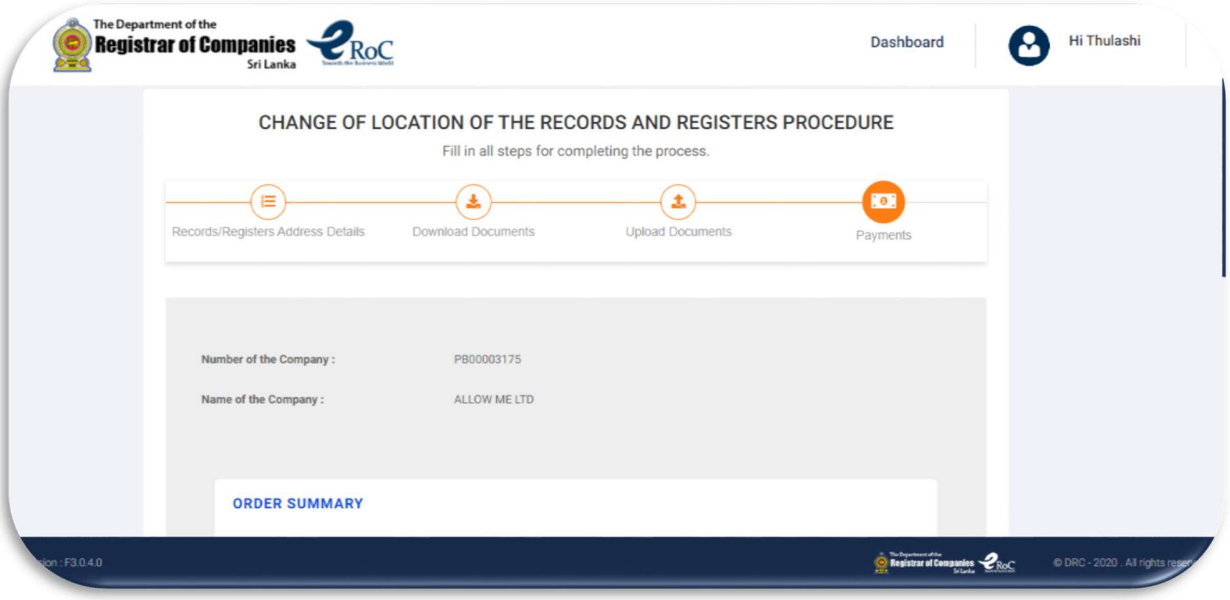


Figure14. 15

The Applicant is required to click on the 'Start Paying' button to proceed with the payment as indicated in Figure 14.16. Follow the payment steps and make the payment successfully.

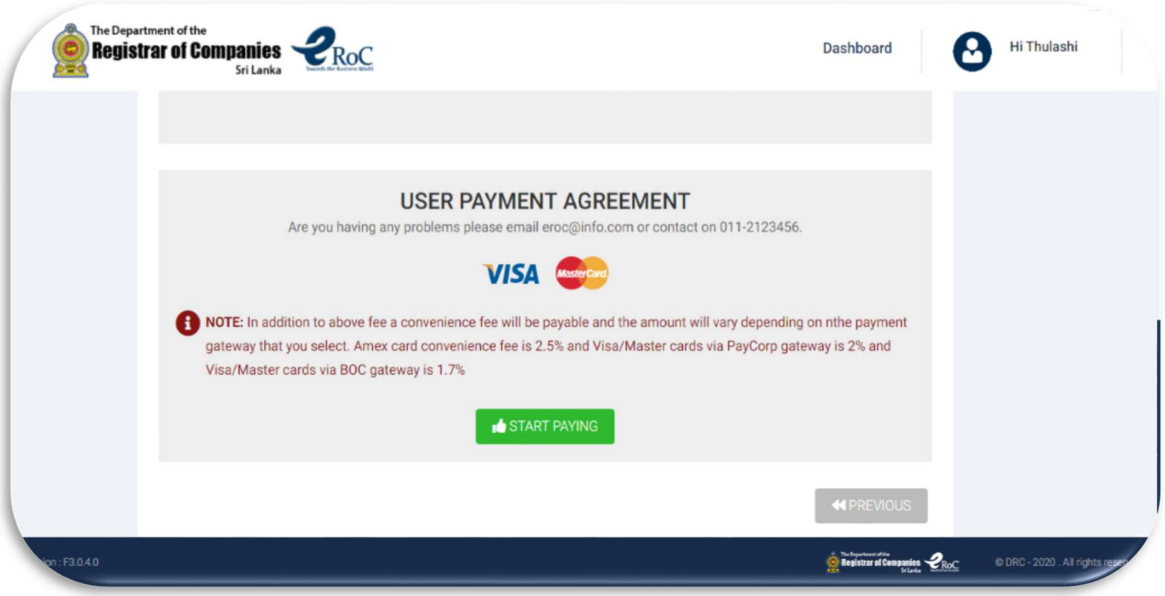


Figure 14.16

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15. Location of accounting records – Form 16

In order to file Form 16, the user first needs to login to the system with his/her username and password. If the user does not have an account, he/she needs to create a new account (Click here to create a new account) and follow the steps below. After successful login, the user is directed to the dashboard depicted as Figure 15.1

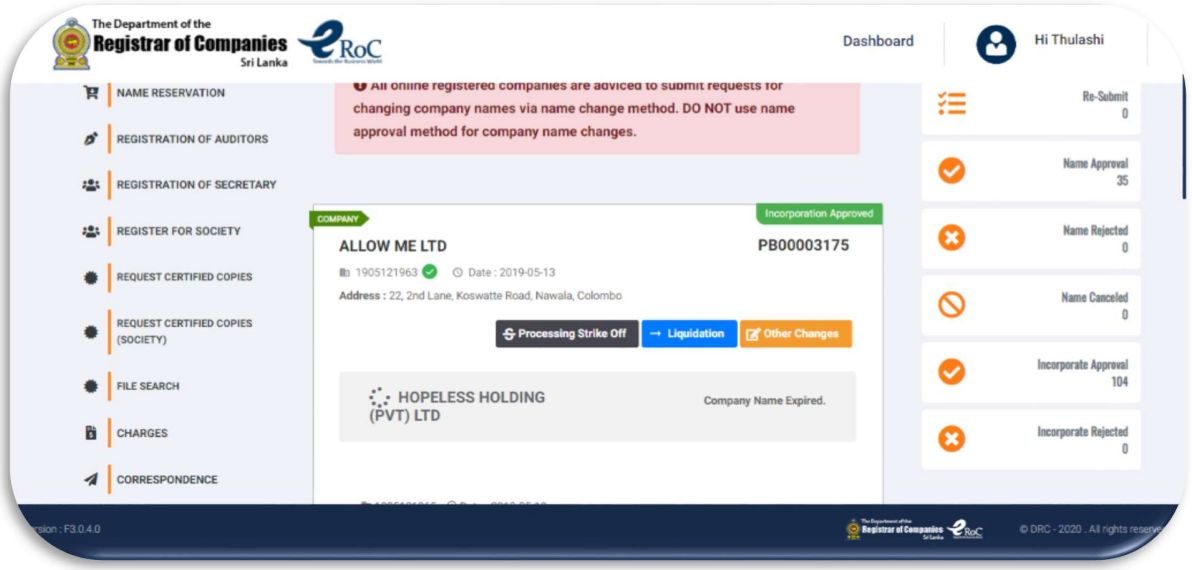


Figure 15.1

After clicking on the other changes option, the user would be navigated to the screen with all the forms. The User is required to select Form 16 as indicated in Figure 15.2.

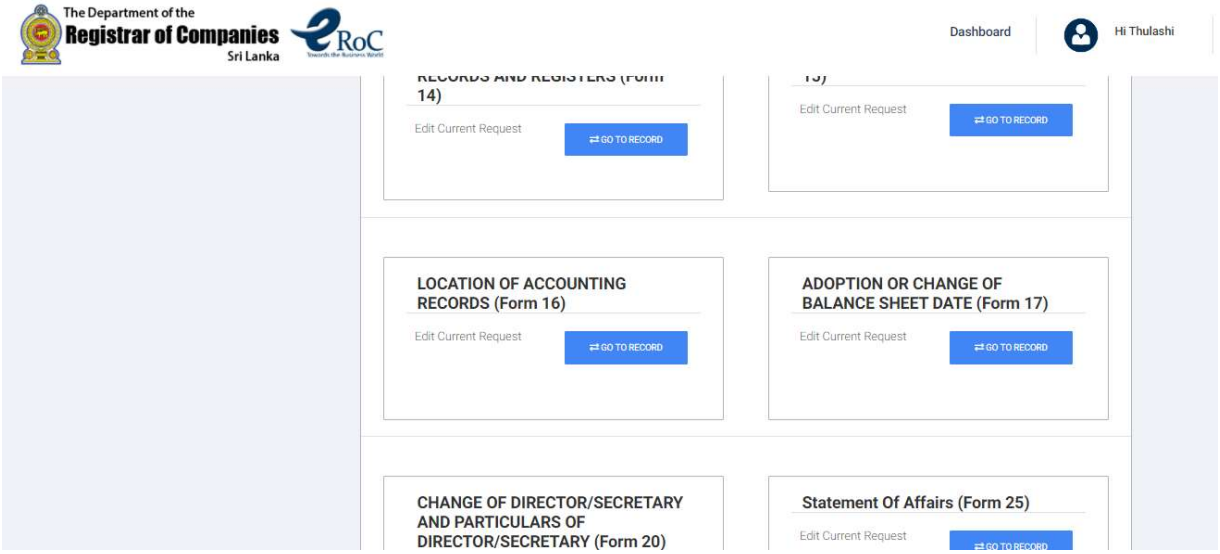


Figure 15.2

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If the applicant wants to apply for Form 16, then select Form 16. The User will be navigated to the 'Accounting Addresses Change Procedure' screen as depicted in Figure 15.3.

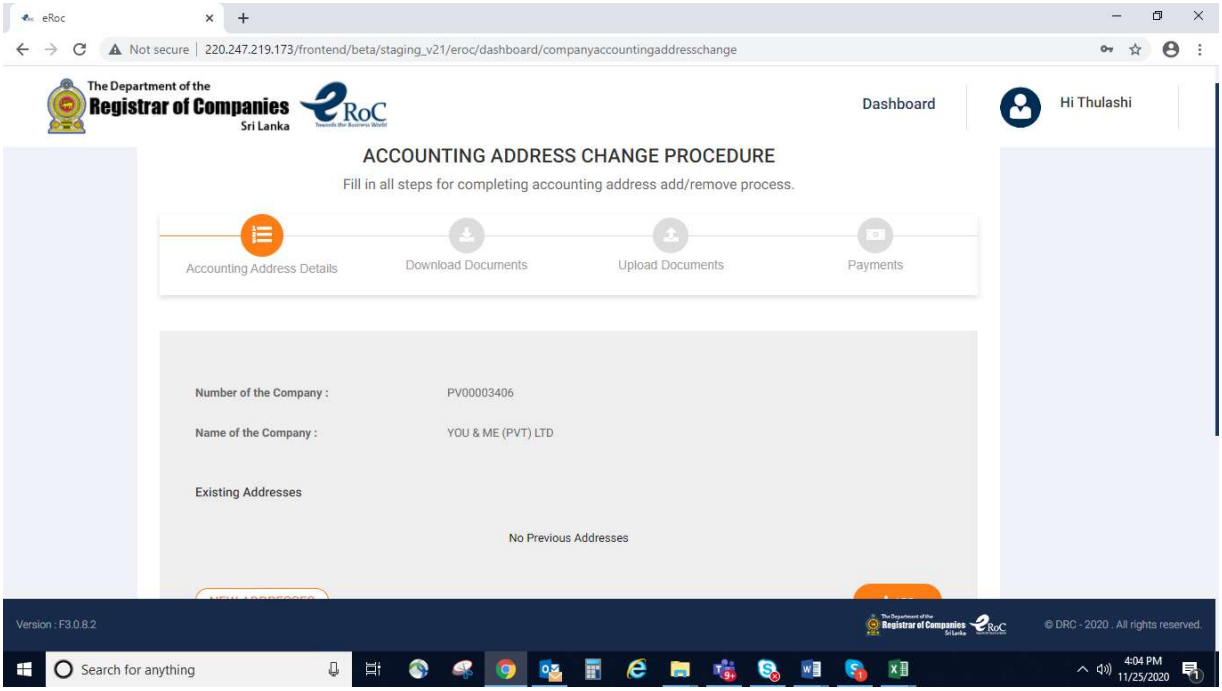


Figure 15.3

If the applicant wants to apply for FORM 16, then upon selecting Form 16, the applicant will be requested to obtain prior approval as depicted in Figure 15.4. (A comprehensive step by step process of the Prior Approval procedure is depicted in Section 22 of this manual)

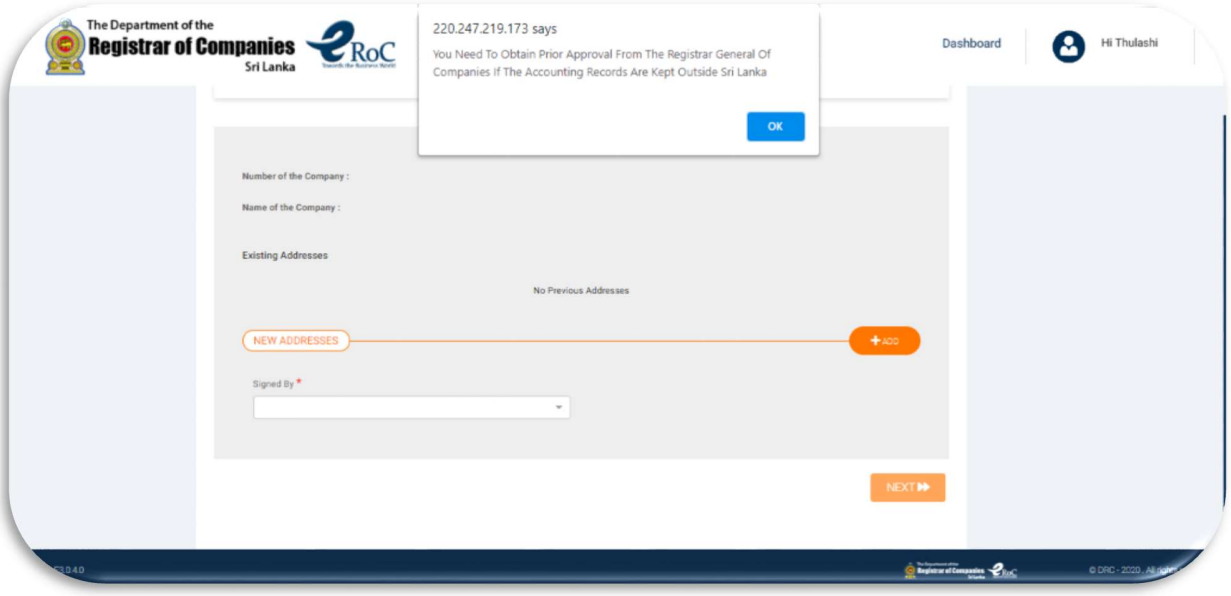


Figure 15.4

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Upon obtaining prior approval (using the 'Prior Approval' option available below in the changes / update section) from the Registrar General of Companies by submitting Form 16, the applicant will be allowed to add new addresses by clicking on the ADD button as depicted in Figure 15.5.

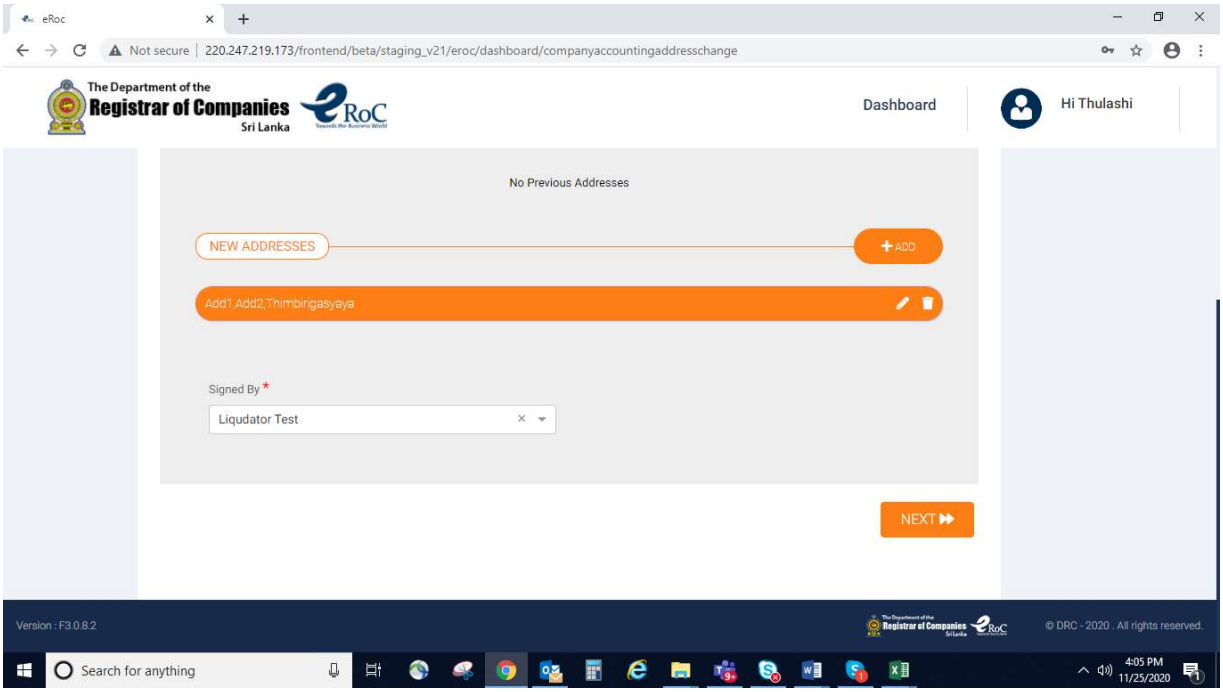


Figure 15.5

Upon clicking on the 'Add' button, the user will be navigated to the 'Add New Address' screen as indicated in Figure 15.6. The User is required to fill all the mandatory data and the 'Add' button would be enabled. To erase the data entered, click on the 'Revert' button.

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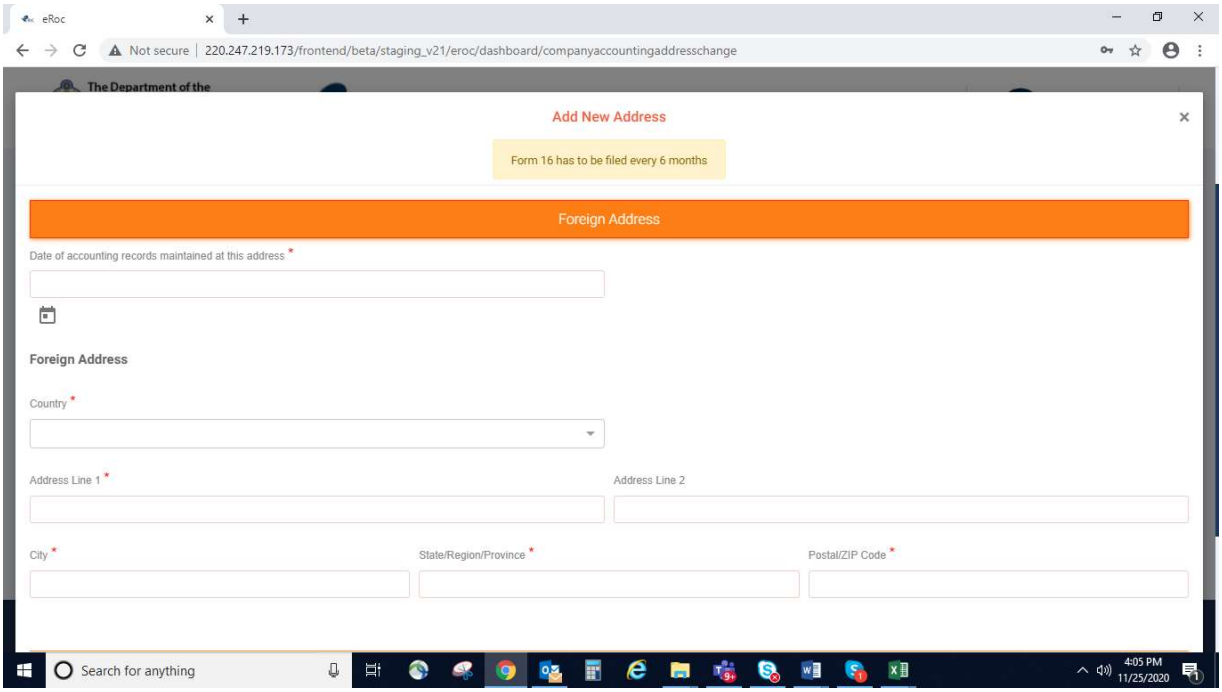


Figure 15.6

After clicking on the 'Add' button indicated in Figure 15.6, the record would be displayed as indicated in Figure 15.7. The User is required to select 'Signed By' person. Upon filling all the mandatory data, the 'Next' button would be enabled. The User is required to click on the 'Next' button to navigate to the 'Download' section.

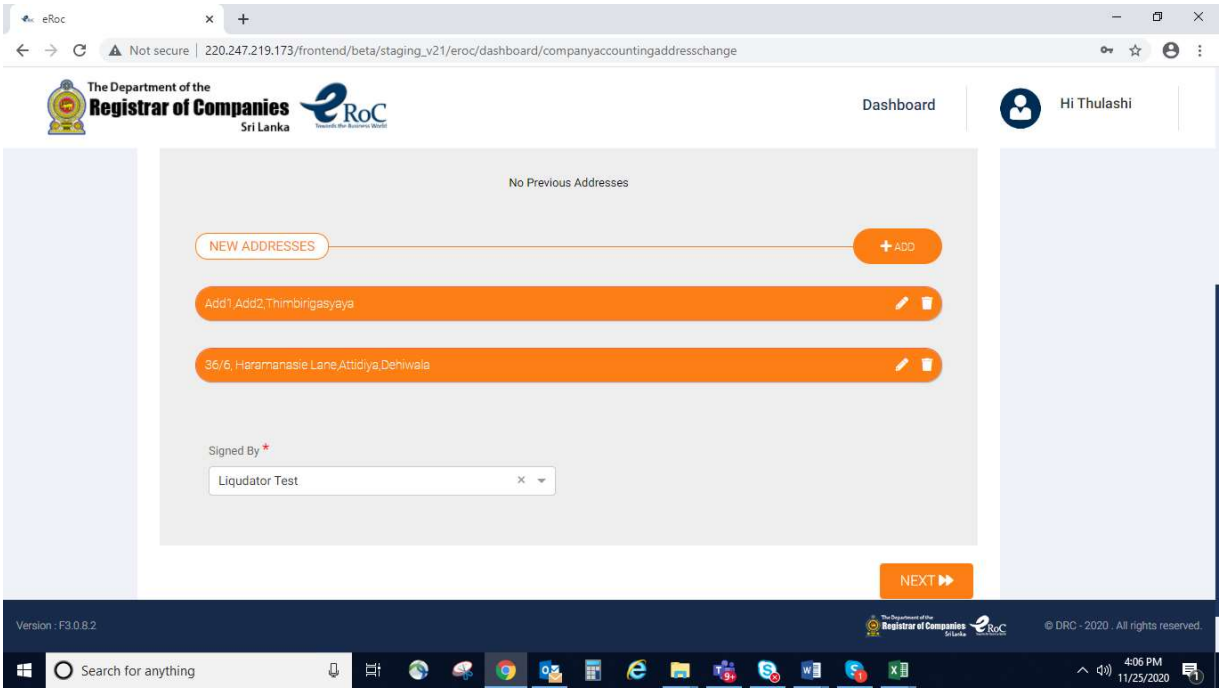


Figure 15.7

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The User is required to download ‘Form 16’ by clicking on the ‘Download’ button as indicated in Figure 15.8. Upon downloading Form 16, the user should click on the ‘Next’ button to navigate to the ‘Upload’ sub section.

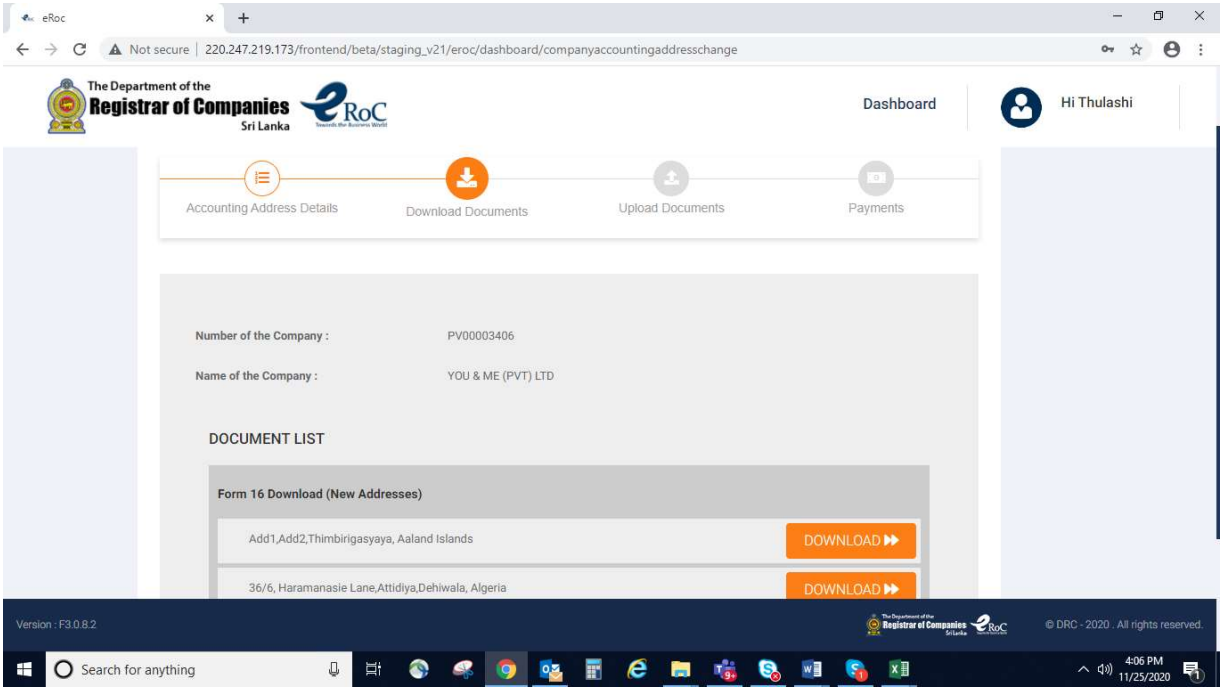


Figure 15.8

Form 16 should be signed, scanned and uploaded by clicking on the ‘upload’ button as indicated in Figure 15.9 and 15.10. The User should also requires to tick the terms and conditions in the upload section as indicated by the figure 15.11.

The ‘Next’ button would be enabled, after filling all the mandatory fields. Upon clicking on the ‘Next’ button, the user will be navigated to the payment screen.

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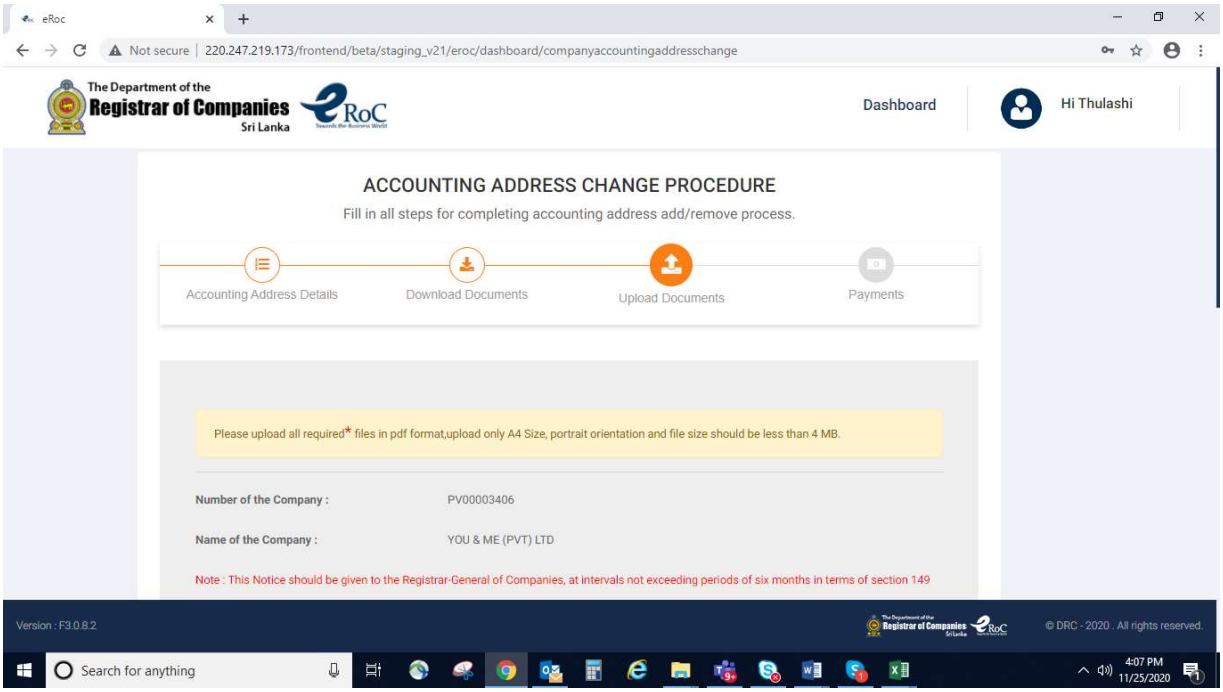


Figure 15.9

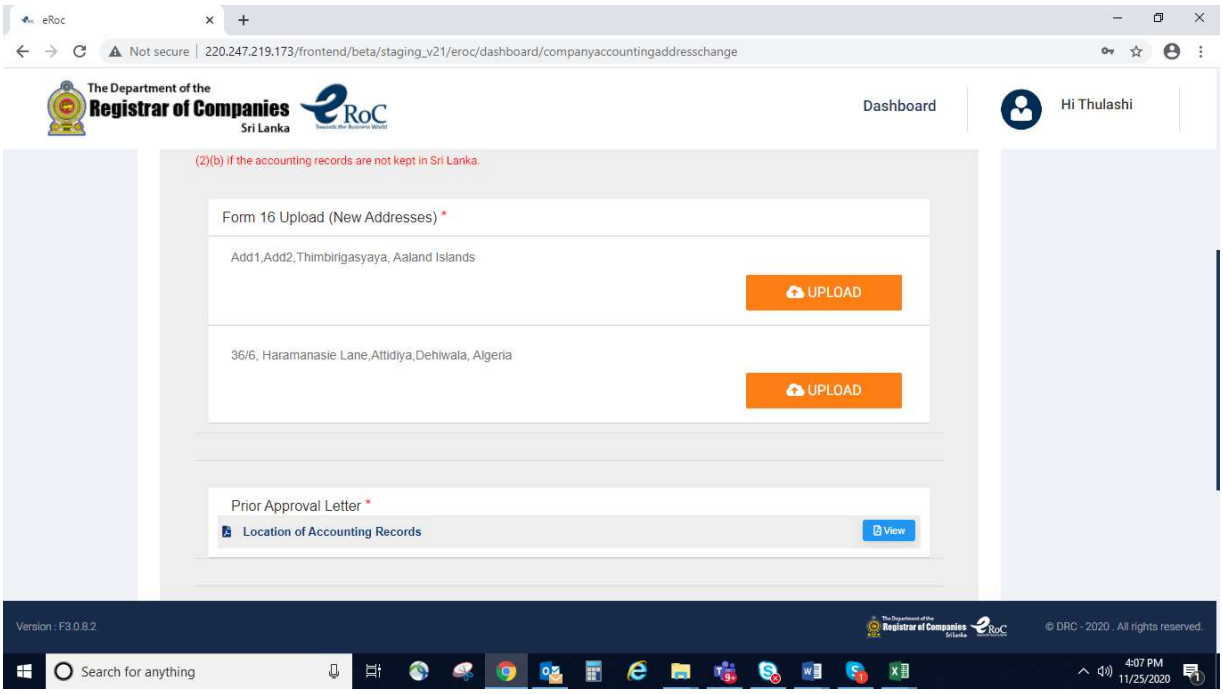


Figure 15.10

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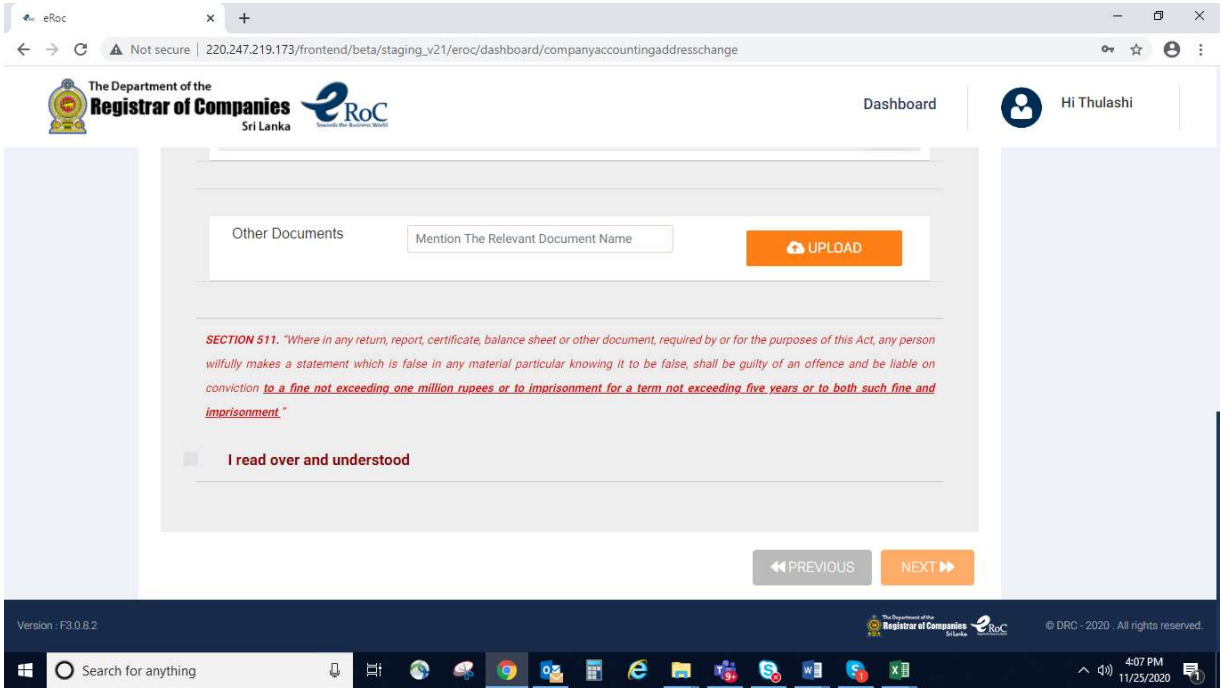


Figure 15.11

Follow the payment steps to perform the payment successfully.

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16. Adoption or change of balance sheet date – Form 17

In order to file Form 17, the user first needs to login to the system with his/her username and password. If the user does not have an account, he/she needs to create a new account (Click here to create a new account) and follow the steps below. After successful login, the user is directed to the dashboard depicted as Figure 16.1

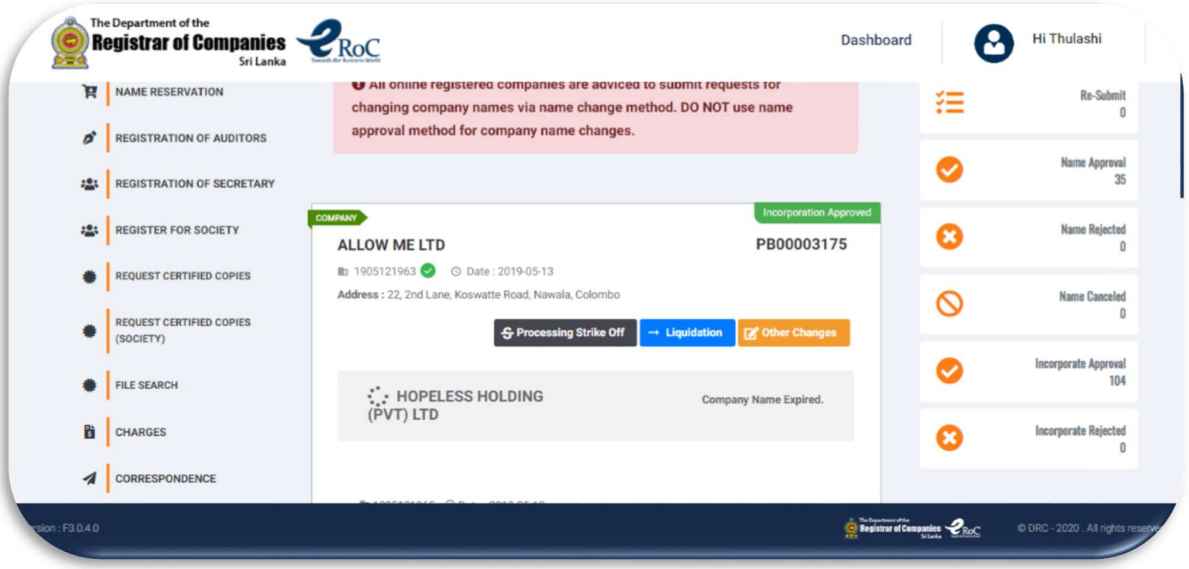


Figure 16.1

After clicking on the other changes option, the user will be navigated to the screen with all the forms as depicted in Figure 16.2.

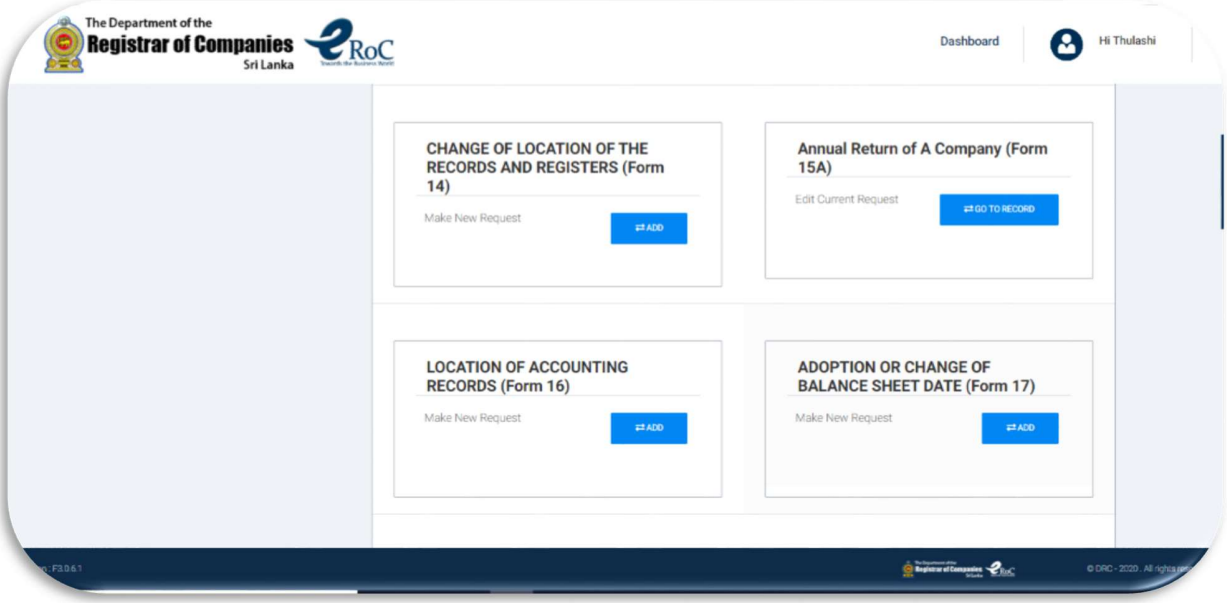


Figure 16.2

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The applicant is required to select the Form 17 option, to submit a 'Balance Sheet Date Adaption Procedure'.

Applicants first need to select Adaption or change required, to file Form 17 as depicted in Figure 16.3

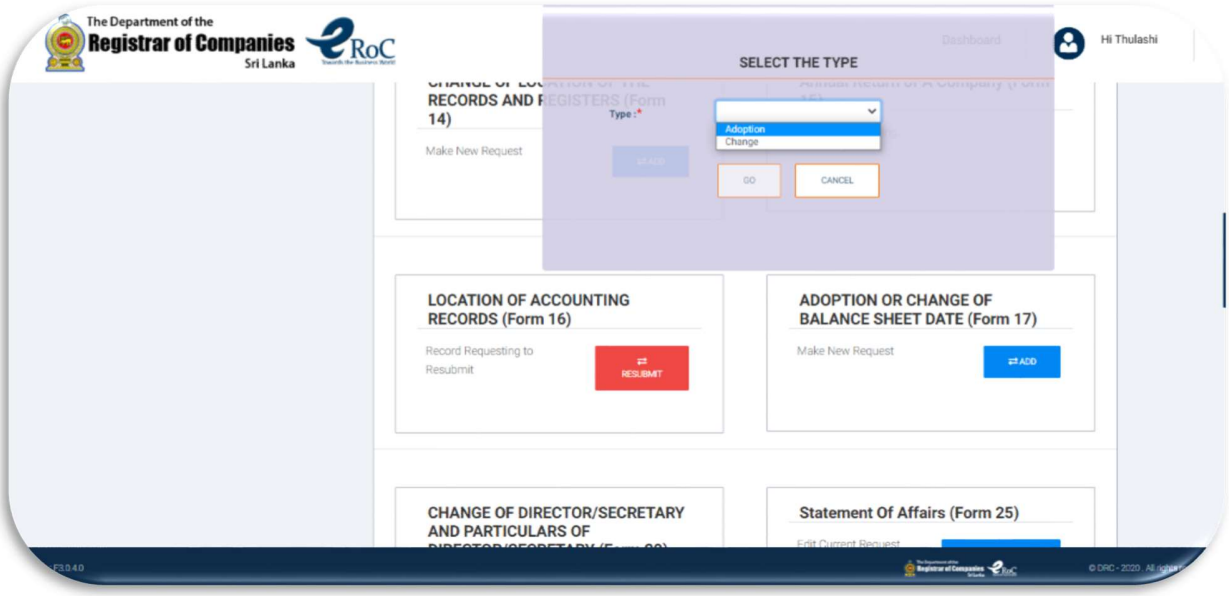


Figure 16.3

The applicant is required to obtain prior approval from the Registrar of Companies, prior to submitting a change of balance sheet date. The system would prompt the applicant to obtain prior approval as depicted in Figure 16.4. (A comprehensive step by step process of the Prior Approval procedure is depicted in Section 22 of this manual). However, adoption of the balance sheet date for the "first time" before requesting prior approval is required, before obtaining prior approval.

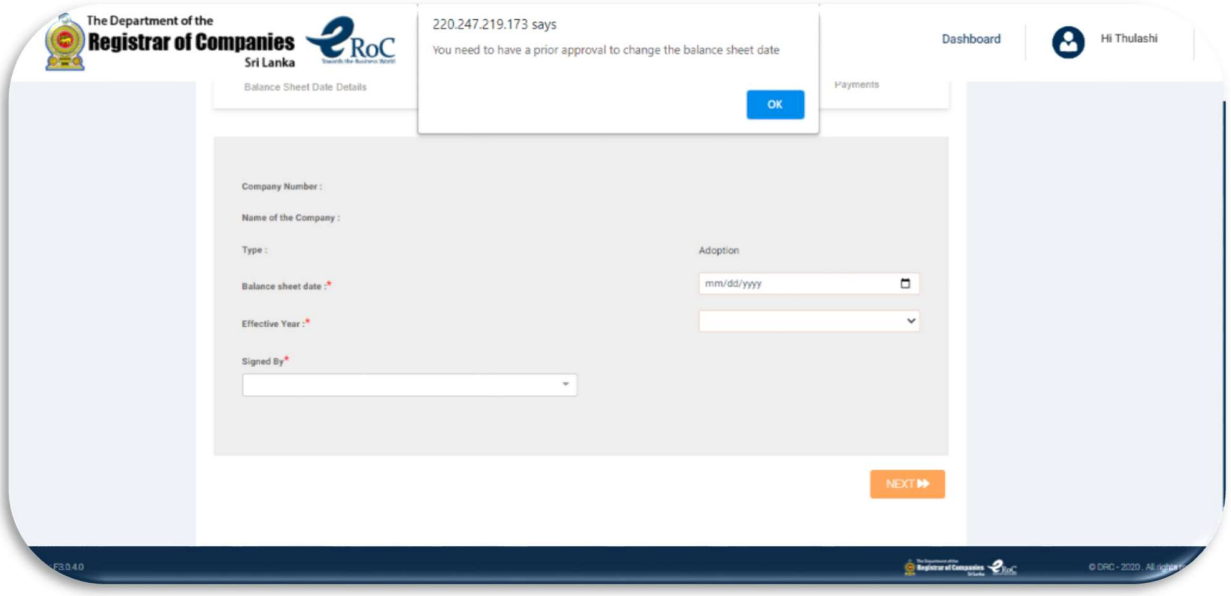


Figure 16.4

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Upon obtaining prior approval, the applicant will be allowed to submit the change of balance sheet application. However, to submit an adoption application, prior approval is not required as depicted in Figure16.5.

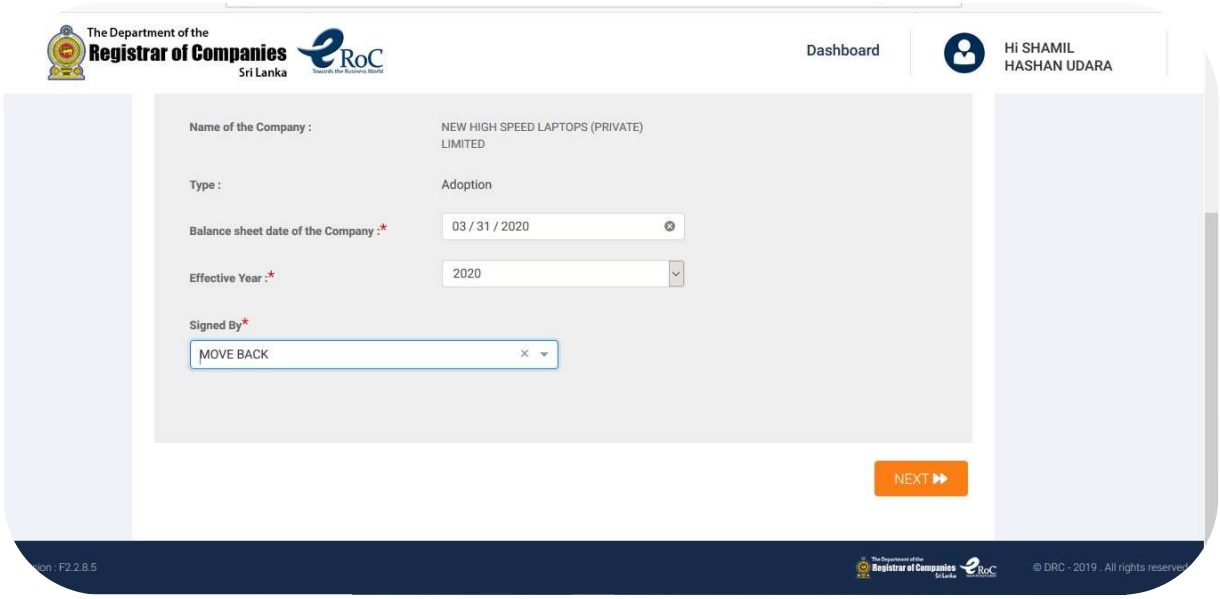


Figure 16.5

Upon entering the details pertaining to change / adoption of balance sheet date, the applicant will be directed to download the Form 17 menu and the applicant is required to download Form 17, sign, scan and upload using the document upload option as depicted in Figure 16.6.

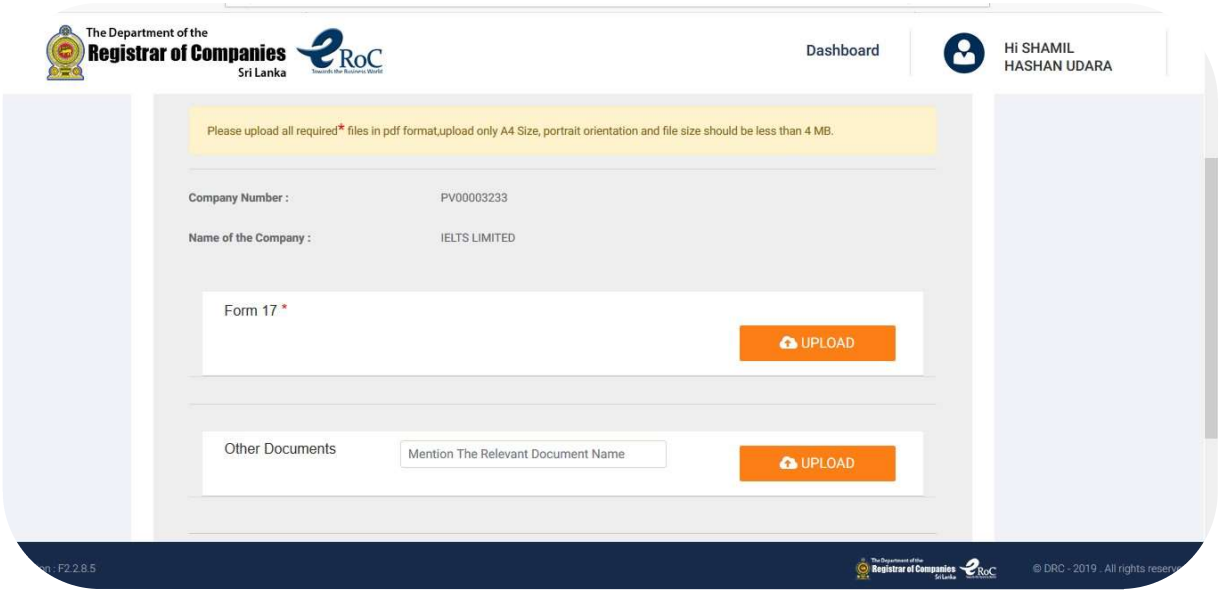


Figure 16.6

After that, click on the next button and the applicant will be directed to the payment menu. Follow the payment steps and make the payment successfully.

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17. Change of director/secretary particulars – Form20

Changes that can only be performed by a director, secretary or alternative director.

In order to file Form 20, the user first needs to login to the system with his/her username and password. If the user does not have an account, he/she needs to create a new account (Click here to create a new account) and follow the steps below. After successful login, the user is directed to the dashboard depicted as Figure 17.1

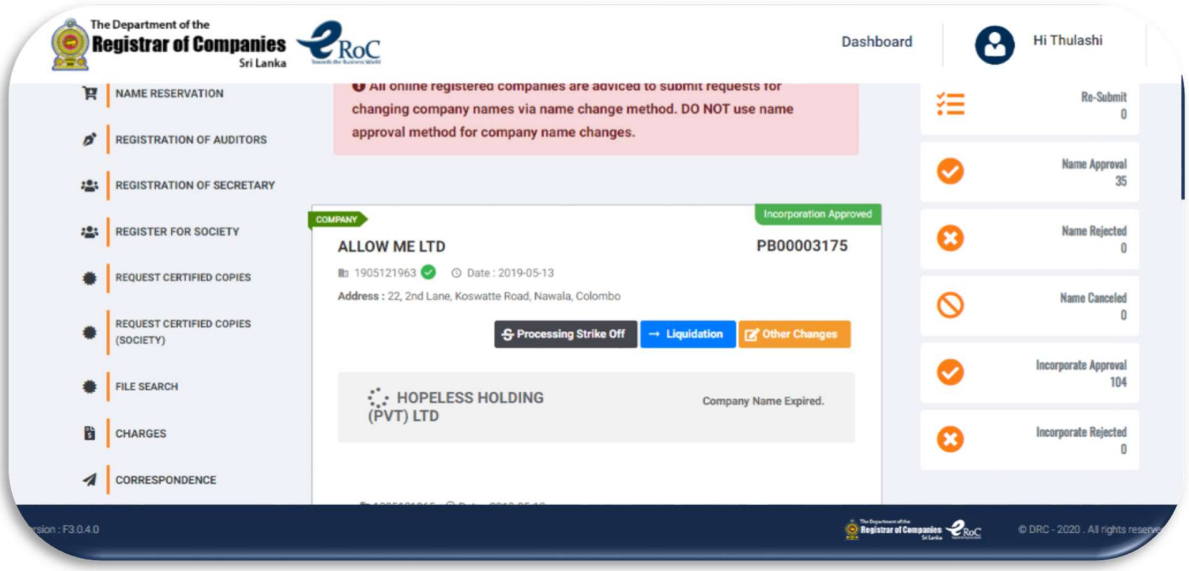


Figure 17.1

The applicant is required to select the Form 20 option to submit Director / Secretary

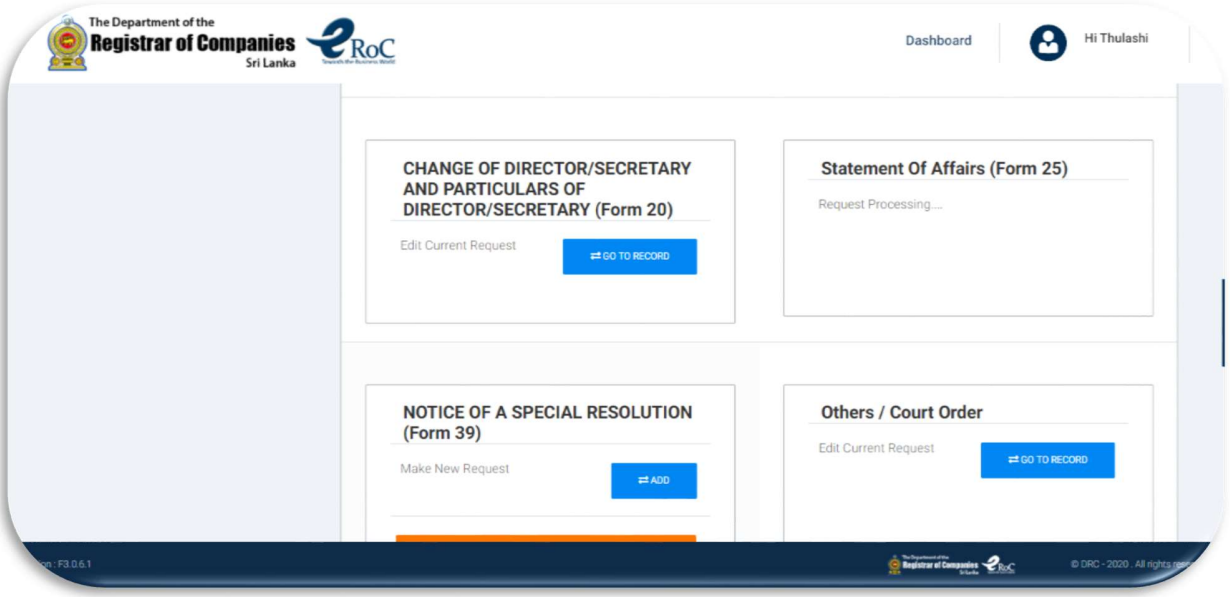


Figure 17.2

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Upon selecting Form 20, the system will display the existing Directors and Secretary and the applicant is required to select the relevant director or secretary, to effect the change as depicted in Figure 17.3.

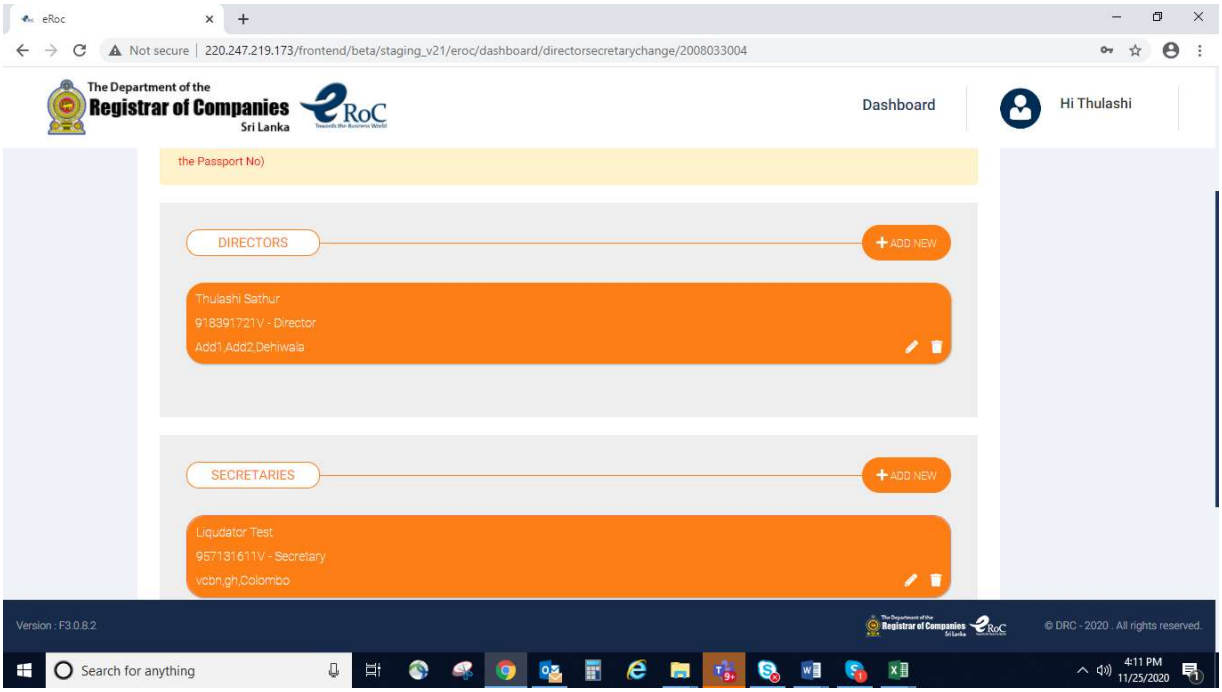


Figure17.3

By clicking on the details option, the applicant will be permitted to change the details of a director as depicted in Figure 17.4.

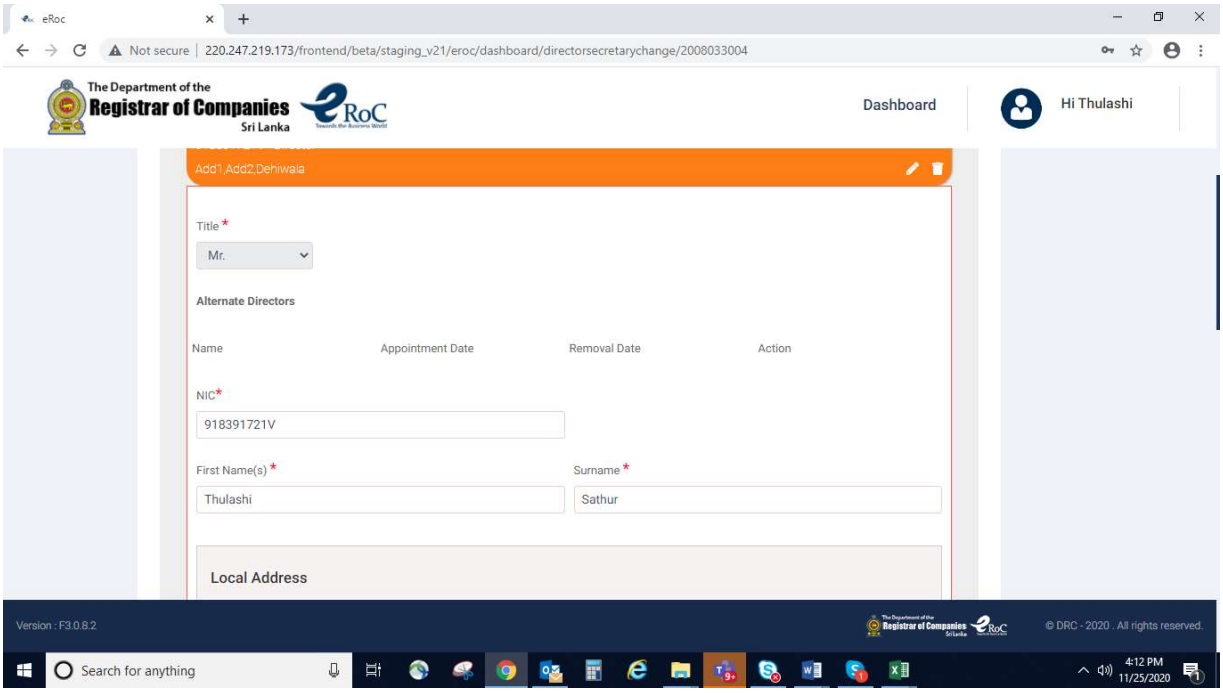


Figure17.4

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If the applicant wants to add a new director, then it is required to click on the 'Add New' button of the director as indicated in Figure 17.3. The applicant will be navigated to the screen as depicted in Figure 17.5 upon clicking on the 'add new' button.

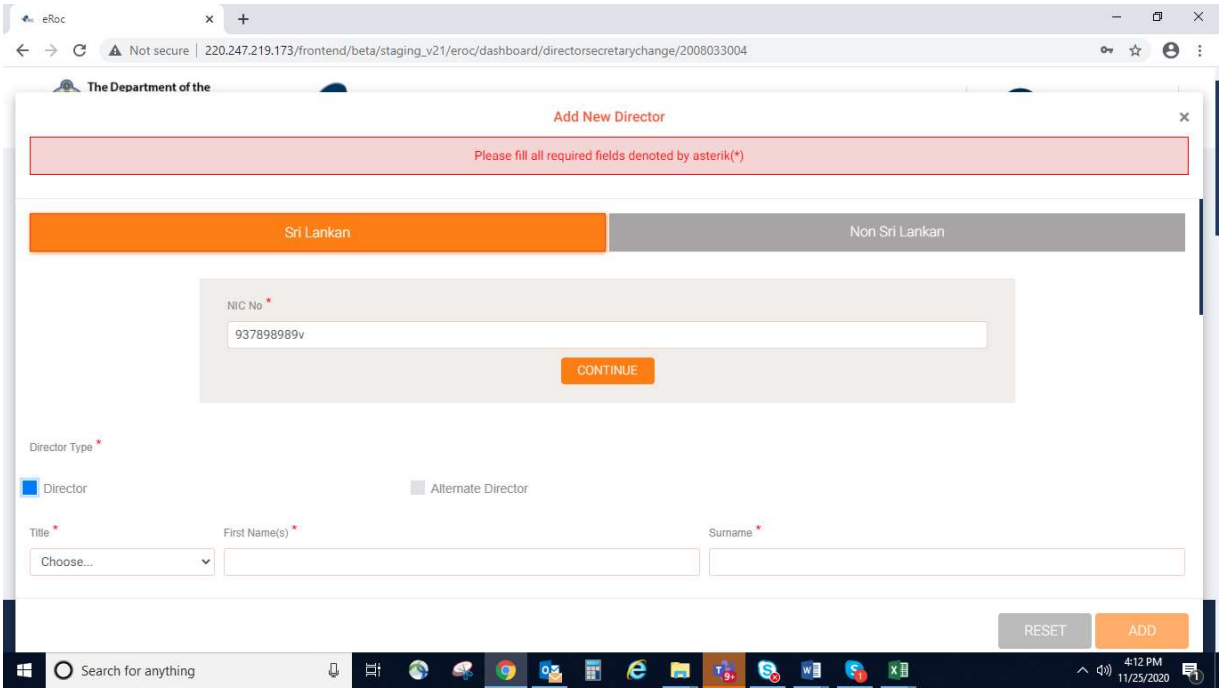


Figure 17.5

The Applicant is required to fill all the mandatory fields. **Also, the applicant can make the director as a secretary as well, by ticking the option highlighted in Figure 17.6.** After filling all the required data, the 'Add' button would be enabled. The Applicant is required to click on the Add button to add the newly created Director.

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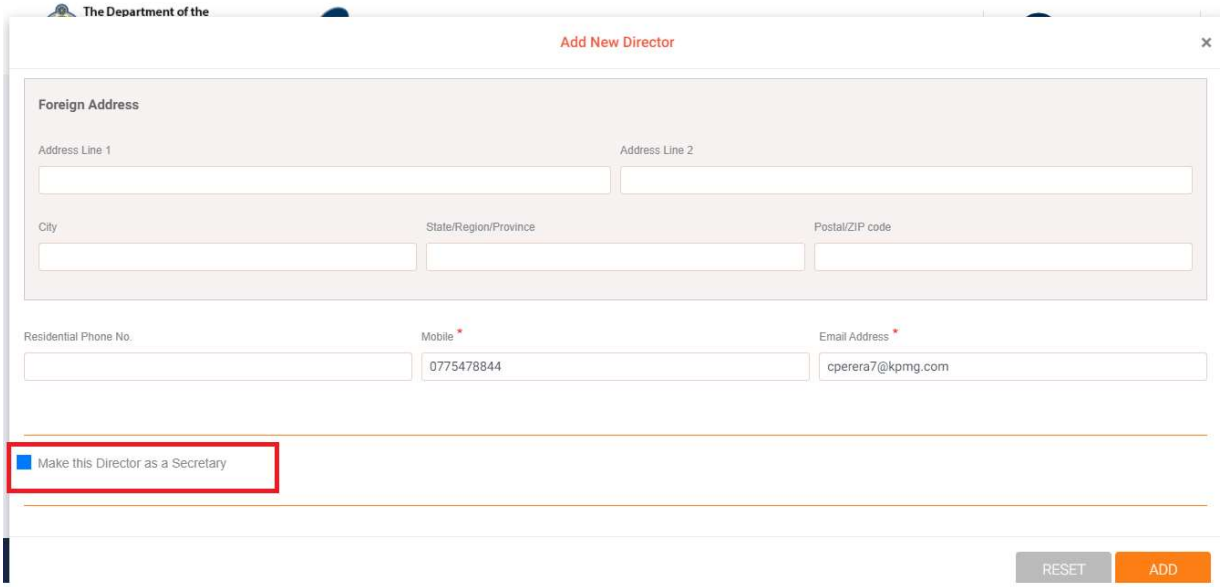


Figure 17.6

The Applicant is also able to add an Alternate Director. To add a new Alternate Director, the user is required to click on the 'Add New' button of the Director as indicated in Figure 17.3. Upon clicking on the 'Add New' button, the user will be directed to the screen as indicated in Figure 17.7.

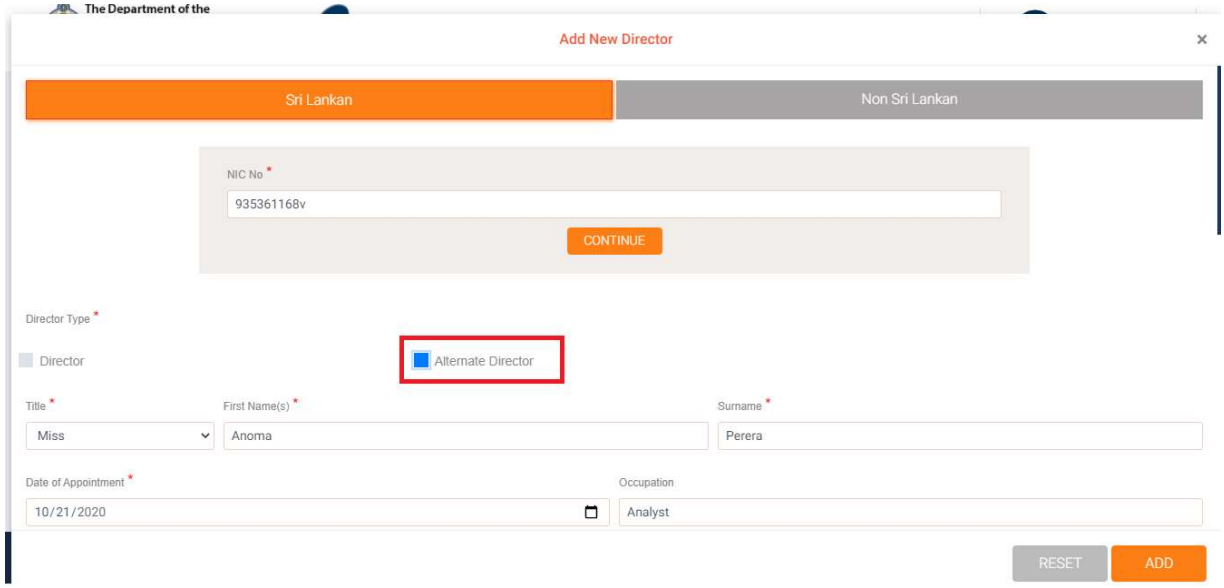


Figure 17.7

To add an 'Alternate Director', the user is required to tick the Alternate Director as the Director Type as highlighted in Figure 17.7. Further, the user can also select for whom this 'Alternate Director' is appointed in the same screen under 'Alternate Director of' as highlighted in Figure 17.8. The User is required to select an "Appointment Date' and click on the 'Add' button as indicated in Figure 17.8.

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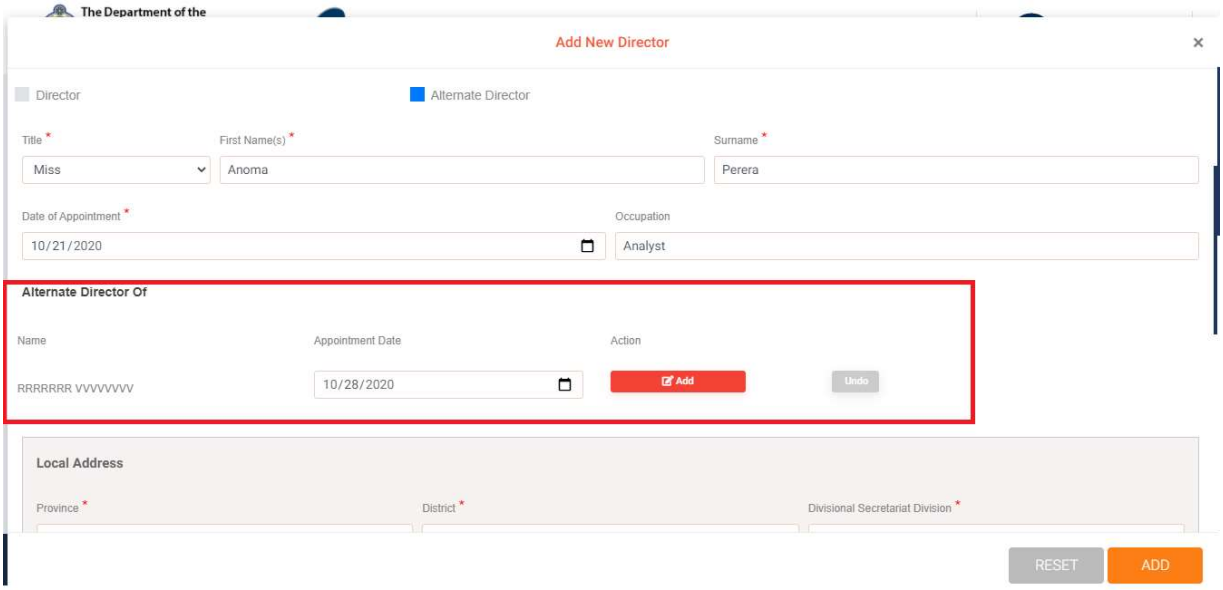


Figure 17.8

Upon filling on the required fields in the screen, the 'Add' button would be enabled. Upon clicking on the enabled 'Add' button, the created 'Alternate Director' would be displayed under the selected director, as well as in a separate record as indicated in Figure 17.9 below.

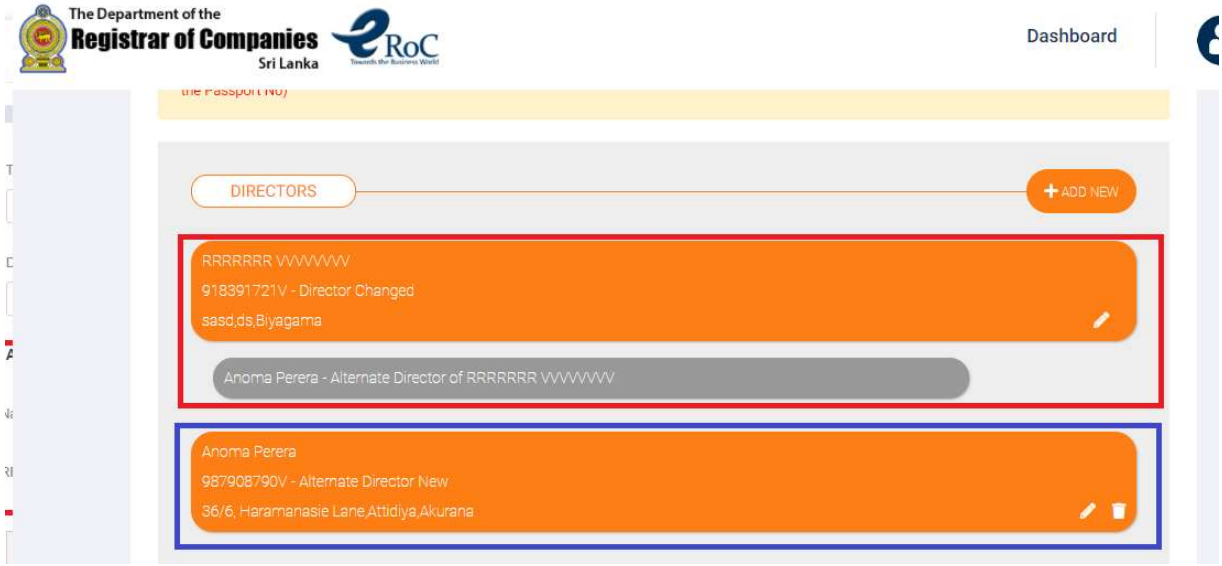


Figure 17.9

The created 'Alternate Director' can also be 'Edited' or 'Deleted' by clicking on the edit and delete symbols as indicated in Figure 17.10.

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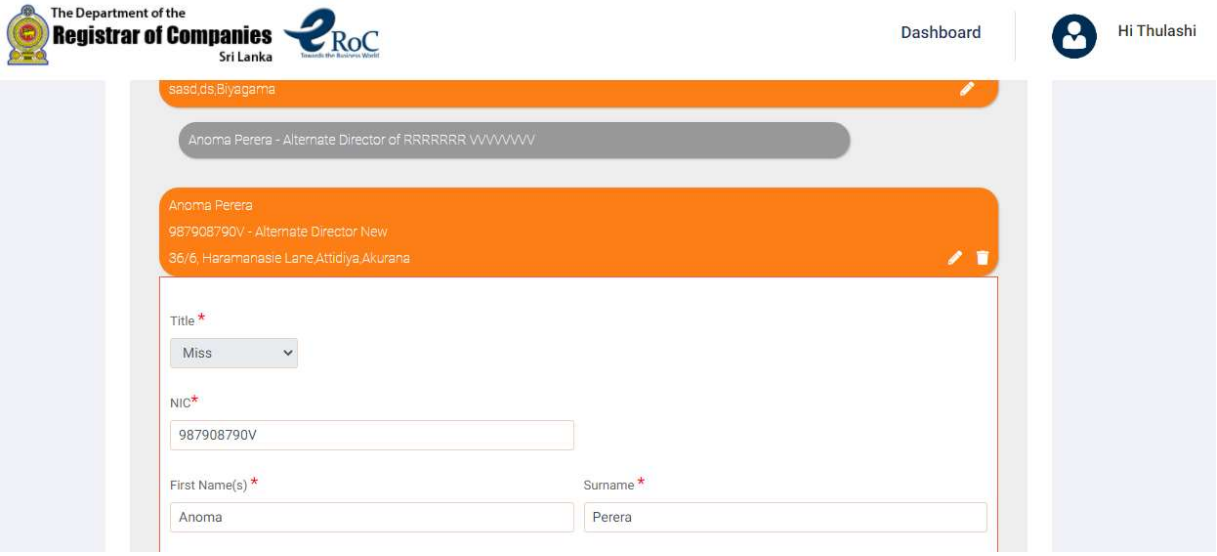


Figure 17.10

Upon editing the required fields, the user can click on the 'Edit' button to save the edited data as displayed in the Figure 17.11 below.

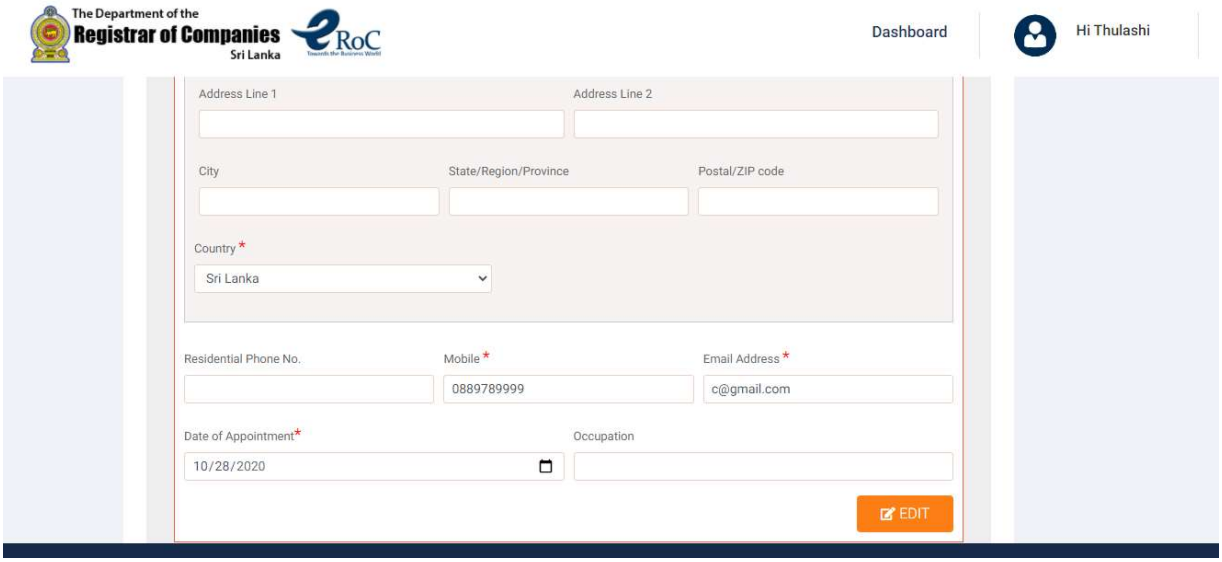


Figure 17.11

Also, the user is able to create a 'New director' and this created new director can also be assigned as an 'Alternate Director' for some other director by following the steps below:

Step 1: Click on the 'Add New' button in the director sub section as indicated in the Figure 17.12.

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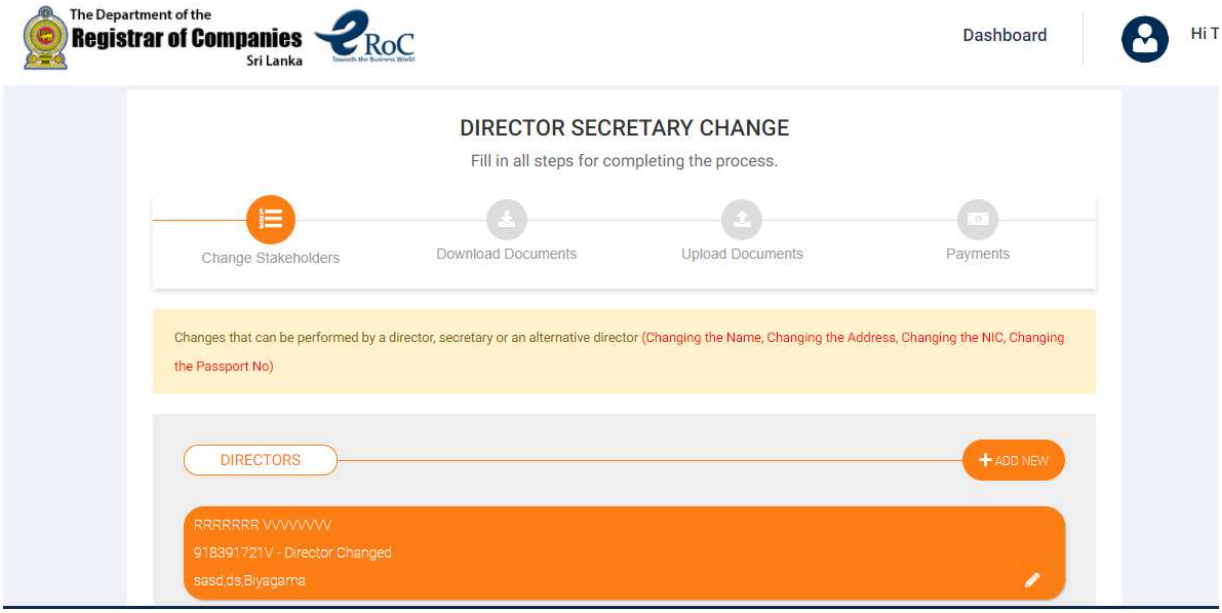


Figure 17.12

Step 2: Upon clicking the 'Add' button, the user will be directed to the 'Add New Director' prompt screen. The System would ask for an NIC and the user is required to enter the NIC and click on the 'Continue' button.

Then, the user is required to select the Director Type as 'Director' as highlighted in Figure 17.13 below.

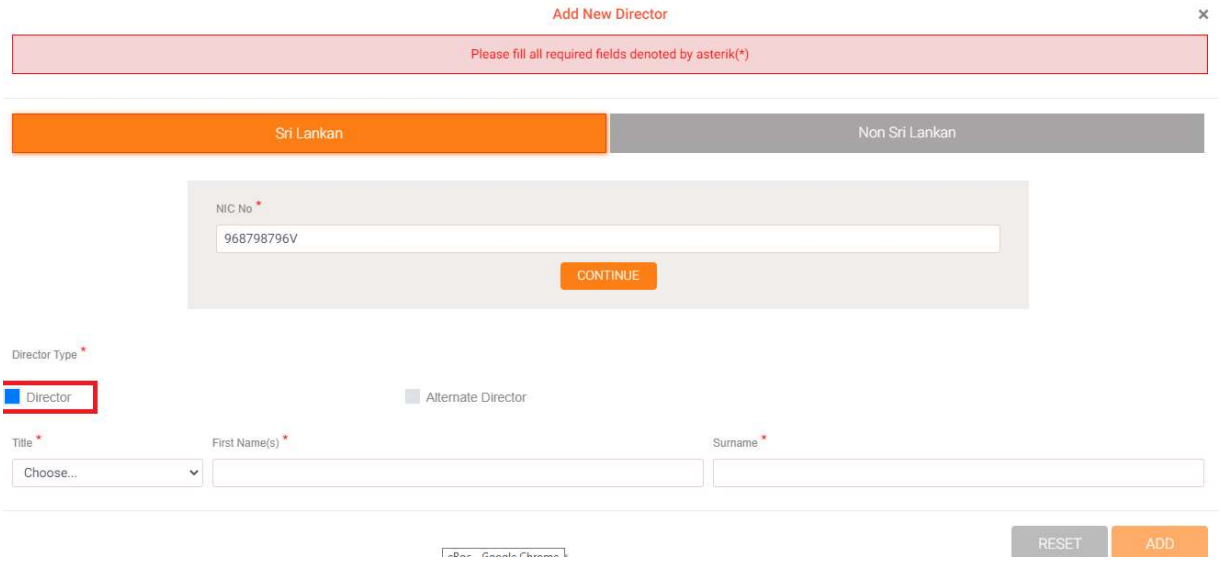


Figure 17.13

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Step 3: A New Director can also be assigned as an ‘Alternate Director’ to some other Director as indicated IN Figure 17.14. The User has to select an ‘Appointment Date’ and click on the ‘Add’ button to select directors, for which this director wants to be an alternate director.

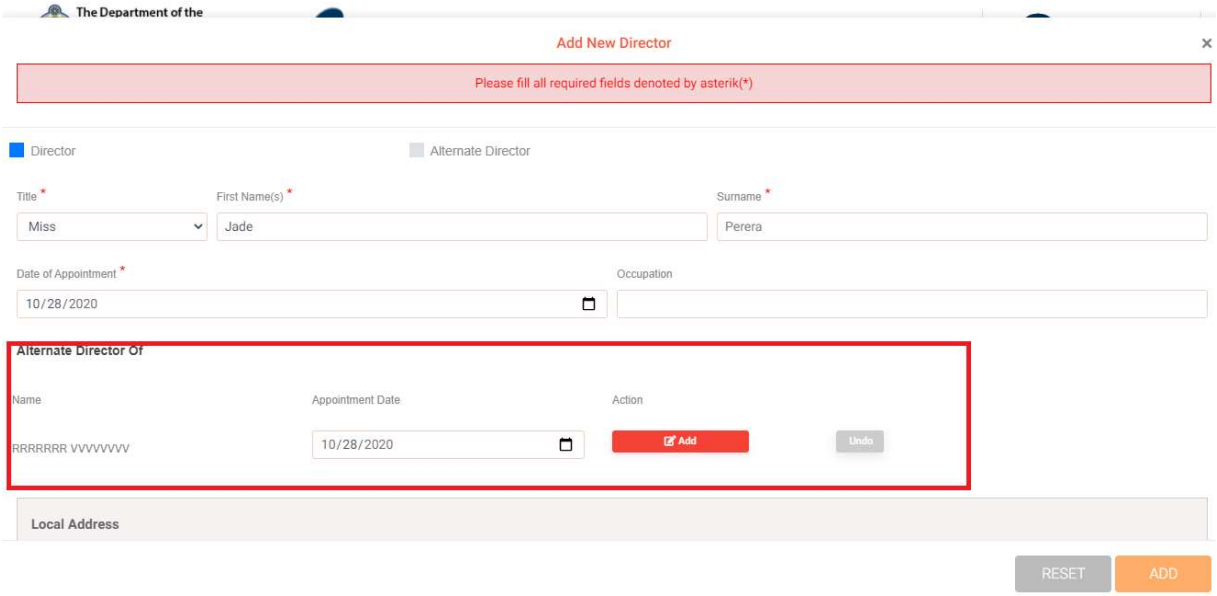


Figure 17.14

Step 3: The User is required to fill all the required fields and click on the ‘Add’ button to save the new director created as indicated in Figure 17.15 below. The ‘Add’ button would be enabled, after filling all the mandatory data.

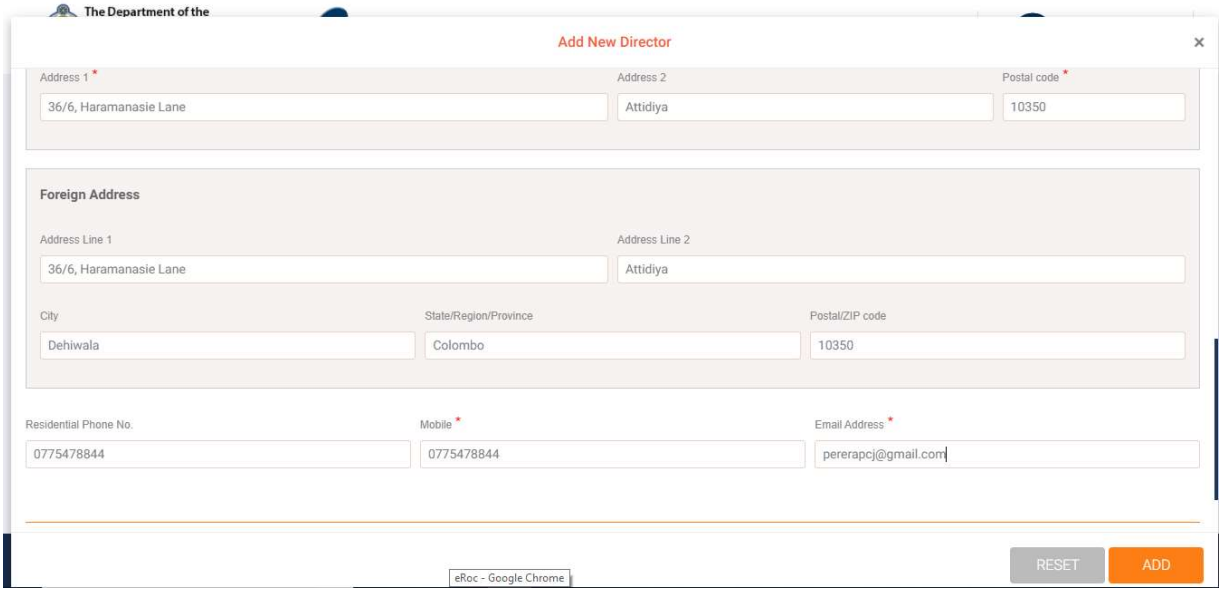


Figure 17.15

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Step 4: The newly added director would be displayed separately as indicated in Figure 17.16. Also, this director who was also appointed as the 'Alternate Director' for other directors, will also be displayed separately.

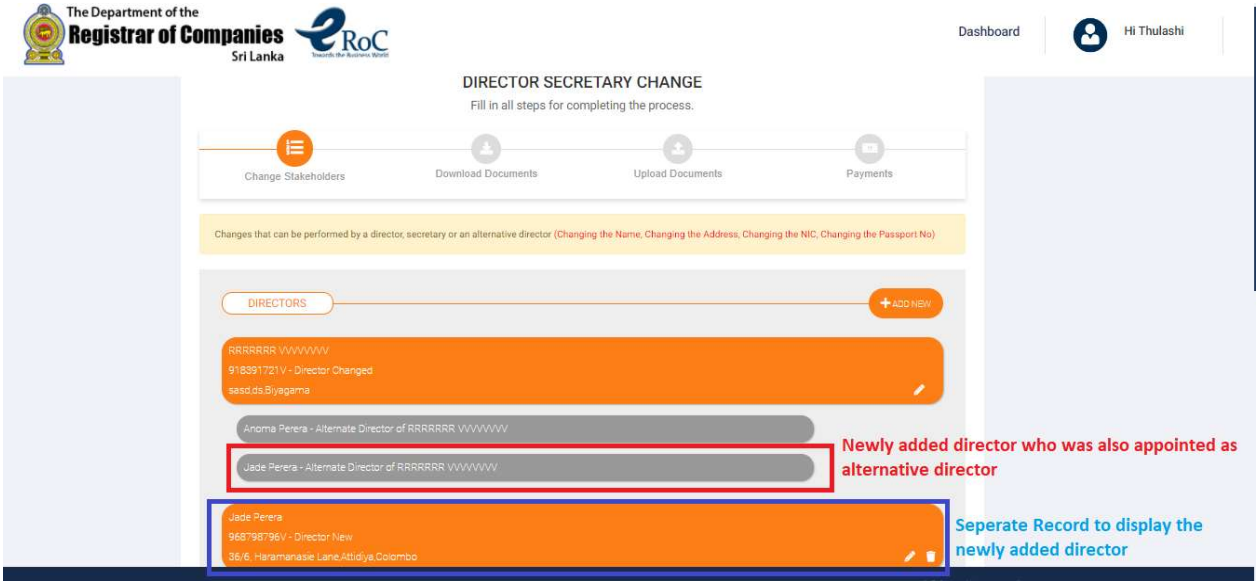


Figure 17.16

Users can also remove already added 'Alternate Directors' by clicking on the 'Edit' button and then clicking on the 'Undo' button as indicated in Figure 17.18.

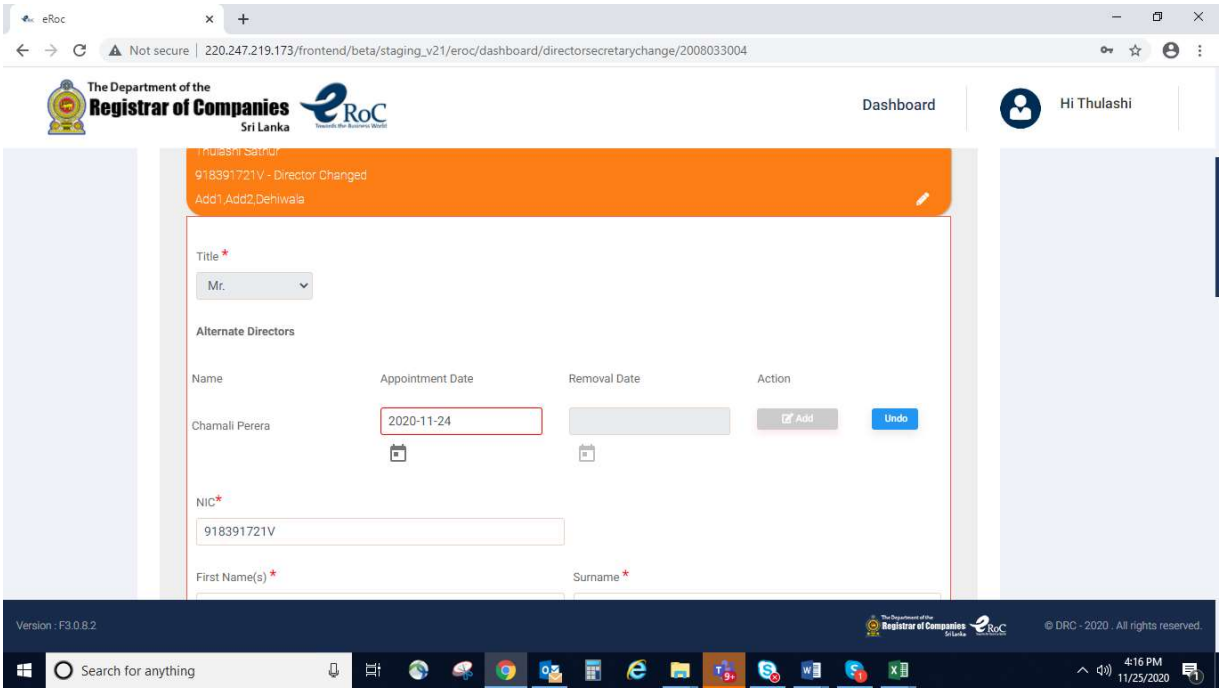


Figure 17.18

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Existing directors are also able to add new ‘alternate directors’ by entering the appointment date and clicking on the ‘add’ button as indicated in Figure 17.19 below.

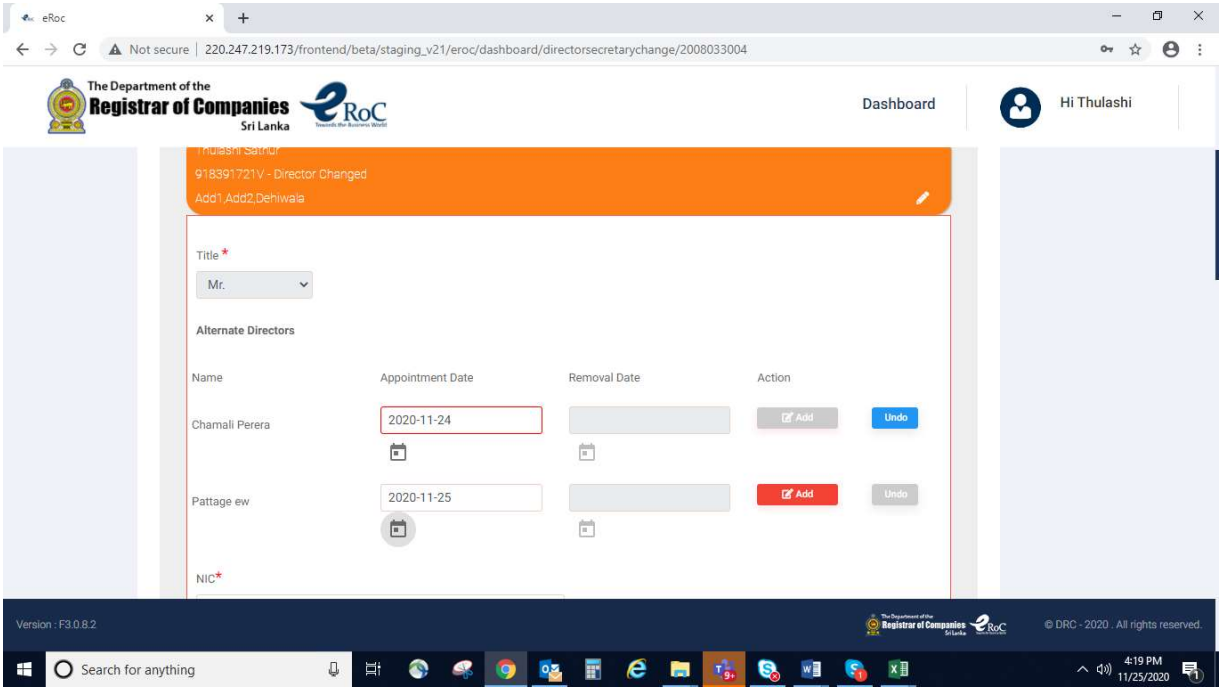


Figure 17.19

**Please Note that the system should not allow an alternate director to add an alternate director.

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If the applicant wants the Directors to resign, then click the ‘delete’ button and select the reason for resigning and select the date of resigning as depicted in Figure 17.20 below.

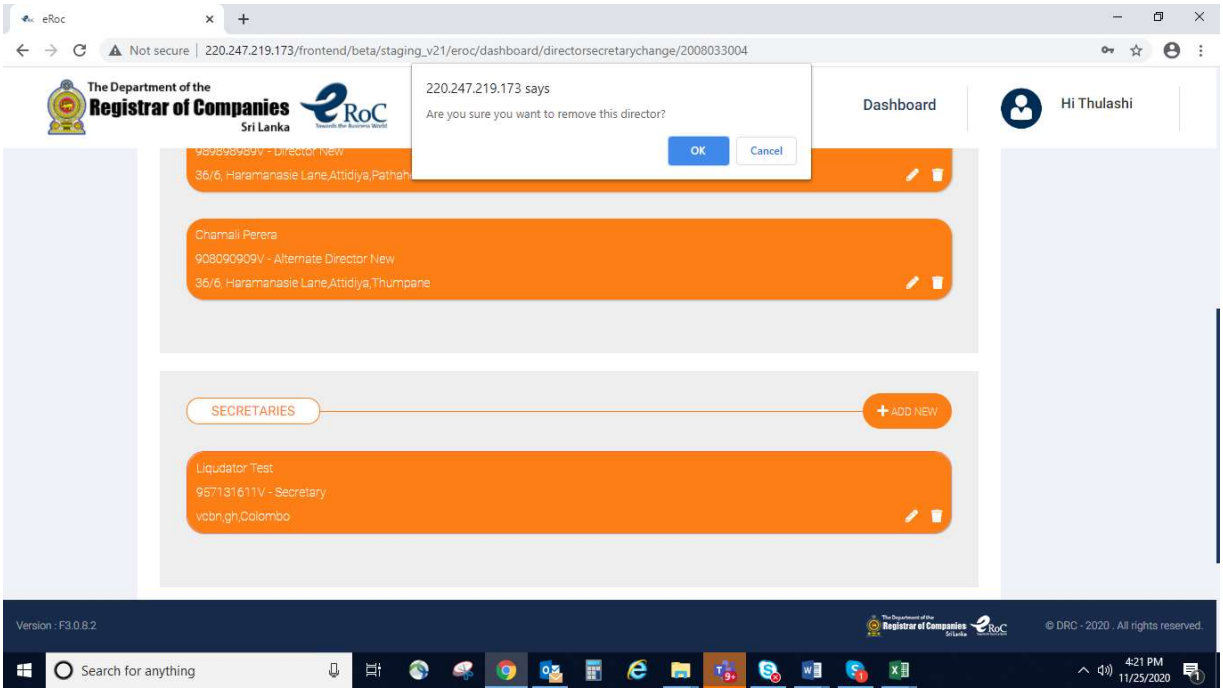


Figure17.20

Similarly, if the user is required to add a new secretary, it is required to click on the ‘Add New’ button. Upon clicking on the button, the user will be directed to the ‘Add New Secretary screen. The User is required to fill the NIC and continue to the screen as indicated in Figure 17.21. If the secretary being added is a registered secretary, the user can also tick on the ‘Registered Secretary’ and enter the ‘Registered No’ as highlighted in Figure17.21. Upon entering all the mandatory details, the user is required to click on the ‘Add’ button.

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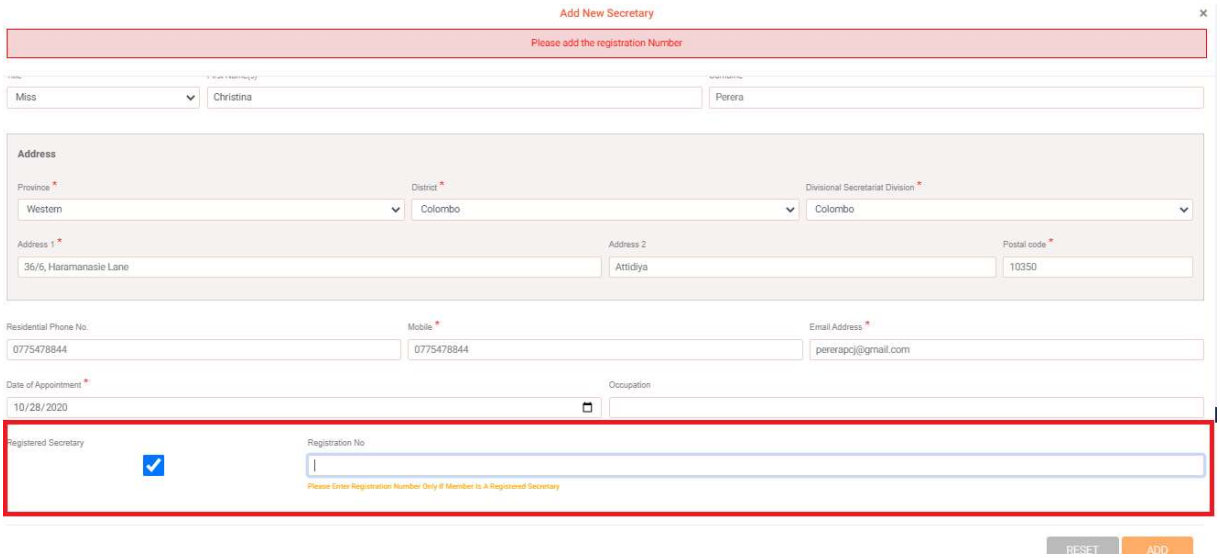


Figure17.21

A User is also able to edit or remove existing secretaries, by clicking on the symbols as indicated in Figure 17.22.

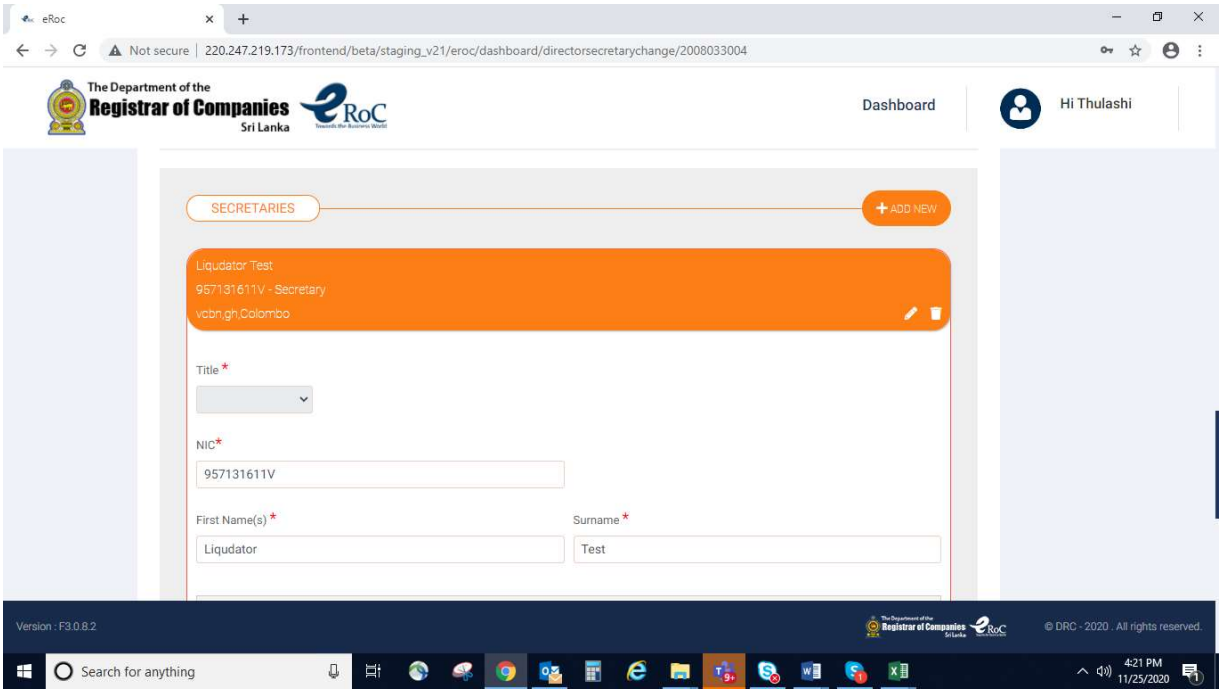


Figure17.22

Upon completion of entering the changes, the applicant can move to the downloading of forms by clicking on the 'Next' option. The applicant can obtain signatures from the relevant director/s or secretary and scan and upload the downloaded forms through the document upload option as depicted in Figures 17.23 and 17.24.

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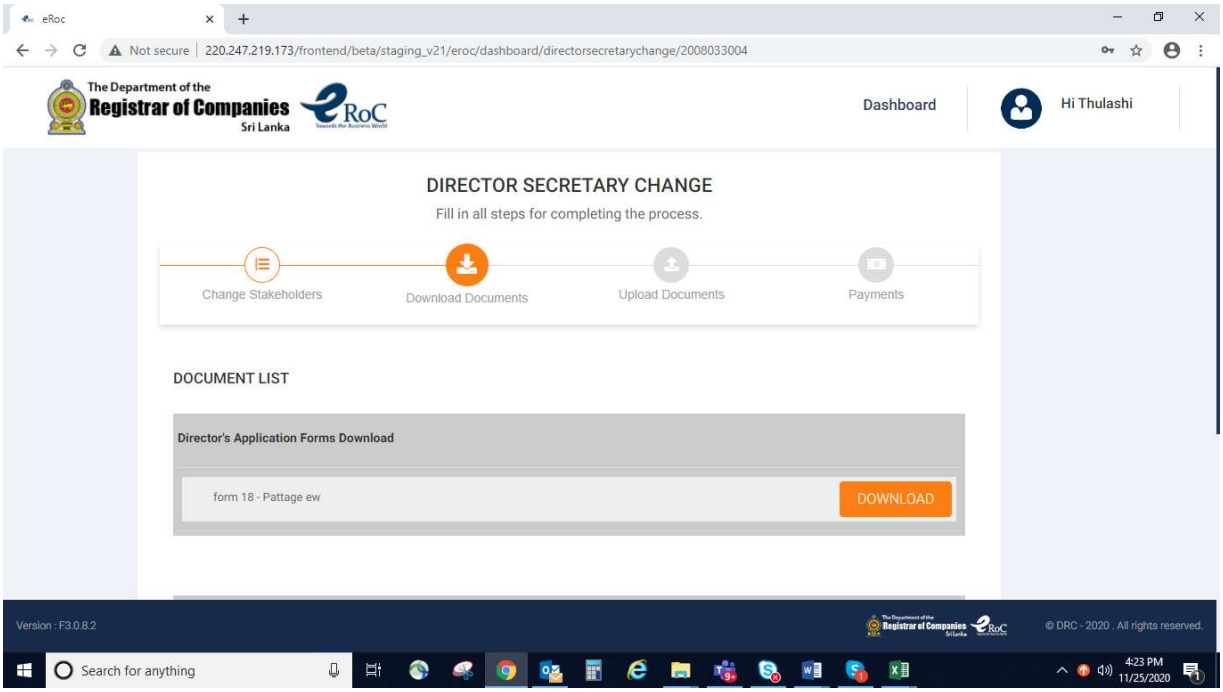


Figure17.23

The User is required to agree to the terms and conditions mentioned under the upload sub section as indicated in Figure 17.24. Upon filling all the mandatory data, the 'Next' button would be enabled in the upload section. Upon clicking on the 'Next' button, the user could proceed to the payment section.

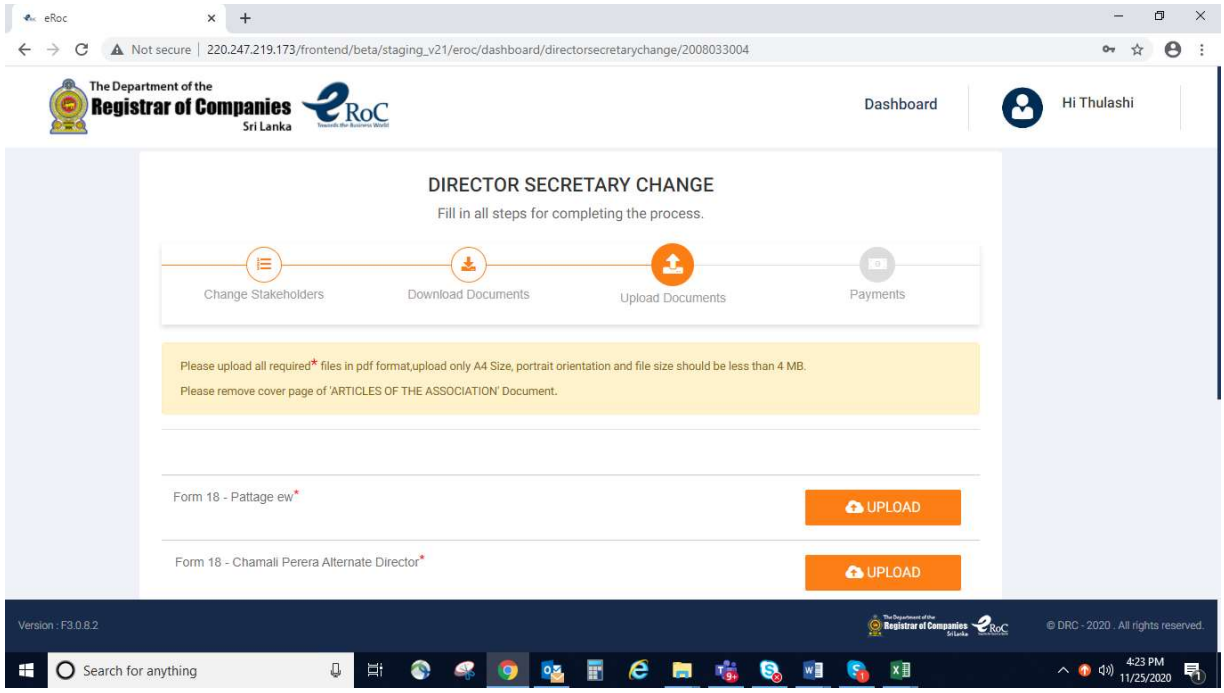


Figure 17.24

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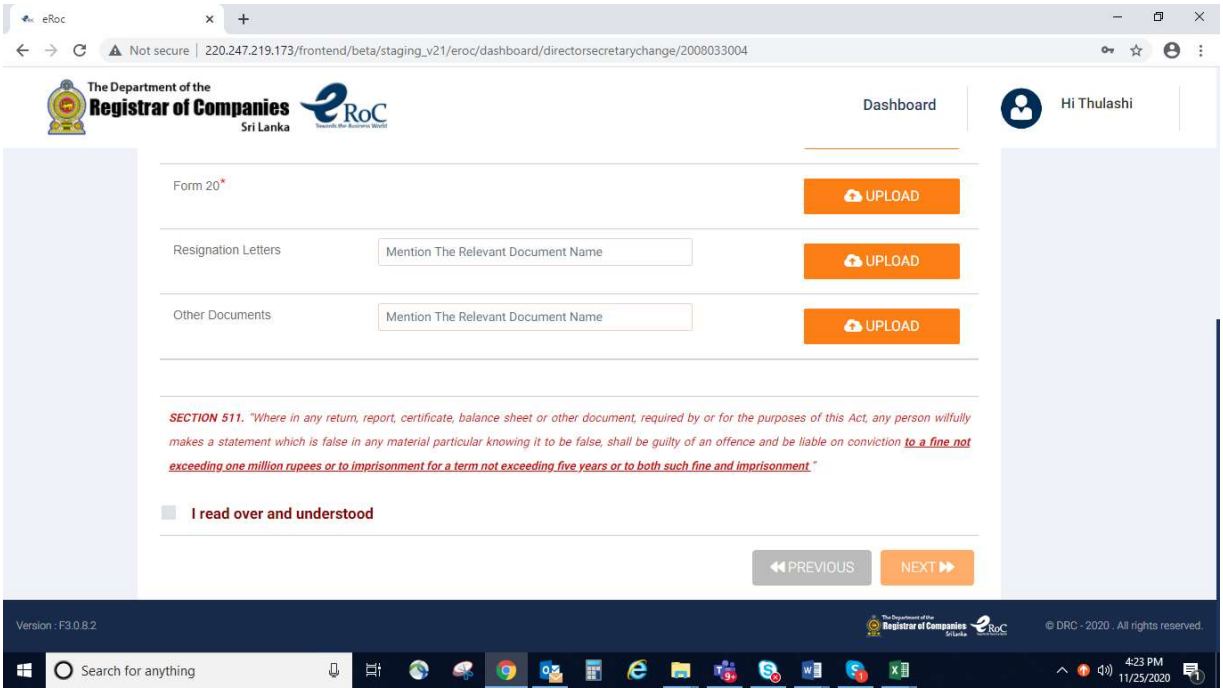


Figure 17.25

After uploading the document successfully, click next and the user will be directed to the payment page. Folow the payment steps and make the payment successfullly.

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18. Statement of Affairs – Form25

In order to file Form 25, the user first needs to login to the system with his/her username and password. If the user does not have an account, he/she needs to create a new account (Click here to create a new account) and follow the steps below. After successful login, the user is directed to the dashboard depicted in Figure 18.1

The applicant will be required to select Form 25, in order to submit the statement of affairs application.

In order to navigate to Form 25, the applicant is required to click on the 'Other Changes' button as indicated in Figure 18.1.

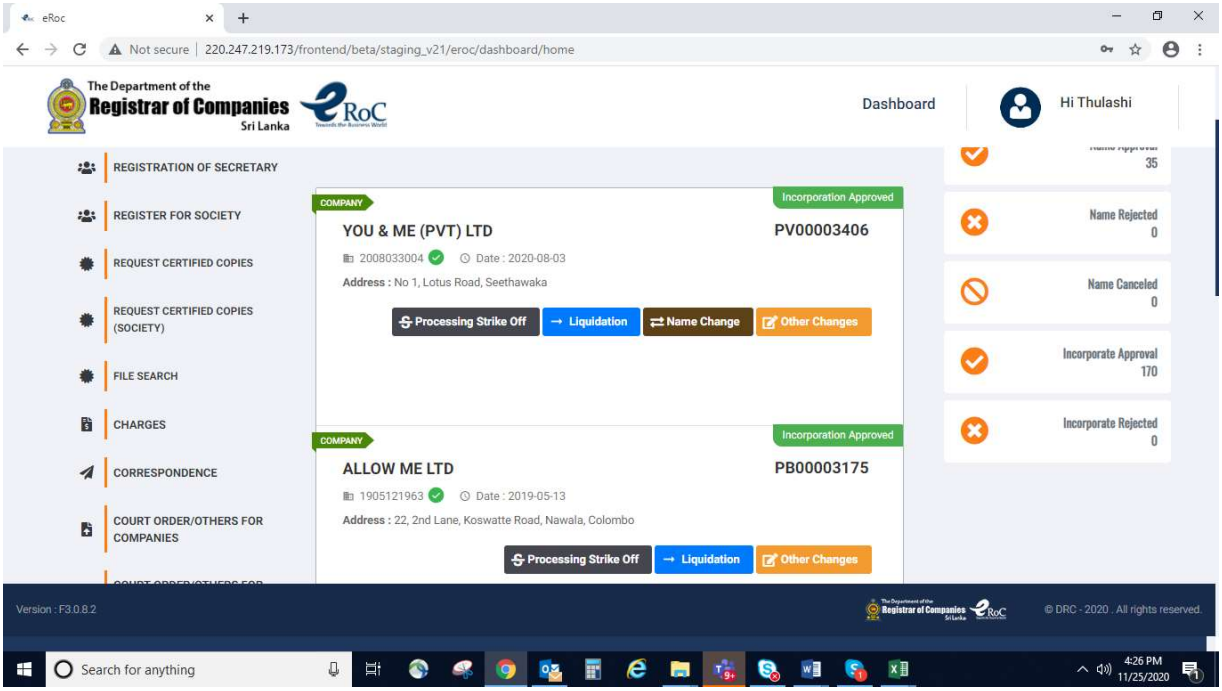


Figure 18.1

Upon clicking on the 'Other Changes' button, the applicant would be navigated to the screen as indicated in Figure 18.2

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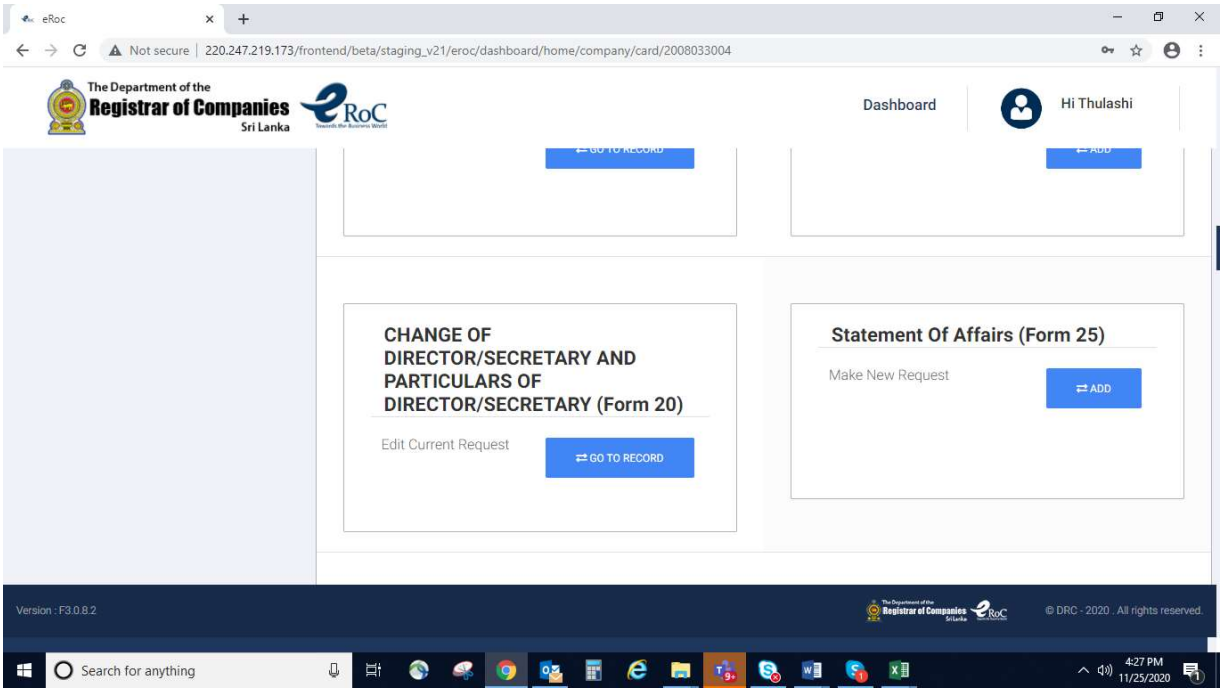


Figure 18.2

By selecting Form 25 "Statement of Affairs", the applicant will be directed to the 'STATEMENT OF AFFAIRS' screen as indicated in Figure 18.3.

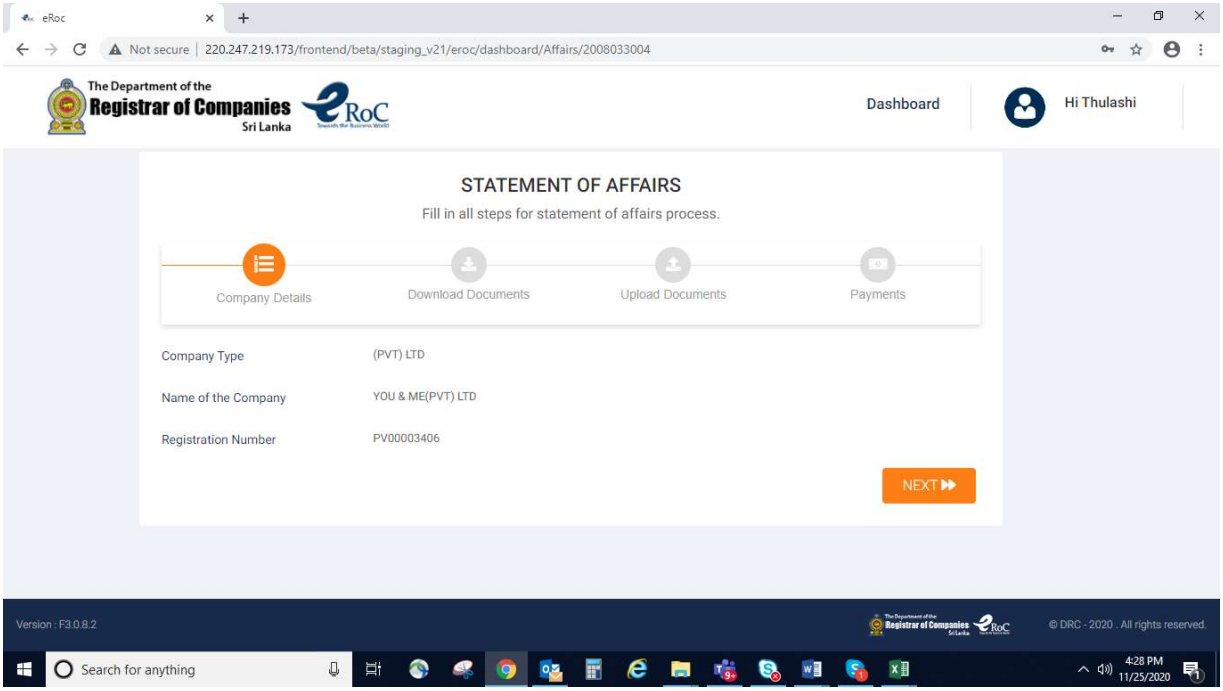


Figure 18.3

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Upon clicking the 'Next' option under the 'STATEMENT OF AFFAIRS' screen, the applicant will be navigated to the download section. The Applicant can download Form 25, by clicking on the download button as indicated in Figure 18.4.

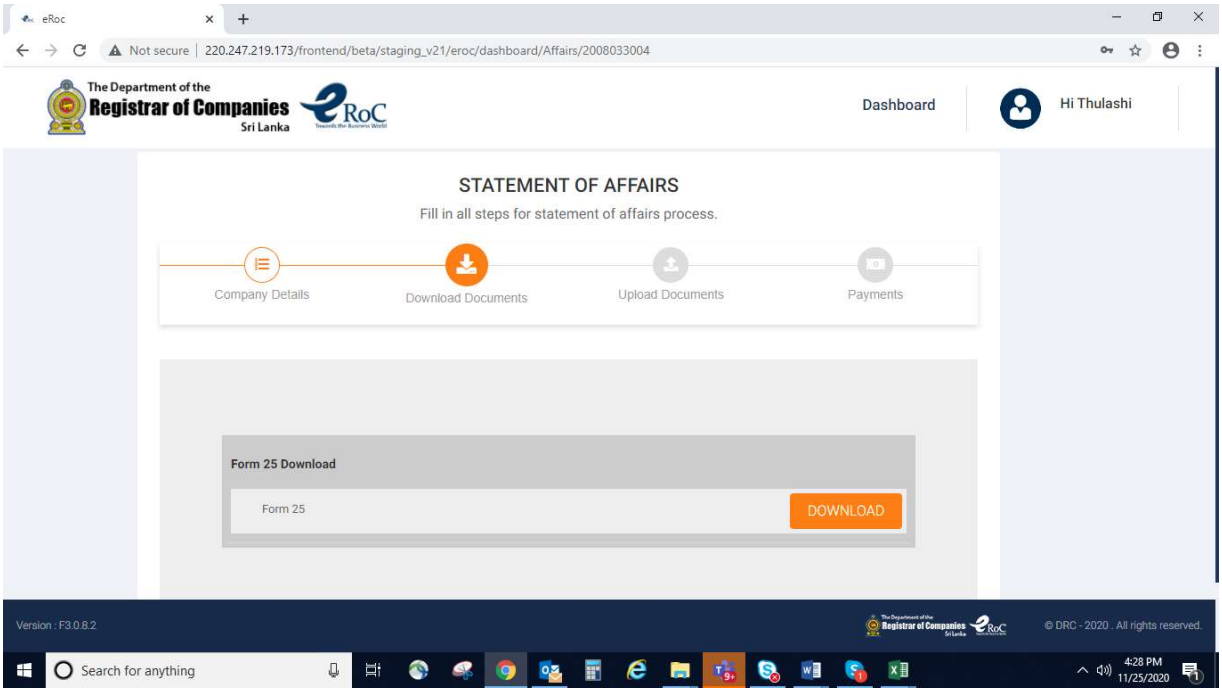


Figure 18.4

Upon downloading Form 25, the applicant is required to click on the 'Next' button. Upon clicking on the 'Next' button, the applicant will be navigated to the 'Upload' section. The downloaded form will have to be filled and uploaded as a PDF document in the upload section, by clicking on the 'Upload' button as indicated in Figure 18.5.

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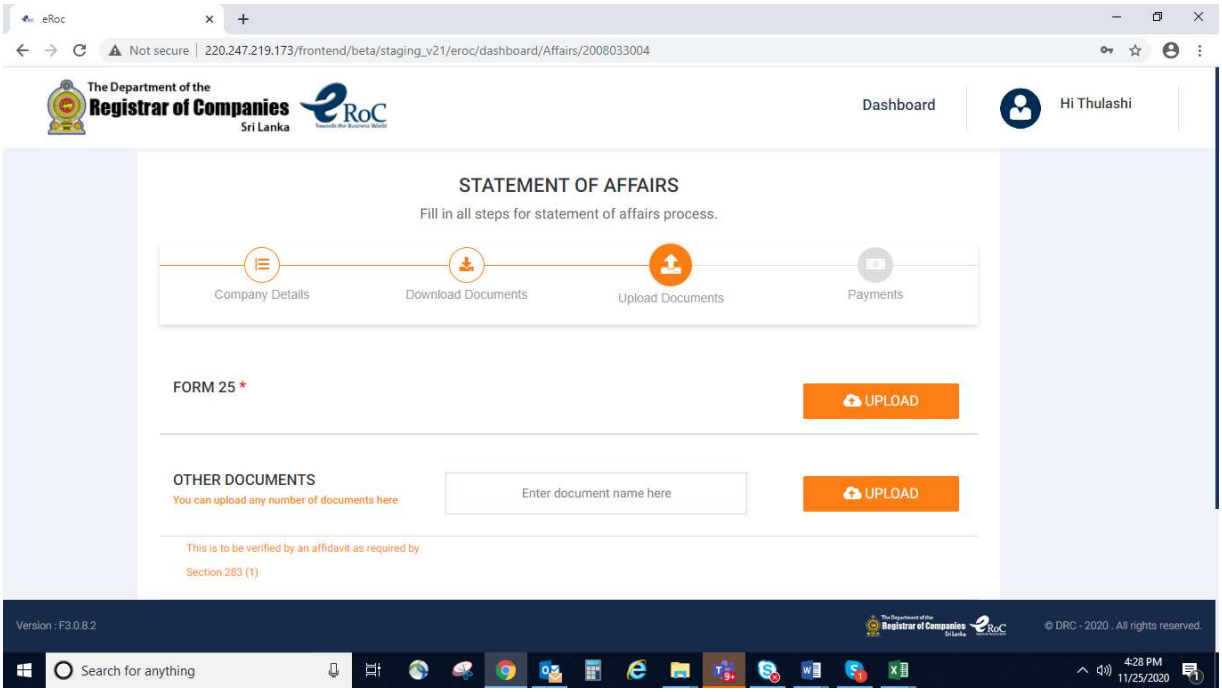


Figure 18.5

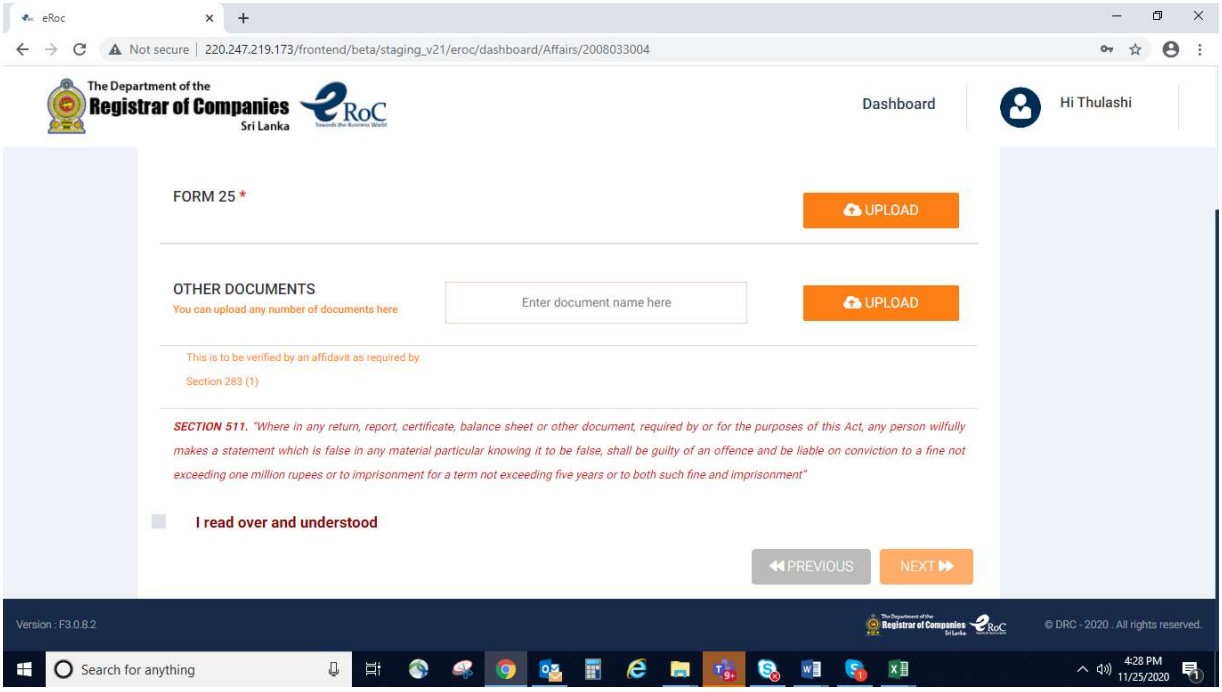


Figure 18.6

Upon uploading the Form 25, the applicant can either view or delete the document. The Applicant is required to tick the terms and conditions and click on the 'Next' button in the upload section. Upon clicking

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on the ‘Next’ button, the applicant is navigated to the payment section. Follow the payment steps and make the payment successfully.

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19. Special Resolution – Form 39

In order to file Form 39, the user first needs to login to the system with his/her username and password. If the user does not have an account, he/she needs to create a new account (Click here to create a new account) and follow the steps below. After successful login, the user is directed to the dashboard depicted in Figure 19.1. In order to navigate to Form 39, the applicant is required to click on the 'Other Changes' button, as indicated in Figure 19.1.

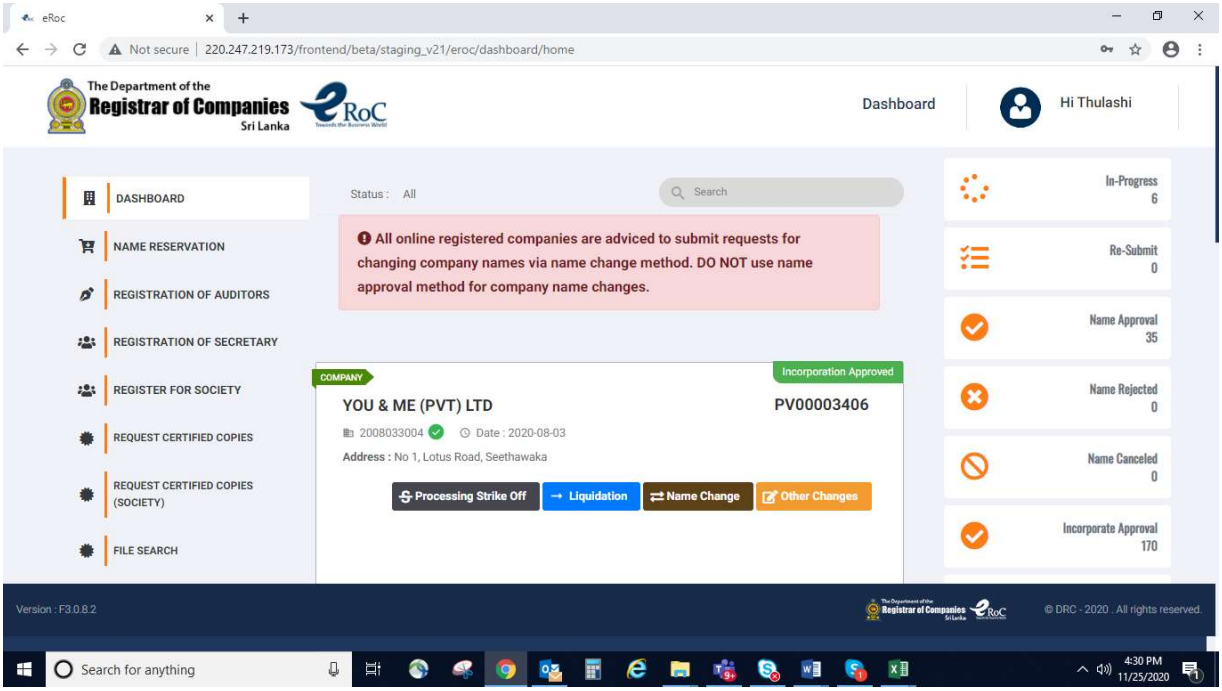


Figure 19.1

Upon clicking on the 'Other Changes' button, the applicant would be navigated to the screen as indicated in Figure 19.2.

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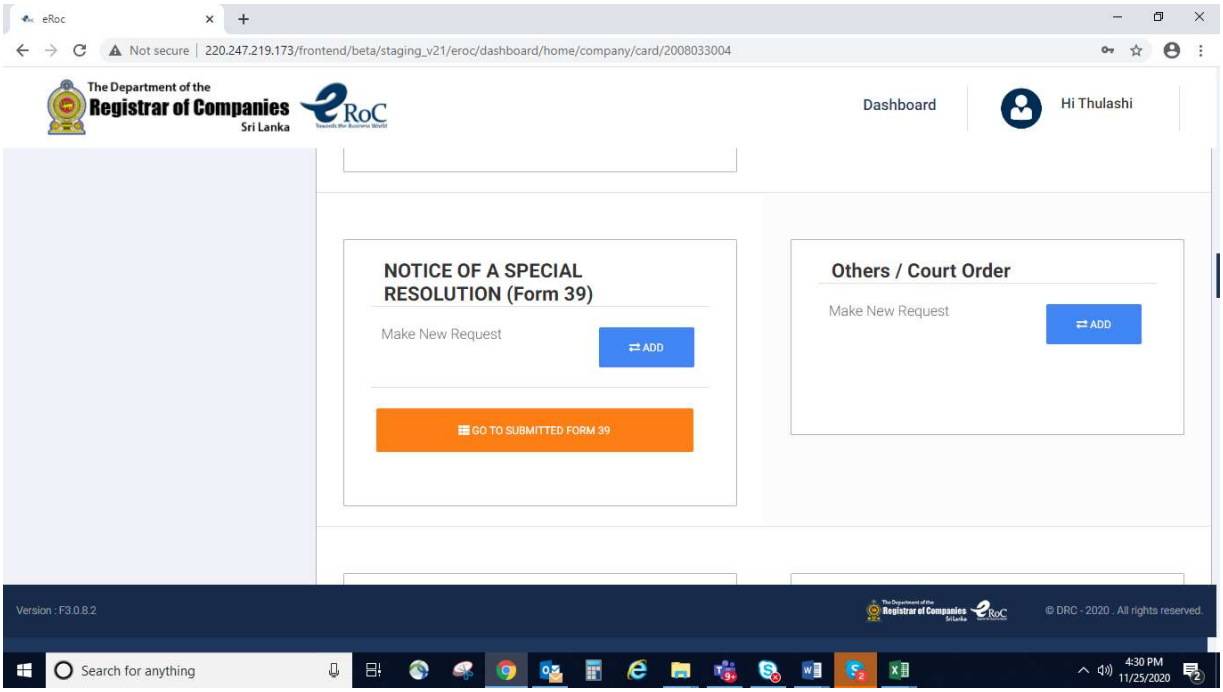


Figure 19.2

The applicant is required to select Form 39 and select the appropriate type and enter the resolution date as depicted in Figures 19.3 and 19.4.

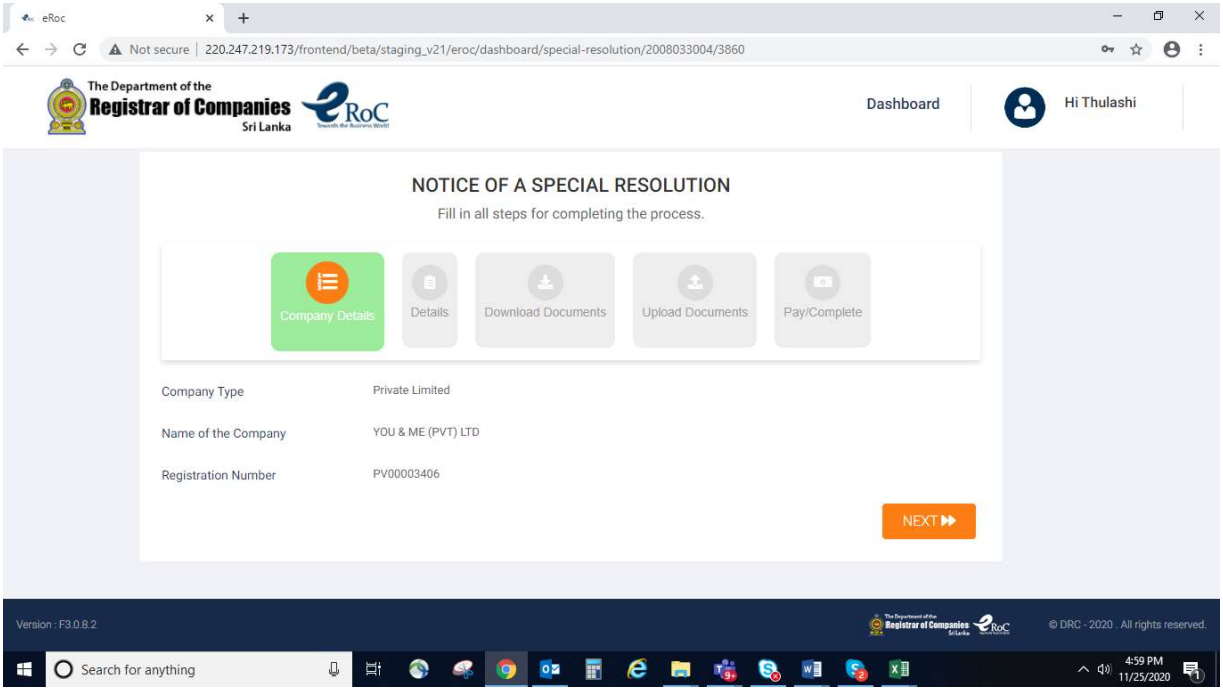
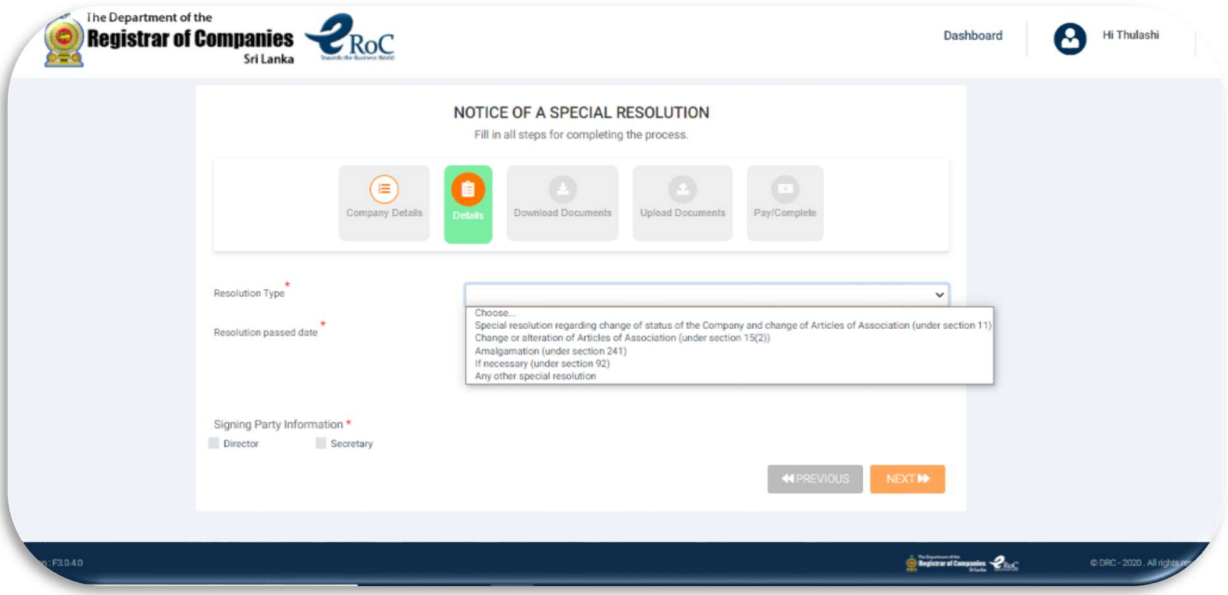


Figure19.3

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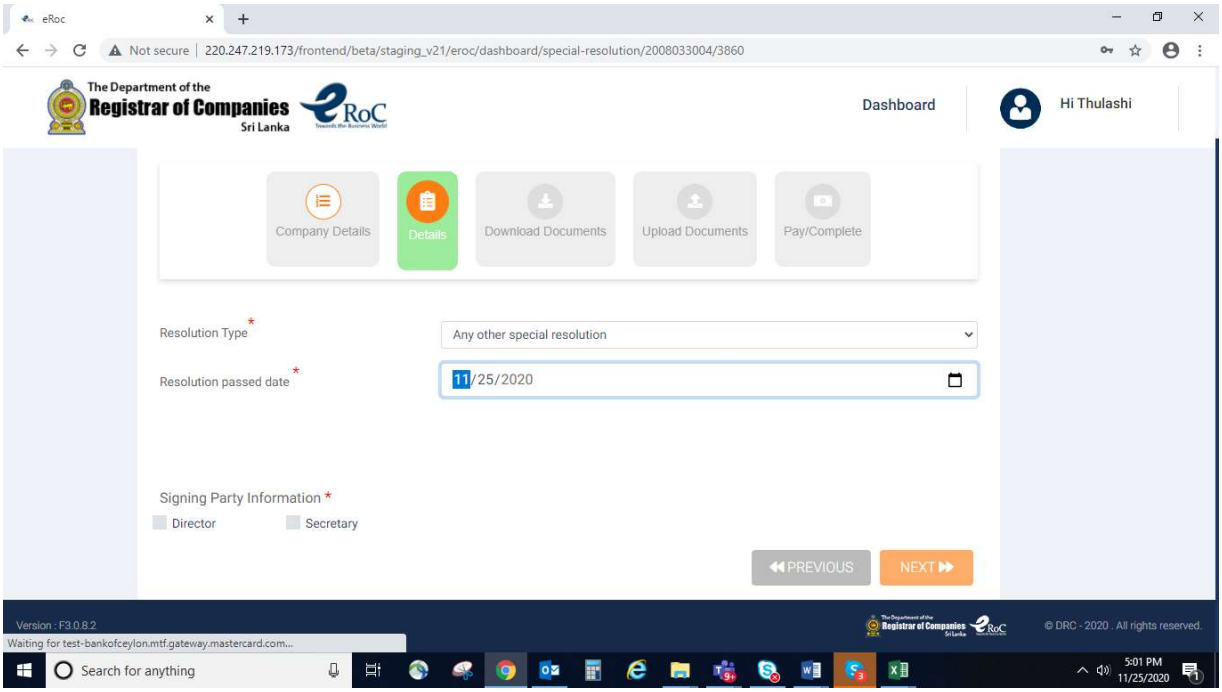


Figure 19.4

Upon selecting the required option and entering the resolution date, the applicant can move to the document download section by clicking on the 'Next' option. Upon downloading Form 39, the applicant is required to sign, scan and upload Form 39, using the document upload option as depicted in Figure 19.5.

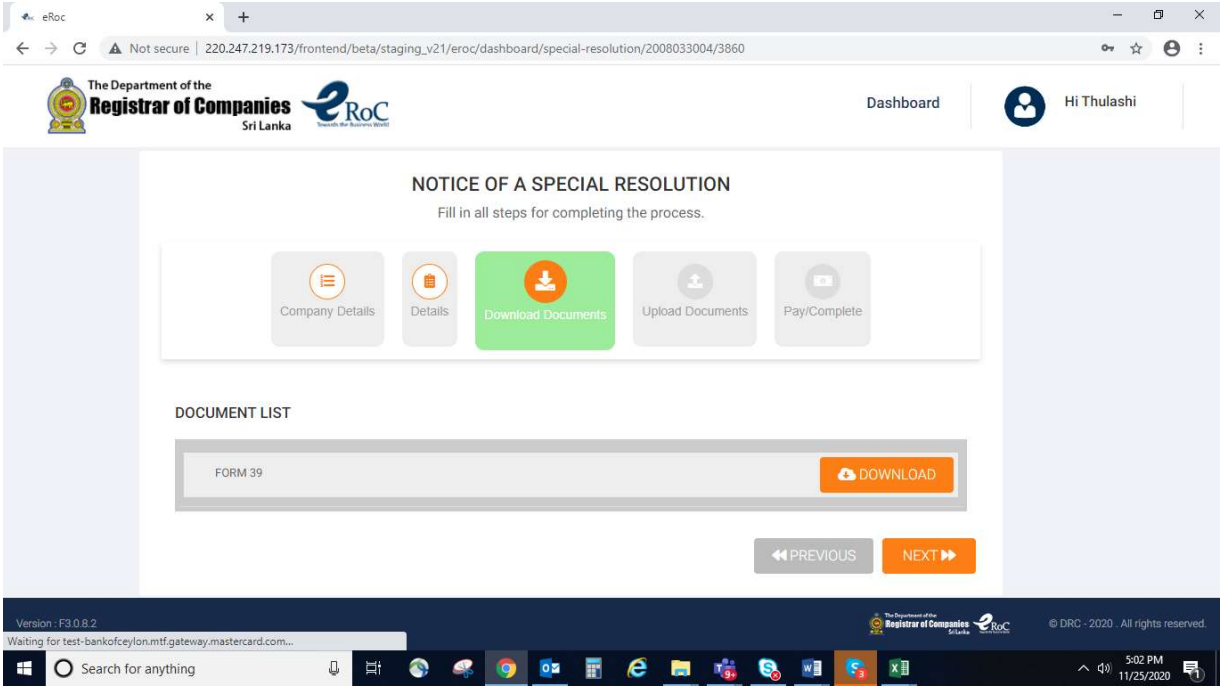


Figure 19.5

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Note:

Depending on the type selected at the initial dropdown menu, there would be other mandatary documents that the applicant would be required to upload as depicted in Figures 19.6 and 19.7.

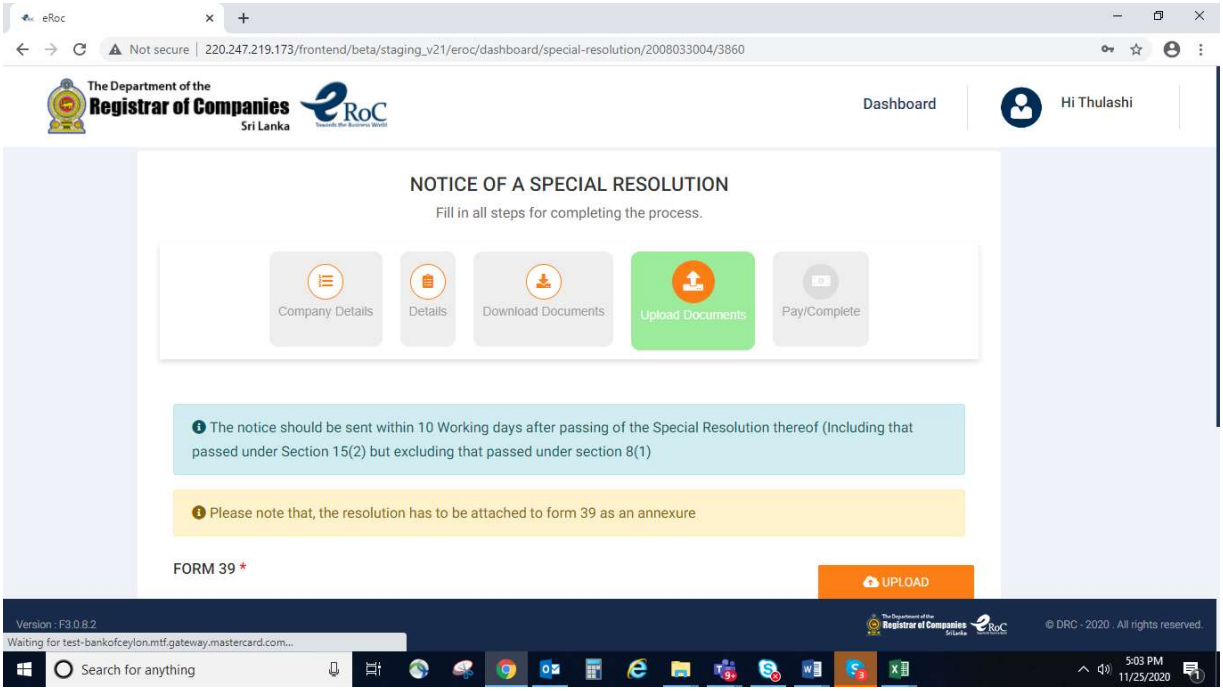


Figure 19.6

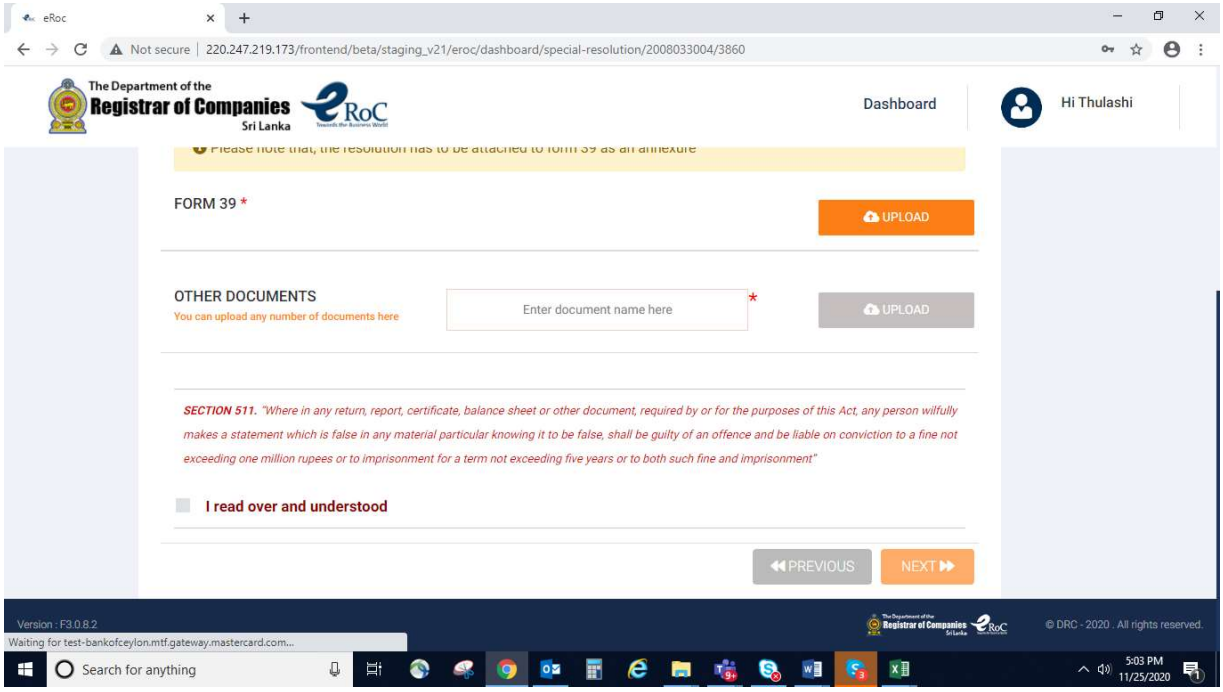


Figure 19.7

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The Applicant is required to tick the terms and conditions and click on the ‘Next’ button in the upload section. Upon clicking on the ‘Next’ button, the applicant is navigated to the payment section. Follow the payment steps and make the payment successfully.

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20. Submission of prospectus for registration

In order to file a prospectus, the user first needs to login to the system with his/her username and password. If the user does not have an account, he/she needs to create a new account (Click here to create a new account) and follow the steps below. After successful login, the user is directed to the dashboard depicted in Figure 20.1.

In order to navigate to Submission of a prospectus, the applicant is required to click on the 'Other Changes' button as indicated in Figure 20.1.

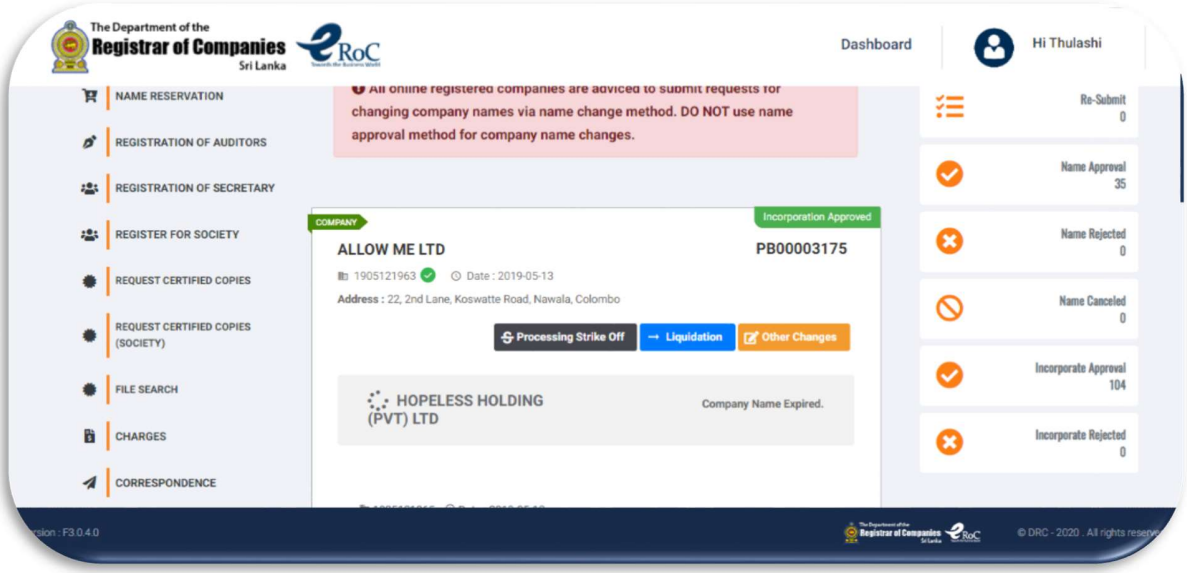
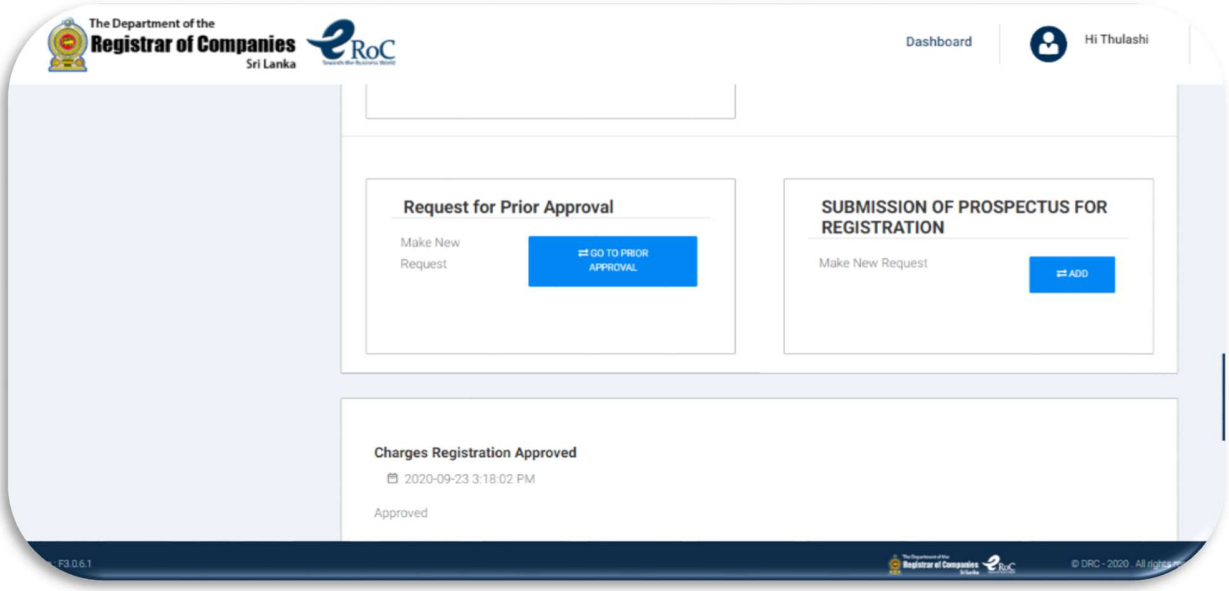


Figure 20.1

Upon clicking on the 'Other Changes' button, the applicant would be navigated to the screen as indicated in Figure 20.2



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Figure 20.2

The applicant will have to select 'SUBMISSION OF PROSPECTUS FOR REGISTRATION' in order to submit a prospectus. The applicant will be directed to the menu depicted in Figure 20.3 to enter prospectus related details and the capital.

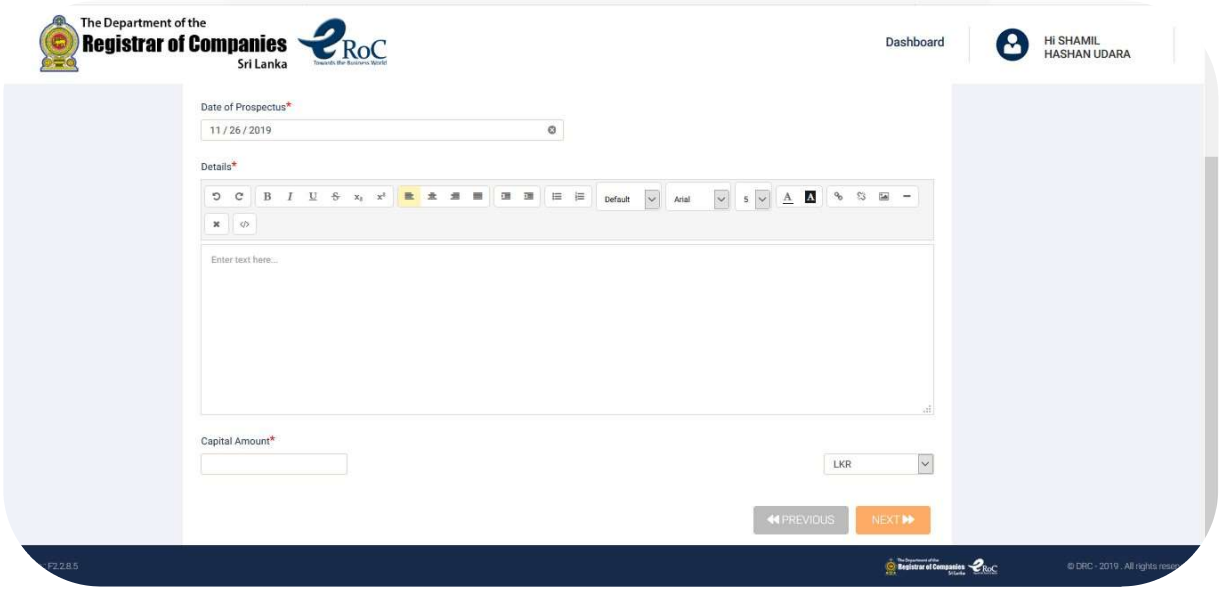


Figure 20.3

Upon completing the entry of details in the above menu, the applicant will be directed to the document upload menu, by clicking the 'Next' option as depicted in Figure 20.2.

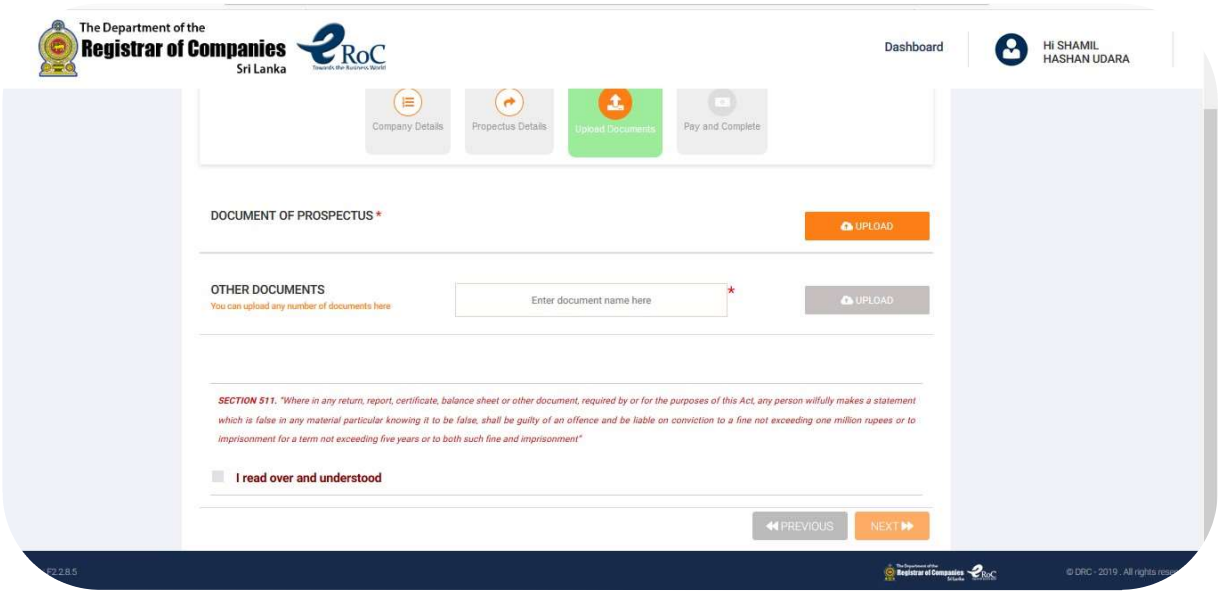


Figure 20.2

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The Applicant is required to tick the terms and conditions and click on the ‘Next’ button in the upload section. Upon clicking on the ‘Next’ button, the applicant is navigated to the payment section. Follow the payment steps and make the payment successfully.

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21. Others / Court Order

In order to file a court order, the user first needs to login to the system with his/her username and password. If the user does not have an account, he/she needs to create a new account (Click here to create a new account) and follow the steps below. After successful login, the user is directed to the dashboard depicted in Figure 21.1. In order to navigate to the court order, the applicant is required to click on the 'Other Changes' button as indicated in Figure 21.1.

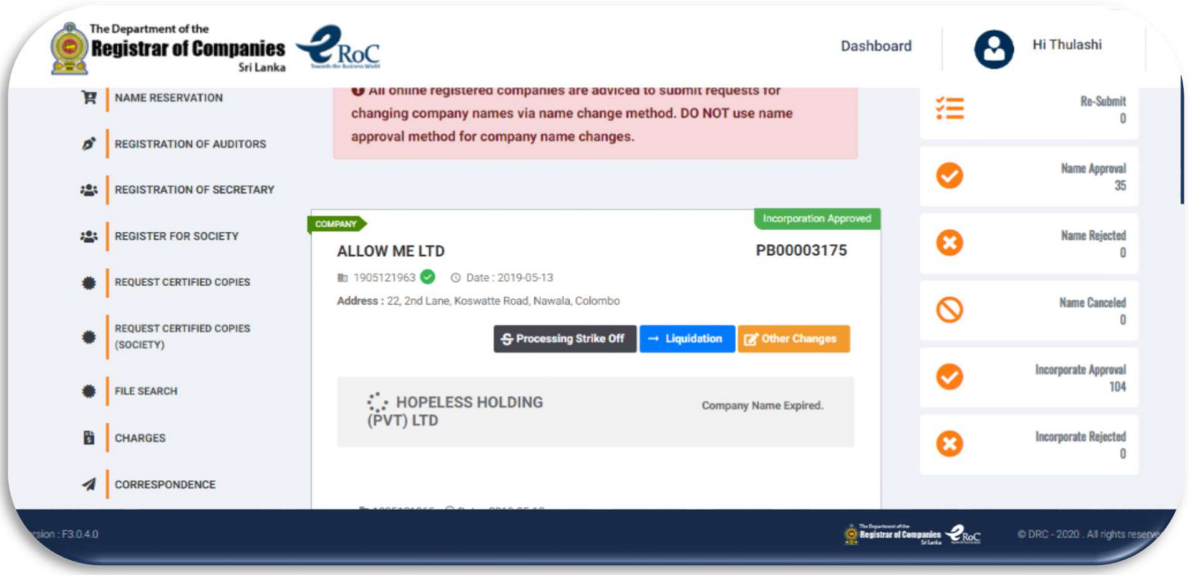


Figure 21.1

Upon clicking on the 'Other Changes' button, the applicant would be navigated to the screen as indicated in Figure 21.2

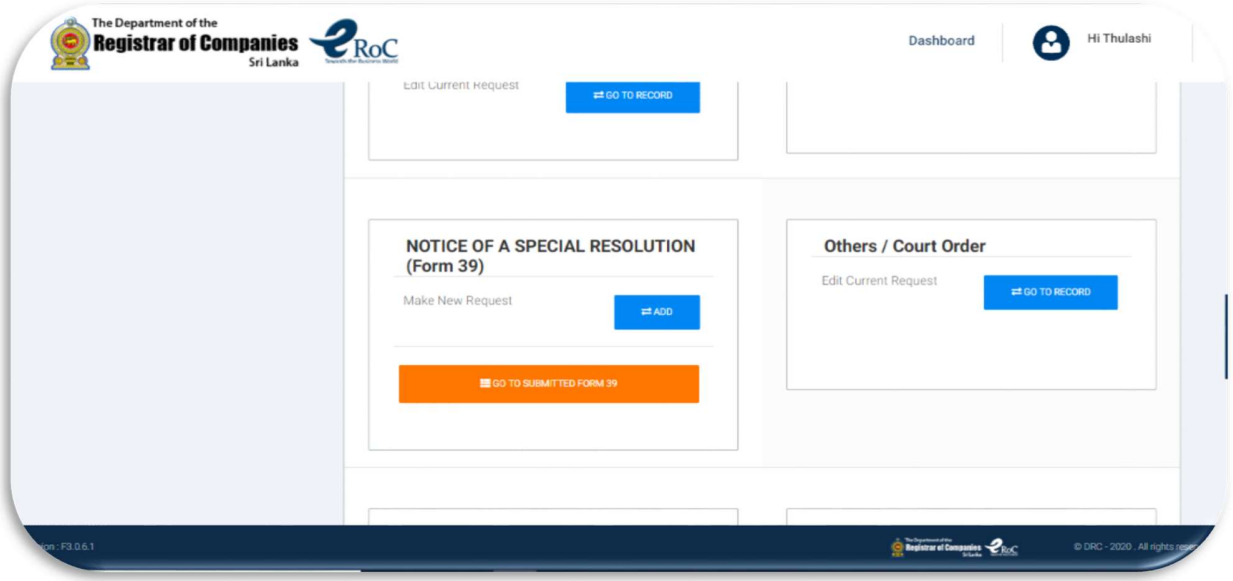


Figure 21.2

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The applicant is required to select the 'other / Court Order' option to upload court order documents. As depicted in Figures 21.3 and 21.4, the upload section of THE 'other / Court Order' menu, will contain the facility to upload the main and other documents.

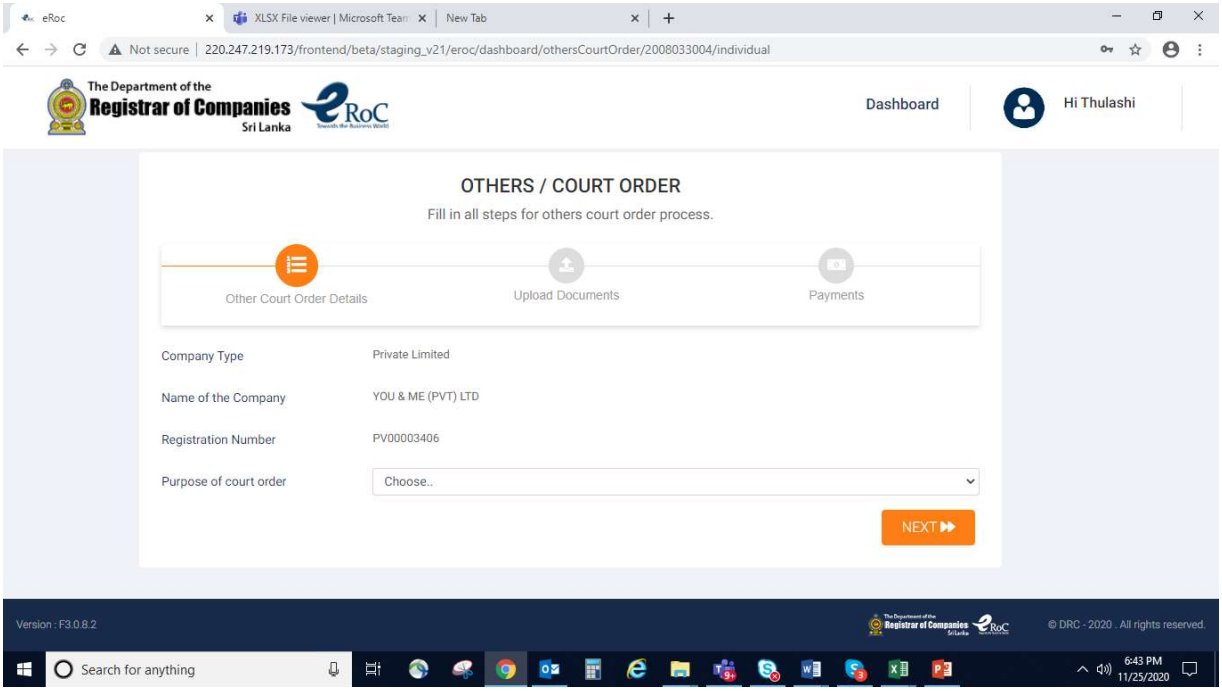


Figure 21.3

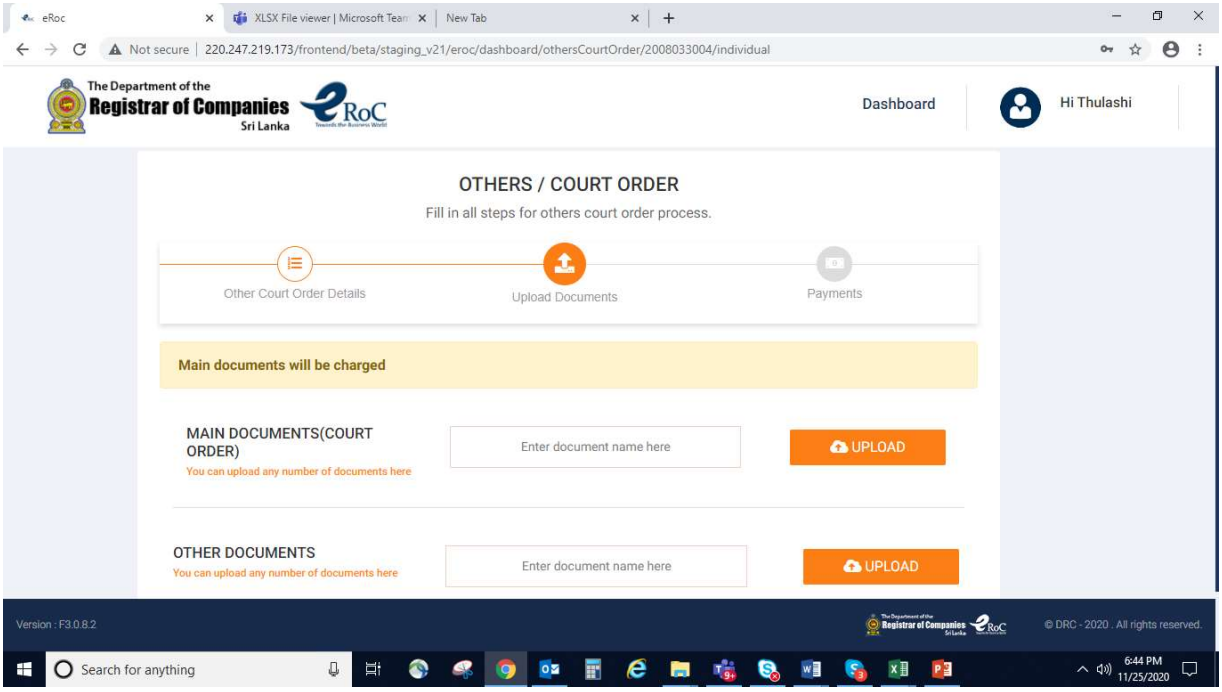


Figure 21.4

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The Applicant is required to tick the terms and conditions and click on the ‘Next’ button in the upload section. Upon clicking on the ‘Next’ button, the applicant is navigated to the payment section. Follow the payment steps and make the payment successfully.

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22. Request for Prior Approval

In order to file prior approval, the user first needs to login to the system with his/her username and password. If the user does not have an account, he/she needs to create a new account (Click here to create a new account) and follow the steps below. After successful login, the user is directed to the dashboard depicted in Figure 22.1.

In order to navigate to prior approval, the applicant is required to click on the 'Other Changes' button as indicated in Figure 22.1.

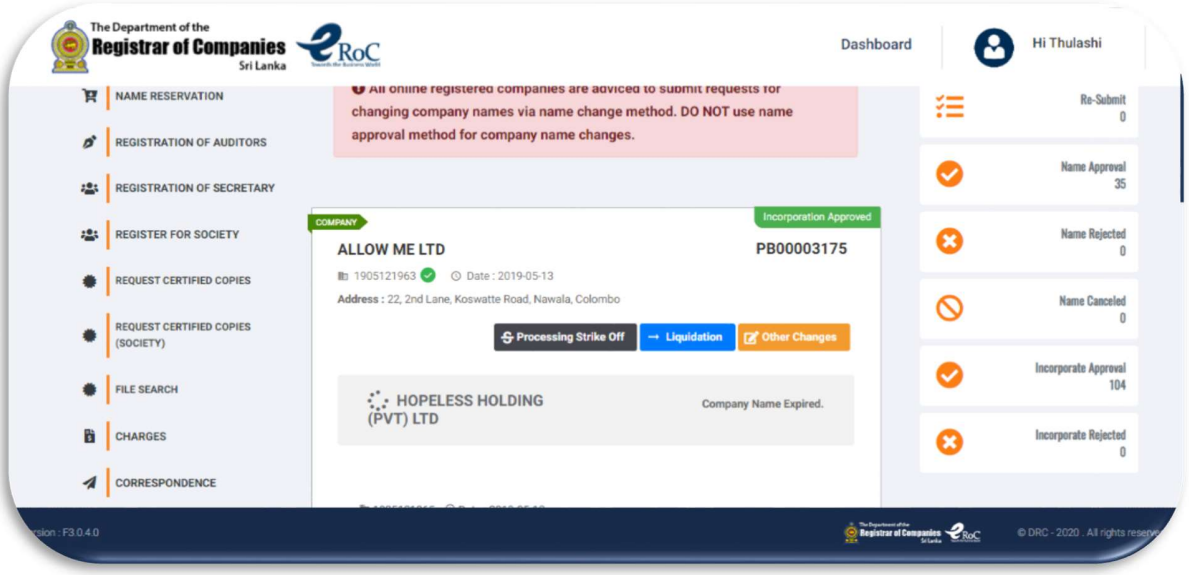
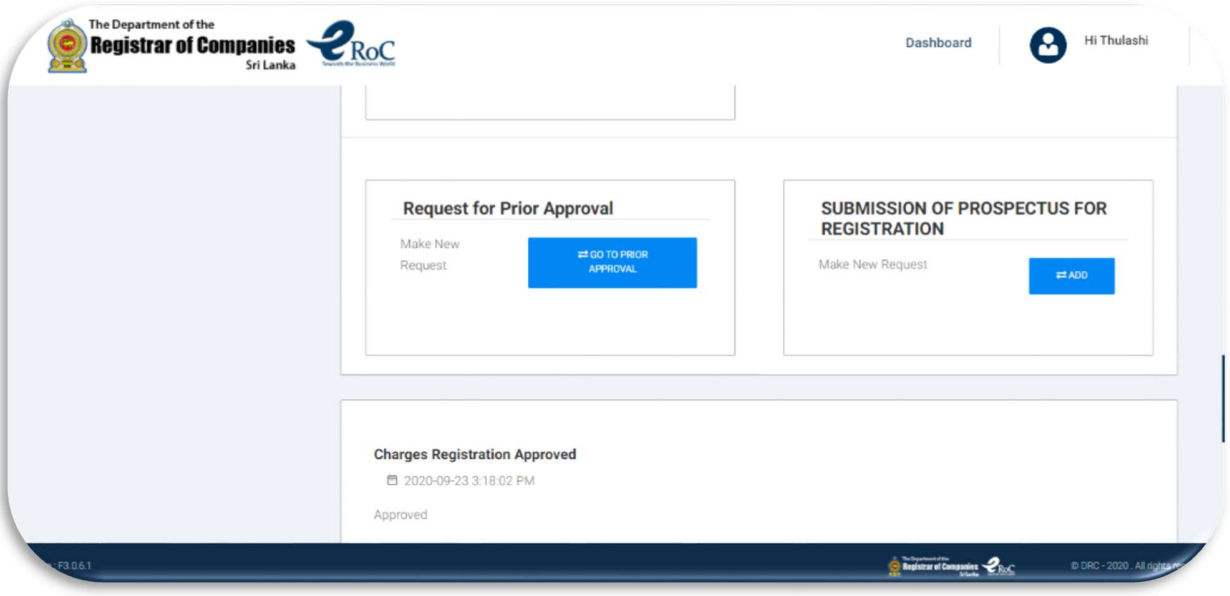


Figure 22.1

Upon clicking on the 'Other Changes' button, the applicant would be navigated to the screen as indicated in Figure 22.2



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Figure 22.2

The applicant is required to select the 'Request for Prior Approval' option to request prior approval when required (e.g. to change the balance sheet date). The applicant needs to click on the 'Create New' option available under 'Request for Prior Approval' as depicted in Figure 22.3.

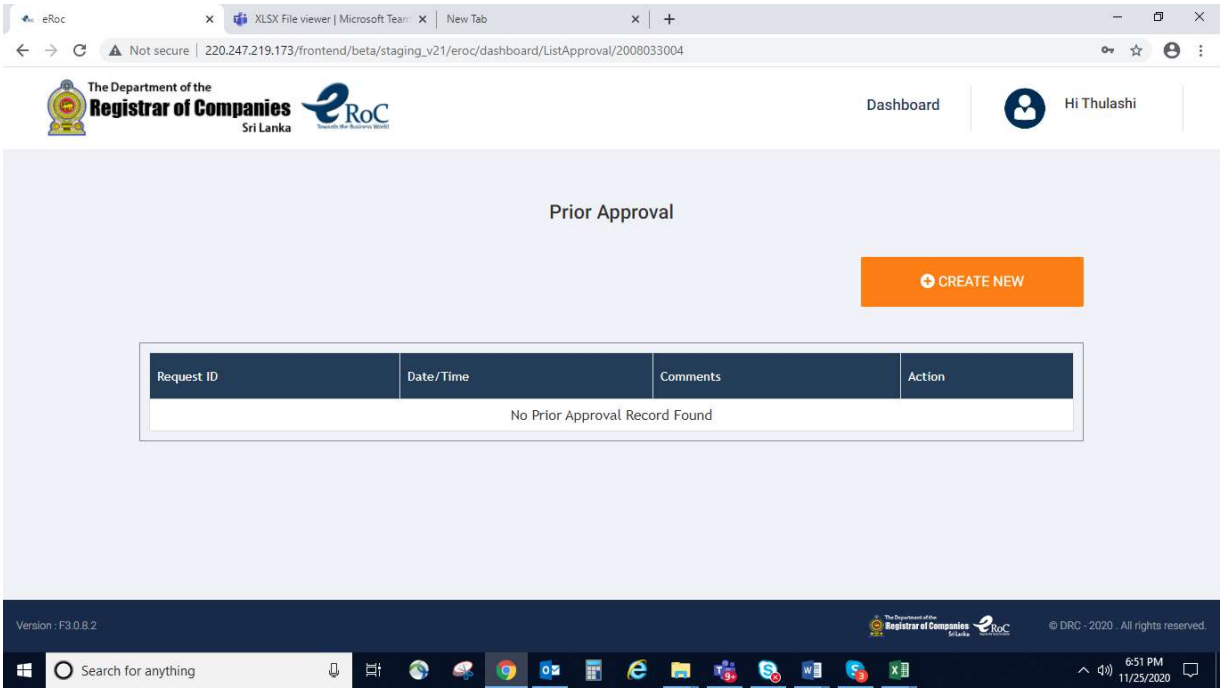


Figure22.3

Click the next button as depicted in Figure 22.4 and Select the appropriate prior approval type as depicted in Figure 22.5 and enter the required details pertaining to **selected prior approval** and click on the 'Next' option and click on the 'Submit' option, to push the request for prior approval to ROC for approval as depicted in Figure 22.6.

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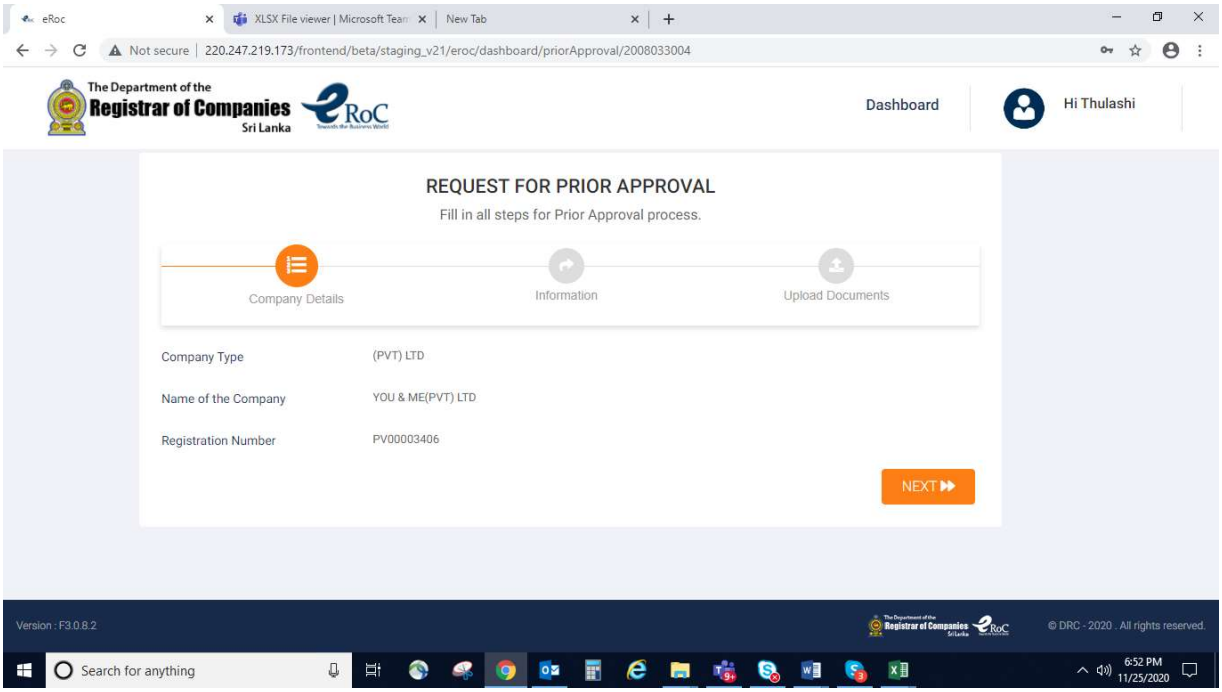


Figure 22.4

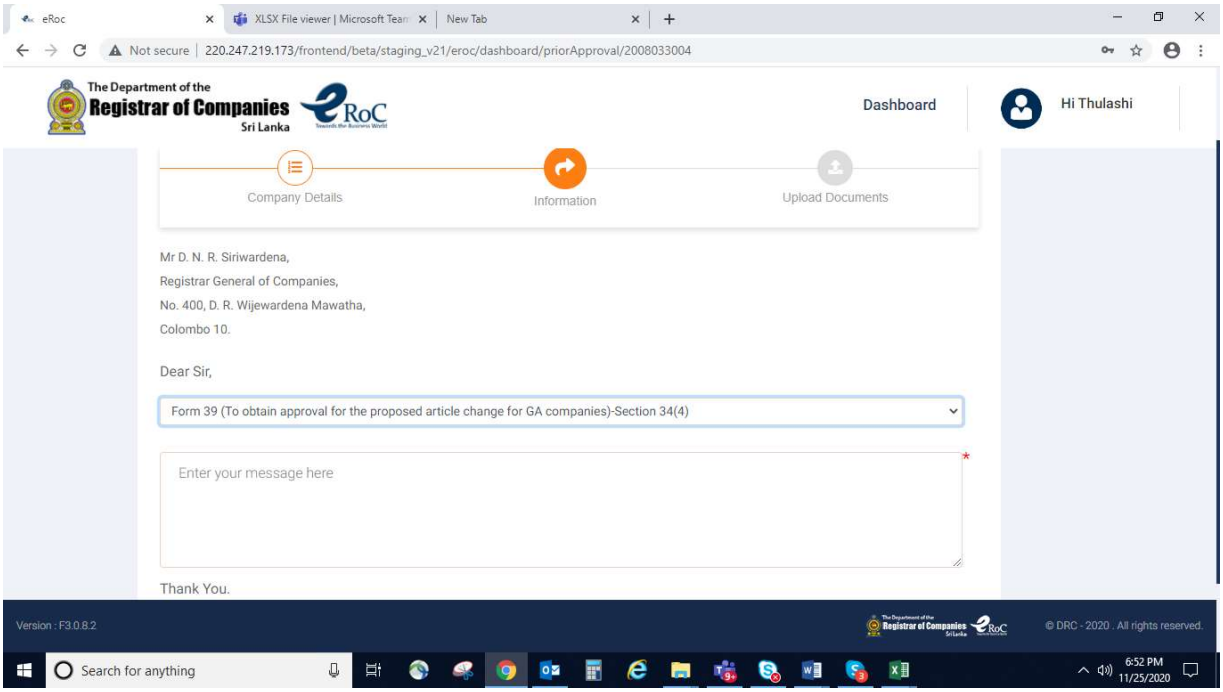


Figure22.5

Finally, upload the documents and click the submit button as depicted in Figure 22.6

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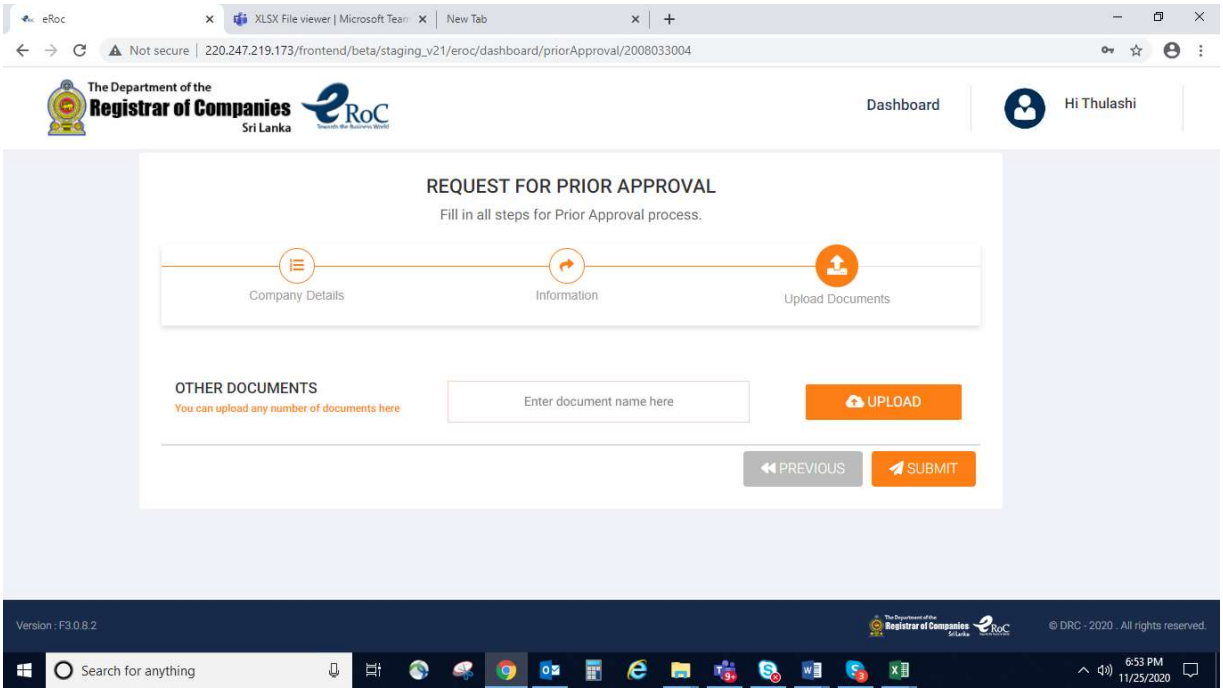


Figure22.6

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23. Annual Accounts

In order to file Annual accounts, the user first needs to login to the system with his/her username and password. If the user does not have an account, he/she needs to create a new account (Click here to create a new account) and follow the steps below. After successful login, the user is directed to the dashboard depicted in Figure 23.1. In order to navigate to annual accounts, the applicant is required to click on the 'Other Changes' button as indicated in Figure 23.1.

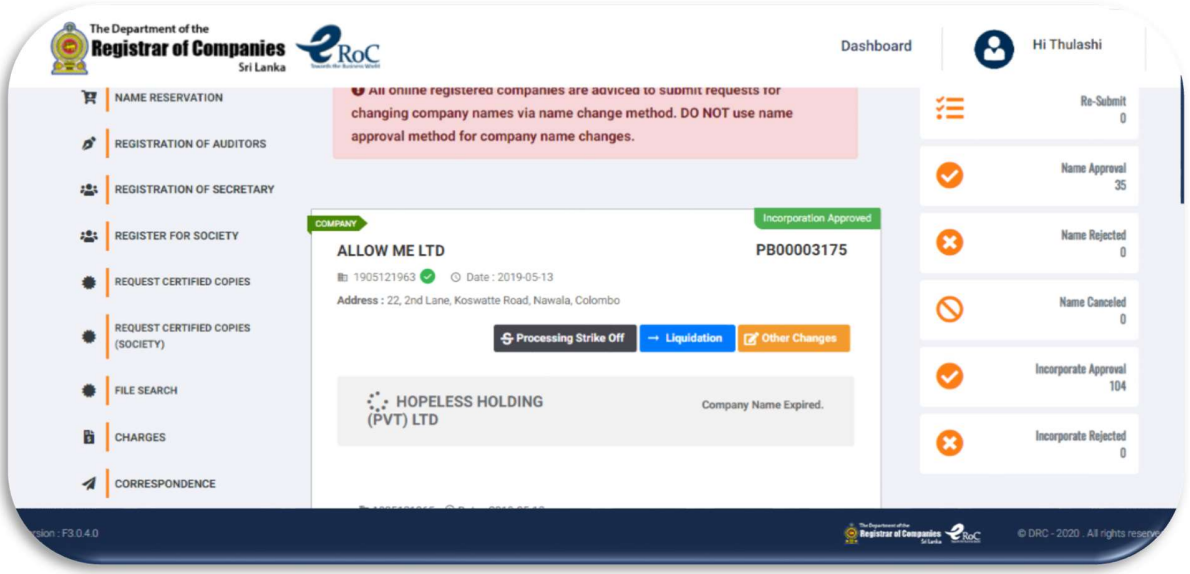
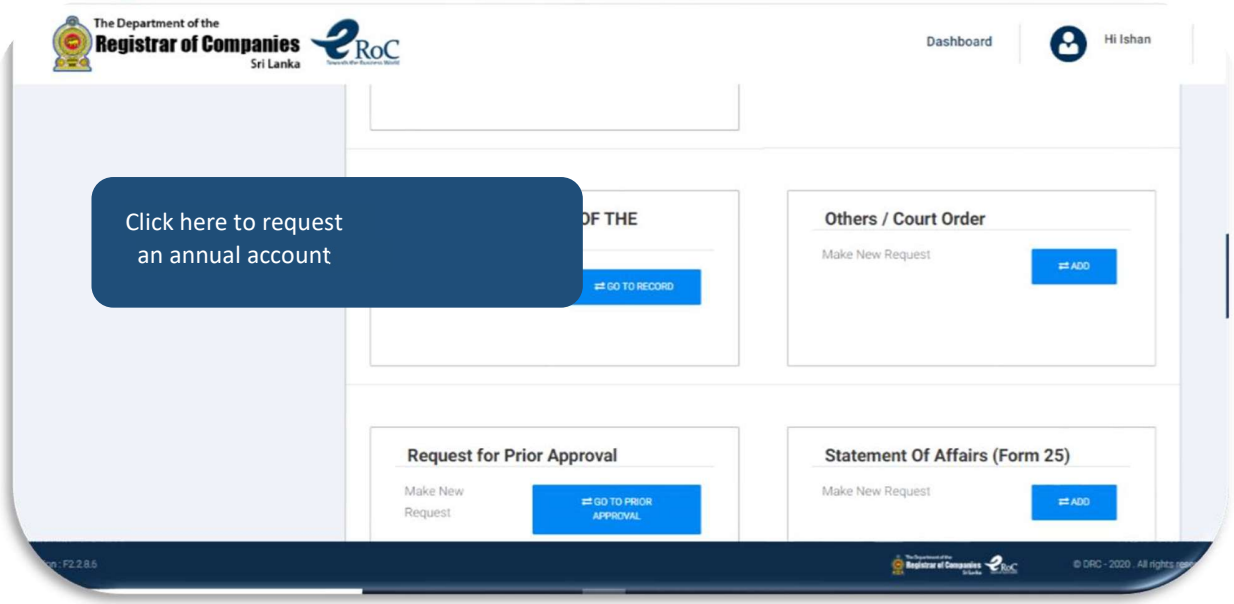


Figure 22.1

The applicant is required to select the 'Annual Accounts of the company' option as depicted in Figure 23.2 to request for annual accounts, when required.



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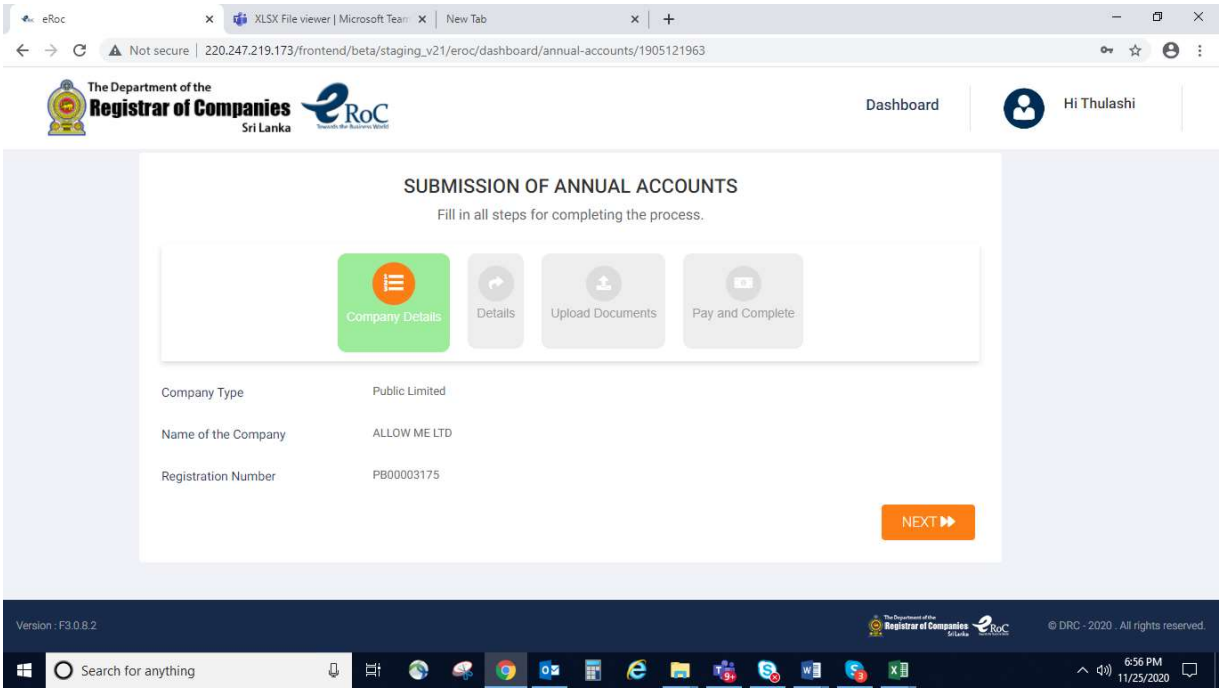


Figure 23.3

The applicant needs to click next option as depicted in Figure 23.3.

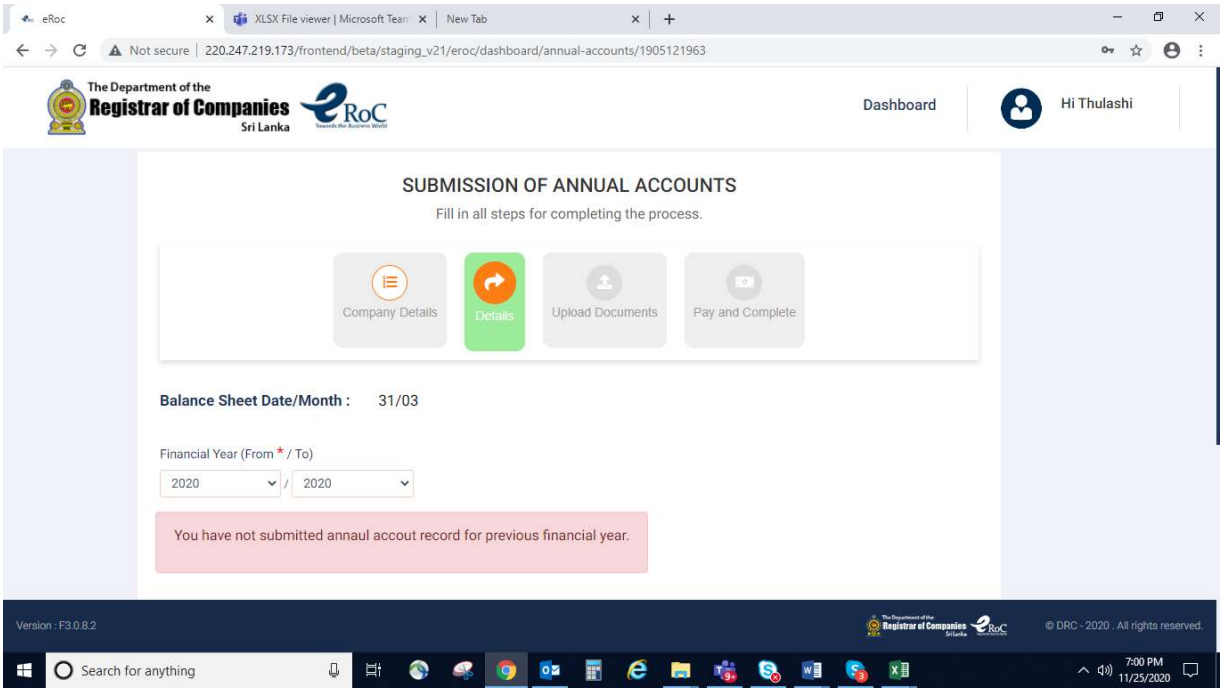


Figure 23.4

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Select the financial year of the accounts which they need, select the type of account and state the amount and click ‘next’ as depicted in Figure 23.4.

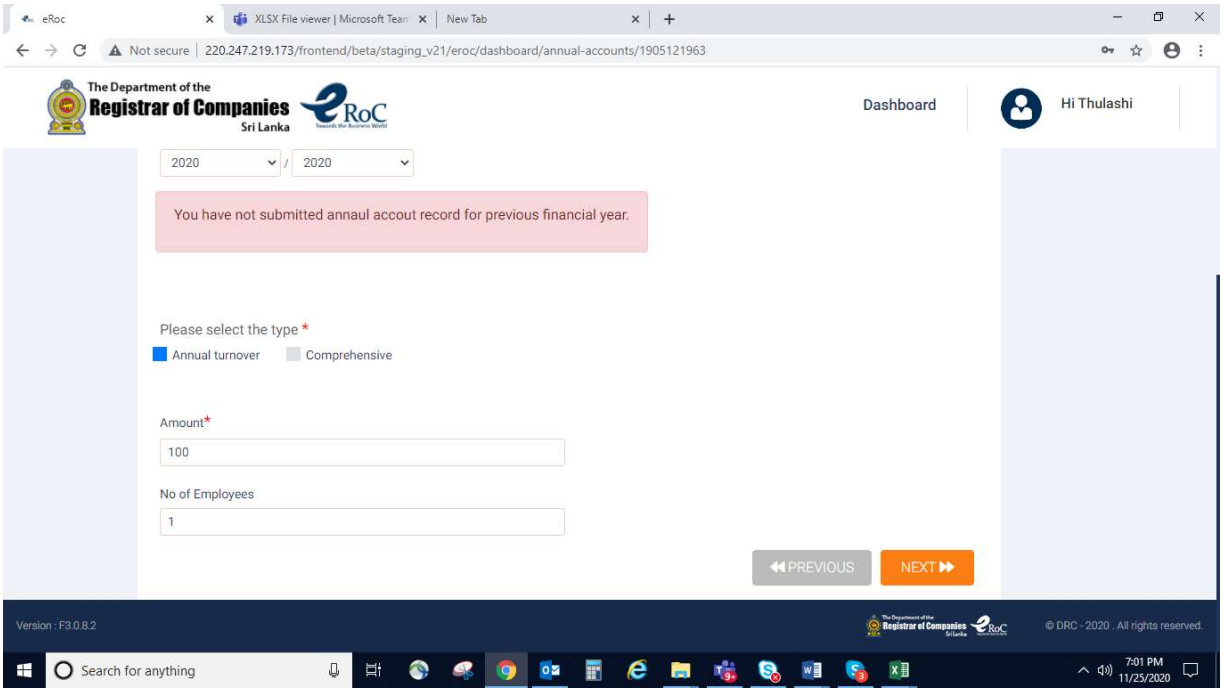


Figure 23.5

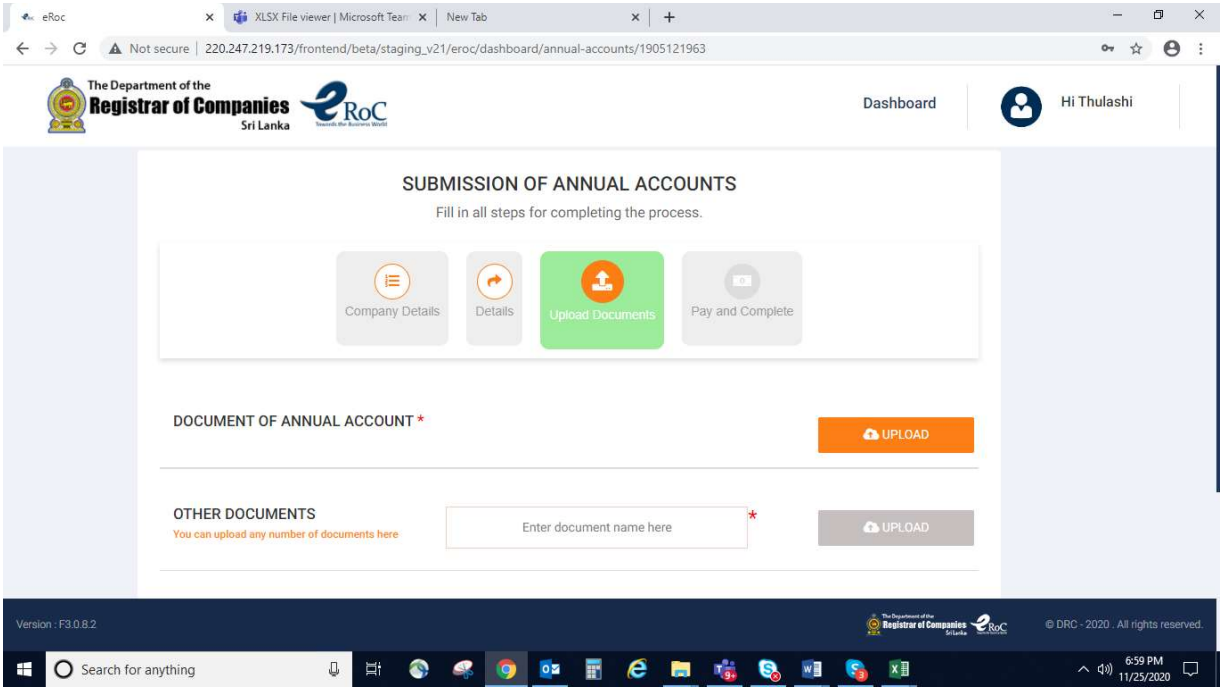


Figure 23.6

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Upload the relevant documents in the document uploading section and tick the agreement statement and click ‘next’ as depicted in Figure 23.6 & 23.7.

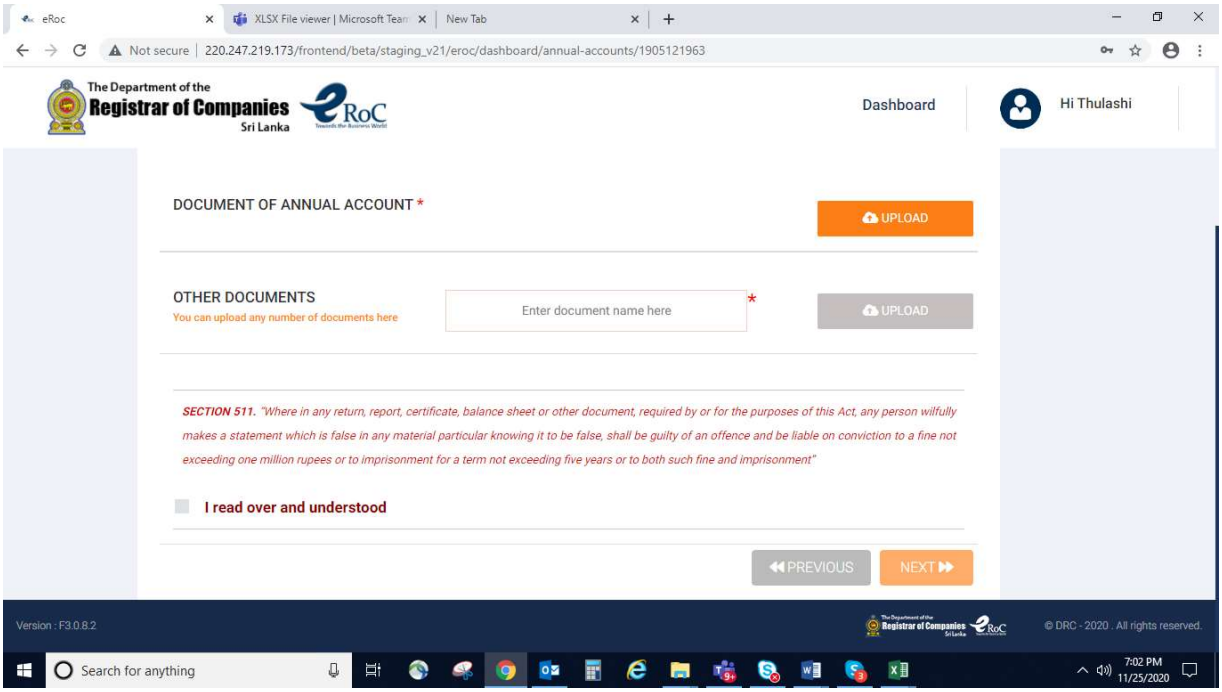


Figure 23.7

Finally follow the payment steps and make the payment for the annual accounts successfully.

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24. Annual Returns of the Company Form15

Annual Returns can be submitted to RoC by the company secretary or by an existing Director. No Third parties CAN submit.

If the secretary is NOT the updated secretary in the system, a Director must appoint the new secretary by logging in to the system and file a Form 20 and only then the new Secretary will be able to file F15 for the Company.

For Online registered companies, if the applicant has filled correct email addresses of secretary and the directors during incorporation stage, the system would have sent a mail to directors with the link to crate the profile in the eRoC system. Once the profile is created and logged in to the system, you will see the company details in their Dashboard.

For non-electronically registered companies, the secretary must request the RoC to link the company to the secretary's profile. Once it is completed, you will see the company in your dashboard.

If user do not have account, need to create a new account (Click here to create a new account) and do the below following steps. After successful login user directed to their dashboard depicted as Figure 24.1.

In order to file The Annual Returns, first user need to login to system with their username and password.

Note:

Please note that the address of the company may be WRONG and it is intentionally inserted as the System does not have data of those companies incorporated through the manual process.

When you want to make changes to an existing company, please select the Orange color tab named Other Changes in the said company. After selecting the Other Changes menu, you will see the applicable changes could be made for that particular company/society by filling the online form.

Please refer to the below figure 24.1

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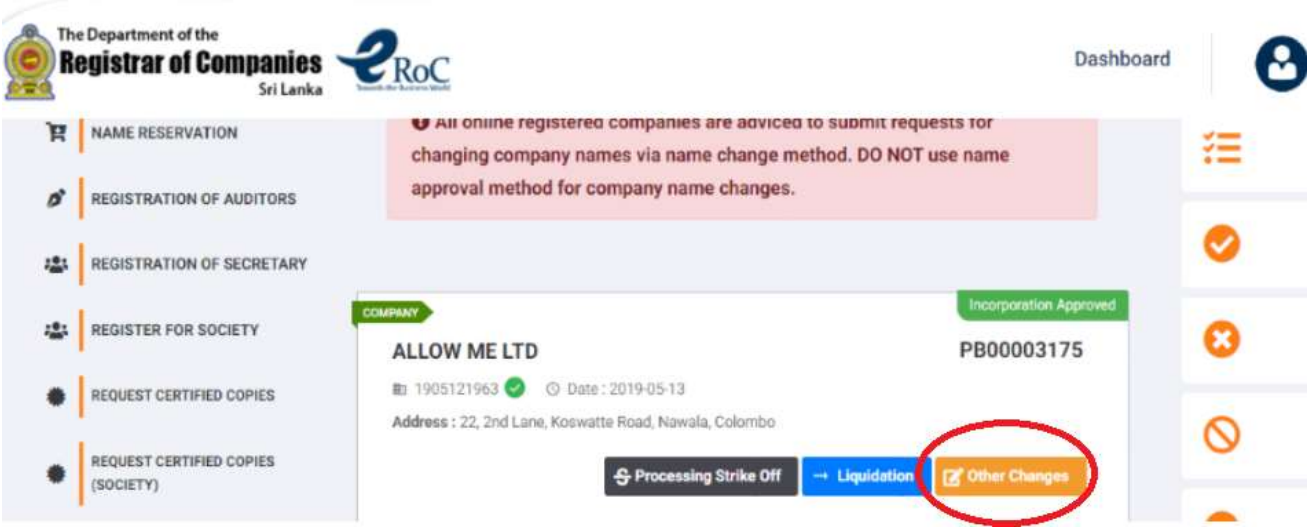
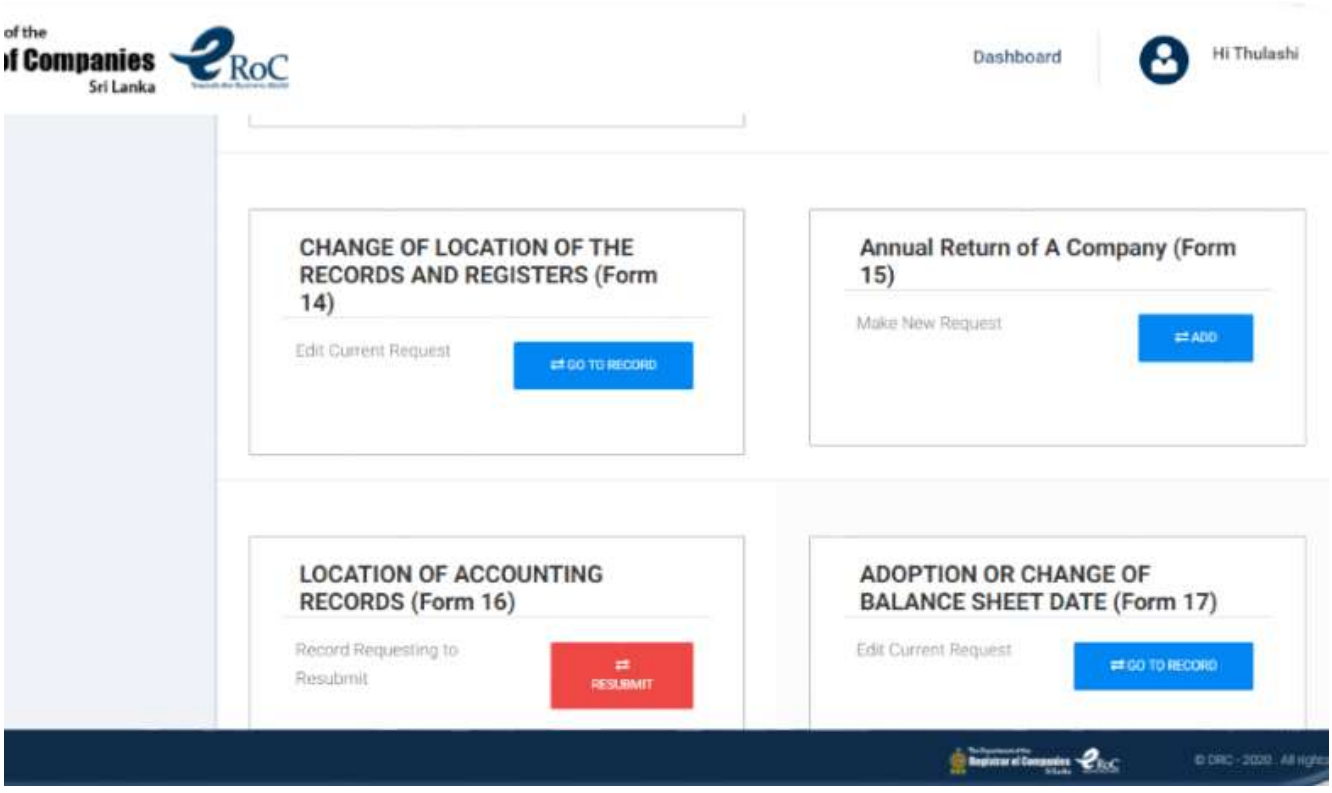


Figure 24.1

The applicant is required to select 'Annual Returns of the company' option depicted as Figure 24.2 to request annual return when required.



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Figure 24.2

Upon clicking on the Form 15, user will be directed to the 'Company Details' subsection of annual return (Form 15) screen as depicted in Figures 24.3, 24.4, 24.5 & 24.6.

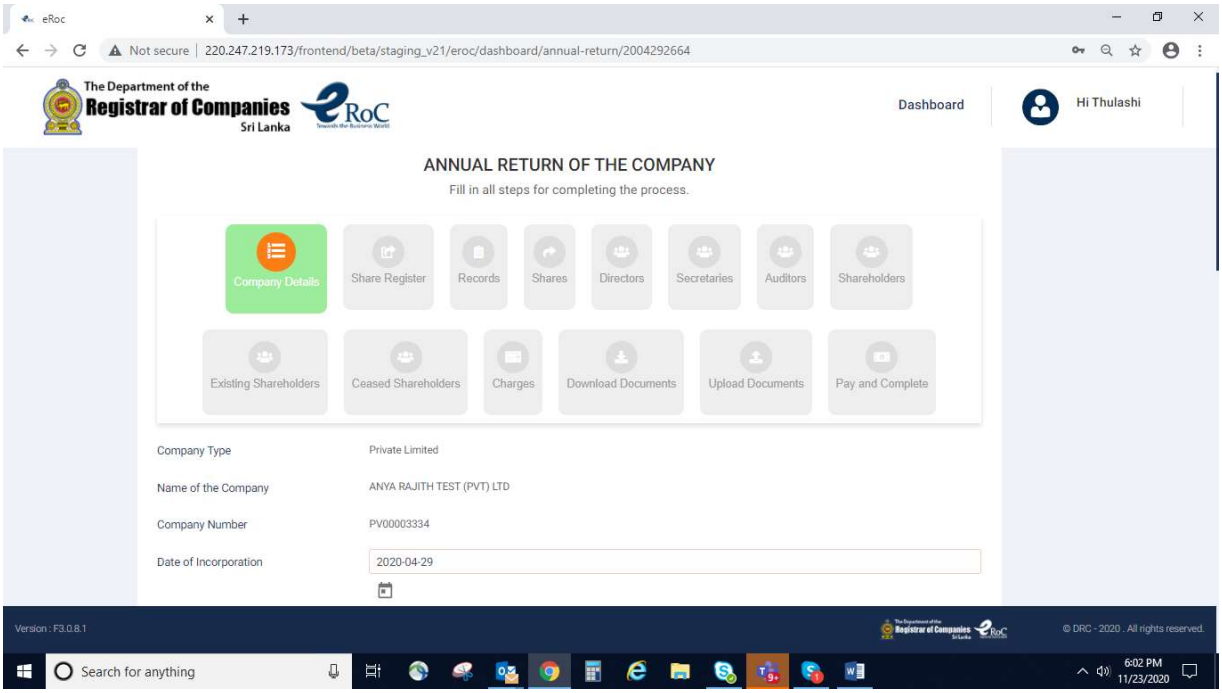


Figure 24.3

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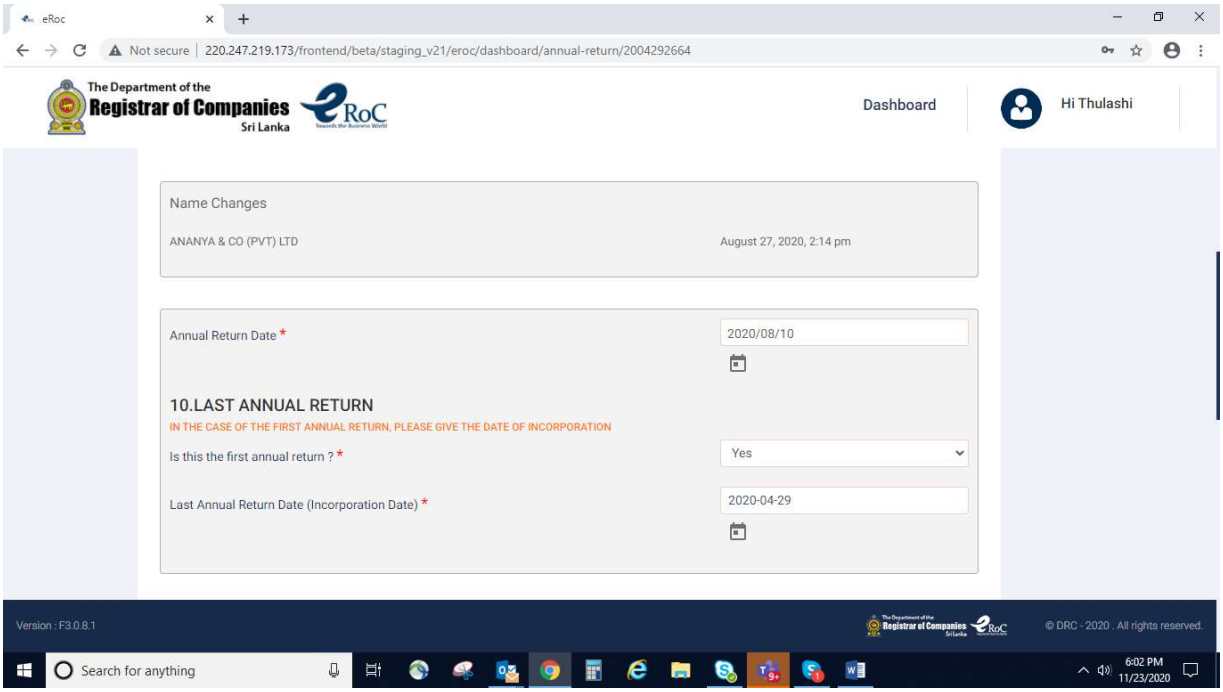


Figure 24.4

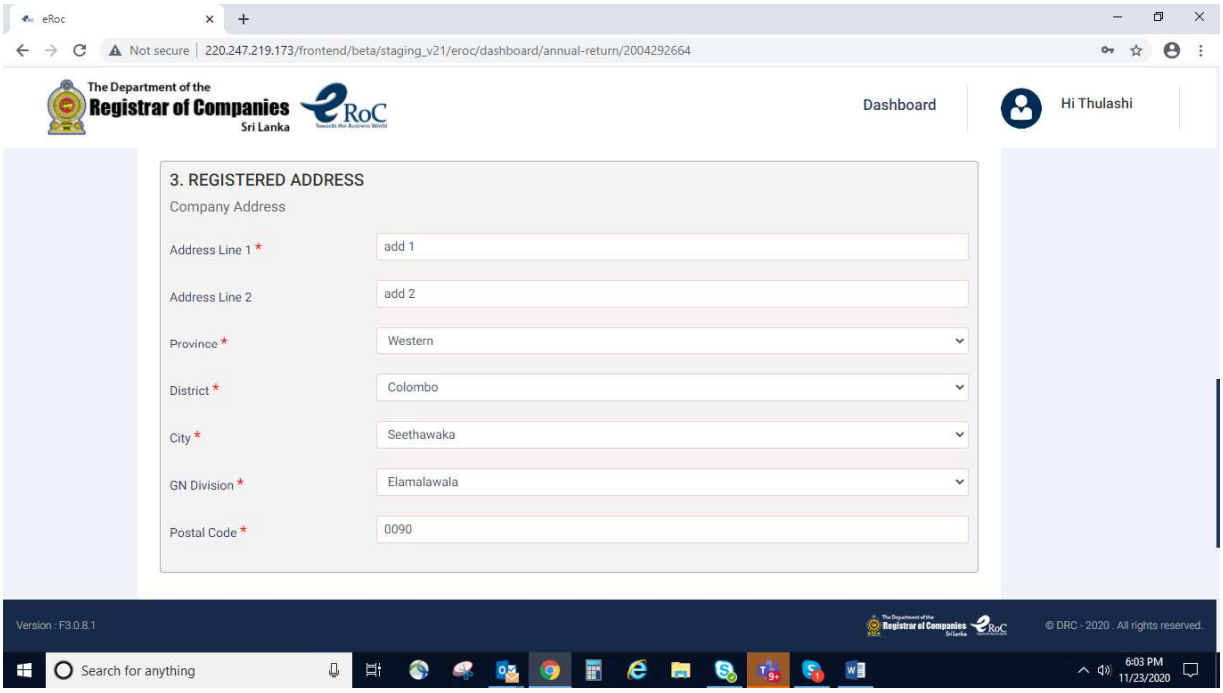


Figure 24.5

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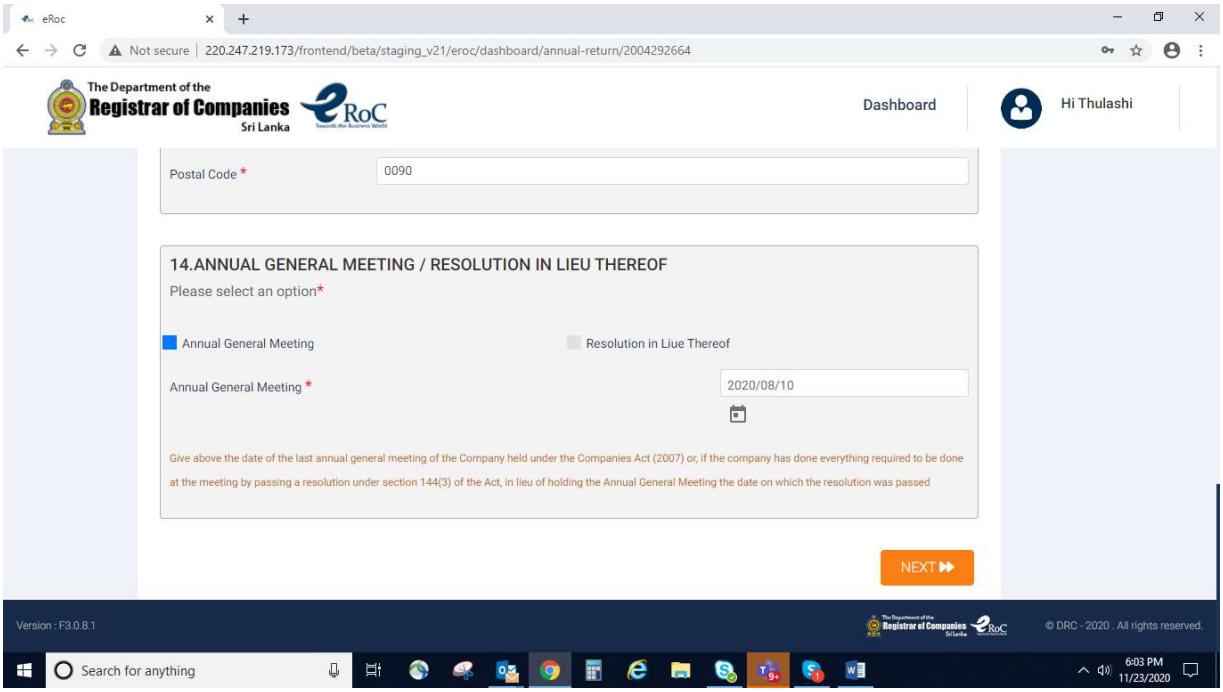


Figure 24.6

User must provide requested information in the above screens to move forward. Please note all fields marked with a * are mandatory fields. Without filling them, you will NOT be able to move forward. User need to select the annual return decision taken by whether 'annual general meeting/ resolution in liue thereof' and select the date of meeting and click next button as depicted in figure 24.7.

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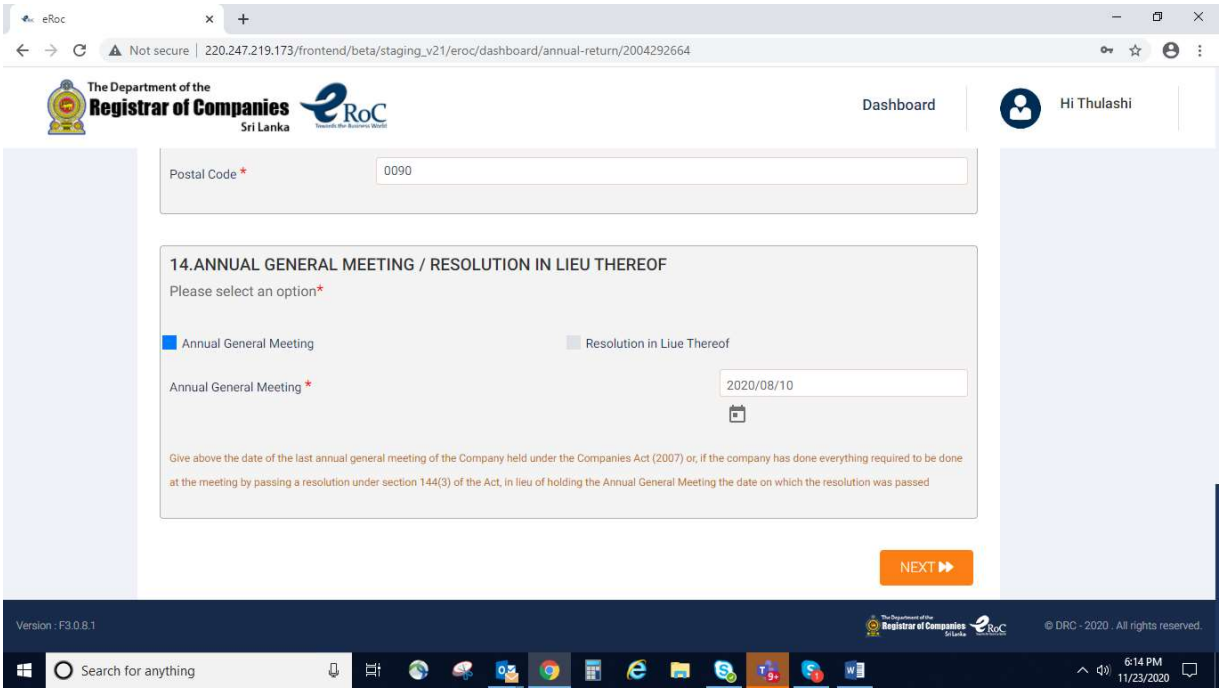


Figure 24.7

Upon clicking on the next button, user will be directed to the 'share register' sub section as depicted in Figure 24.8. **Please Note that 'Share Register' can be only added for the users who report annual return first time through E-ROC system. For other users, 'Share Register' would be just listed down.**

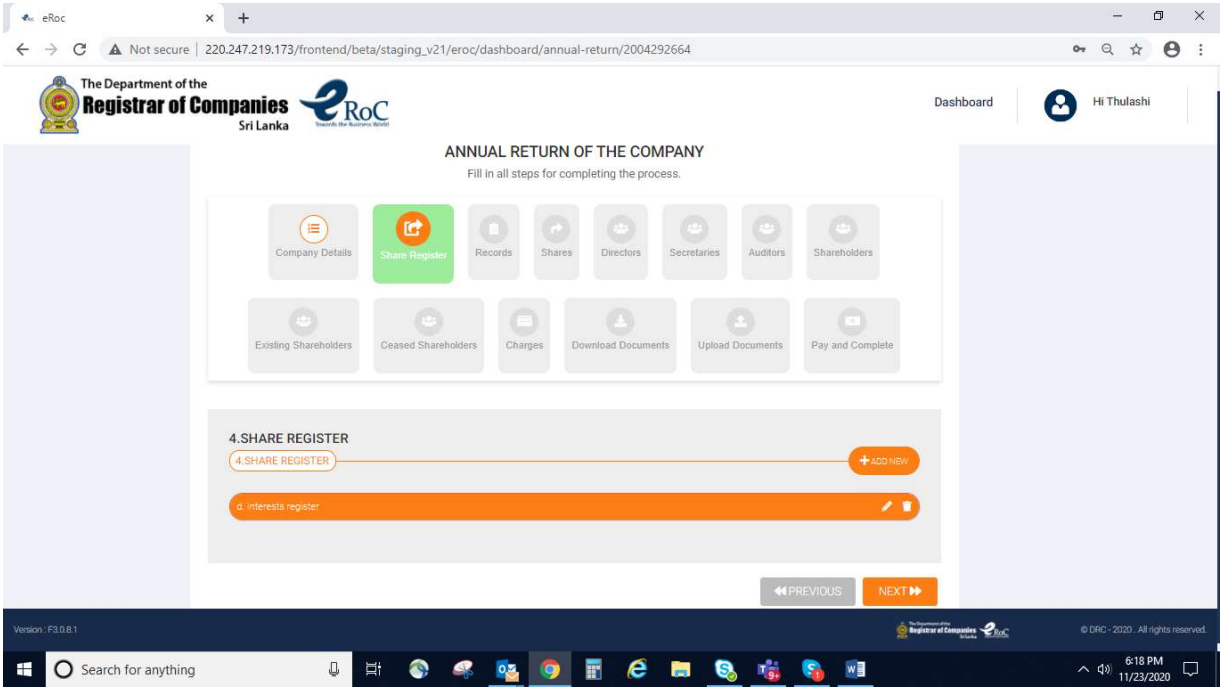


Figure 24.8

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User need to click on ‘Add New ‘ button if user need to add new share register details. Upon clicking on Add new button user will be navigated to the screen as depicted by Figure 24.9. User is require to enter and fill relevant details of share register click on the Add button.

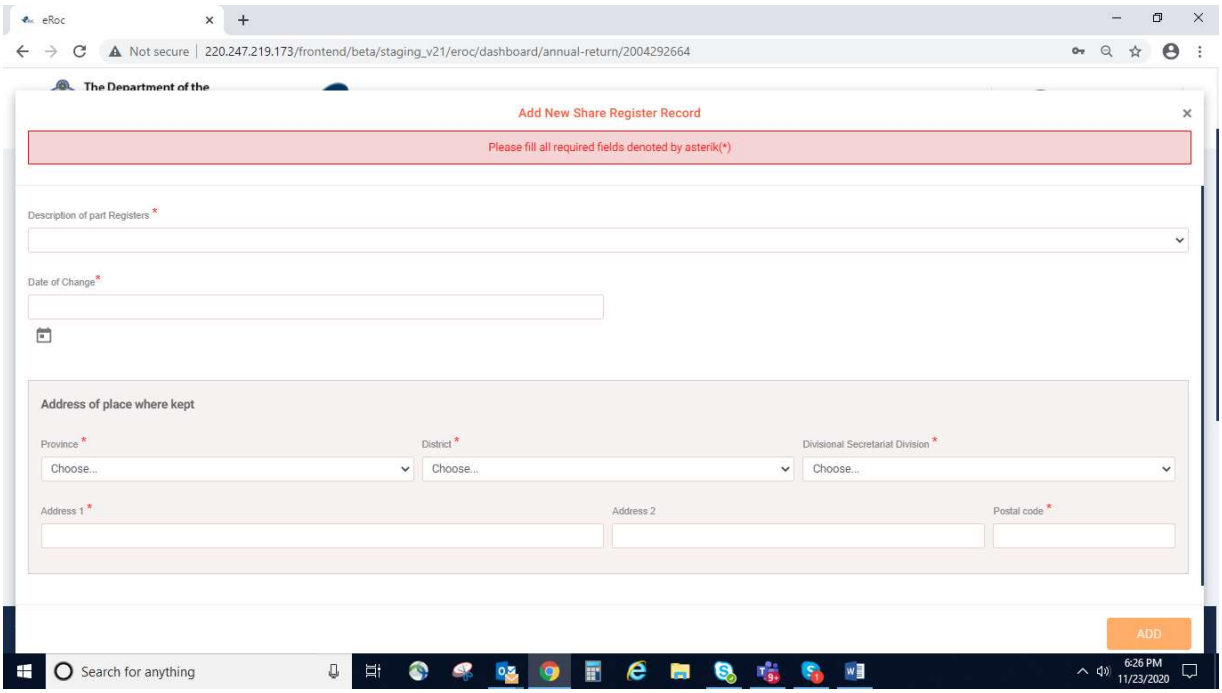


Figure 24.9

User also can edit an already added ‘Share Register Record’ by clicking on the edit icon. User also can delete an already added ‘Share Register Record’ by clicking on the ‘Delete’ icon.

Upon adding share register details user require to click on ‘Next’ button. User will be directed to record screen as depicted in Figure 24.10.

Please Note that ‘Records’ can only be added for the users who report annual return first time through E-ROC system. For other other users, ‘Records’ would be just listed down.

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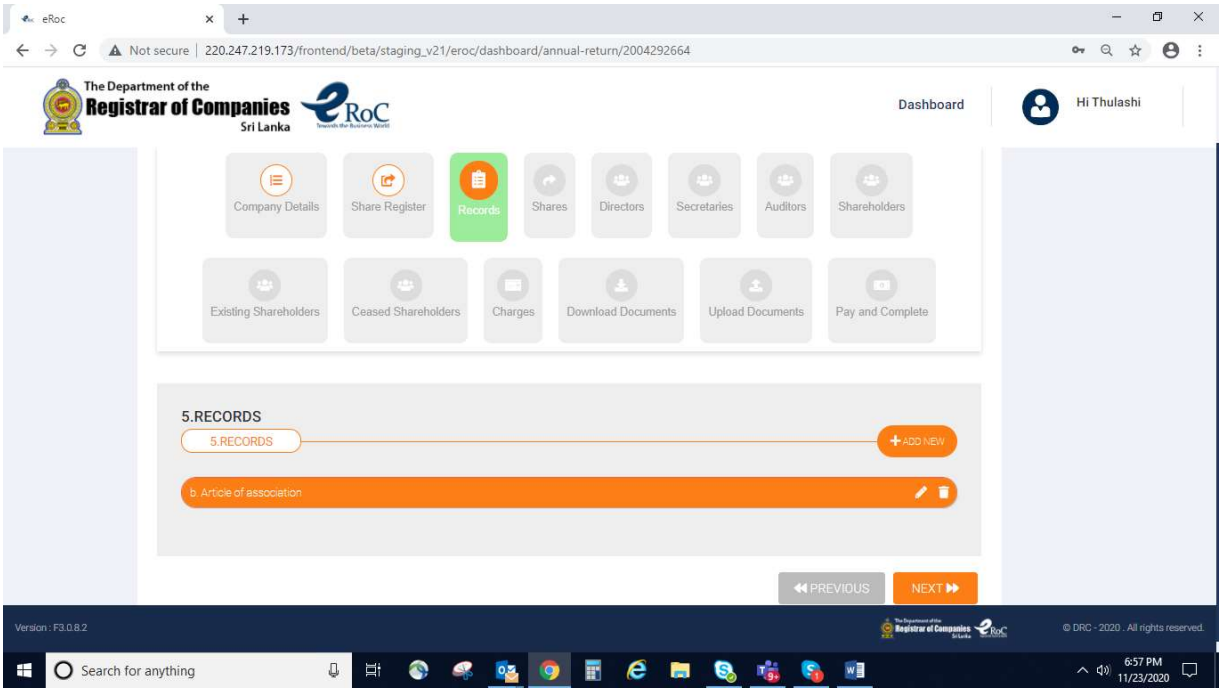
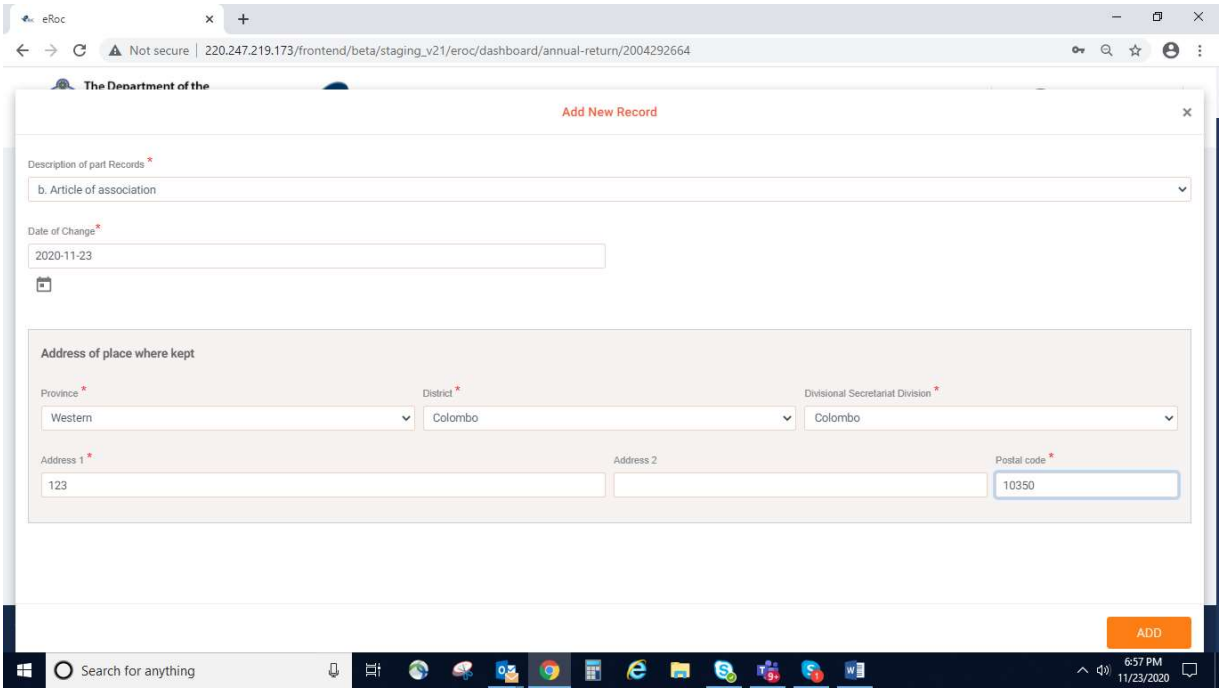


Figure 24.10

User also can edit an already added Record by clicking on the edit icon. User also can delete an already added Record by clicking on the 'Delete' icon.

Click on ADD NEW button user will be directed to a screen as indicated by Figure 24.11. User is required to fill relevant details and click on add button.



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Figure 24.11

User is require to click on the 'Next' button. Upon clicking on next button, user wil be directed to share sub screen as depicted in Figure 24.12.

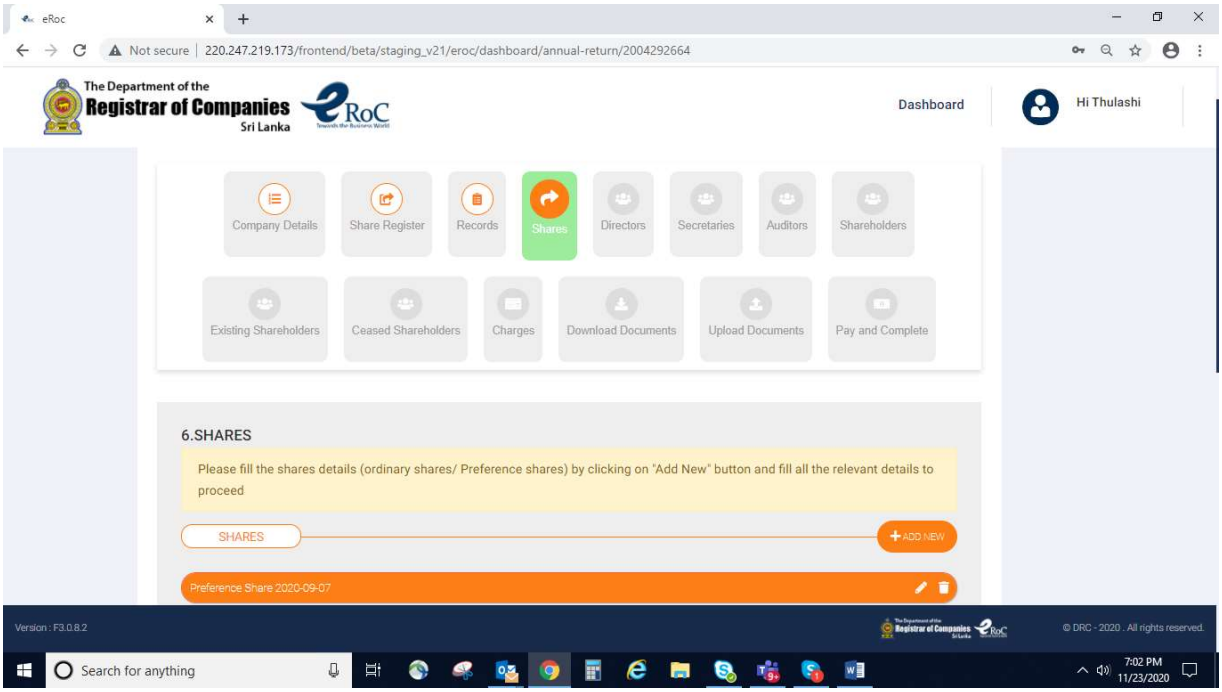


Figure 24.12

On the share screen, user can edit or remove the existing share details as depicted in Figure 24.13. **By default shares of an incorporated companies are displayed as ordinary shares.** By raising Form 6 these share types can be changed.

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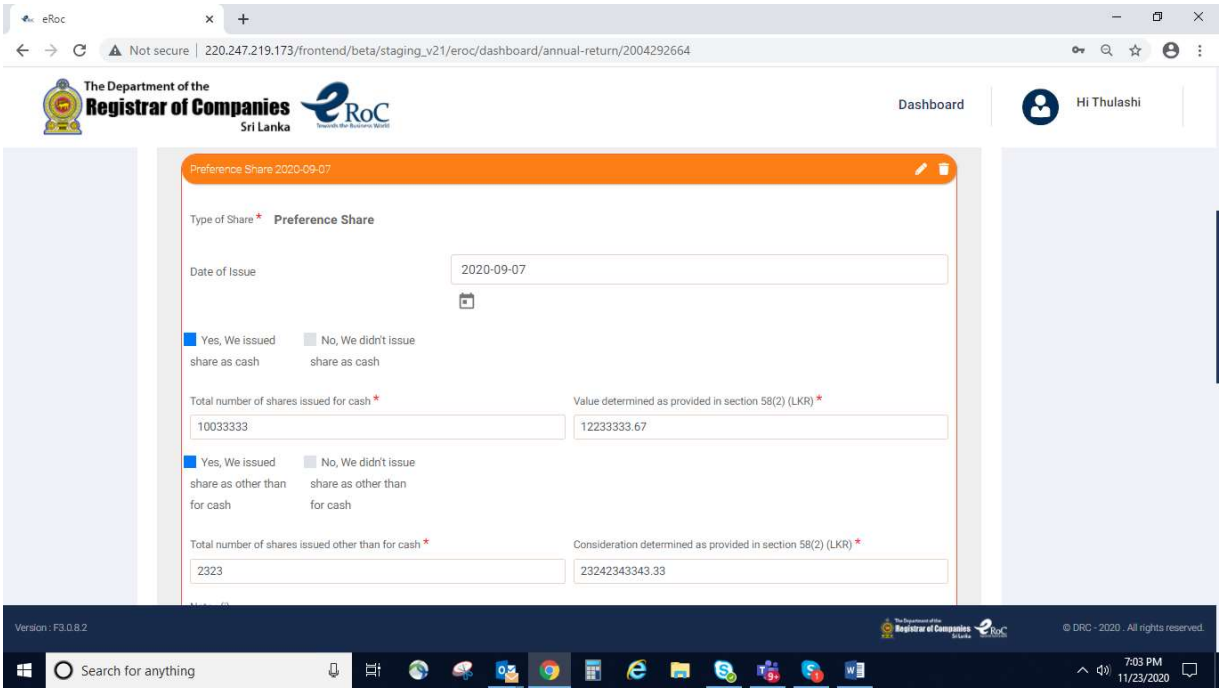


Figure 24.13

User also able to add new share, by clicking on the 'Add New' button. Upon clicking on the add new button user will be navigated to a screen as indicated by figure 24.14 and fill the relevant share details as depicted in Figure 24.14.

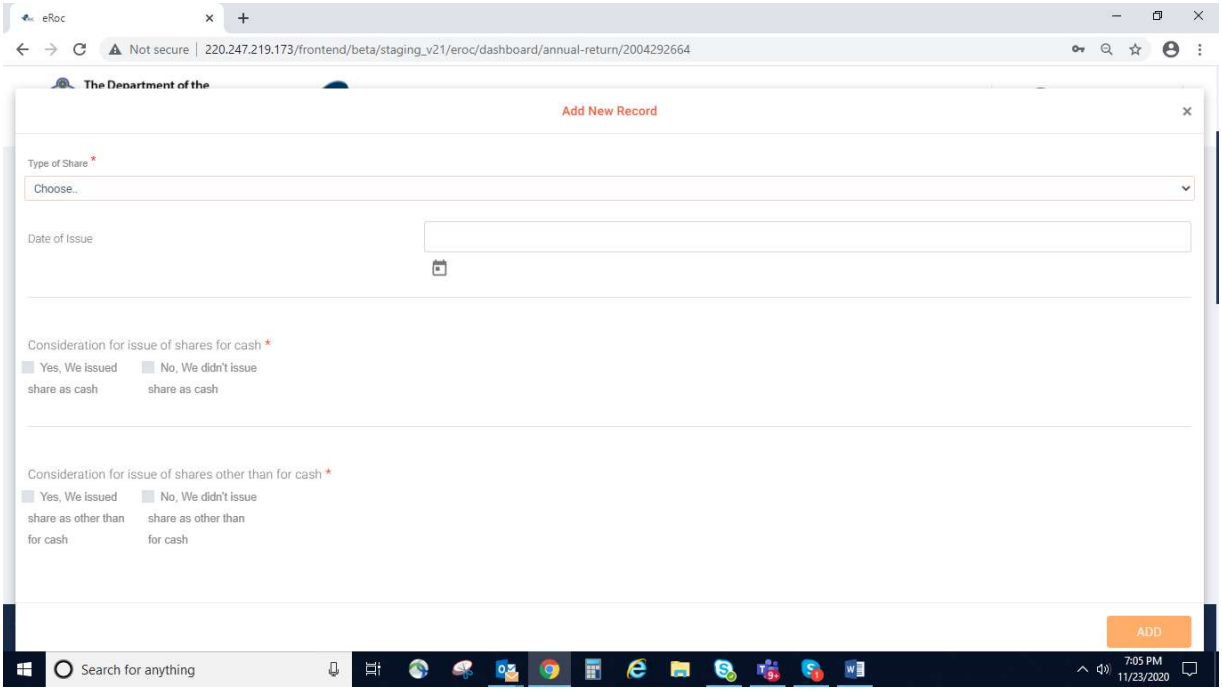


Figure 24.14

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After adding records, user is required to enter the data to the fileds depicted in Figure 24.15. Usr is required to click on the 'Next' button and user will be directed to the 'Director' section.

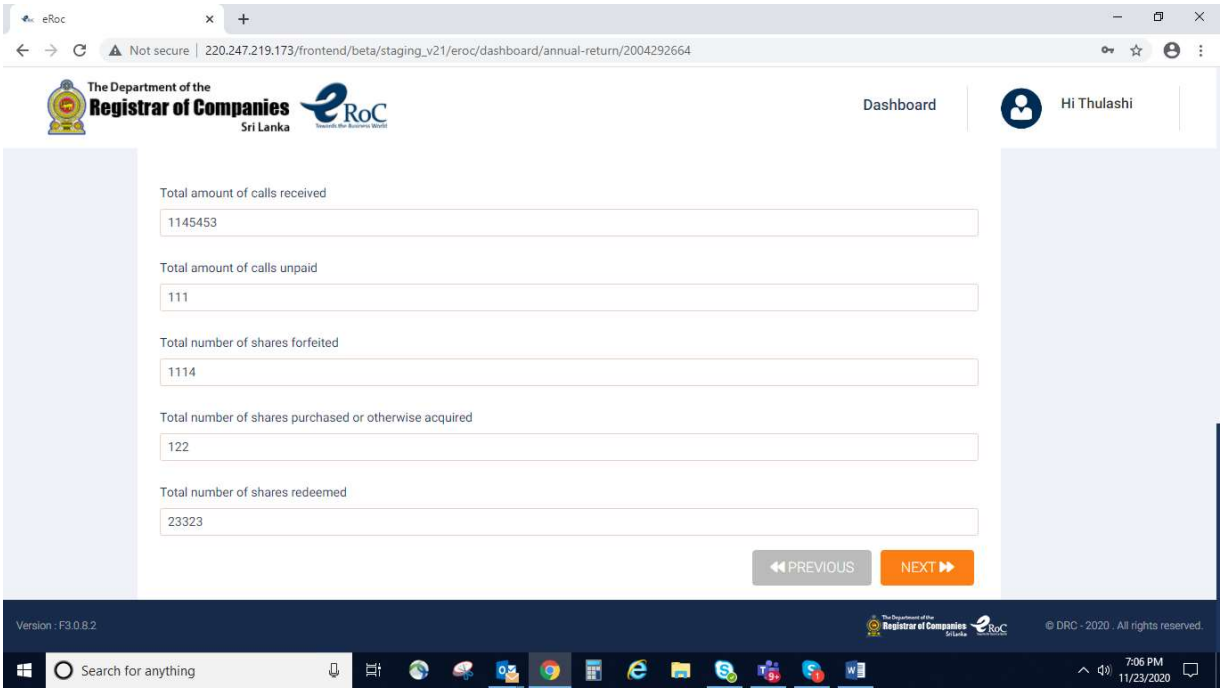
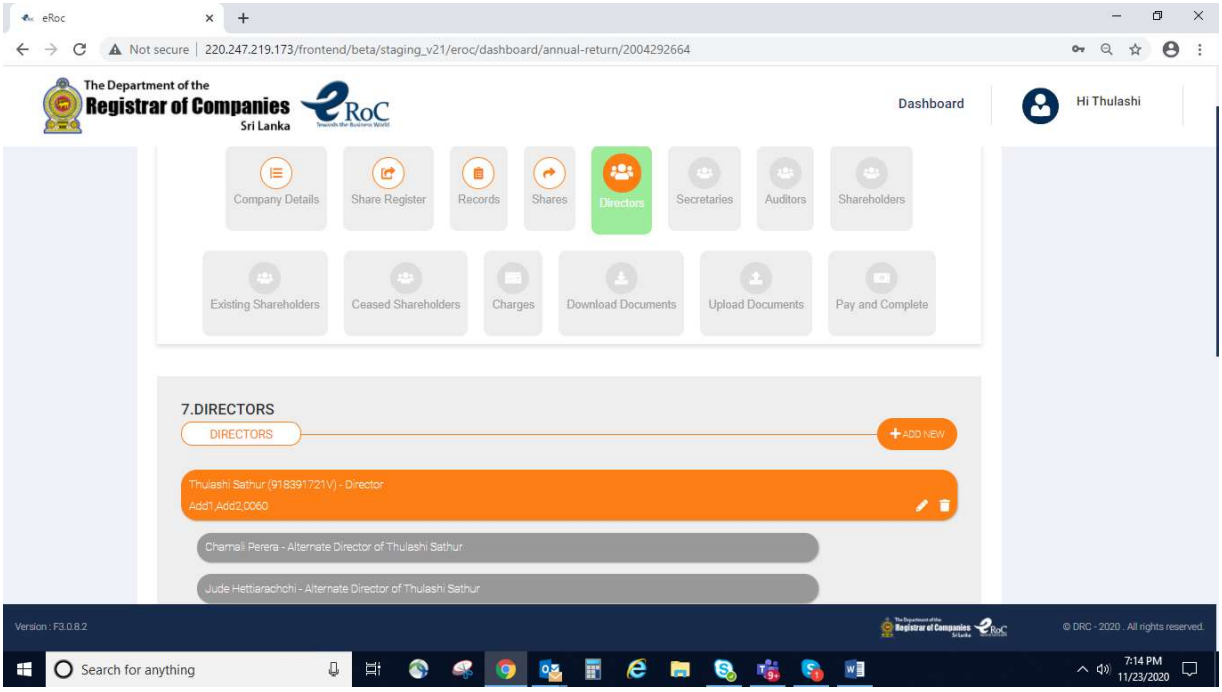


Figure 24.15

Figure 24.16 displays 'Director' sction. Please Note that 'Directors' can only be added for the users who report annual return first time through E-ROC system. For other users, 'Directors' would be just listed down.



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Figure 24.16

User is able to add new directors by clicking on the 'ADD NEW' button and user will be directed to the screen displayed in Figure 24.18. Also existing directors details can be edited or removed.

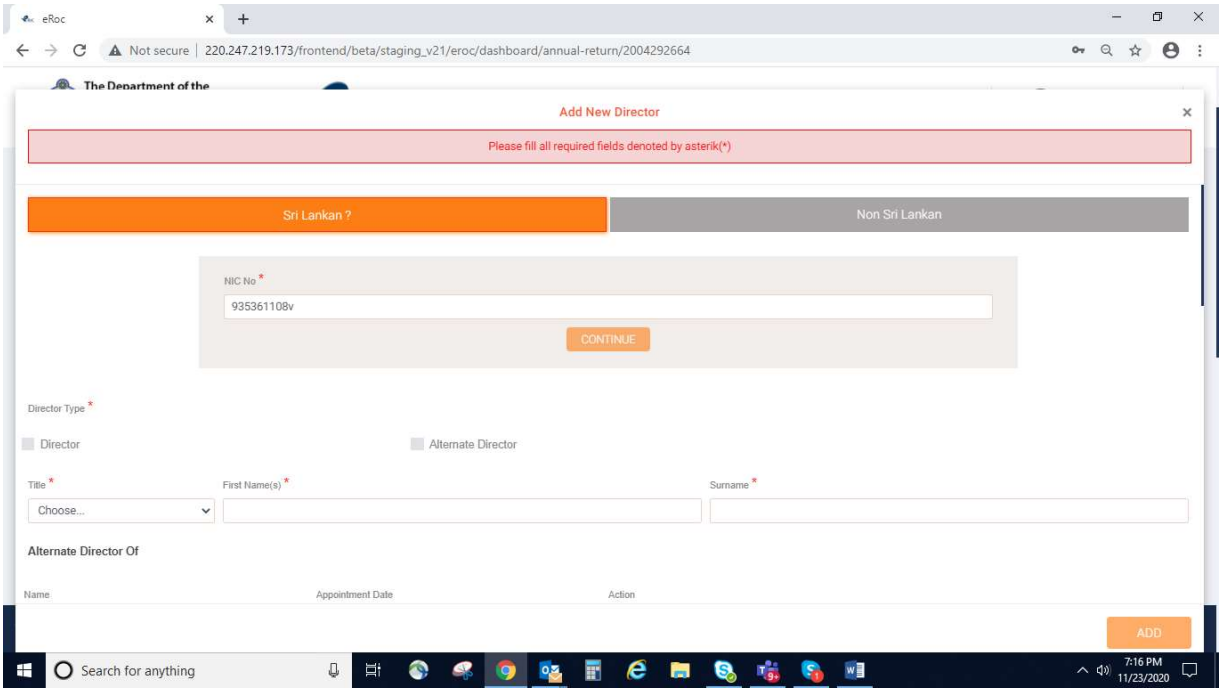
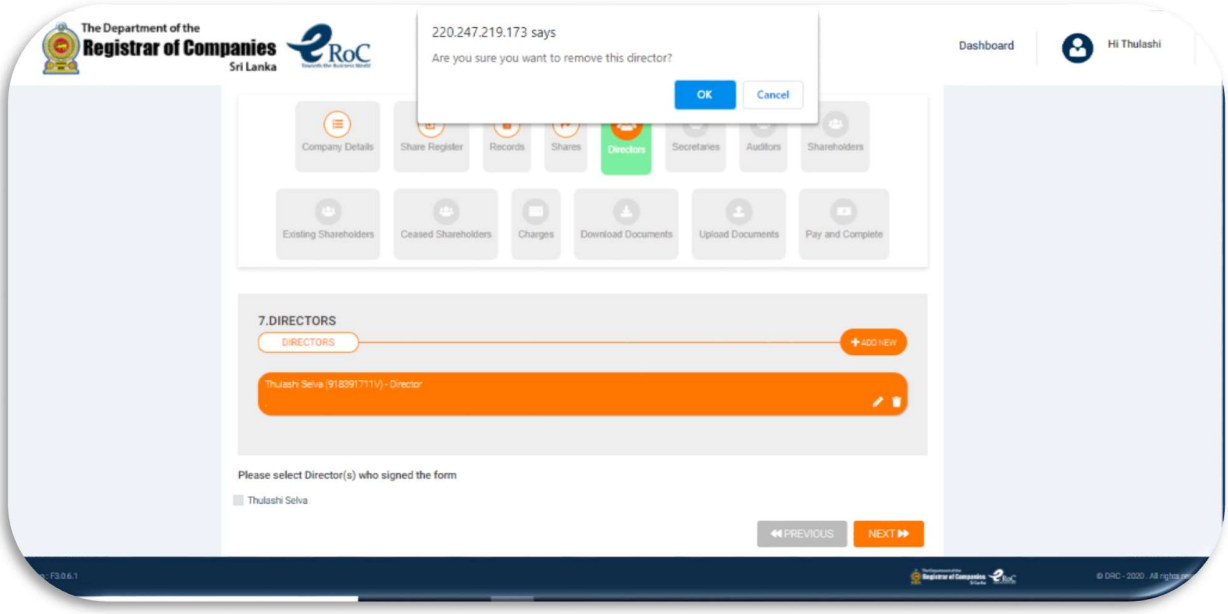


Figure 24.17

When user try to remove the director, system prompt an alert massage as depicted in figure 24.18, if user required to remove the director select OK and director will be removed.



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Figure 24.18

User is also able to add an Alternate Director. To add a new Alternate Director, user is required to click on the 'Add New' button. Upon clicking on the 'Add New' button user will be directed to screen as indicated in the Figure 24.19.

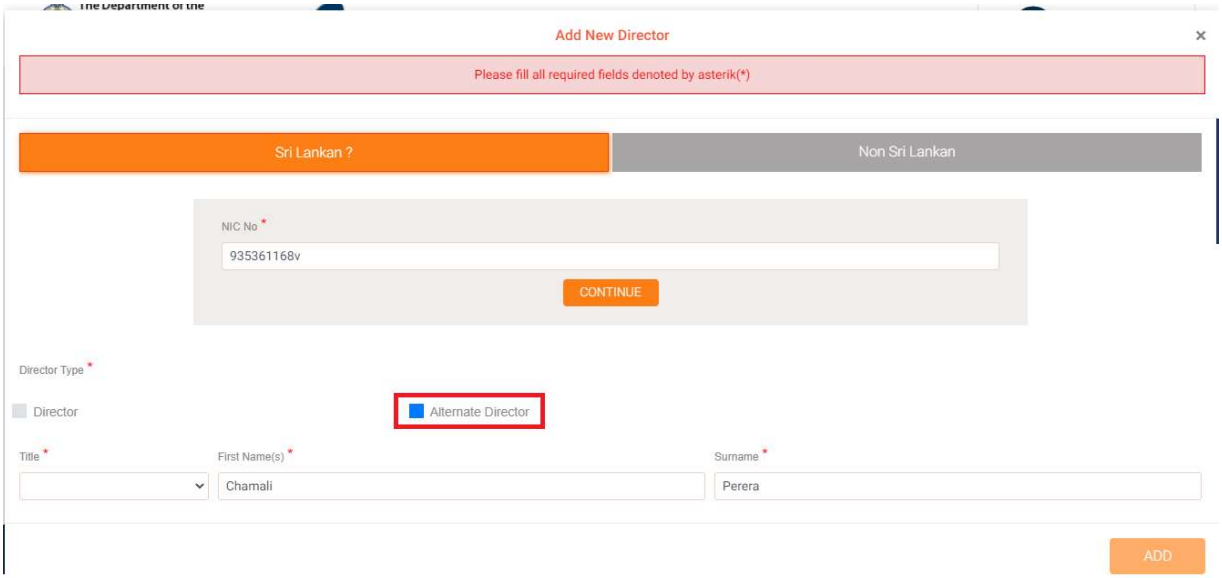
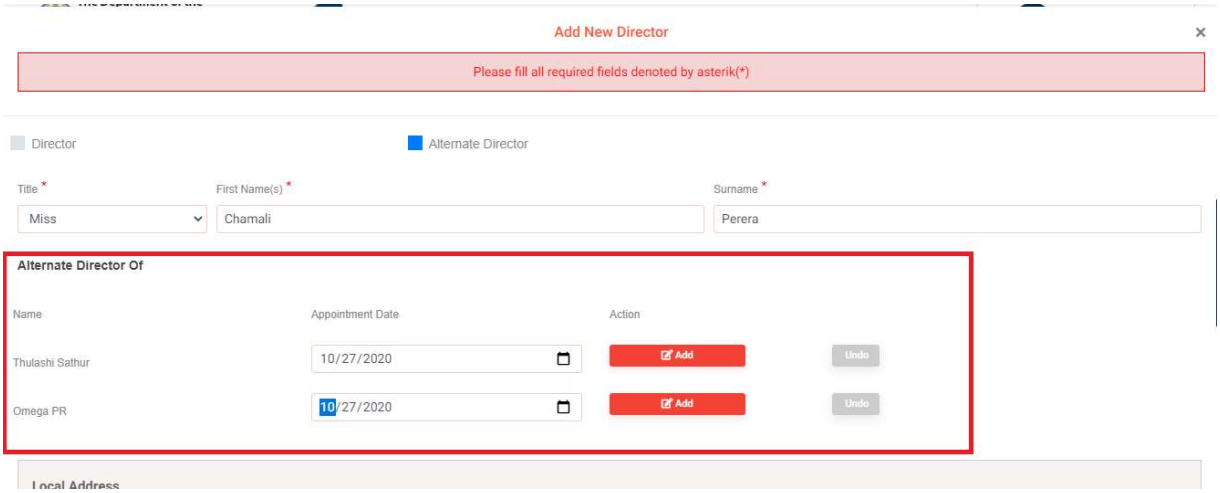


Figure 24.19

To add an 'Alternate Director' user is require to tick the Alternate Director as the Director Type as highlighted in the Figure 24.19 Further user also can select for whom this 'Alternate Director' is appointed for in the same screen under 'Alternate Director of' as highlighted in the Figure 24.20. User is required to select an "Appointment Date' and click on the 'Add' button as indicated by Figure 24.20.



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Figure 24.20

Upon filling on the required fields in the screen, the 'Add' button would be enabled. Upon clicking on the enabled 'Add' button the created 'Alternate Director' would be displayed under each of the selected directors and as well as a separate record as indicated by the below figure 24.21.



Figure 24.21

The created 'Alternate Director' can also be 'Edited' or 'Deleted' by clicking on the edit and delete symbols as indicated by the Figure 24.22.

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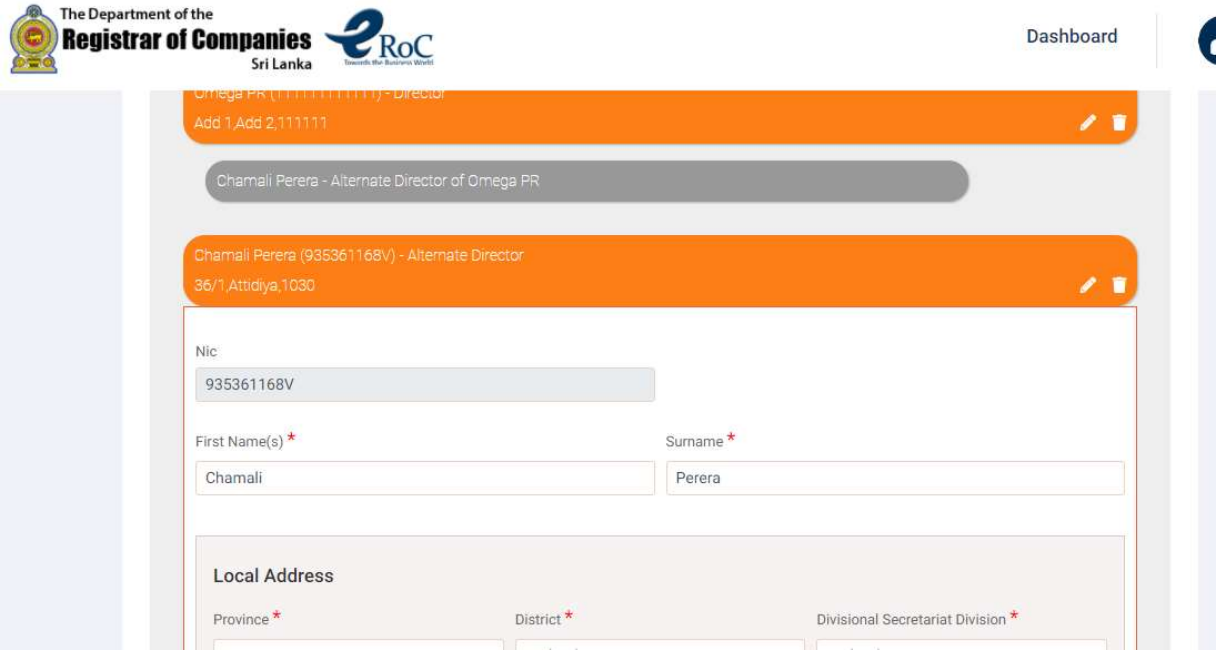


Figure 24.22

Upon editing required fields user can click on the 'Edit' button to save the edited data as displayed in the below Figure 24.23.

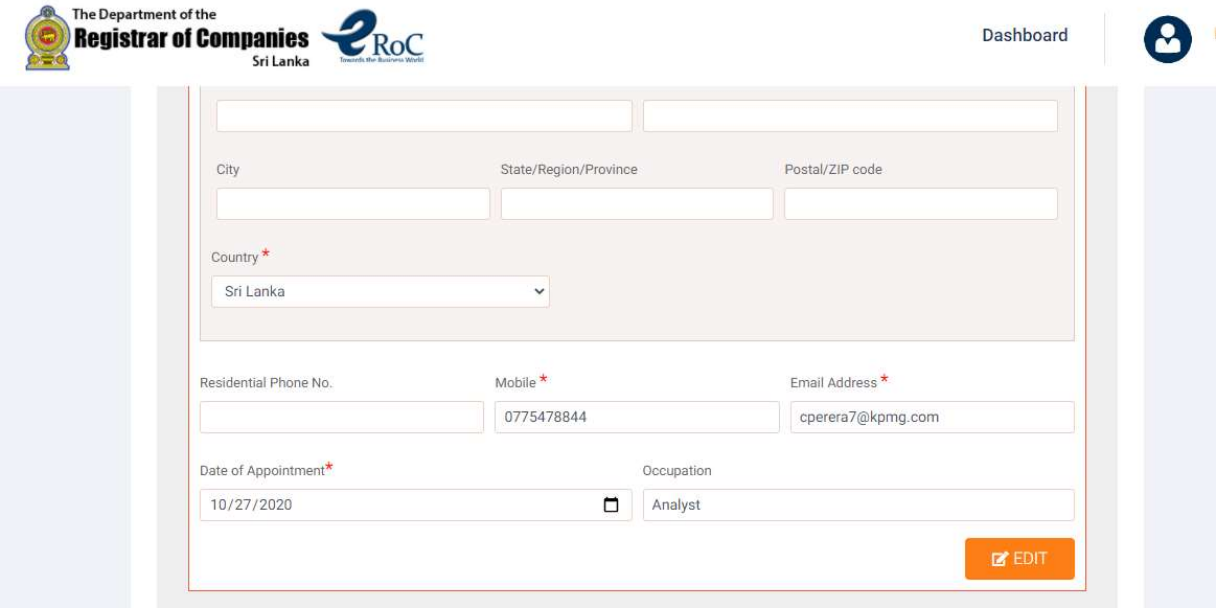


Figure 24.23

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Also user is able to create a 'New director' and this created new director can also be assigned as an 'Alternate Director' for some other director by following below steps:

Step 1: Click on the 'Add New' button in the director sub section as indicated by the below Figure 24.24.

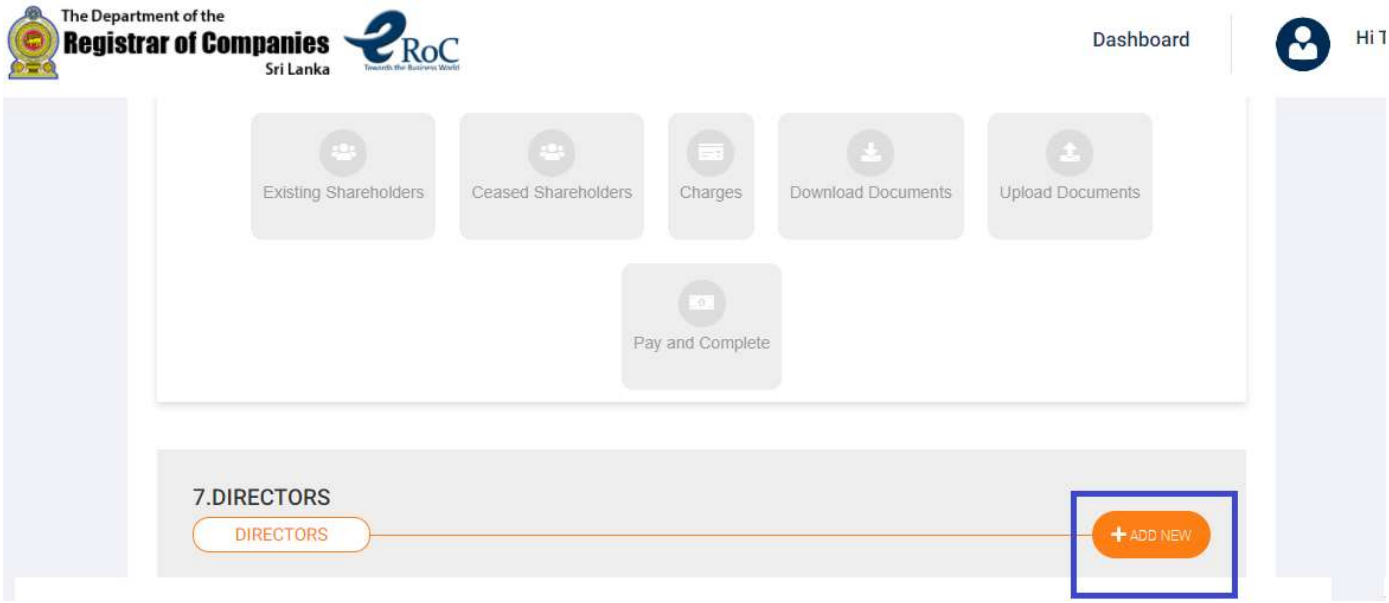


Figure 24.24

Step 2: Upon clicking the 'Add' button user will be directed to 'Add New Director' prompt screen. User is required to select the Director Type as 'Director' as highlighted by the below Figure 24.25.

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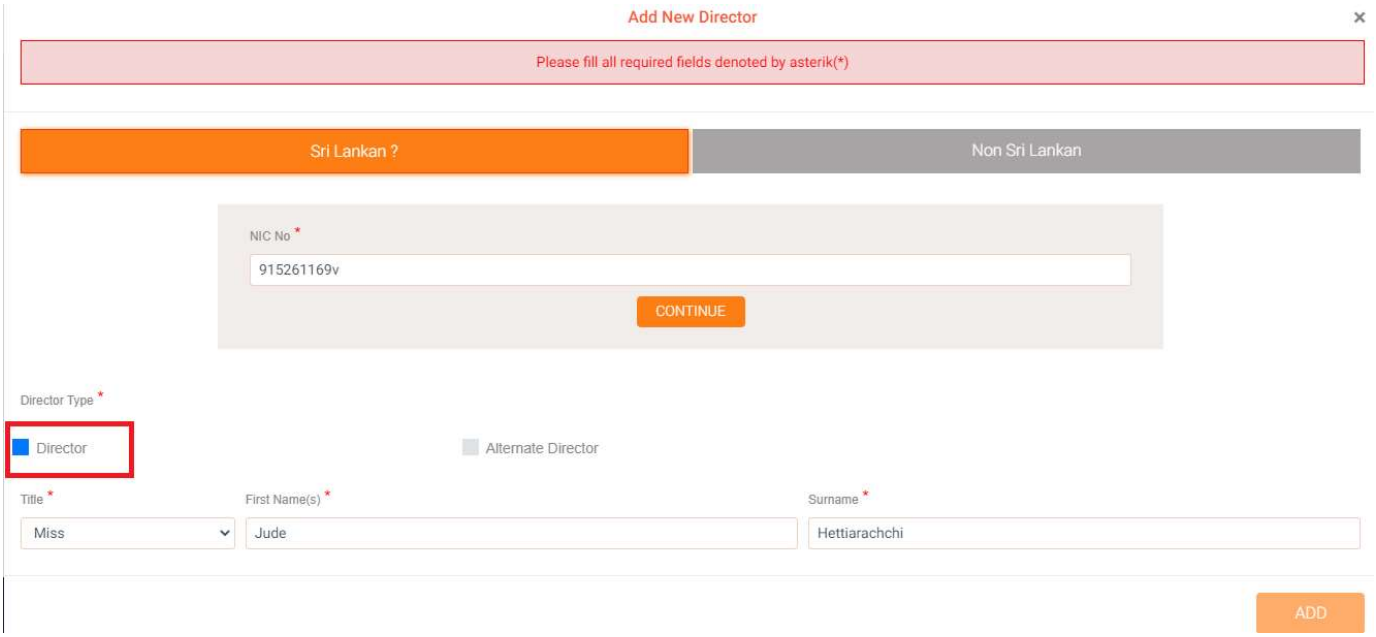


Figure 24.25

Step 3: New Director can also be assigned as an 'Alternate Director' to some other Director as indicated by Figure 24.26. User have to select an 'Appointment Date' and click on the 'Add' button to select a direct.

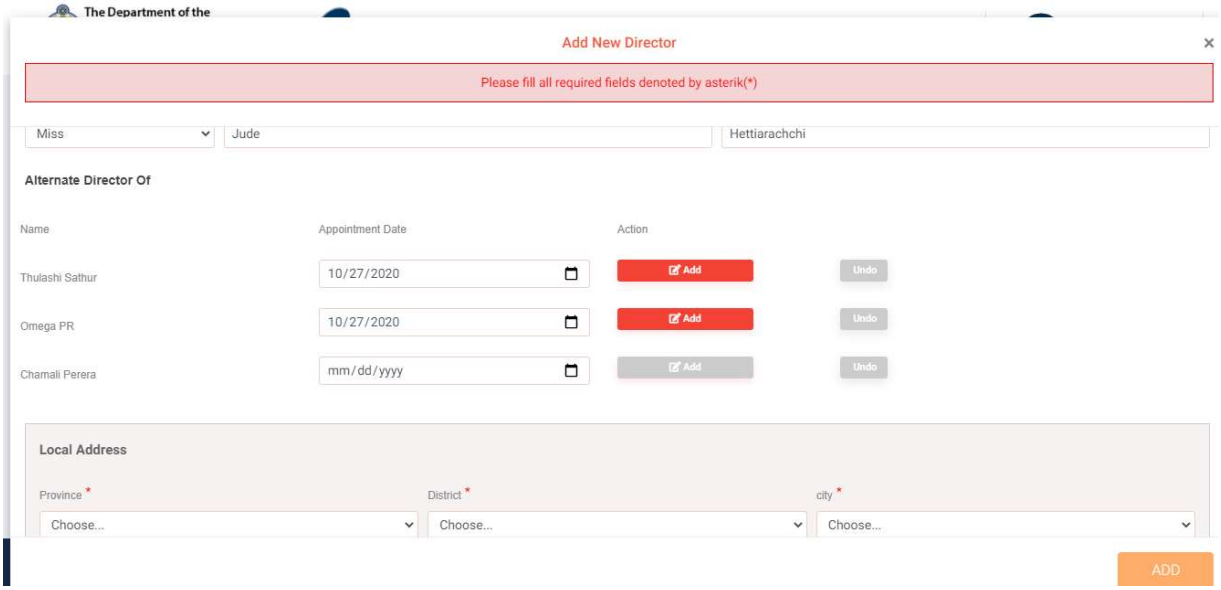


Figure 24.26

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Step 3: User is required to fill all the required fields and click on the 'Add' button to save the new director created as indicated by below Figure 24.27. Add button would be enabled after filling all the mandatory data.

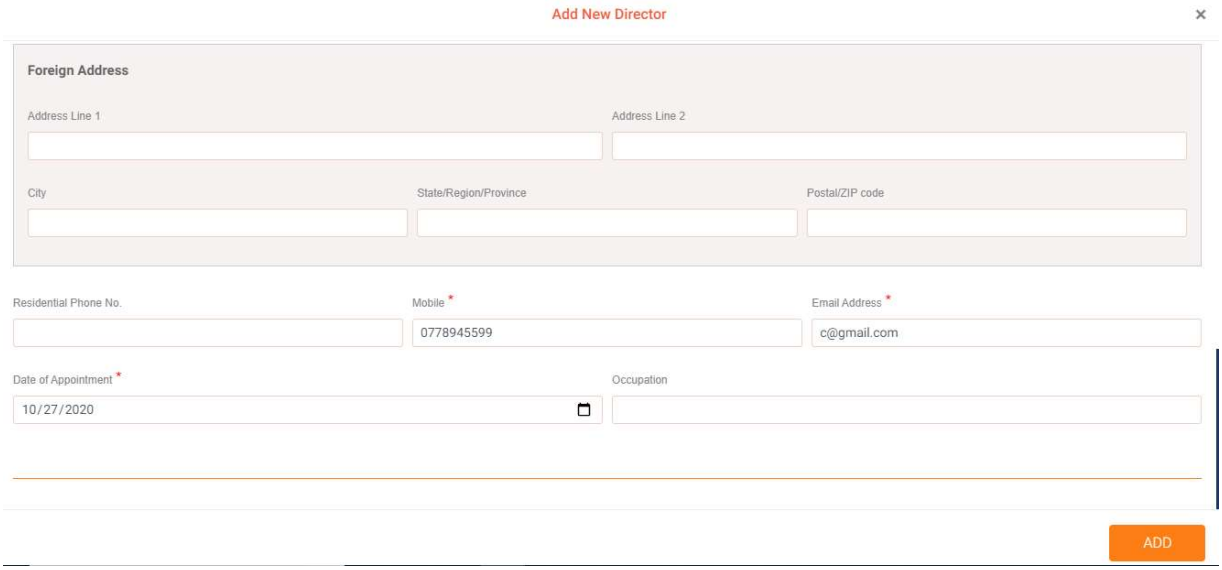


Figure 24.27

Step 4: The newly added director would be displayed separately as indicated by Figure 24.8.Also this director who was also appointed as the 'Alternate Director' for other directors will also be displayed separately.

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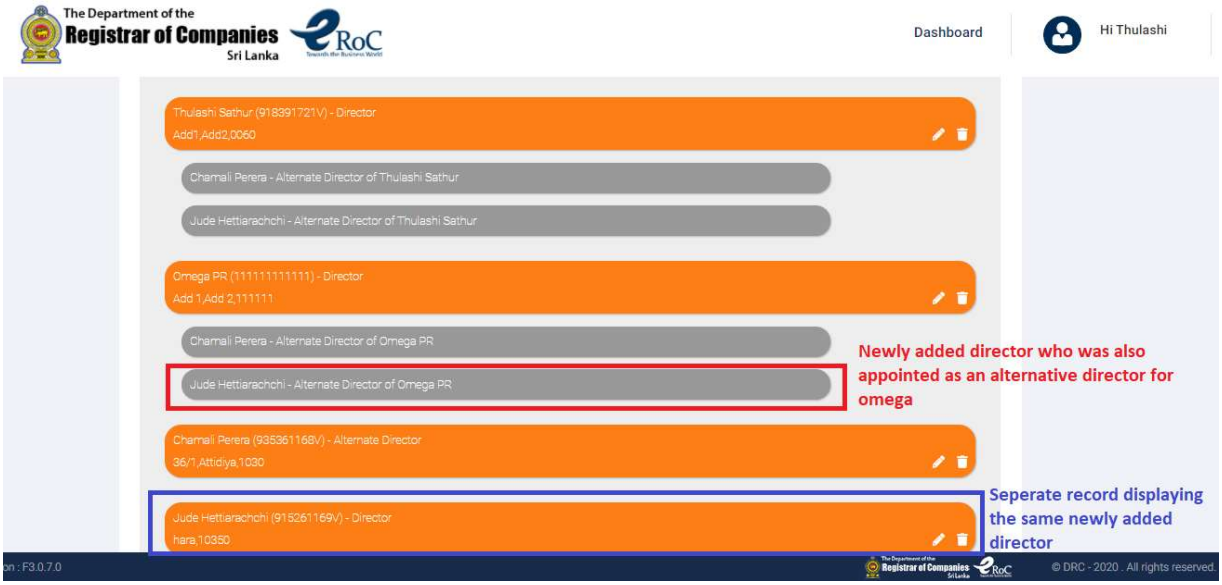


Figure 24.28

Directors also can remove already added 'Alternative Directors by clicking on the 'Edit' button and then clicking on the 'Undo' button as indicated by Figure 24.29.

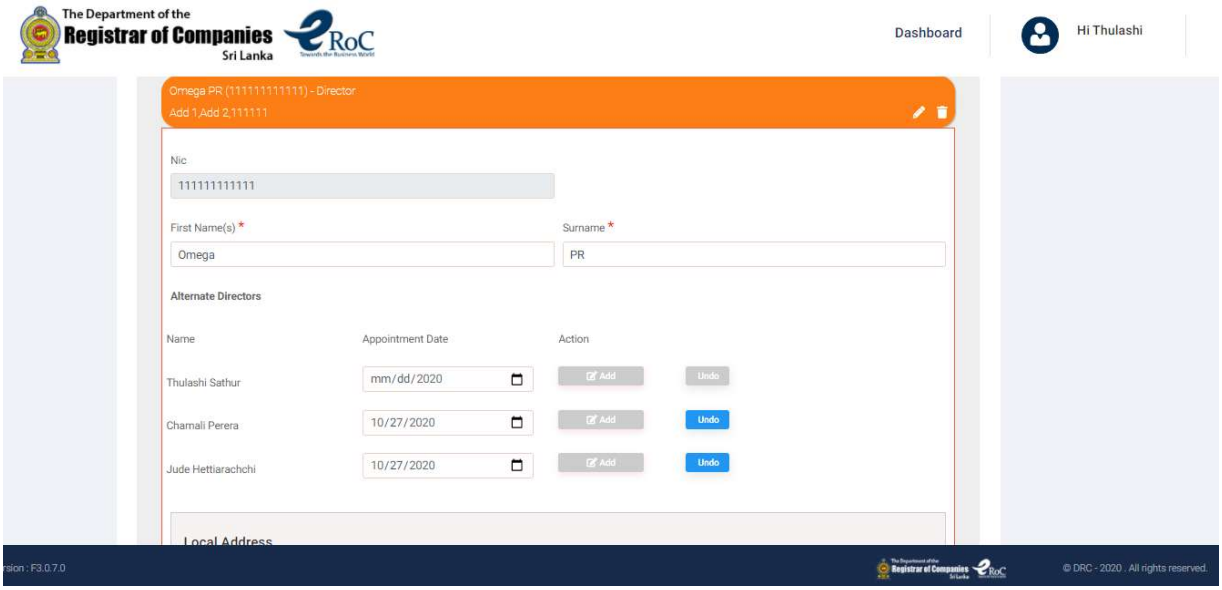


Figure 24.29

Existing directors are also able to add new 'alternate directors' by entering the appointment date and clicking on the add button as indicated by below Figure 24.30.

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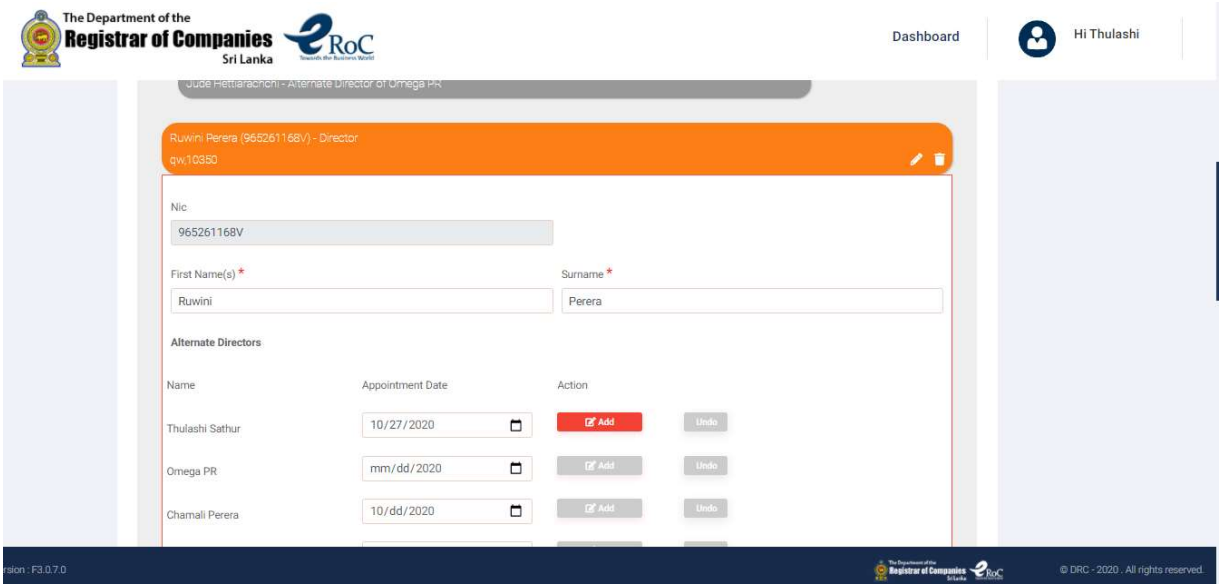


Figure 24.230

**Please Note that system should not allow an alternate director to add an alternate director.

Upon clicking on next button user will be directed to Secretary Screen as depicted on Figure 24.31. **Please Note that 'Secretary' can be only edited for the users who report annual return for the first time through E-ROC system. For others, 'Seceratries' would be just listed down.**

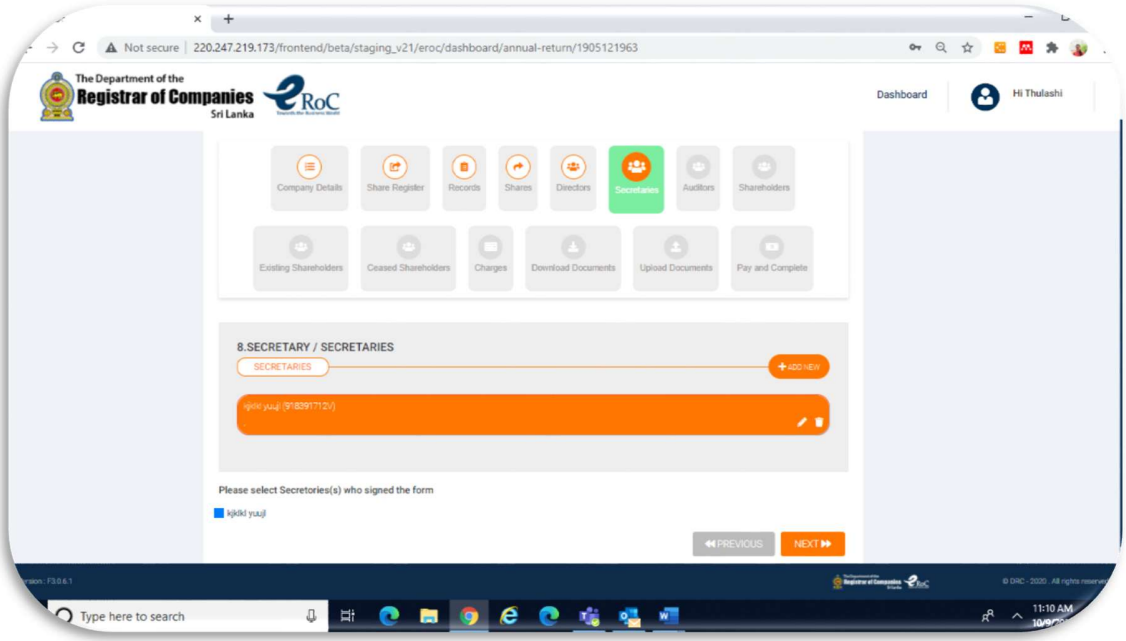


Figure 24.31

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User is able to add a new secretary by clicking on the 'Add New' button. Upon clicking on the 'Add New' button user will be directed to the screen as indicated by below Figure 24.32. also existing secrataries can be edited or removed by the symbols indicated in the Figure 24.31.

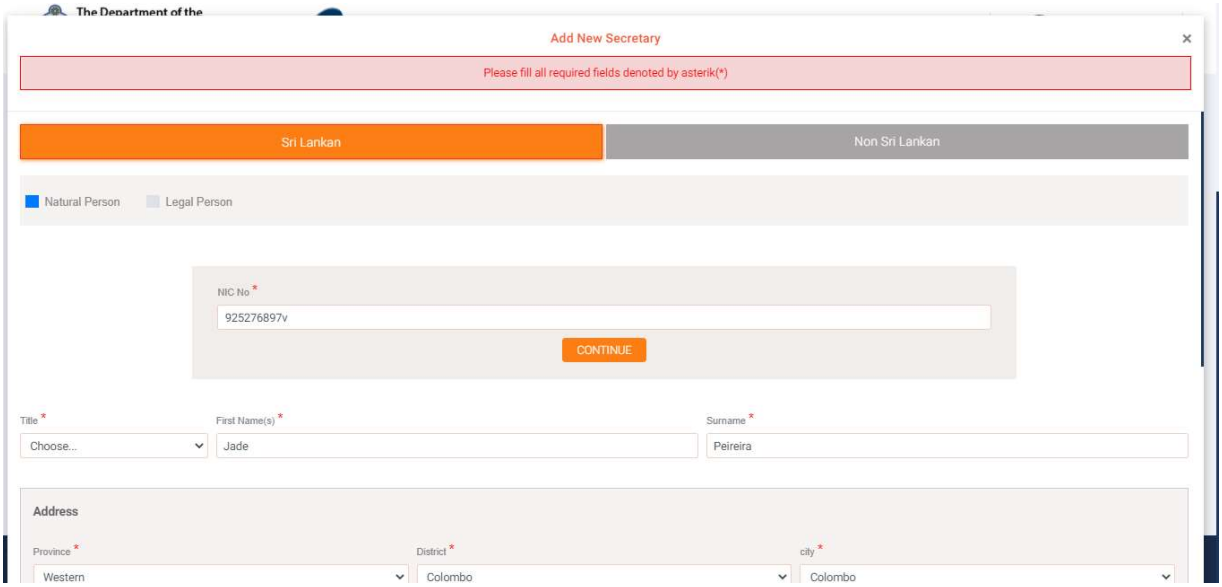
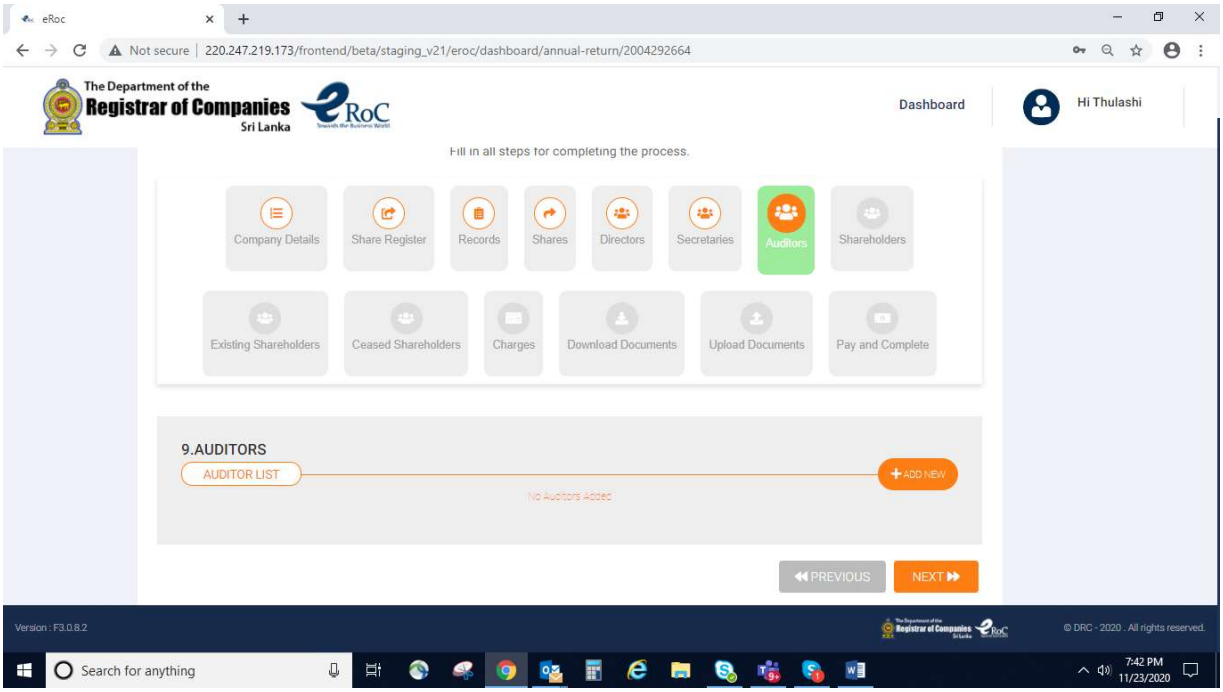


Figure 24.32

Upon clicking on next button, user will be directed to Auditors screen as depicted by Figure 24.33.



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Figure 24.33

User is able to add new Auditor by clicking on the ADD NEW button. Upon clicking on the 'Add New' button user will be directed to a new screen as indicated by below figure 24.34. Existing auditor details can be edit or remove using the symbols indicated in the Figure 24.33.

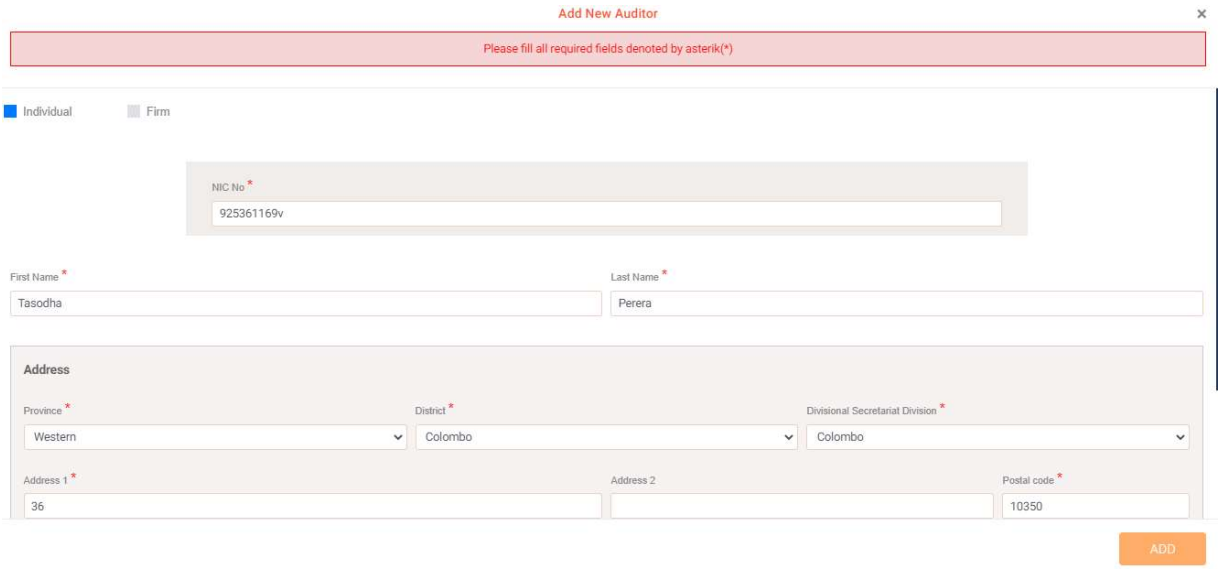


Figure 24.34

Upon clicking on 'Next' button, user will be directed to Shareholders screen as depicted on Figure 24.35.

Share Holders Details:

Please note that the ID numbers of the shareholders is a mandetory requirement by the statute. No Srilankan national can do business in Sri Lanka without a valid NIC. Hence the system will not allow you to enter shareholders without the NIC. Please note you are making an offence under section 511 if you submit false NIC numbers.

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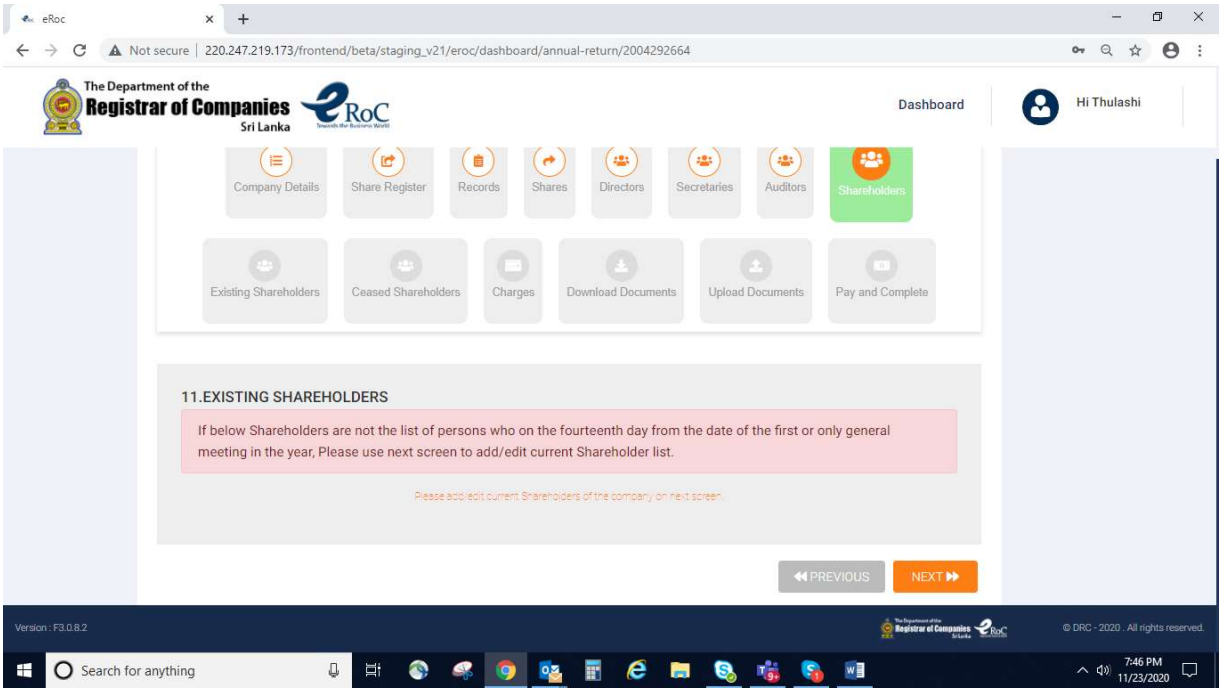


Figure 24.35

Shareholders can only be added or edited if the list was as same as the the fourteenth day from the date of the first or only general meeting in the year. Then user is required to click on the 'Next' button to "add or edit' shareholders as indicated by figure 24.35.

Once next button is click, user will be directed to 'Existing share holders' sub section as indicated by the below figure 24.36.

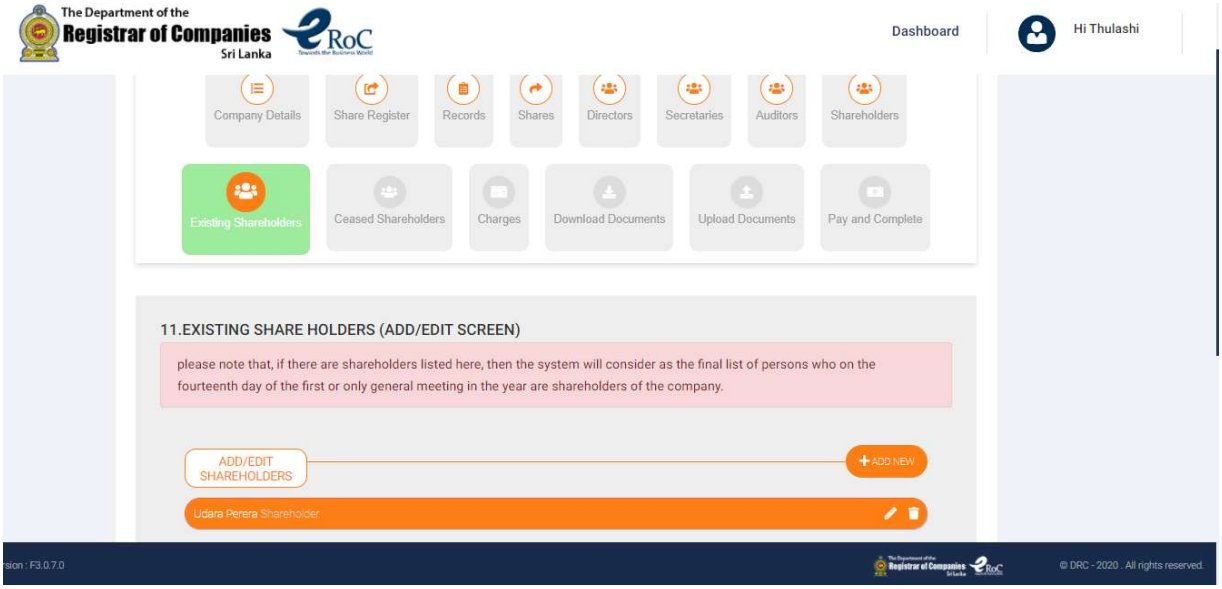


Figure 24.36

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Below are few requirements and guidelines when adding shareholders from the system:

- User must mention details of all shareholders max upto 50 if it is Private Limited Company.
- Public companies are requested to list atleast top 10 shareholders in the system and the rest of the shareholders must be mentioned in a excel sheet as per the sample downloadable format.
- You cannot change the format of it. If changed it will not be accepted by the system.
- All mandetory fields must be filled and CANNOT LEAVE BLANK.
- In case of a list, you must add a line in the share type field below with correct amount of shares in that list. Otherwise shares wont be balanced and your F15 will get rejected. This will be explained later under the perticular section.

There are several scenarios when adding/editing share holders as below:

User is able to edit or remove existing shareholders as indicated by Figure 24.37. User is required to click on the symbols indicated to edit or remove existing shareholders.

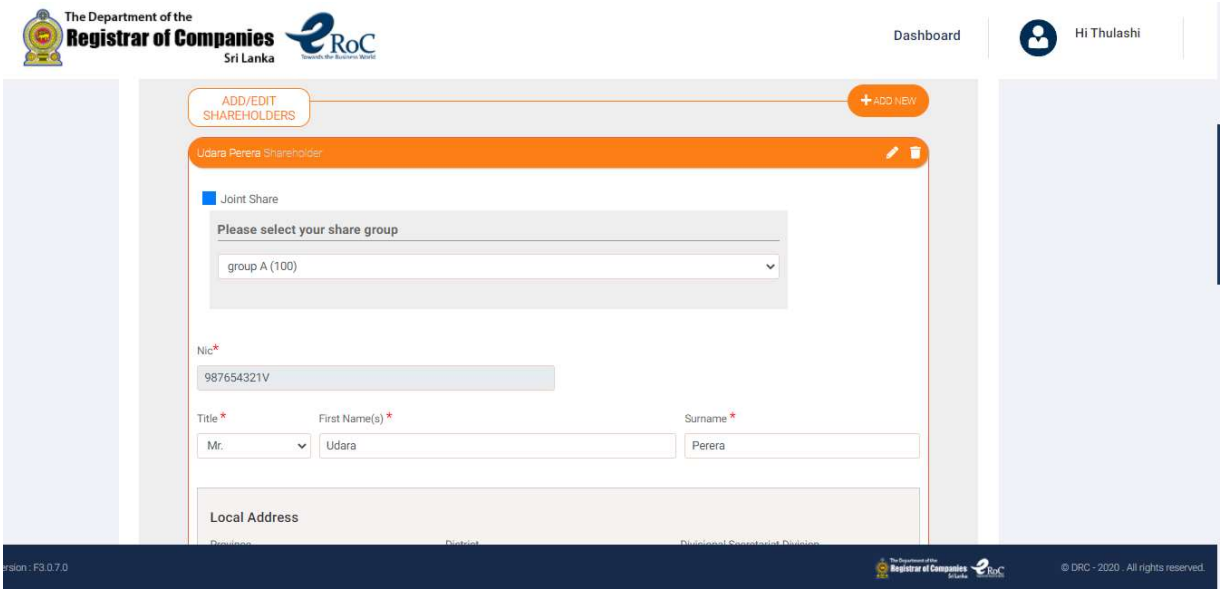


Figure 24.37

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User is also able to add new shareholders by clicking on the 'Add New' button as indicated by Figure 24.37. Upon clicking on the Add New button user will be directed to a new screen as indicated by below Figure 24.38. User is required to fill all the mandatory data and the 'Add' button would be enabled.

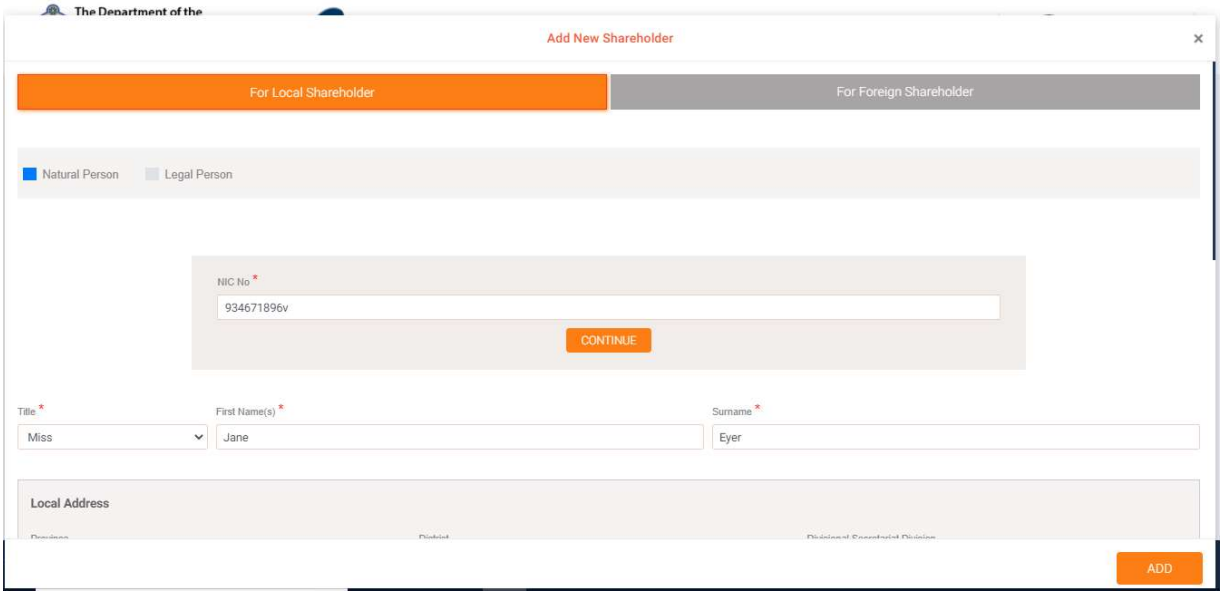
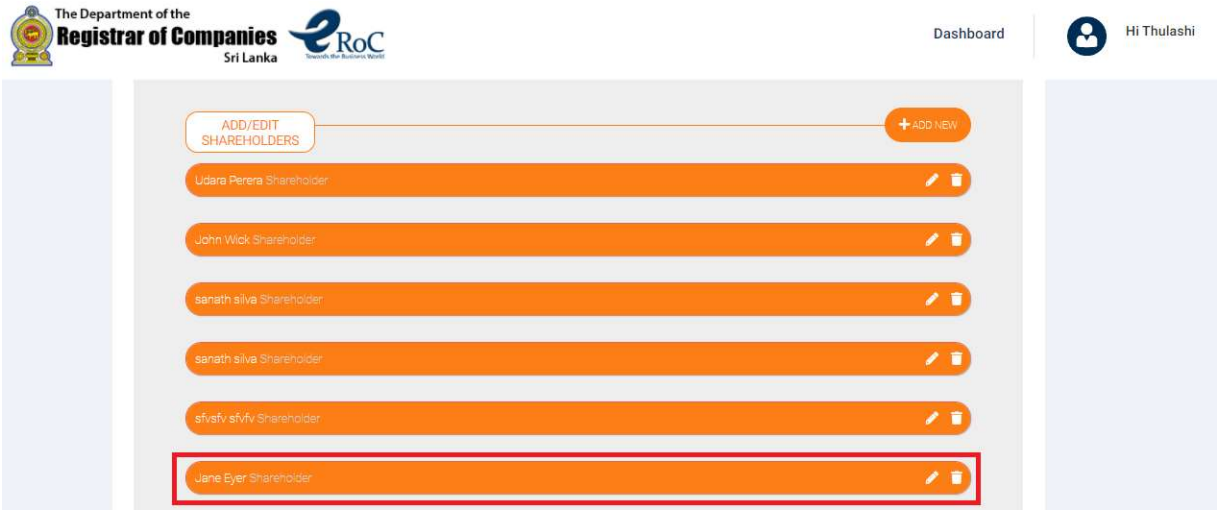


Figure 24.38

Upon clicking on the add button the created shareholder will be displayed as indicated by below figure 24.39.



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Figure 24.39

User is also able to add a shareholder who has single shares. Upon clicking on the 'Add New' button user will be directed to the 'Add New shareholder' screen as indicated by Figure 24.39. After filling all the required details user is required to select 'Single Shares' option as highlighted by below Figure 24.340. Upon selecting single share option and entering 'no of shares' user is required to click on 'Add' button.

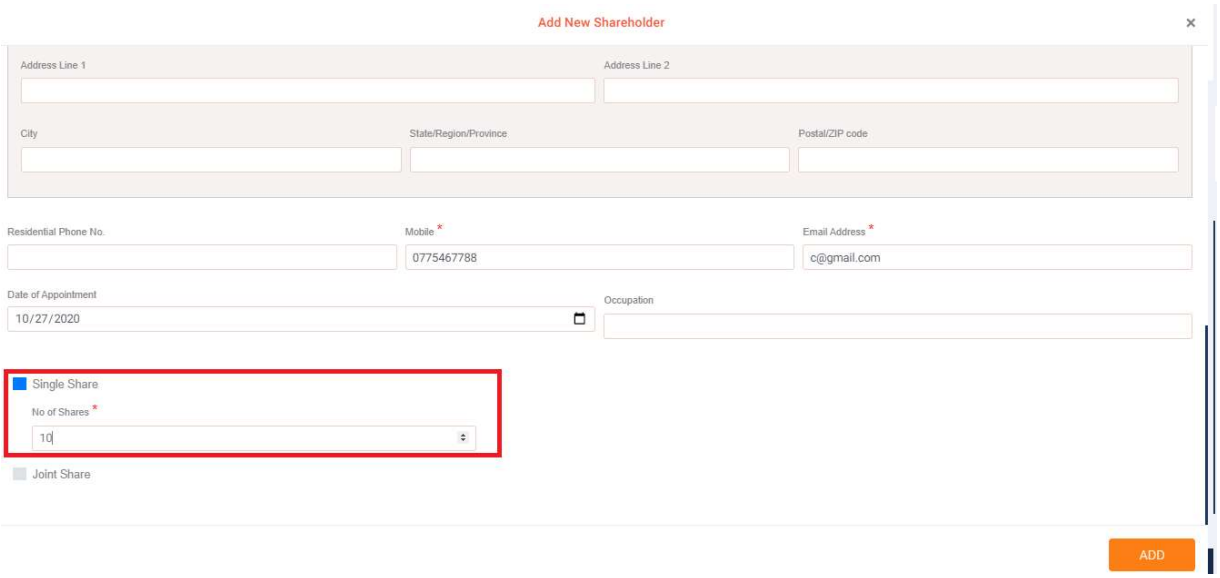


Figure 24.40

User is also able to add a shareholder who has Joint shares. Upon clicking on the 'Add New' button user will be directed to the 'Add New shareholder' screen as indicated by Figure 24.39. After filling all the required details user is required to select 'Joint Shares' option as highlighted by below Figure 24.41.

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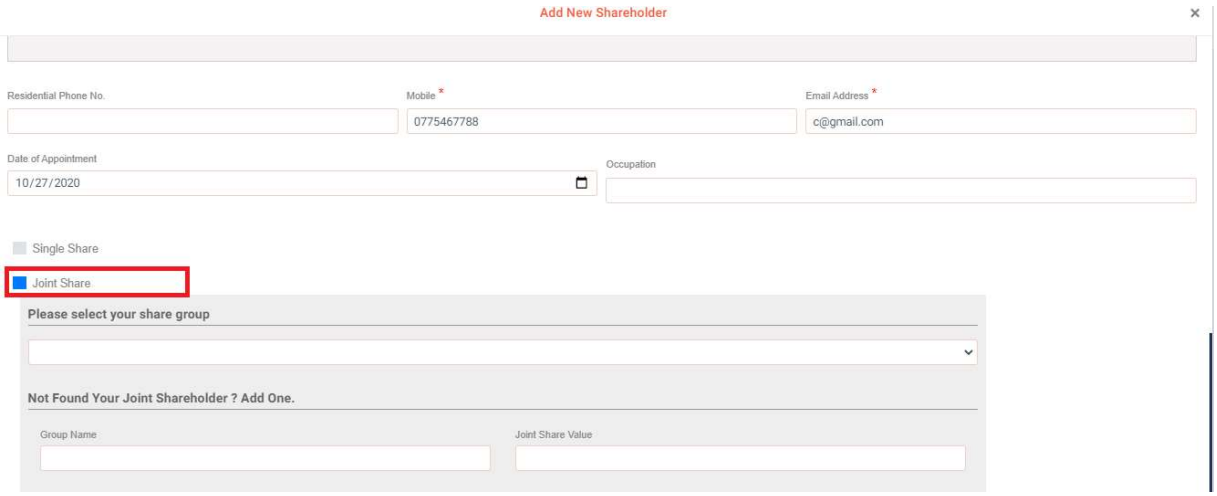


Figure 24.41

Upon creating Joint shareholders, **user can select an existing share group listed under the 'Add New Shareholder' screen as indicated by the below figure 24.41.**

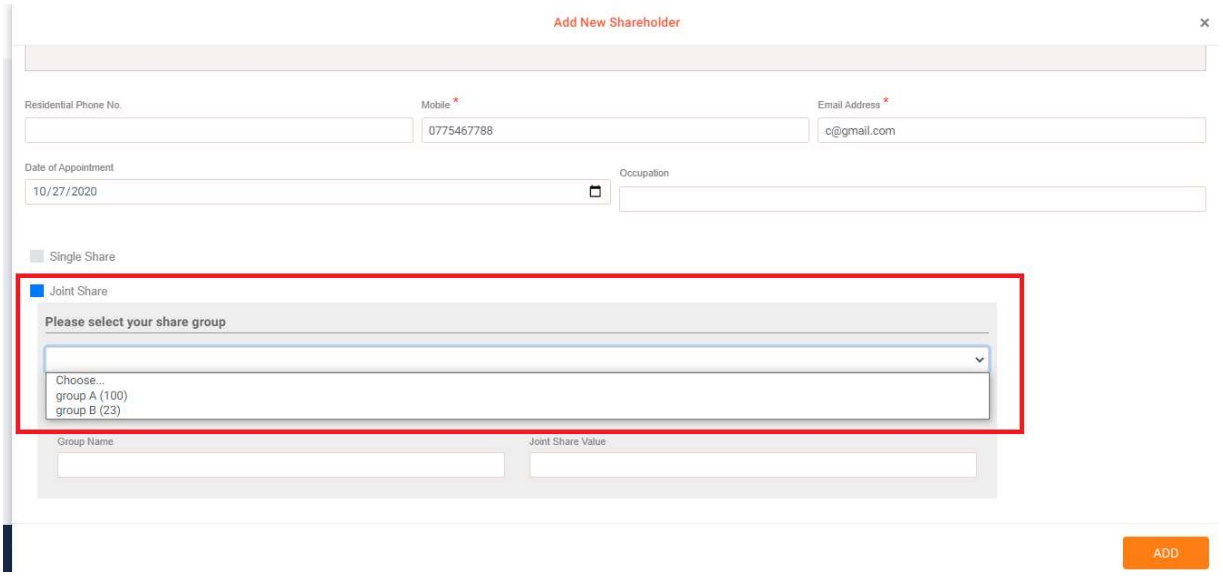


Figure 24.41

Or else when creating a Joint shareholders, user can create a new group from the 'Add New Shareholder' screen as indciated by below figure 24.42. After entering all the mandatory fields, Add button would be enabled. User is required to click on 'Add' button to add a Joint Shareholder.

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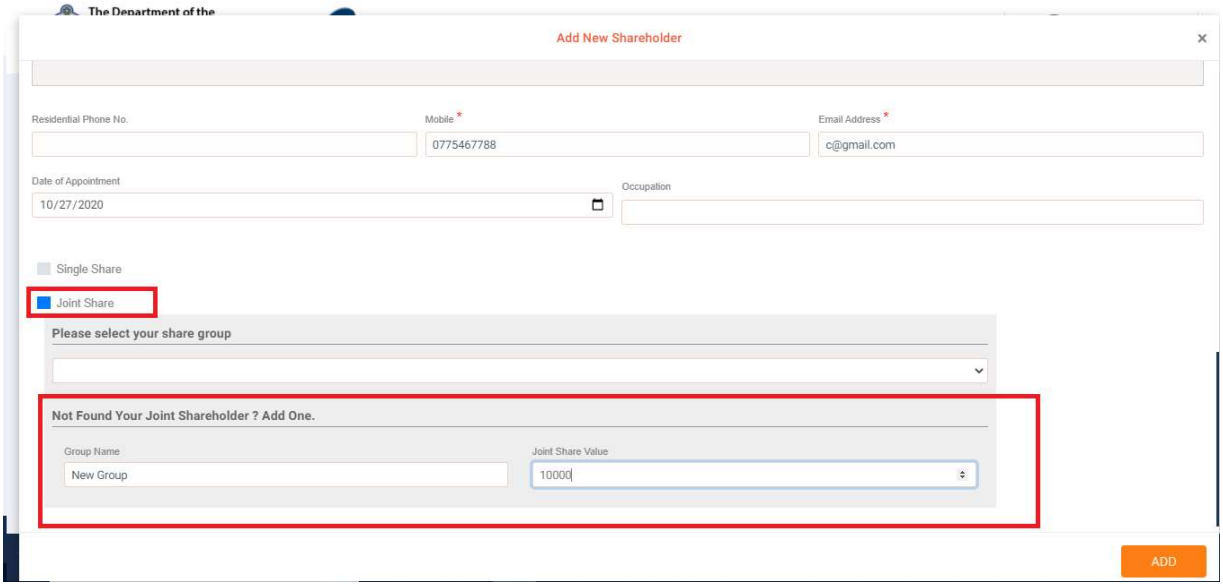


Figure 24.42

User is also able to add a shareholder as both as a single shareholder and as a Joint shareholder. Below figure 24.43 indicates a single shareholder.

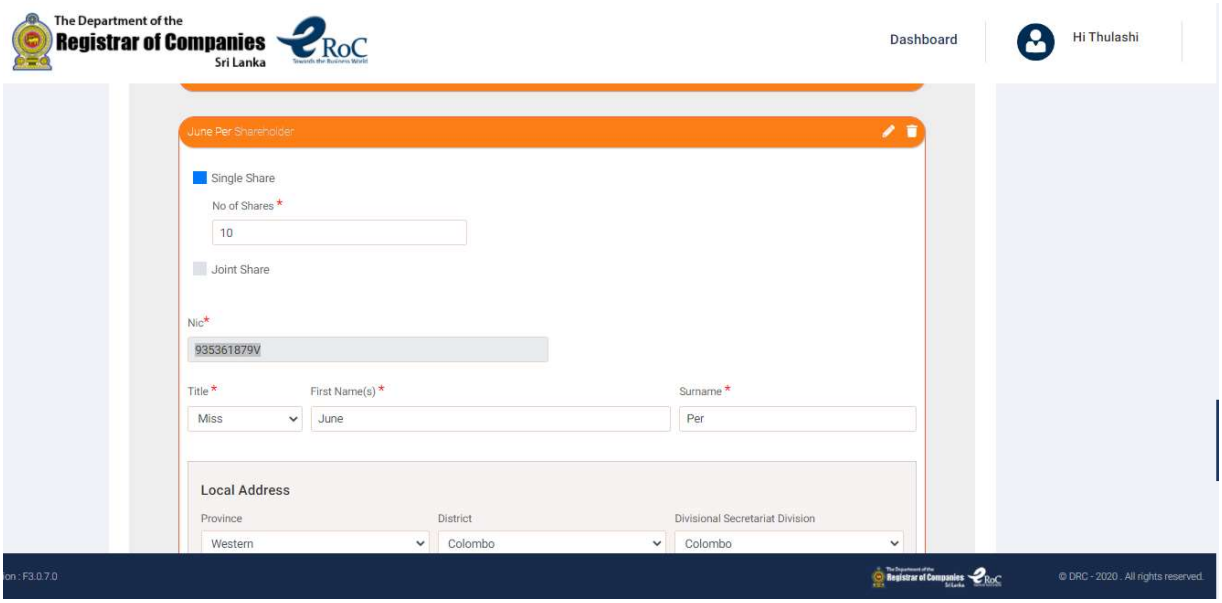


Figure 24.43

Using the same NIC a Joint share can also be created to the same shareholder that has a single share as indicted by below figure 24.44.

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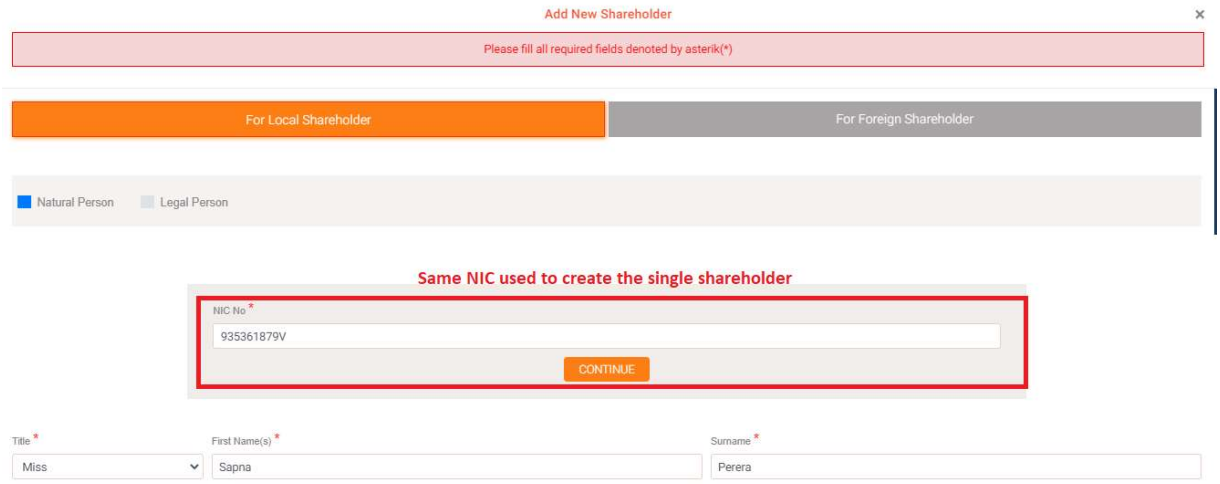


Figure 24.44

Since for the same shareholder a single share has been created now the system only displays 'Joint Share' option only, as indicted by below figure 24.45.

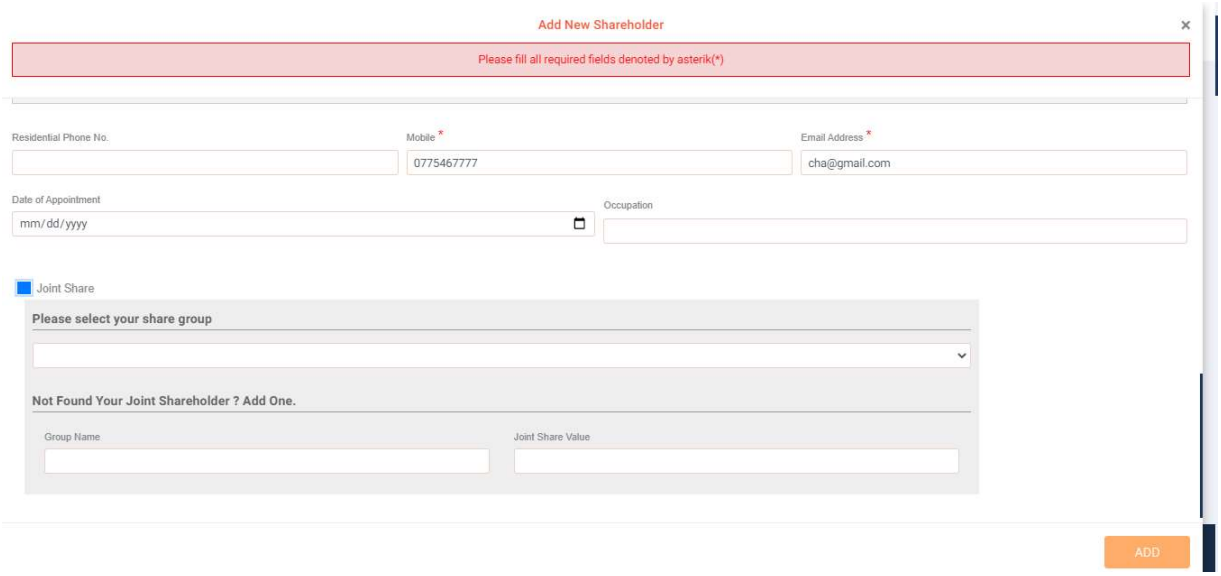


Figure 24.45

User can either select an already created group or a new group. Or shareholder can be in both a new group and an existing group as indicated by below Figure 24.43. **Hence a Joint Shareholder can have multiple Joint shares (Share Groups).**

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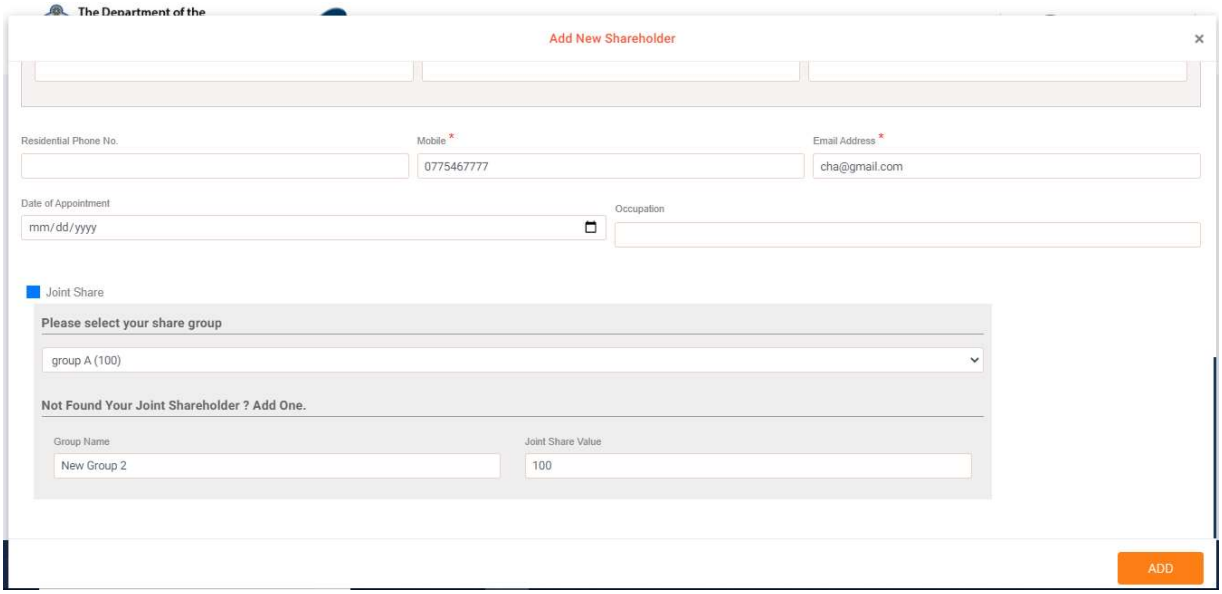


Figure 24.45

Upon adding all the mandatory fields 'add' button would be enabled. Upon clicking on the add button the record would be added. However please note that a shareholder with single shares cannot have multiple single shares.

User can do bulk uploading shareholders details by clicking on 'Start uploading' button under the 'add shareholders by CSV' section as depicted on Figure 24.46

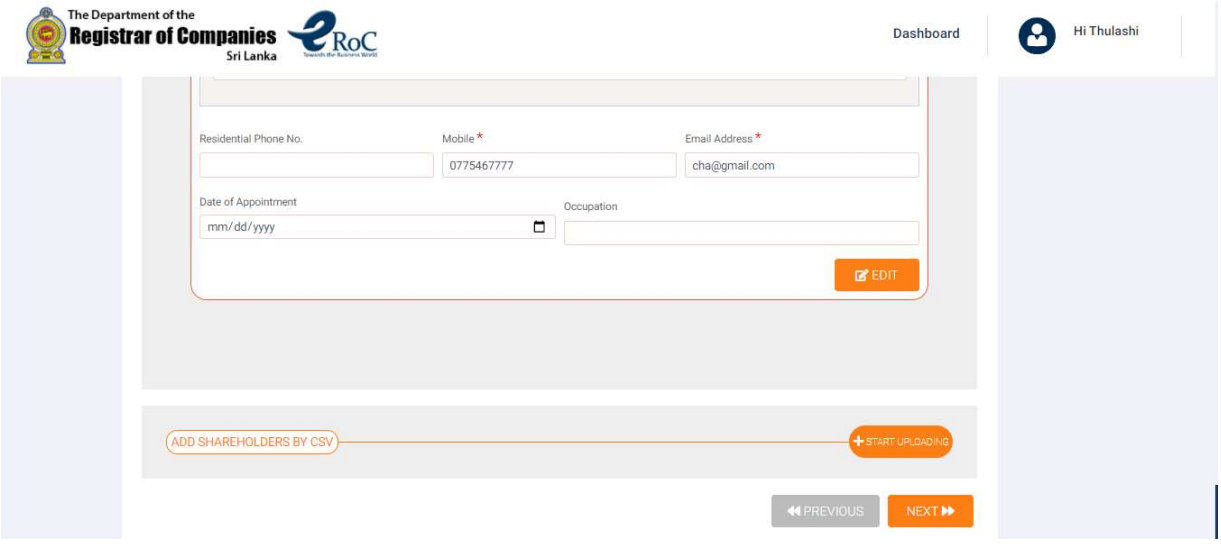


Figure 24.46

Upon clicking on the 'Start Upload' button user will be navigated to the screen indicated by below figure 24.47. User is required to upload the CSV file by clciking on the 'Upload' button.

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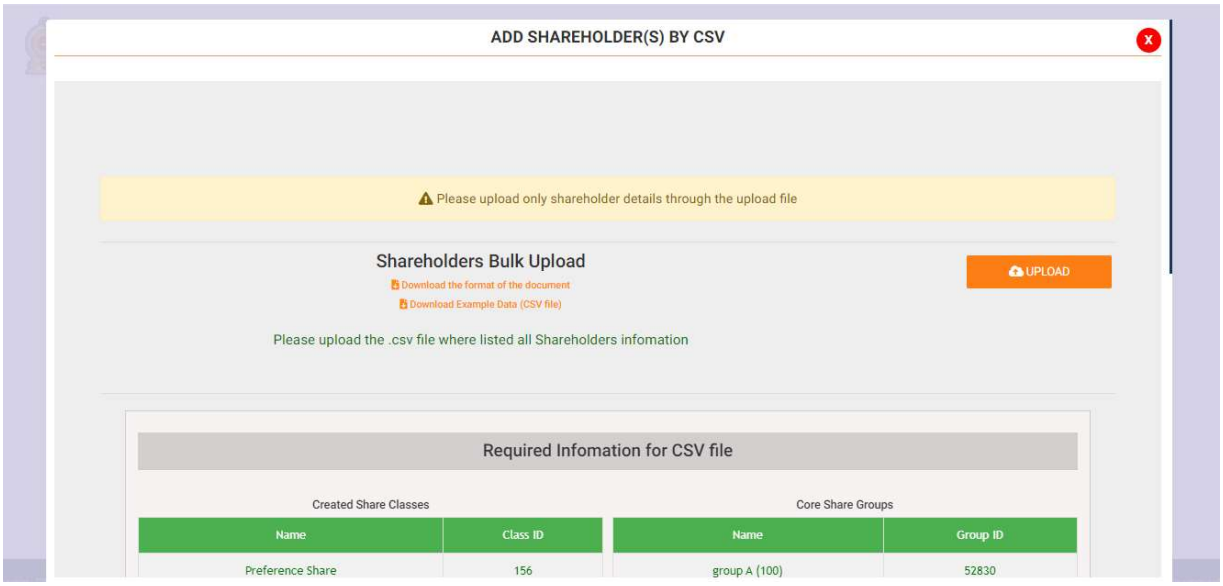
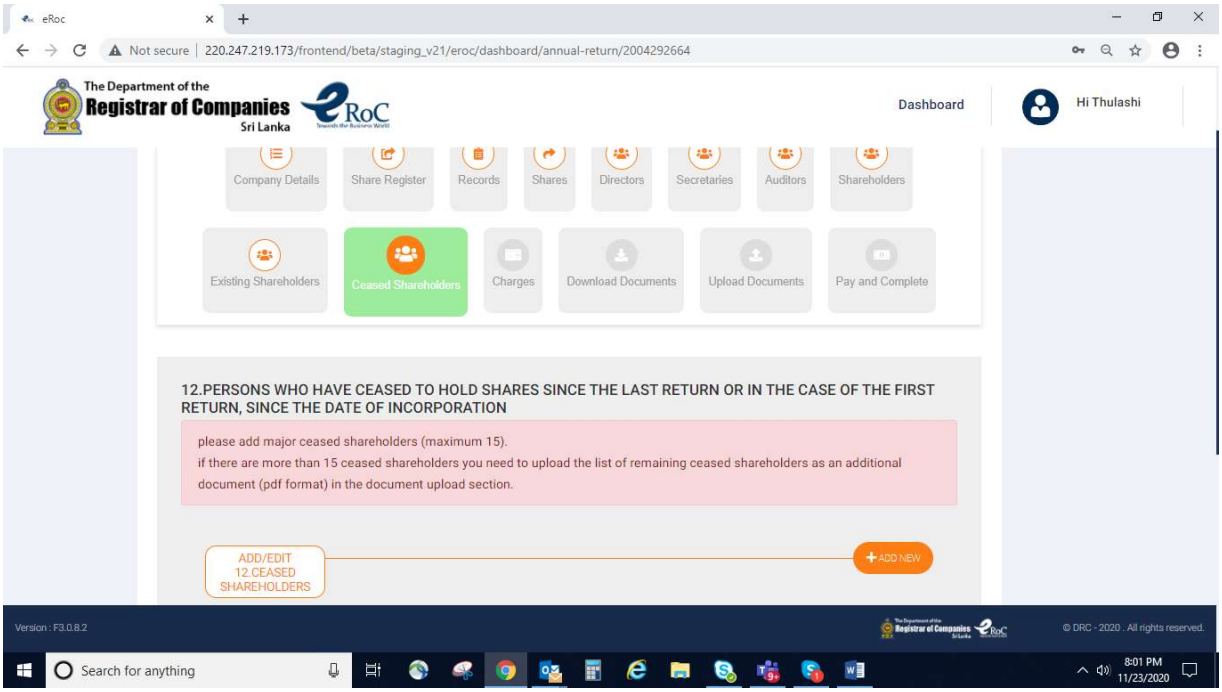


Figure 24.47

Upon clicking on 'Next' button, user will be directed to 'Ceased shareholder' sub screen as depicted in the below Figure 24.48.



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Figure 24.48

User need to click on ADD New button, to add new ceased shareholders, once click add button user will be directed to the screen indicated by figure 24.49.

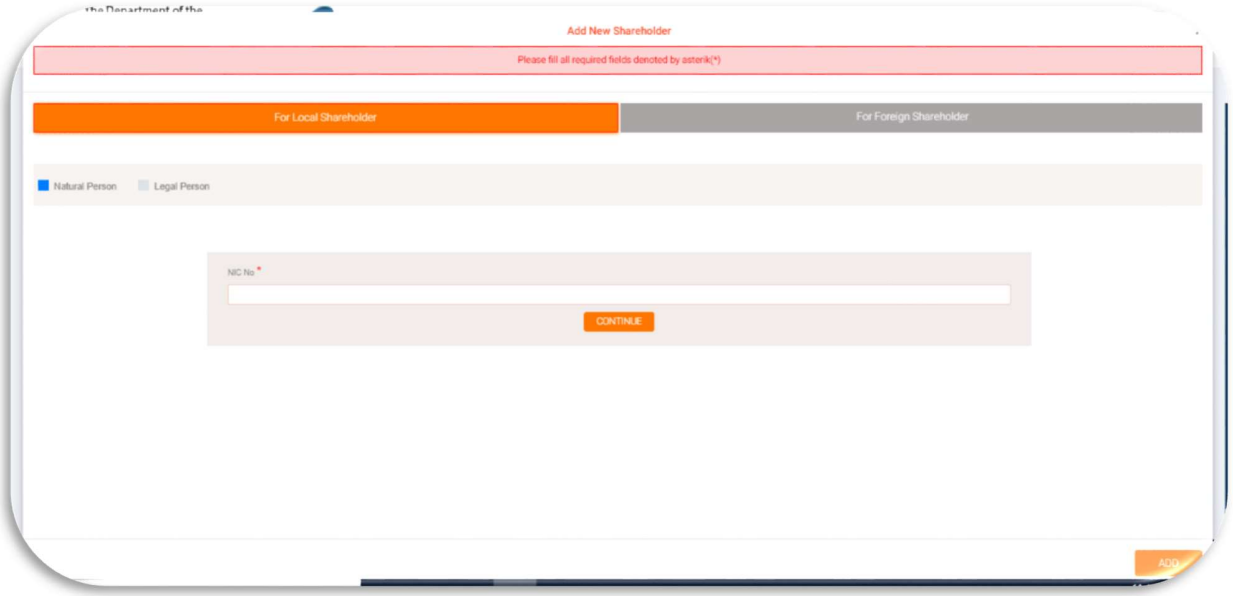


Figure 24.49

User is required to enter the shareholder NIC and fill the relevant details as depicted in Figure 24.50. After entering all the mandatory data, add button would be enabled. Upon enabling the add button user can click on the 'Add' button to add the ceased shareholder details.

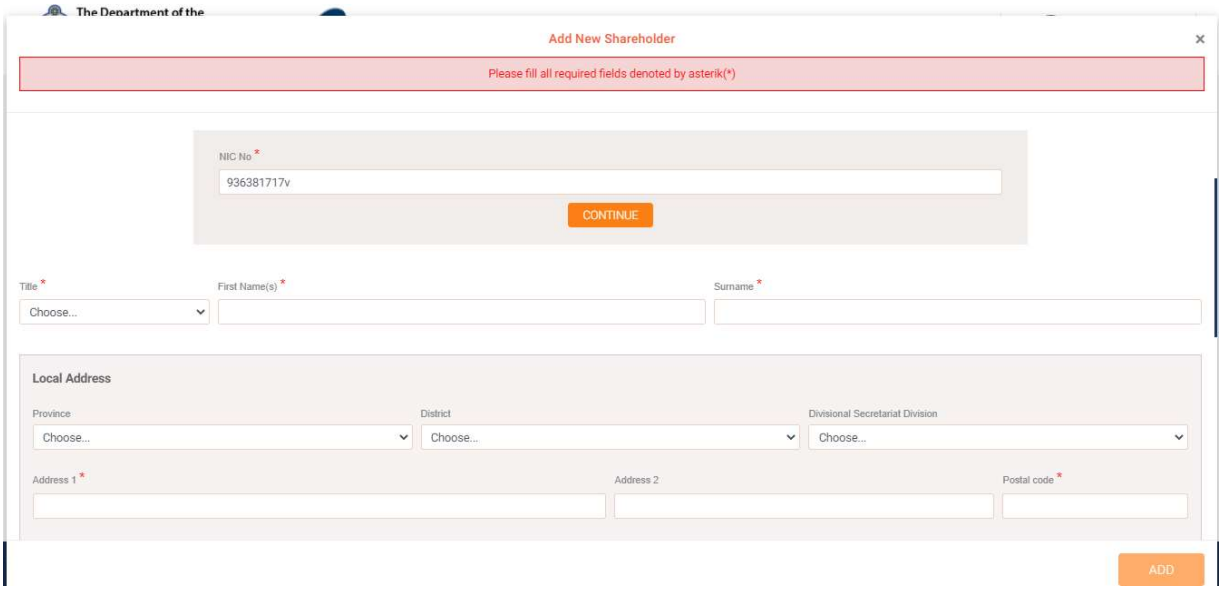


Figure 24.50

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Upon clicking on next button user will be directed to 'Charges indebtedness' sub screen as depicted in Figure 24.51. **Please Note that 'Charges' can be only added for the users who report annual return for the first time through E-ROC system. For other users, 'Charges' would be just listed down.**

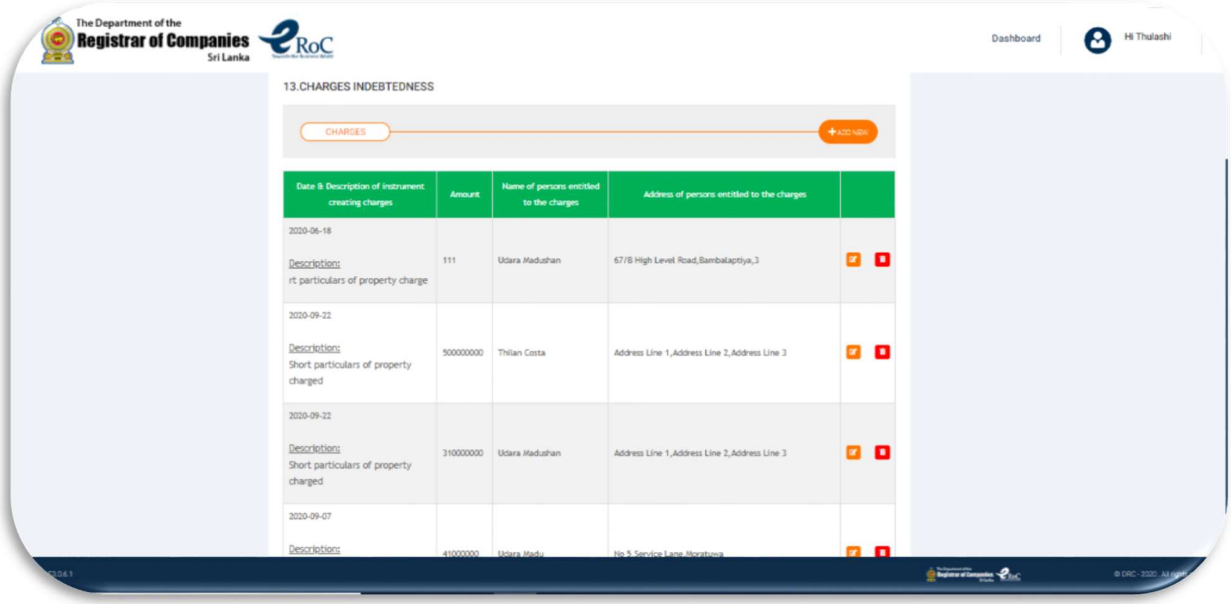
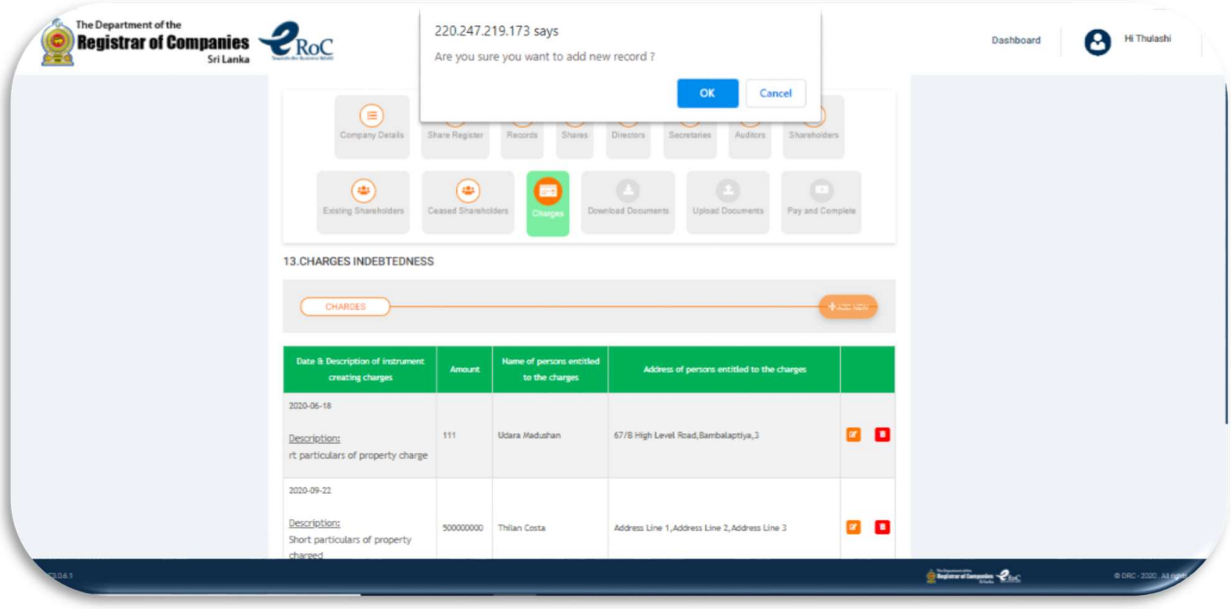


Figure 24.51

System would list down the existing charges that are done through form 10 which are unsettled and approved as displayed by the Figure 24.51. If user need to add new charges, click on ADD



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NEW button and fill relevant details as depicted on figure 24.53 and click OK for the system prompt message.

Figure 24.53

After clicking on 'OK', user will be navigated to 'CERTIFICATE OF CHARGE CREATED BY THE COMPANY' screen as indicated by below figure 24.54. A complete charge record steps was explaining on certificate of charge section on this manual. After filling all the required details user require to click on save button.

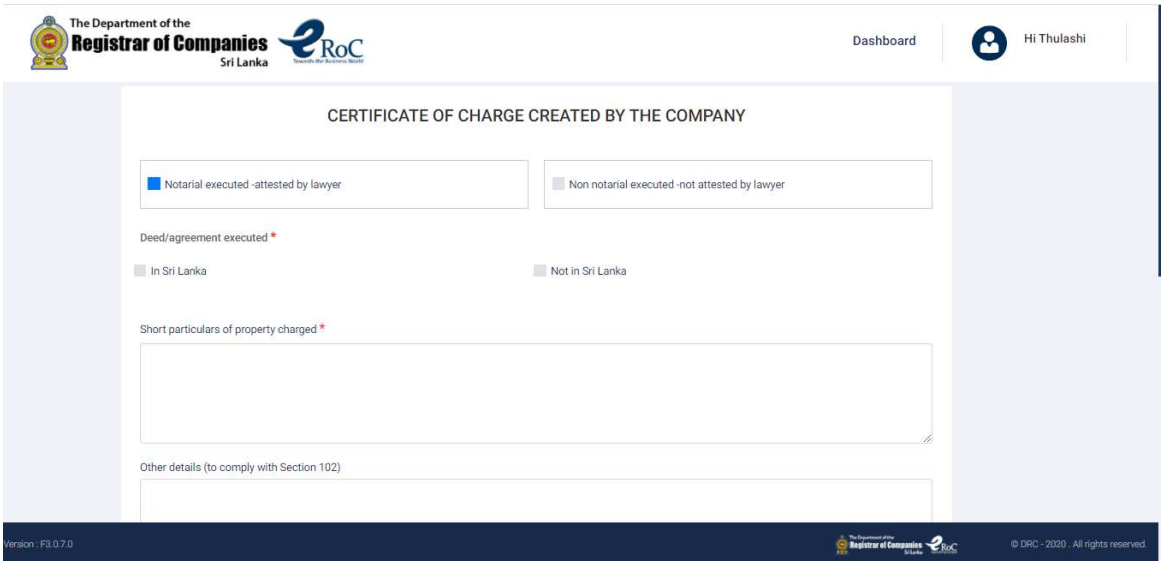


Figure 24.54

Upon clicking on next option, User will be directed to downloading section as indicated by the below figure 24.55. User is require to click on 'Next' button to navigate to upload section.

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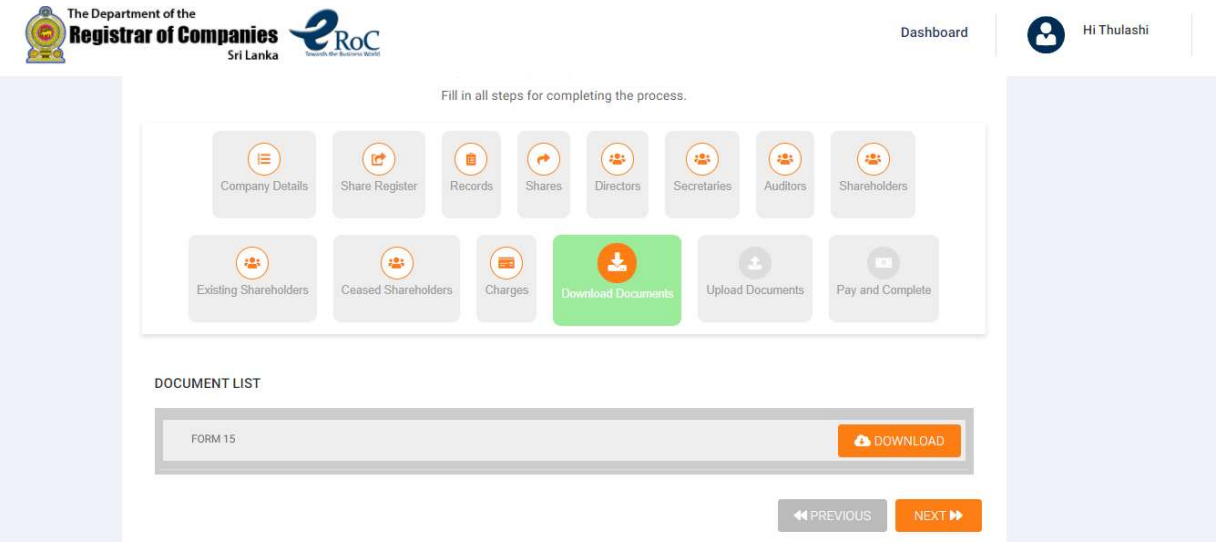


Figure 24.55

User is require to sign, scan and upload the Form 15 document on the uploading section as depicted in Figure 24.56. Also user is require to agree on the terms mentioned in the upload section.

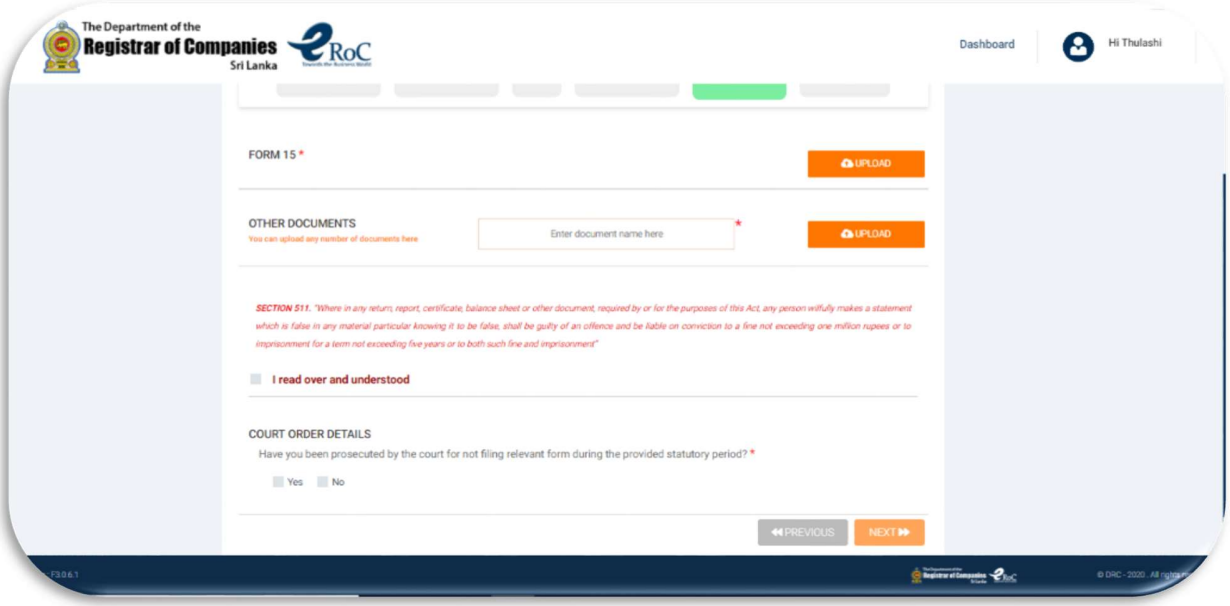


Figure 24.56

Upon successful uploading of documents, user will be directed to the payment screen. Follow the payment step and do payment successful.

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25. Annual Return of the Company (Form15A) – Guarantee Company

In order to file an Annual return for a guarantee company, the user first needs to login to the system with his/her username and password. If the user does not have an account, he/she needs to create a new account (Click here to create a new account) and follow the steps below. After successful login, the user is directed to the dashboard depicted in Figure 25.1.

In order to navigate to the annual return, the applicant is required to click on the 'Other Changes' button as indicated in Figure 25.1.

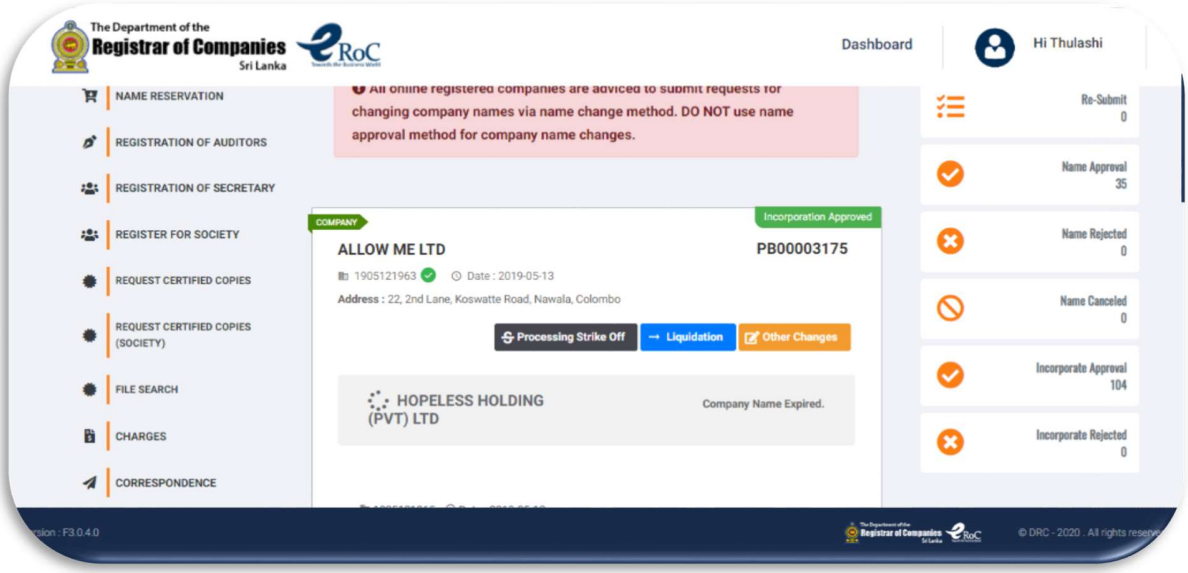


Figure 25.

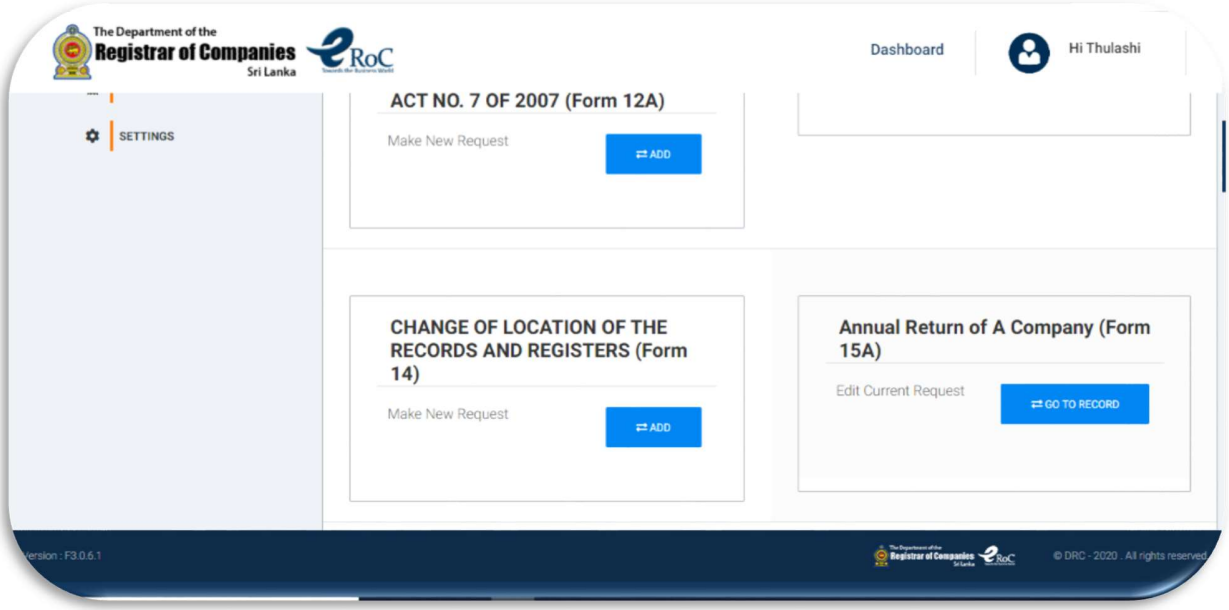


Figure 25.2

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Upon clicking on Form 15, the user will be directed to the Form 15A annual return screen, as depicted in Figure 25.3.

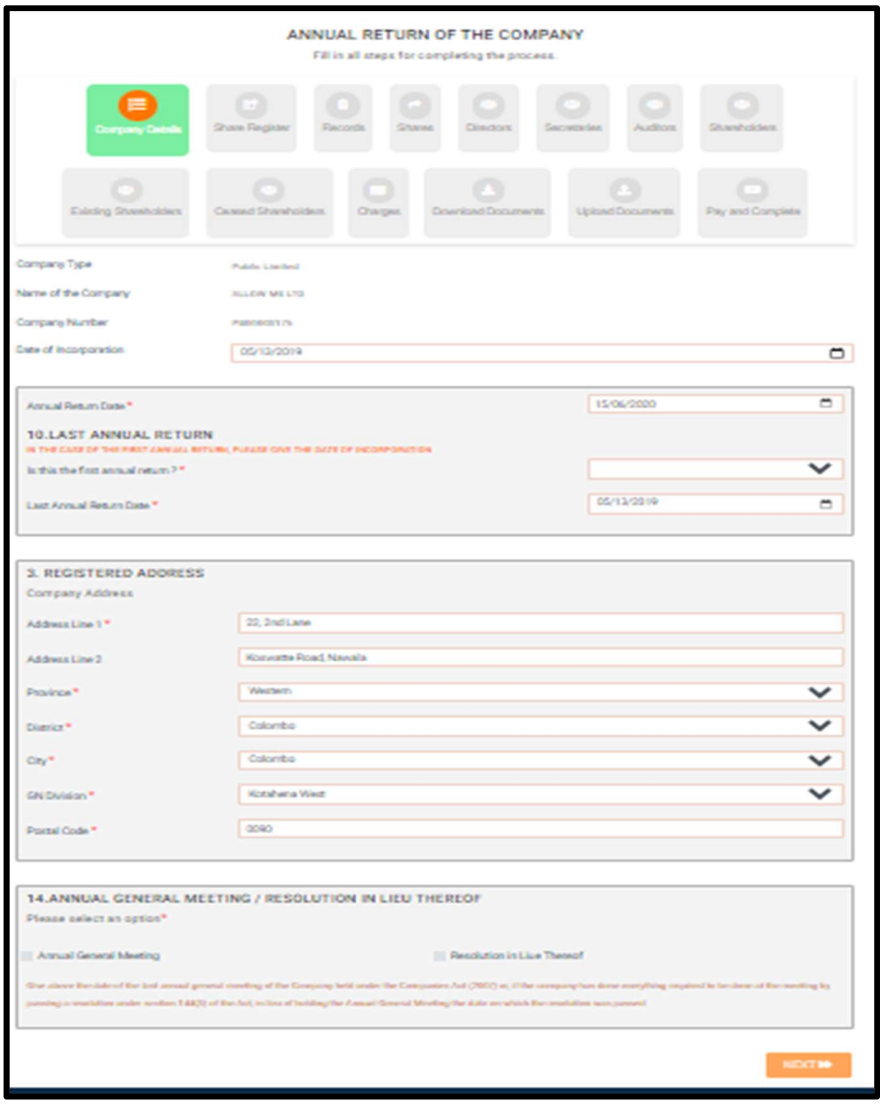


Figure 25.3

The User needs to select Yes or No, if they file their first annual return as depicted in Figure 25.4. Then select the date of the annual return. The date of the Annual return needs to be a past or present date. Future dates are not acceptable.

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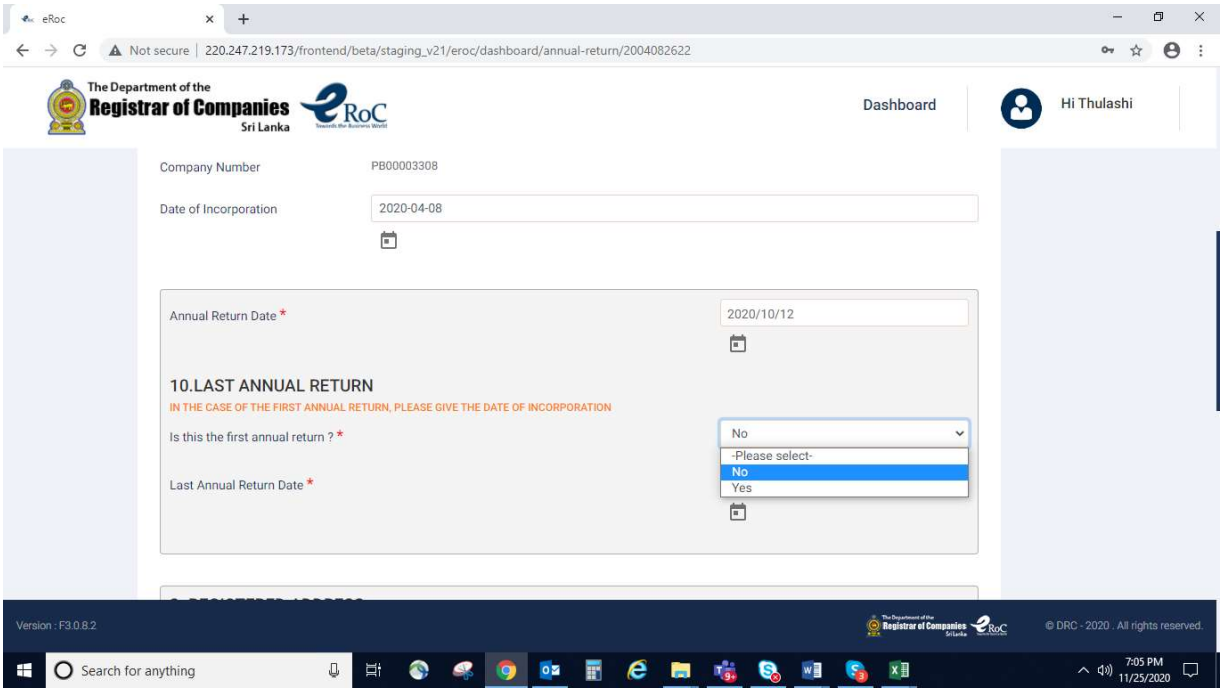


Figure 25.4

The User needs to select the decision taken on the annual return i.e. as to whether it was at the annual general meeting or a resolution in lieu thereof, and select the date of the meeting and click the next button as depicted in Figure 25.5.

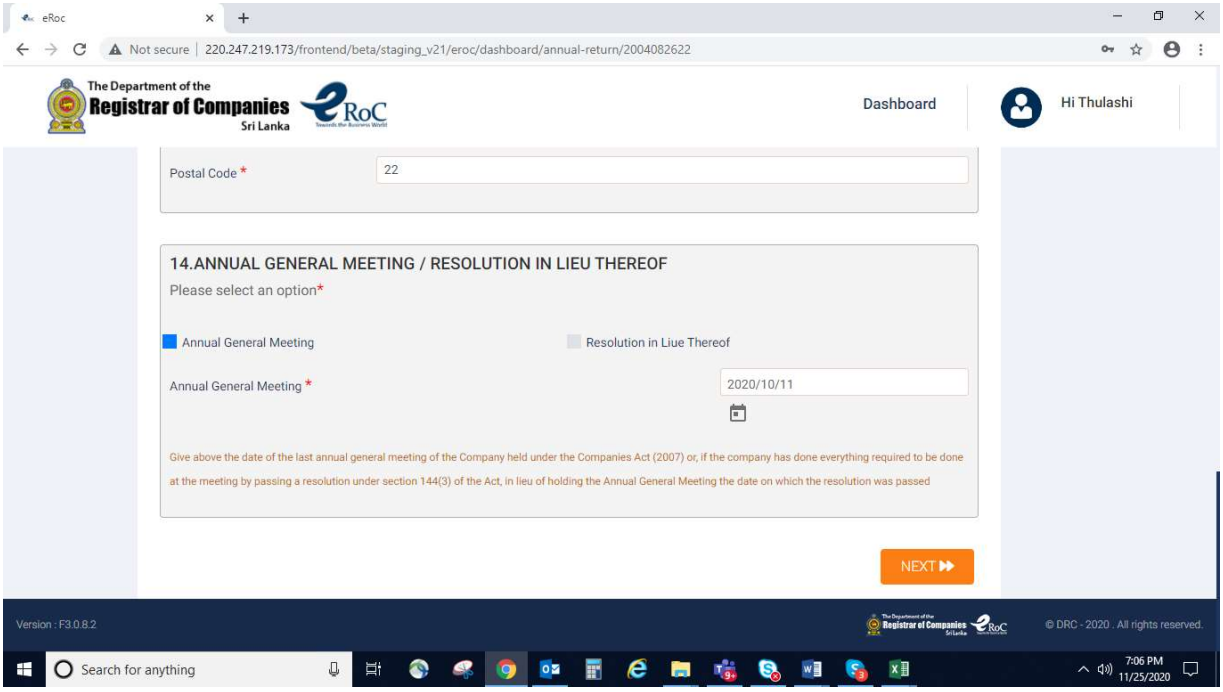


Figure 25.5

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Upon clicking on the next button, the user will be directed to the Members register screen, as depicted in Figure 25.6

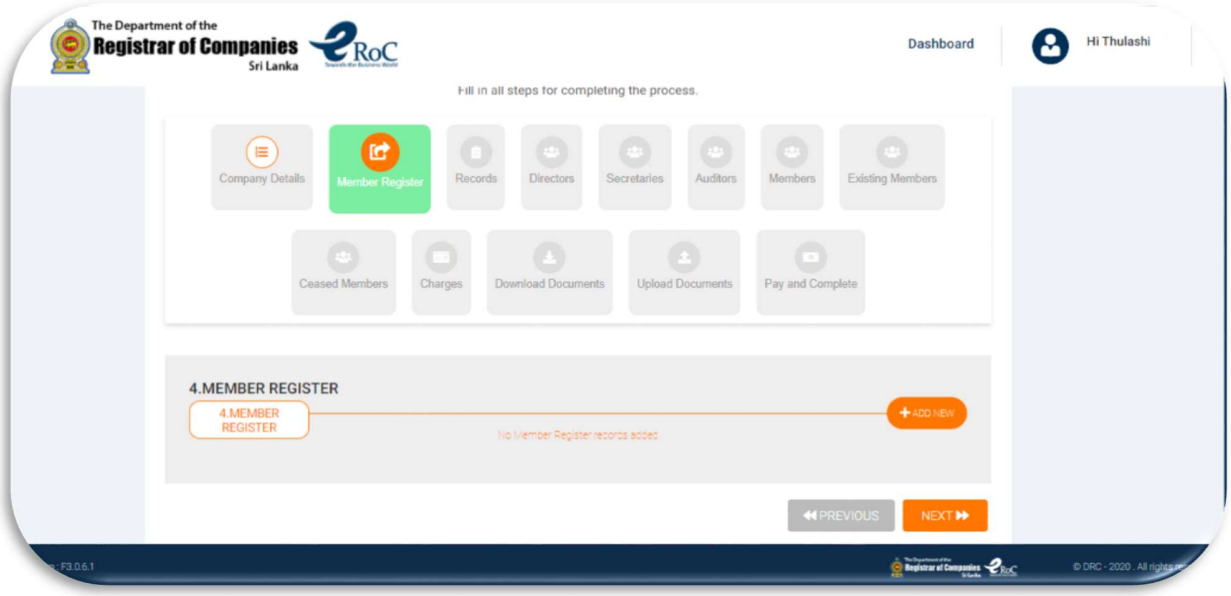


Figure 25.6

The User needs to click the 'Add ' button if they want to enter and fill any members register details relevant to the members register as depicted in Figure 25.7

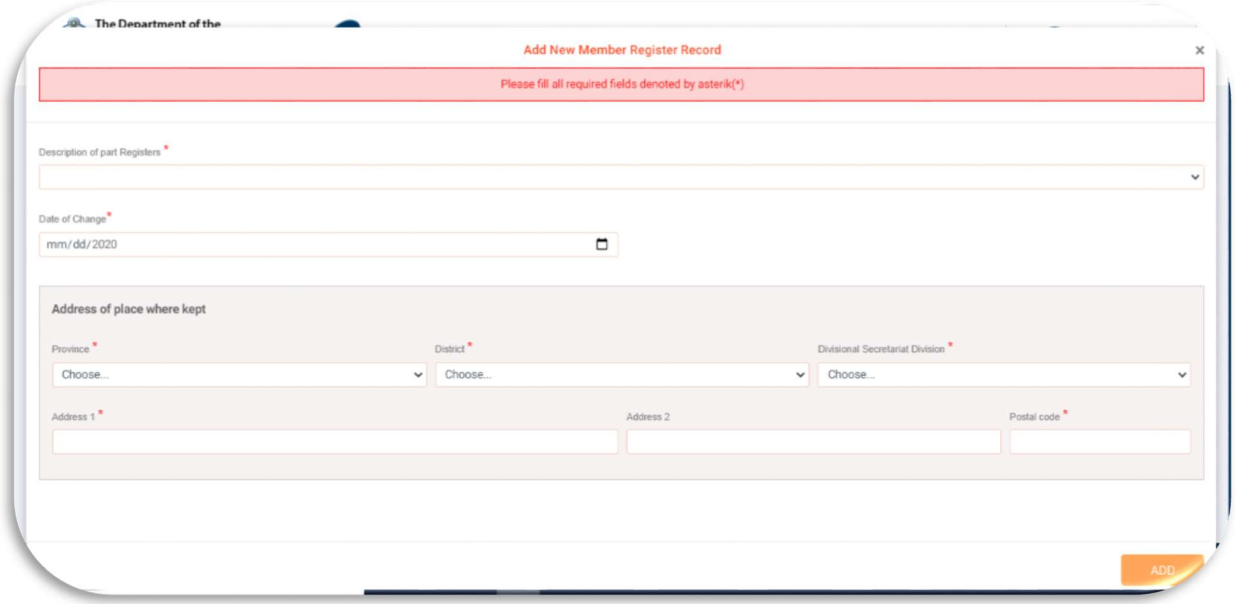


Figure 25.7

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Upon adding the members register details and clicking the next button, the user will be directed to the record screen as depicted in Figure 25.8.

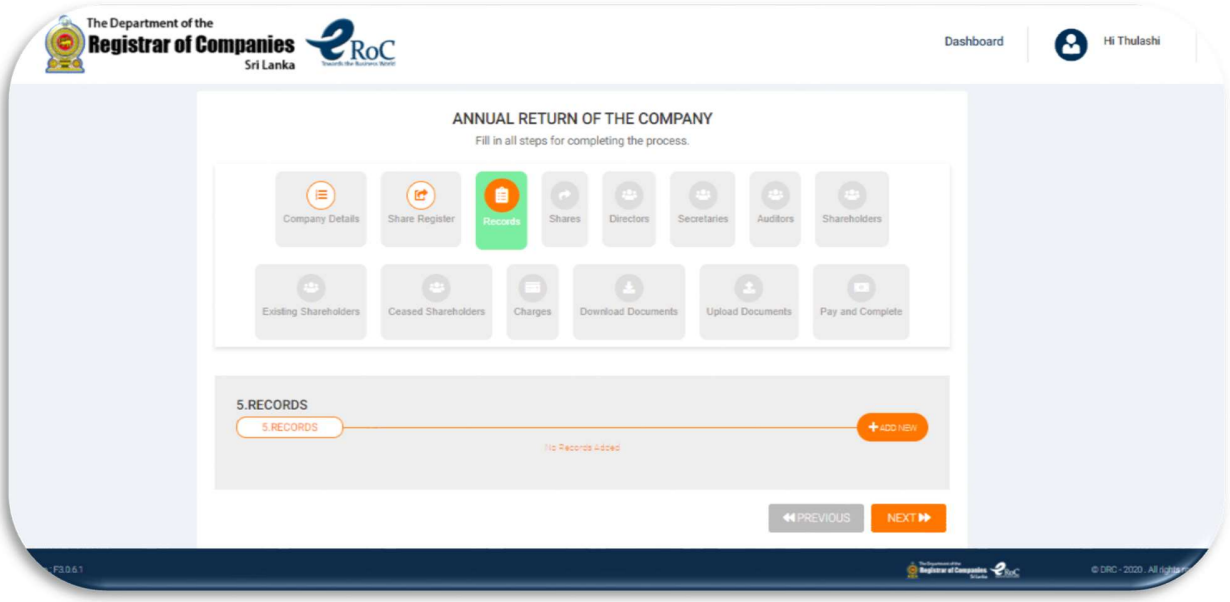


Figure 25.8

Click the ADD NEW button to add new share records and fill the relevant details and click the 'add button' and select 'next' as depicted in Figure 25.9.

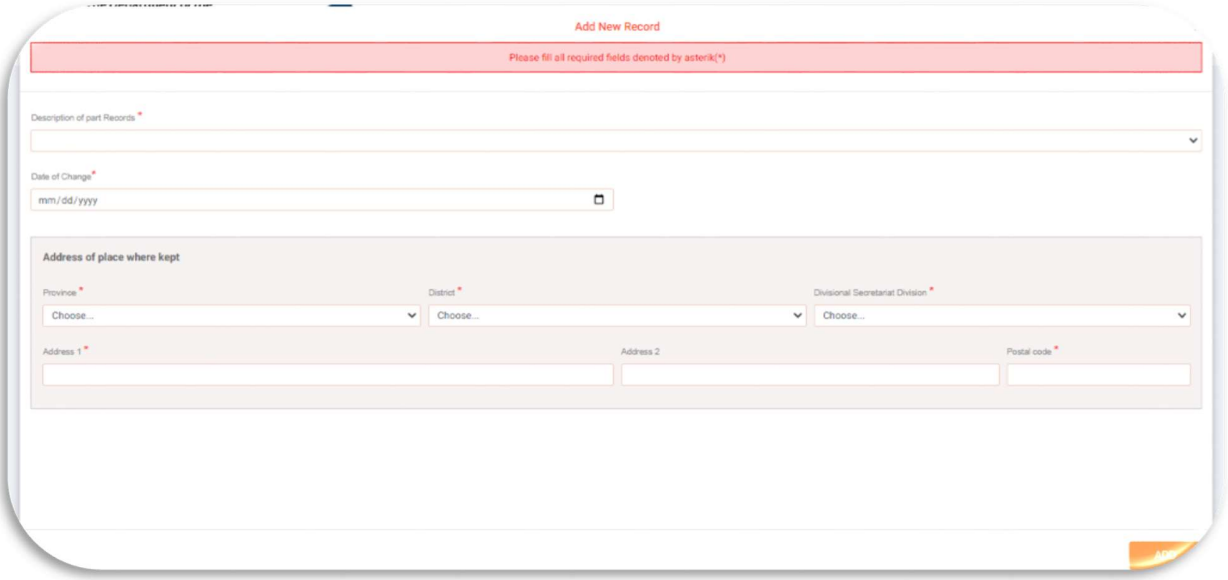


Figure 25.9

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Upon clicking the add button and selecting the next button, the user will be directed to the Directors screen as depicted in Figure 25.10

The User is able to add new directors, by clicking on the ADD NEW button, or existing directors details can be edited or removed.

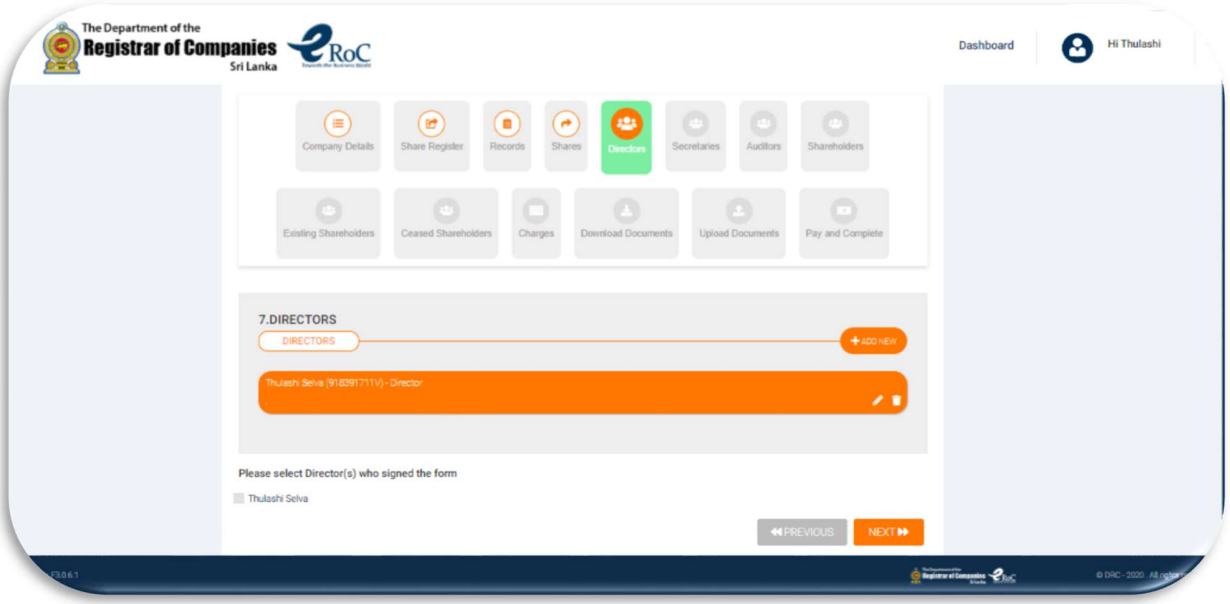


Figure 25.10

When the user tries to remove the director, the system prompts an alert message as depicted in Figure 25.11. Further, to remove the director, the user needs to select OK and the director will be removed.

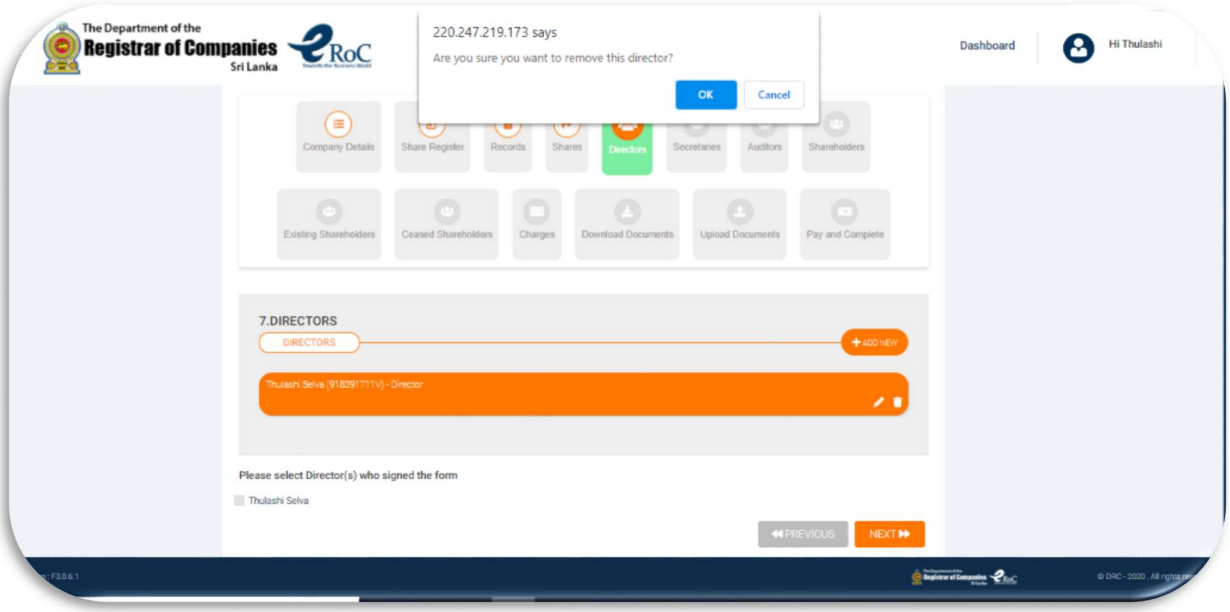


Figure 25.11

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Upon clicking on the next button, the user will be directed to the Secretary Screen as depicted in Figure 25.12.

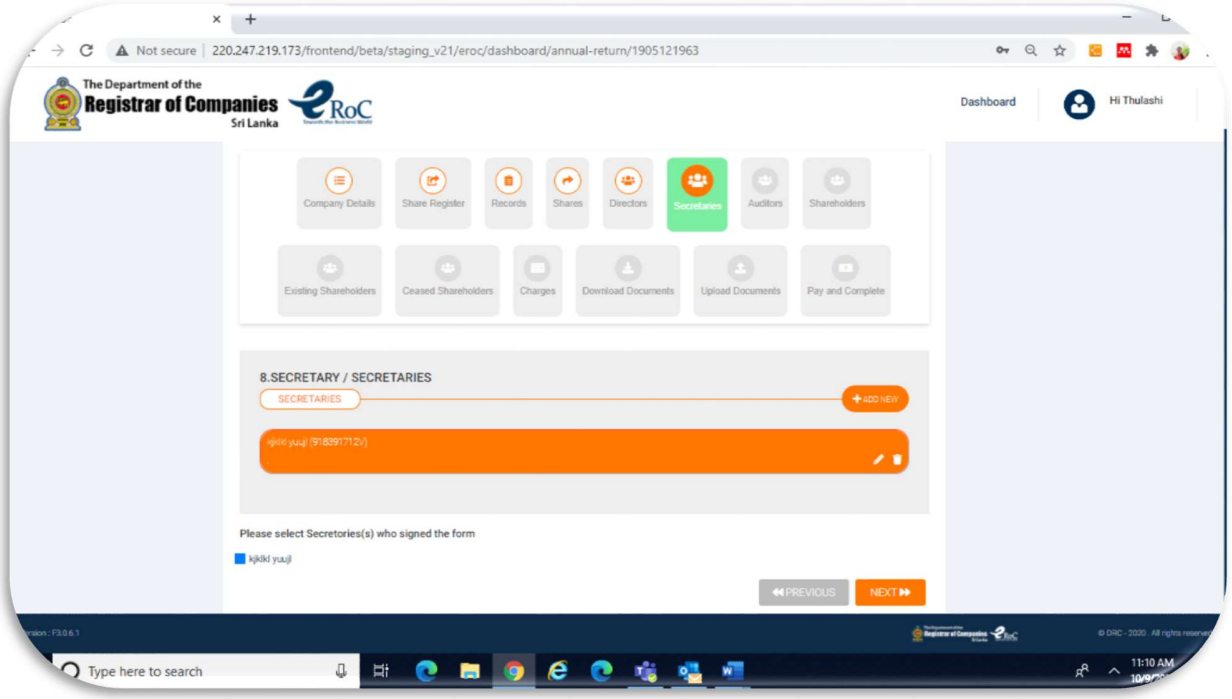


Figure 25.12

The User is able to add a new Secretary, by clicking on the ADD NEW button, or the details of the existing secretary can be edited or removed. Upon clicking on the next button, the user will be directed to the Auditors screen as depicted in Figure 25.13.

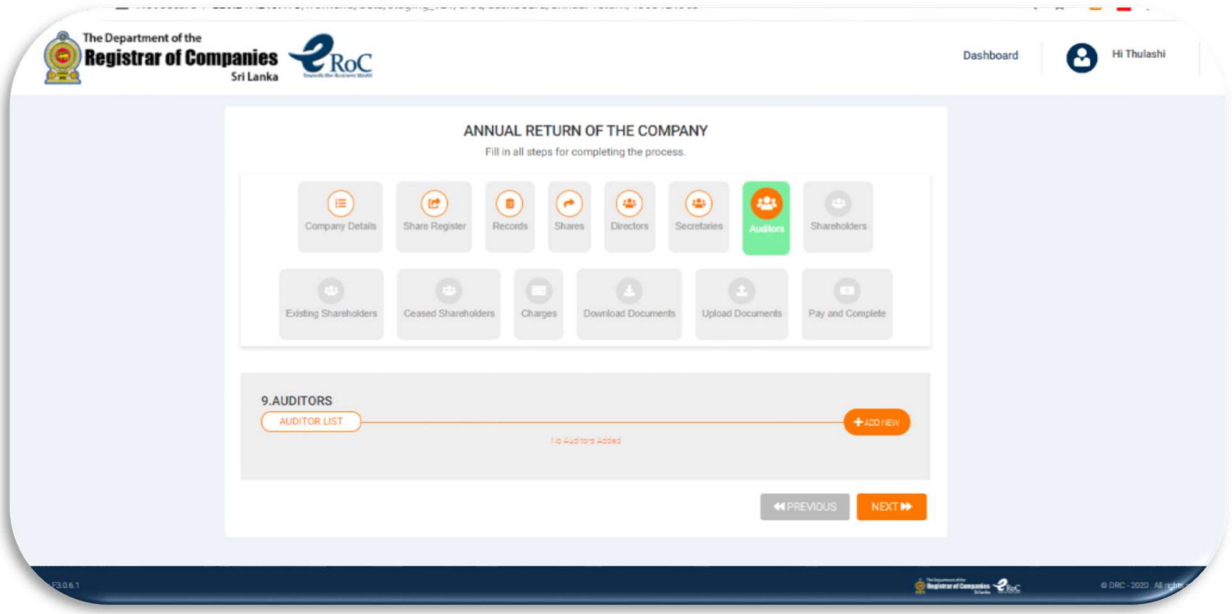


Figure 25.13

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The User is able to add a new Auditor by clicking on the ADD NEW button, or the details of the existing auditor can be edited or removed.

Upon clicking on the next button, the user will be directed to the Shareholders screen as depicted in Figure 25.14

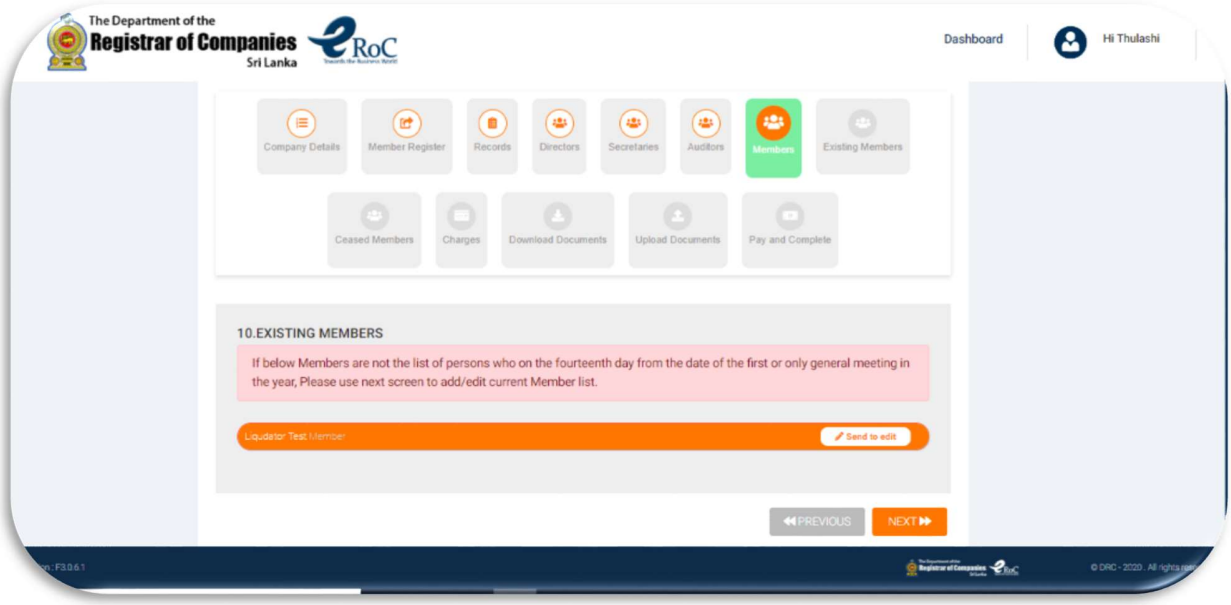


Figure 25.14

The User can click the 'Send to edit' button and delete the members details as depicted in Figure25.15

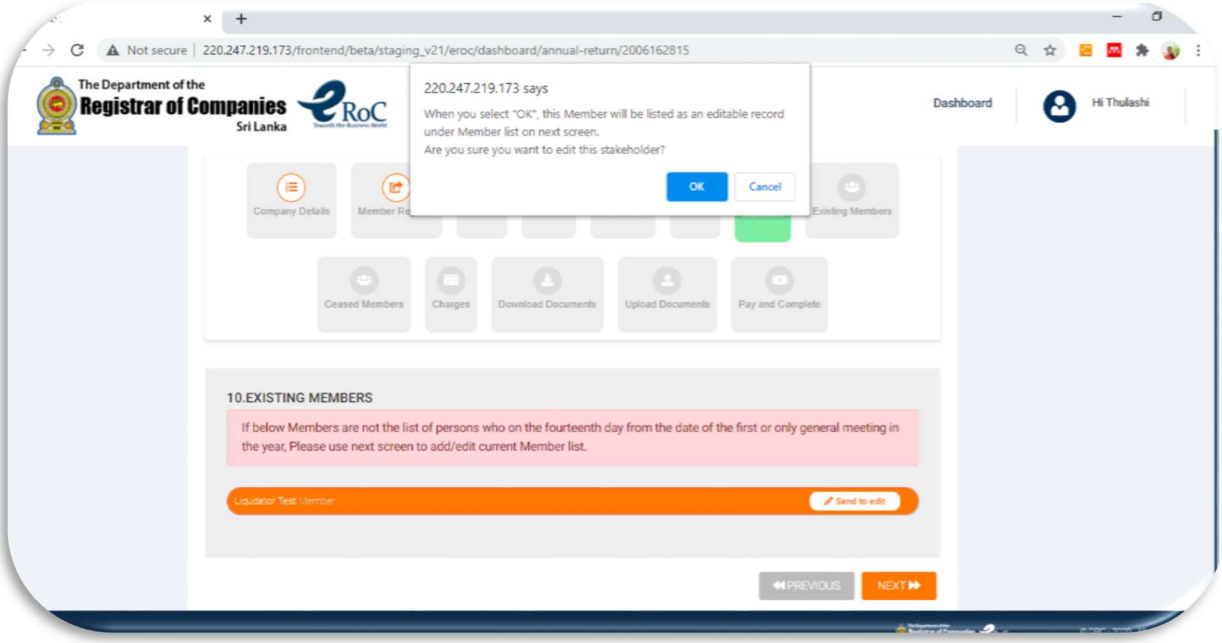


Figure 25.15

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Once the next button is clicked, the user will be directed to the Existing member Edit/Add Screen as depicted in Figure 25.16

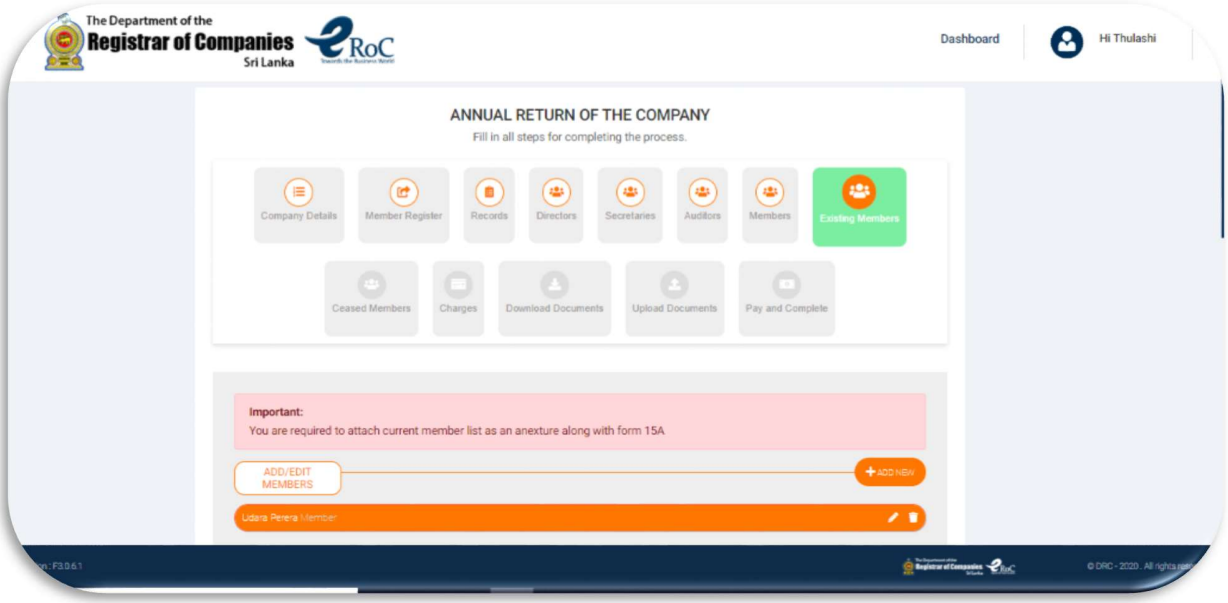
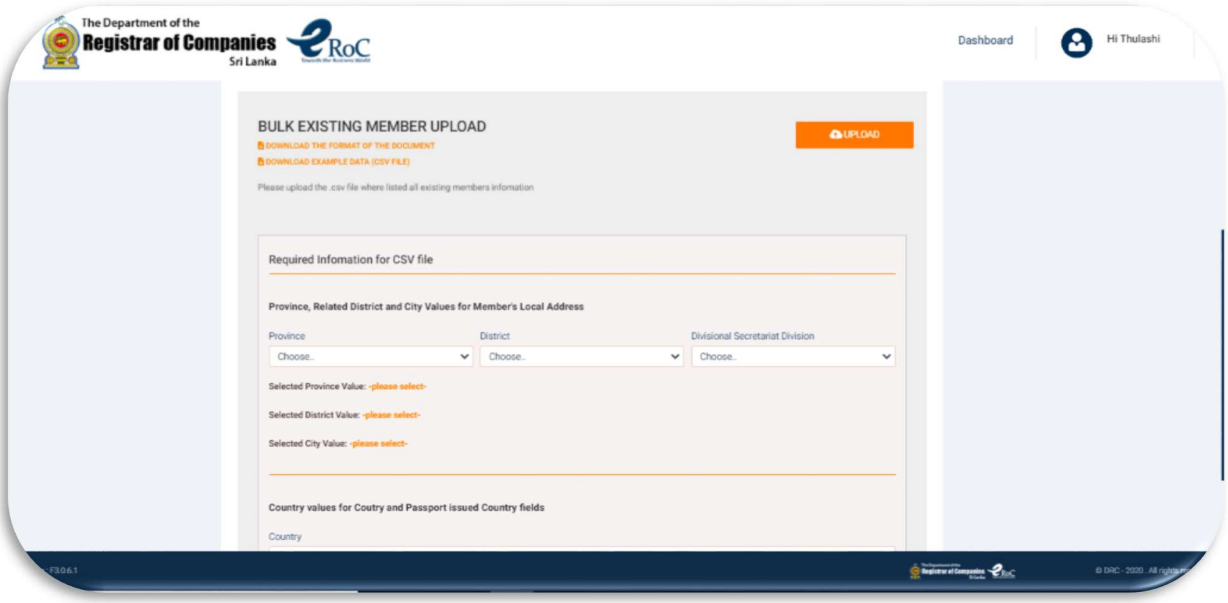


Figure 25.16

The User can add new members by clicking on the ADD NEW button or edit or remove existing members by clicking on the relevant buttons as depicted in Figure 25.16 above. The User can do bulk uploading of member details. The information required for a CSV file are depicted in Figure 25.17 and click the upload



button to upload a CSV file.

Figure 25.17

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Upon clicking on the next button, the User will be directed to the 'Ceased Member' screen as depicted in Figure 25.18.

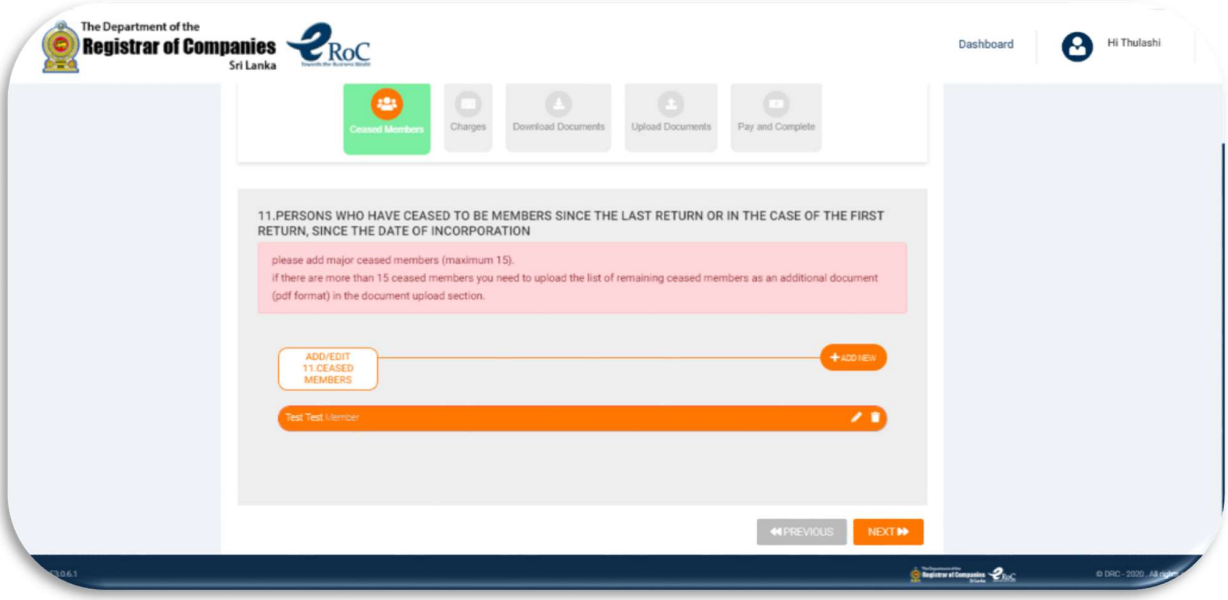


Figure 25.18

The User needs to click on the ADD New button, to add new ceased shareholders and on clicking, the user needs to enter the shareholder's NIC and fill the relevant details as depicted in Figure 25.19

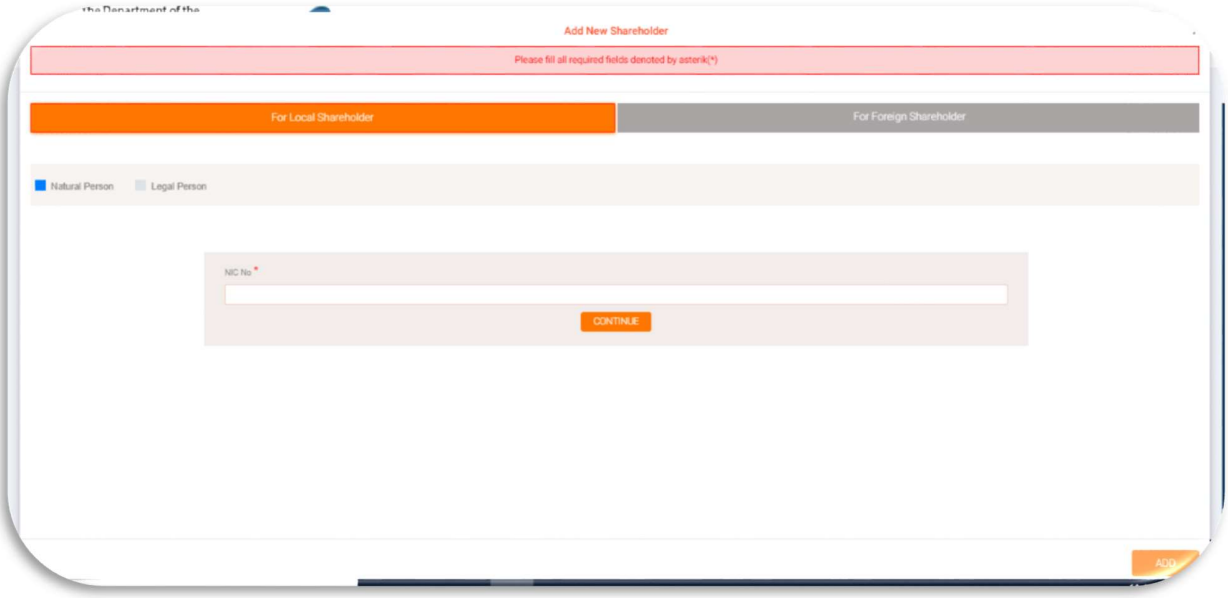


Figure 25.19

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Upon clicking on the next button, the user will be directed to the Charges indebtedness screen as depicted in Figure 25.20

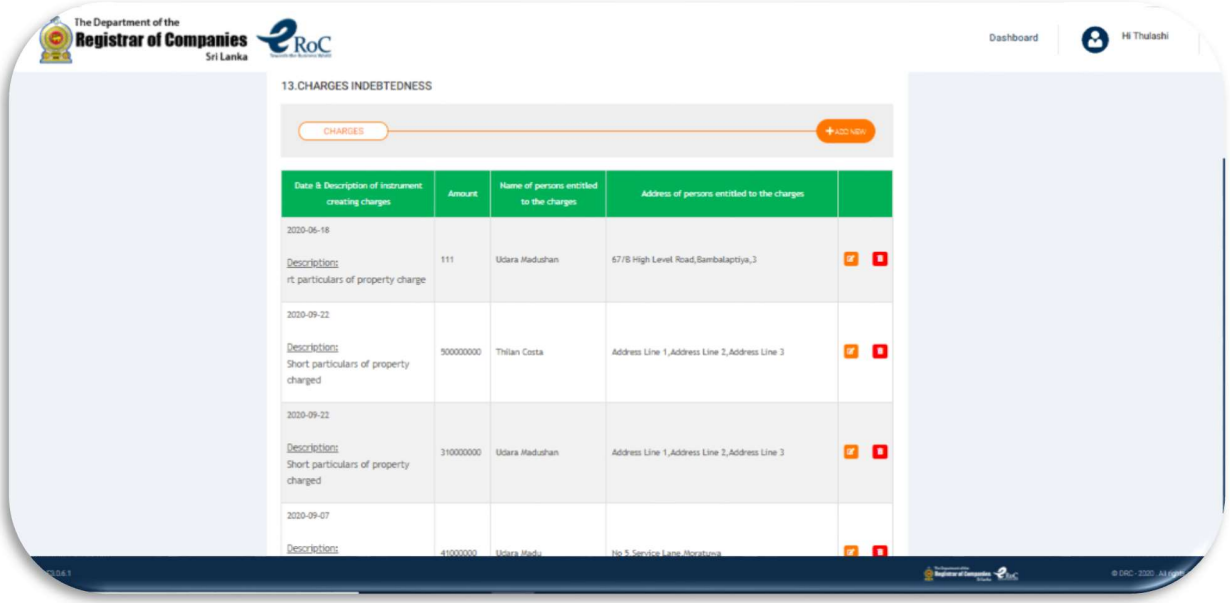


Figure 25.20

If the user needs to add new charges, click on THE ADD NEW button and fill the relevant details as depicted in Figure 25.21 and click OK for the system prompt message.

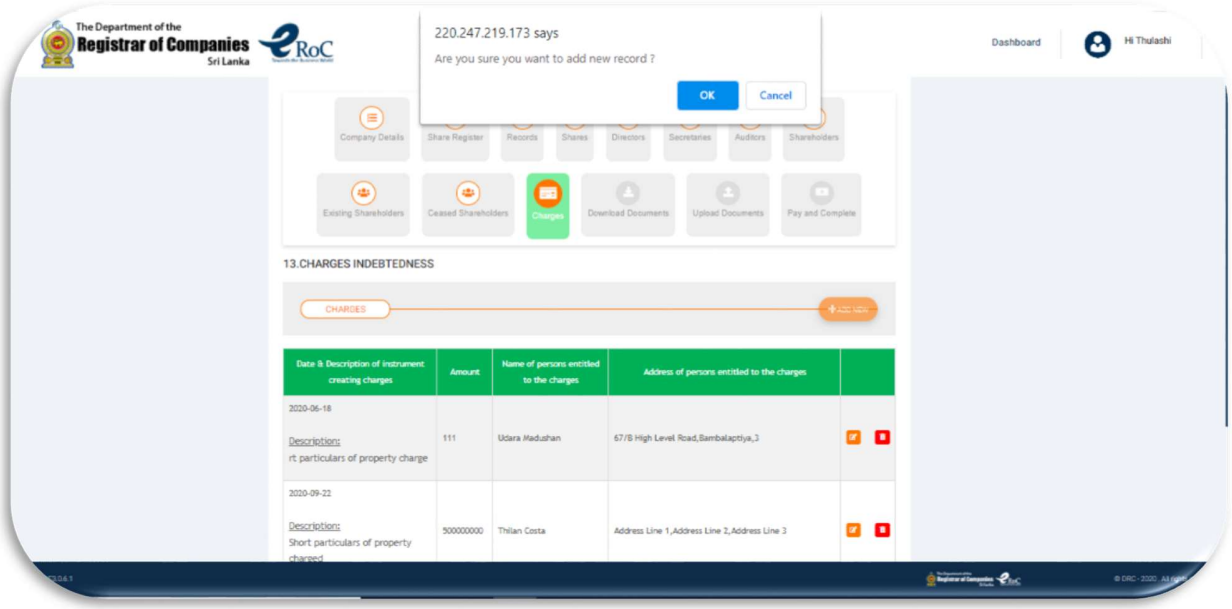


Figure 25.21

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The complete charge record steps are explained in the certificate of charge section in this manual.

Upon clicking on next option, the user will be directed to the downloading section. The user is able to download Form15A and sign, scan and upload the document in the uploading section, as depicted in Figures 25.22,25.23.

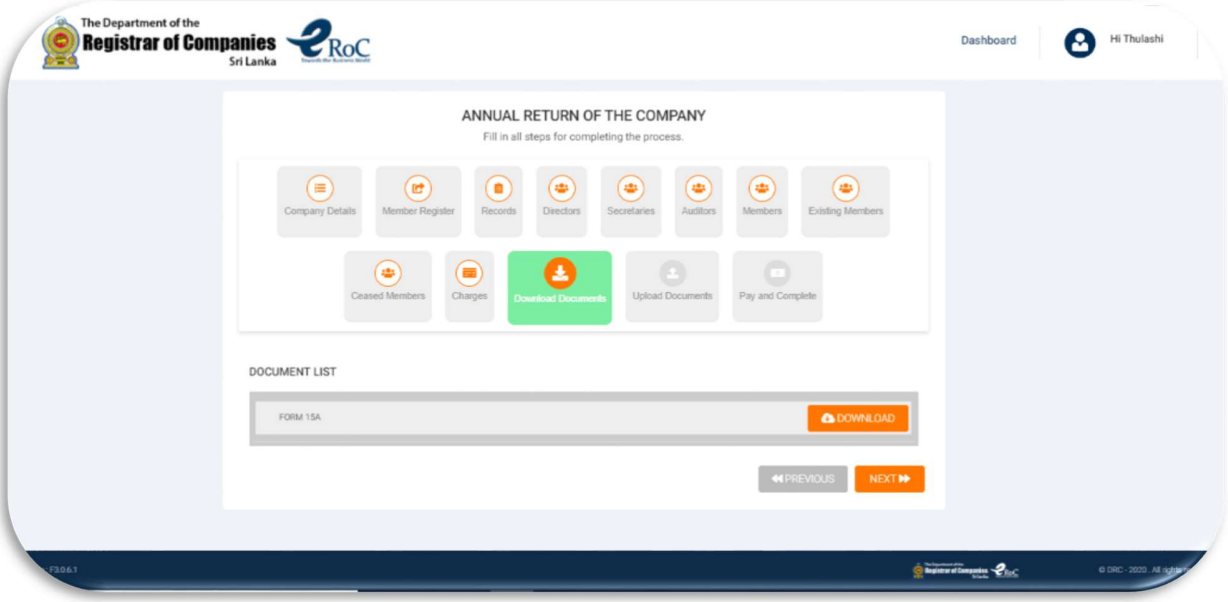


Figure 25.22

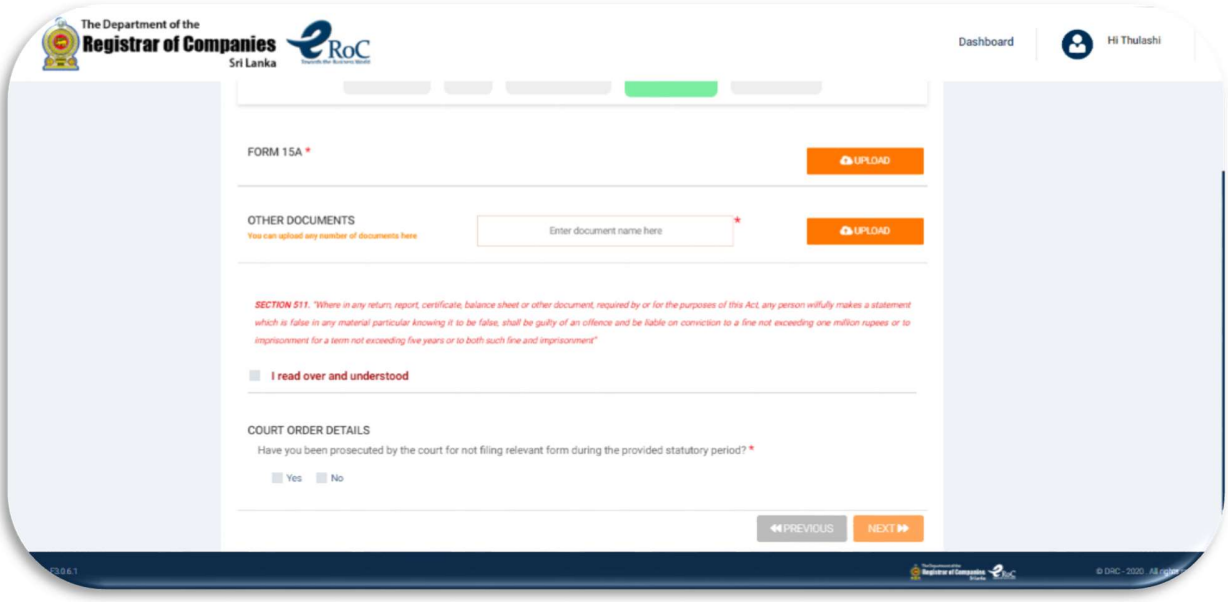


Figure 25.23

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Upon successfully uploading of the documents, the user will be directed to the payment screen. Follow the payment steps and make the payment successfully.

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26. Alteration of Particulars of Overseas Company Form – 35

In order to file Form 35 for an overseas company, the user first needs to login to the system with his/her username and password. If the user does not have an account, he/she needs to create a new account (Click here to create a new account) and follow the steps below. After successful login, the user is directed to the dashboard depicted in Figure 26.1.

In order to navigate to Form 35, the applicant is required to click on the 'Other Changes' button as indicated in Figure 26.1.

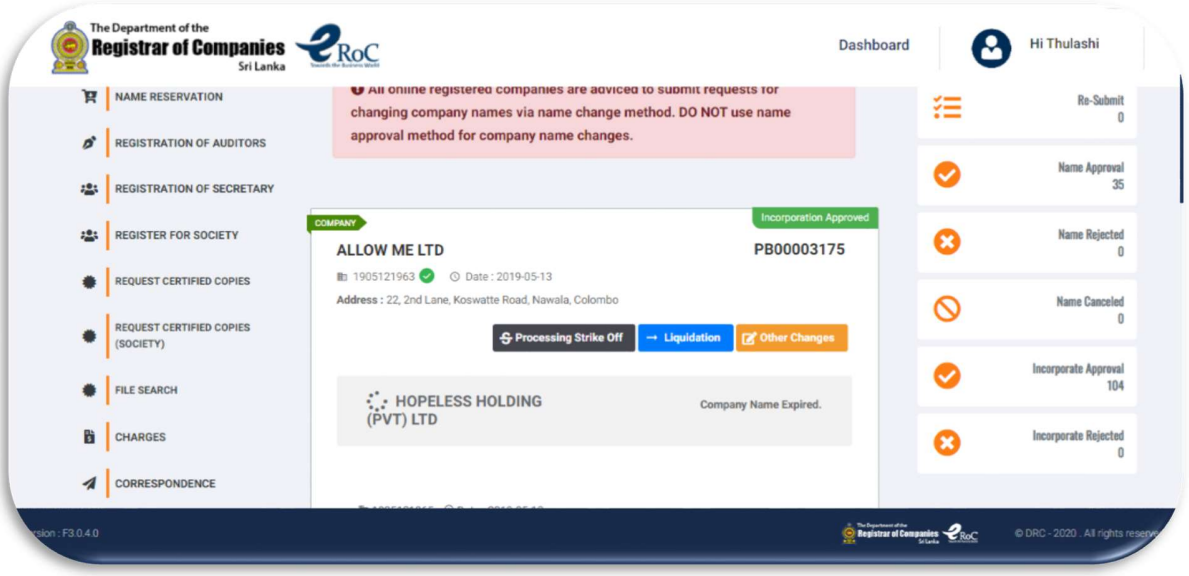


Figure 26.1

The applicant is required to select 'Form 35 of the company' option depicted in Figure 26.2 to request for Form 39, when required.

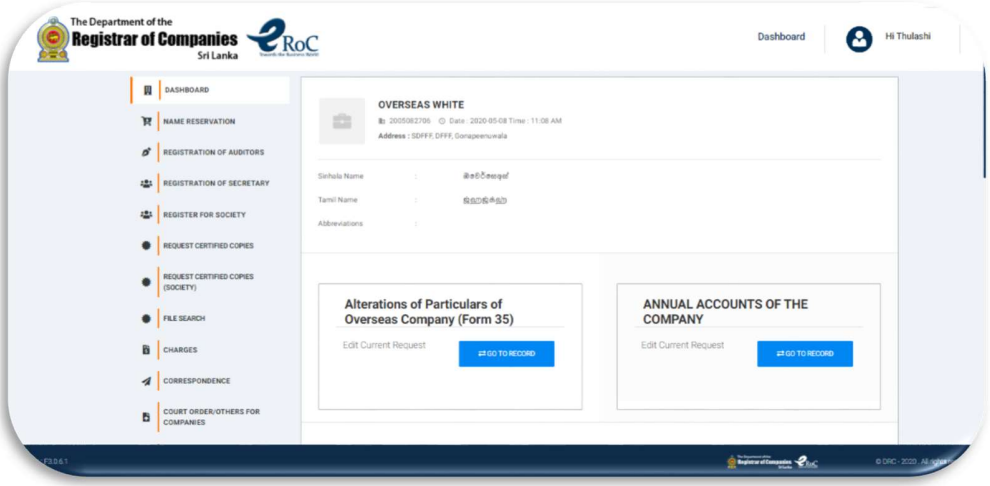


Figure 26.2

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Upon selecting Form 35, user will be navigated to the 'Return of Alterations of Particulars of Overseas Company' screen as indicated by Figure 26.3. The User needs to select the alteration type as depicted in Figure 26.3.

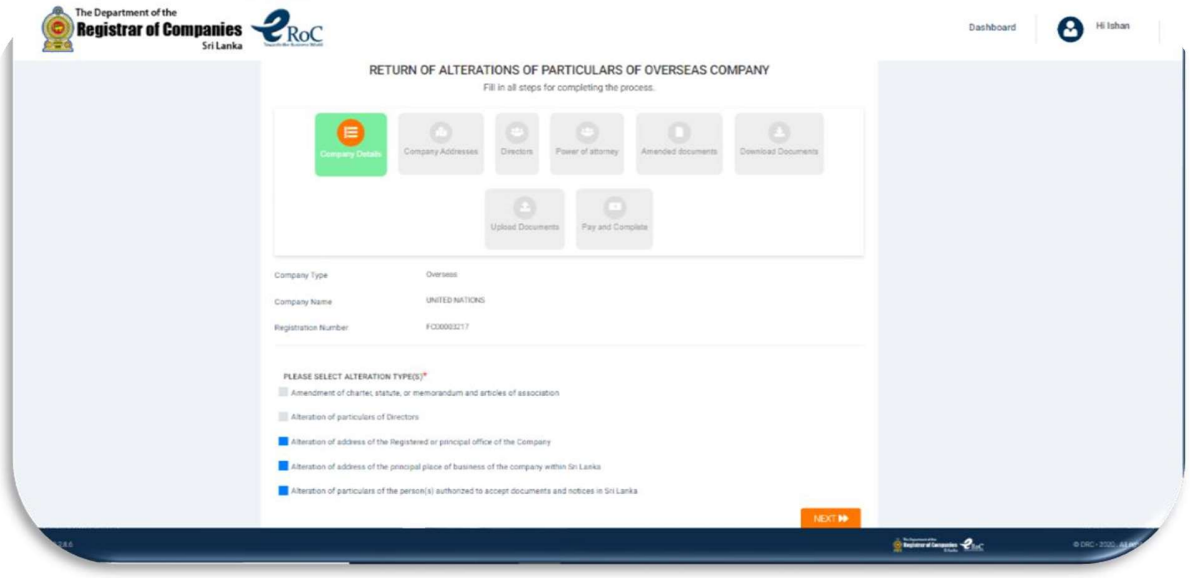


Figure 26.3

If the selected alteration type is Address change, then include the details of the new address and click next as depicted in Figure 26.4.

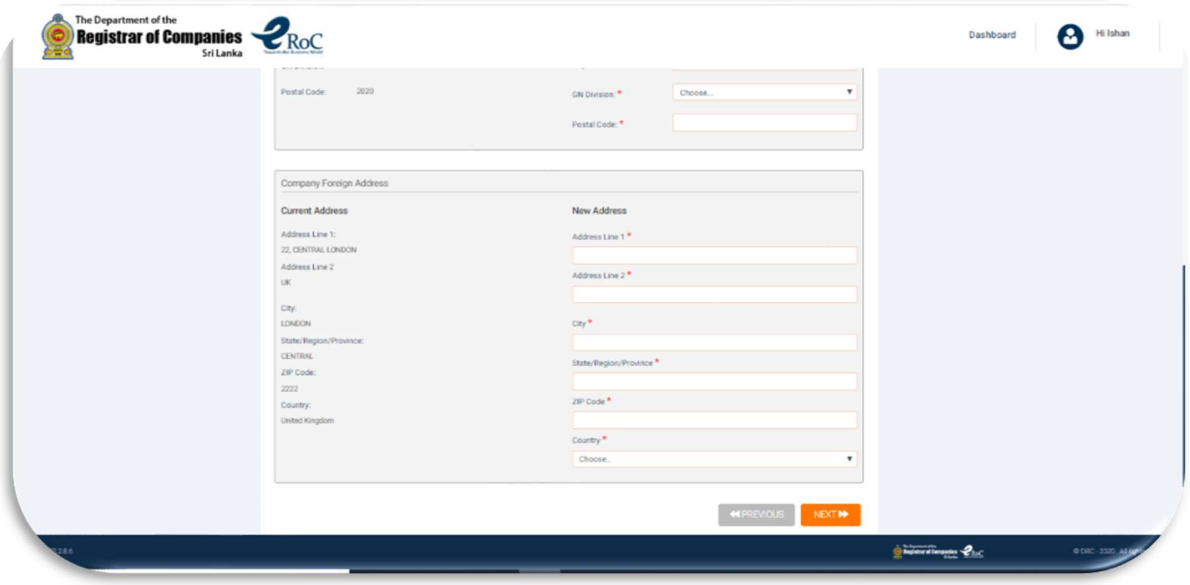


Figure 26.4

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If the selected alteration type is director, then include the new director's details or edit the existing director's details and click next as depicted in Figure 26.5.

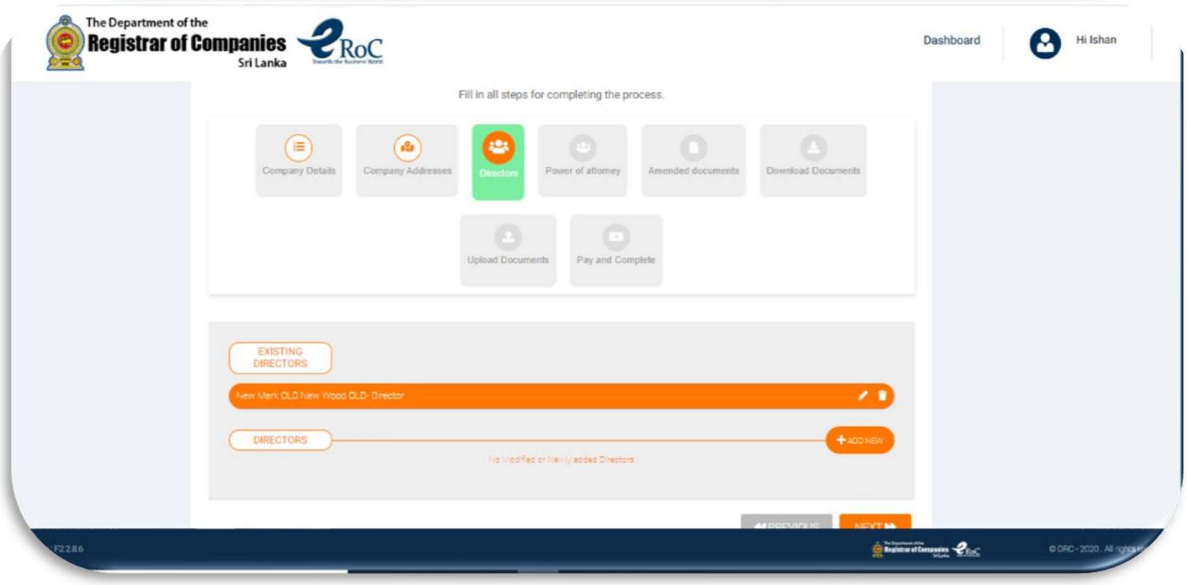


Figure 26.5

If the user needs to change the power of attorney, then add new power of attorney or edit the existing power of attorney depicted in Figure26.6.

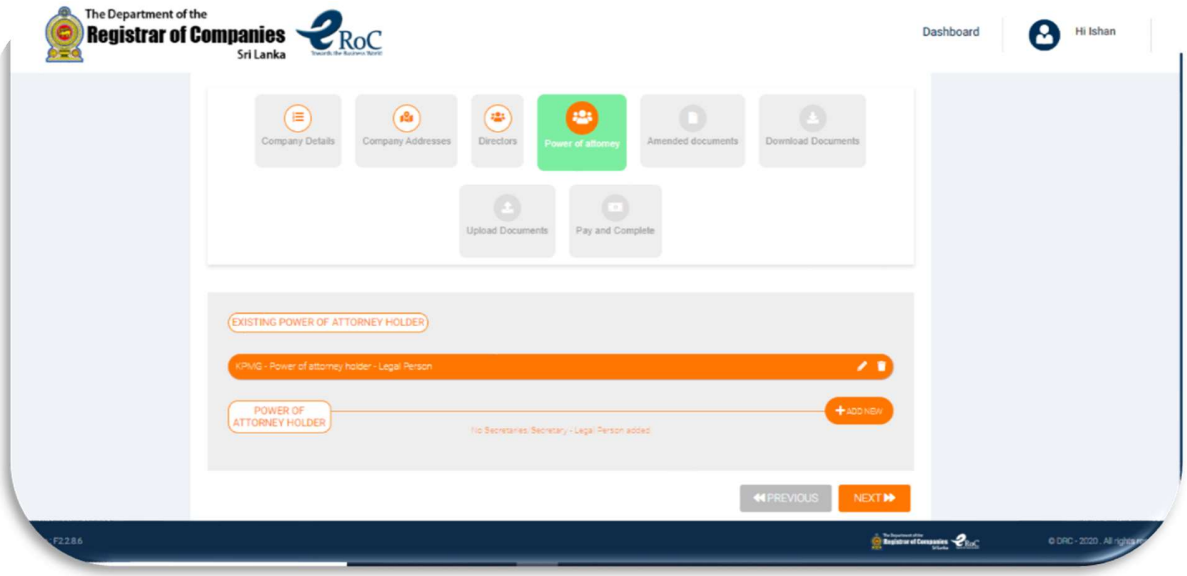


Figure 26.6

Upload the altered documents under the amended documents part and click next as depicted in Figure 26.7. Upon clicking on the 'Next' button user will be navigated to the 'Download' sub section screen as indicated by figure 26.8.

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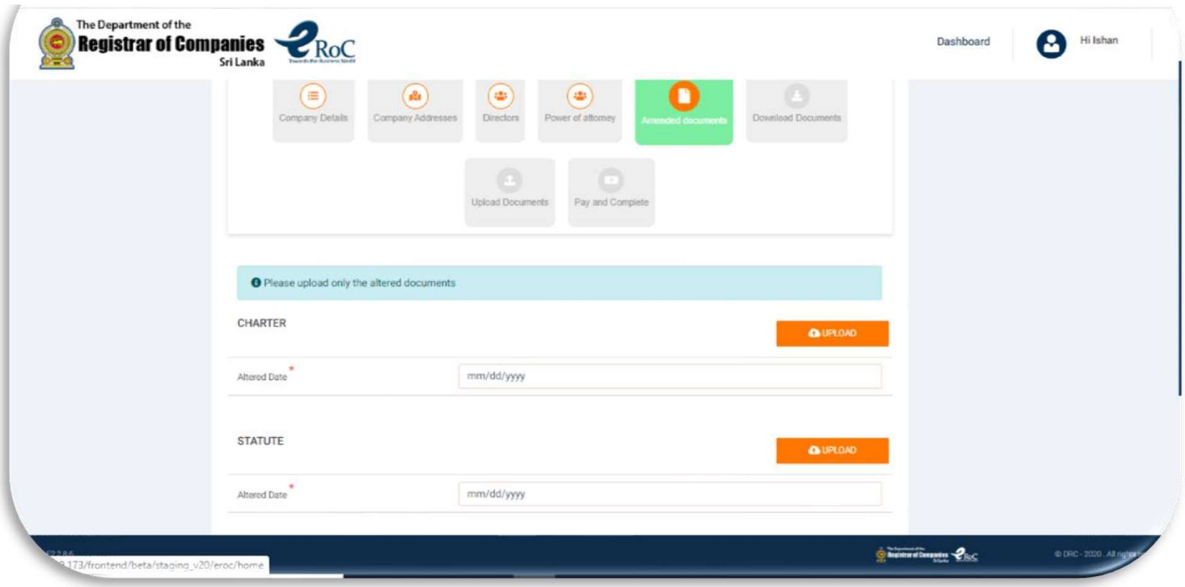


Figure 26.7

Download the Form 35 from the download sub section. User is require to click on the 'Next' button. Upon clicking on the 'Next' button user will be navigated to the 'Upload' subsection as indicated by the figure 26.9.

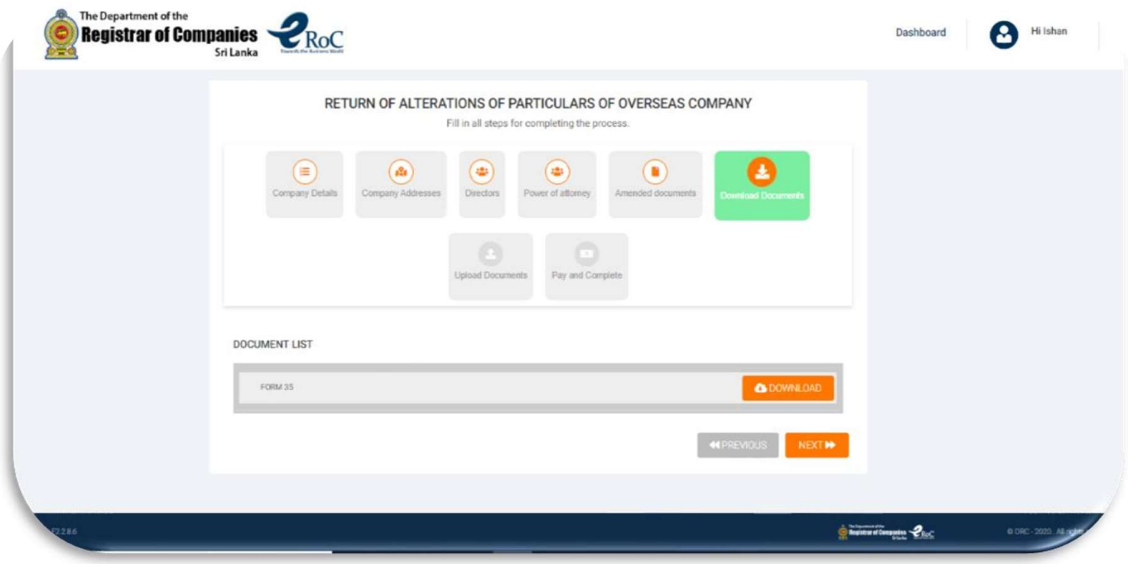


Figure26.8

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Upon signing the forms user require to scan it and upload them as Figure 26.9. User is required to agree on terms and conditions mentioned under the upload subsection. User is required to click on the 'Next' button to proceed to the payment section.

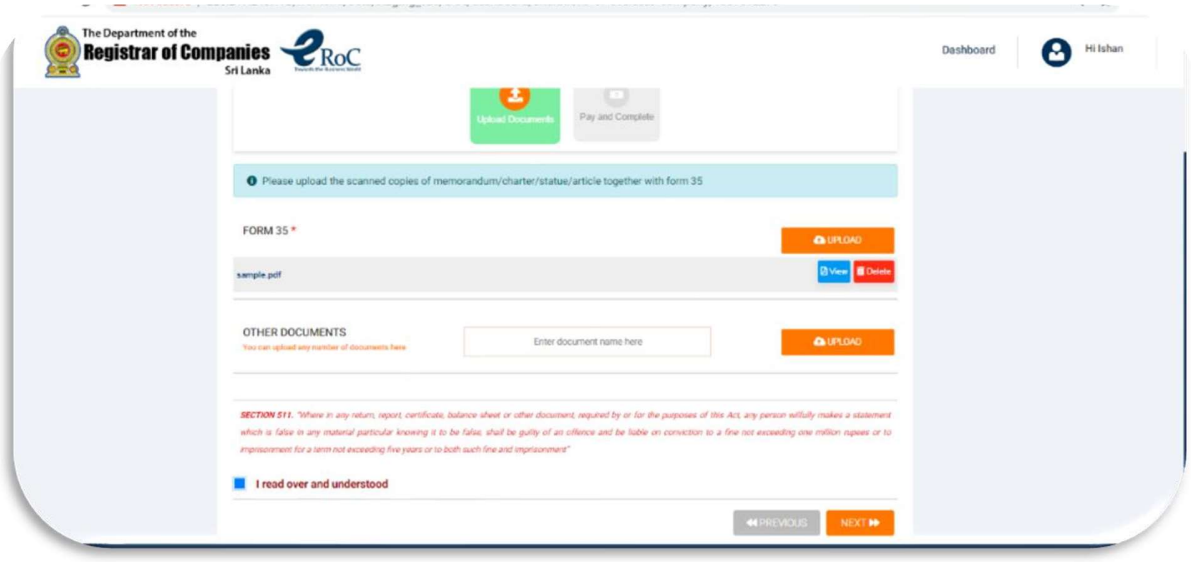


Figure 26.9

Upon clicking on the 'Next' button in the upload screen user will be navigated to the payment sub section. Follow the payment steps and make the payment successfully.

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27. Alteration of Particulars of Offshore Company Form – 23

In order to file Form 23 for an offshore company, the user first needs to login to the system with his/her username and password. If the user does not have an account, he/she needs to create a new account (Click here to create a new account) and follow the steps below. After successful login, the user is directed to the dashboard as depicted in Figure 27.1.

In order to navigate to Form 23, the applicant is required to click on the 'Other Changes' button as indicated in Figure 27.1.

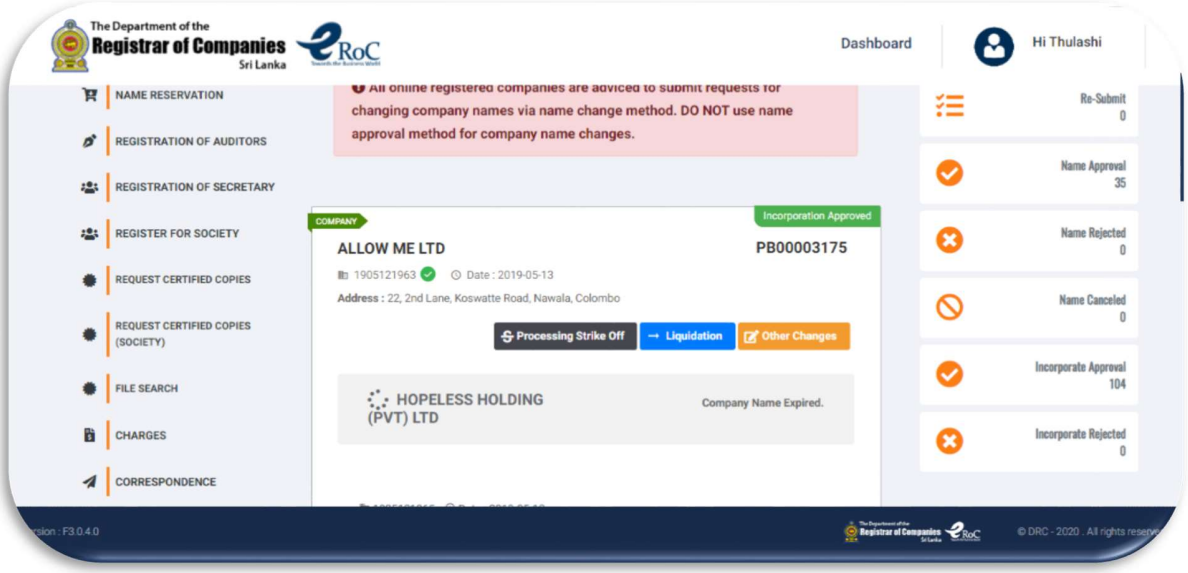


Figure 27.1

KPMG in Sri Lanka – Process B – Public Interface
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The applicant is required to select ‘Form 23 of the company’ option depicted in Figure 27.2 to request for Form 23, when required.

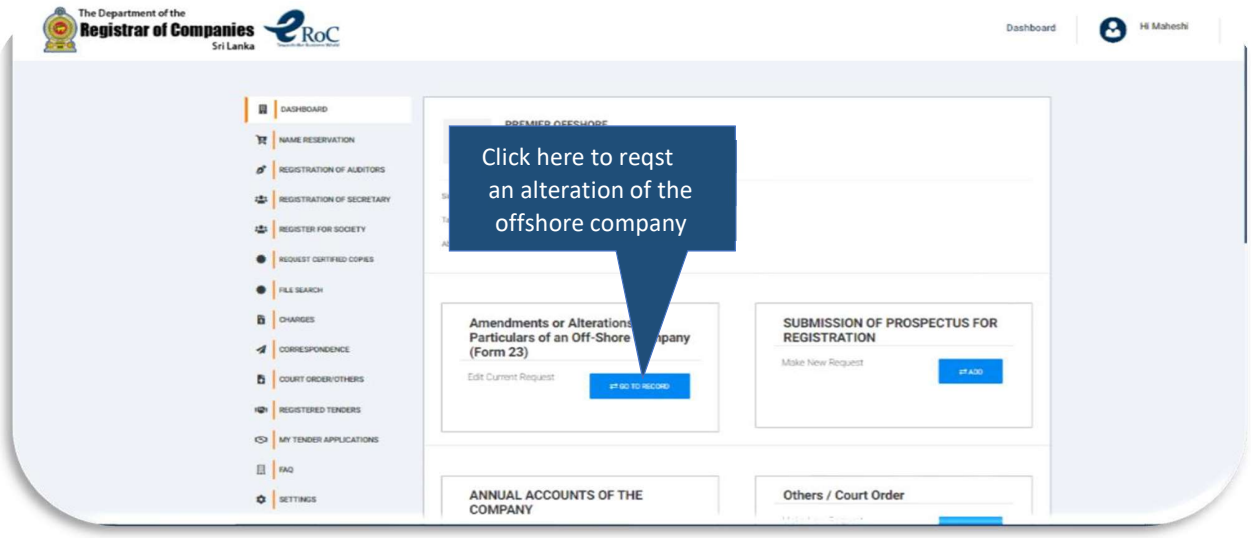


Figure 27.2

Select relevant alteration type and click next as depicted in Figure 27.3

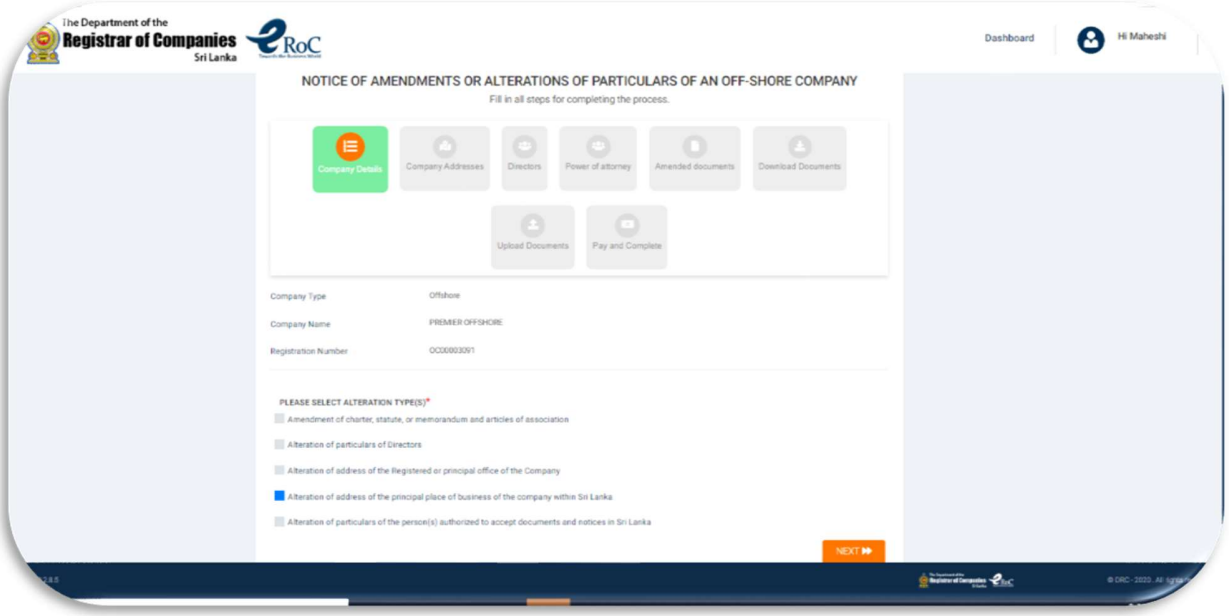


Figure 27.3

If you select the type ‘alteration of address’, include the new principle place of business in Sri

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Lanka and new foreign address under the company address and click next as depicted in Figure 27.4.

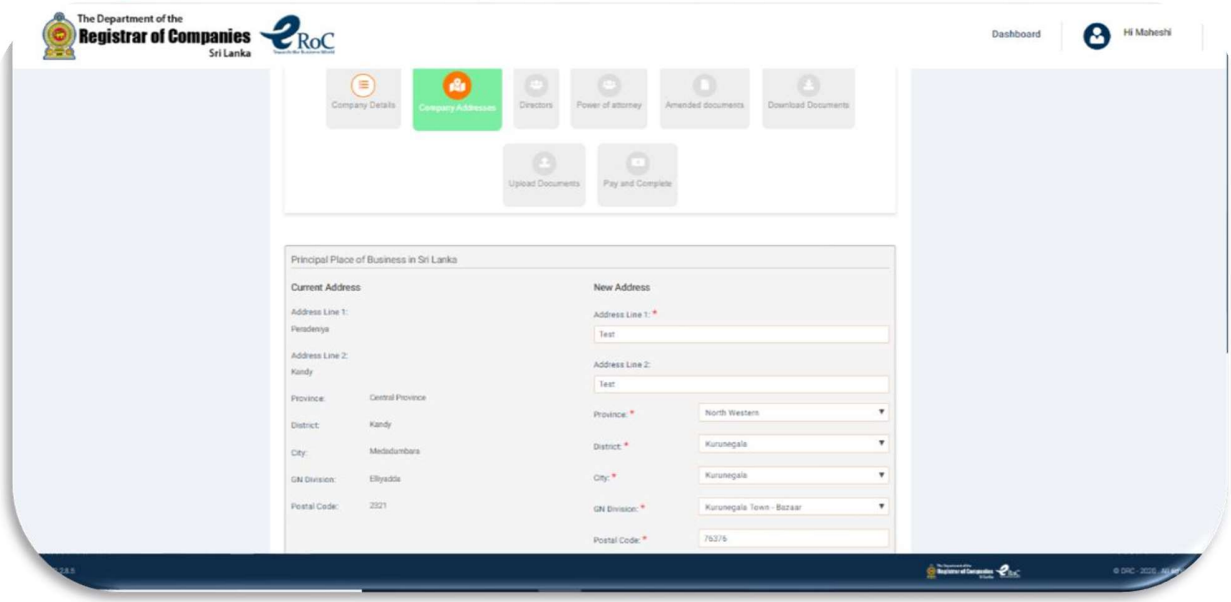


Figure 27.4

If the selected alteration type is director, then include the new director's details or edit the existing details and click next as depicted in Figure 27.5

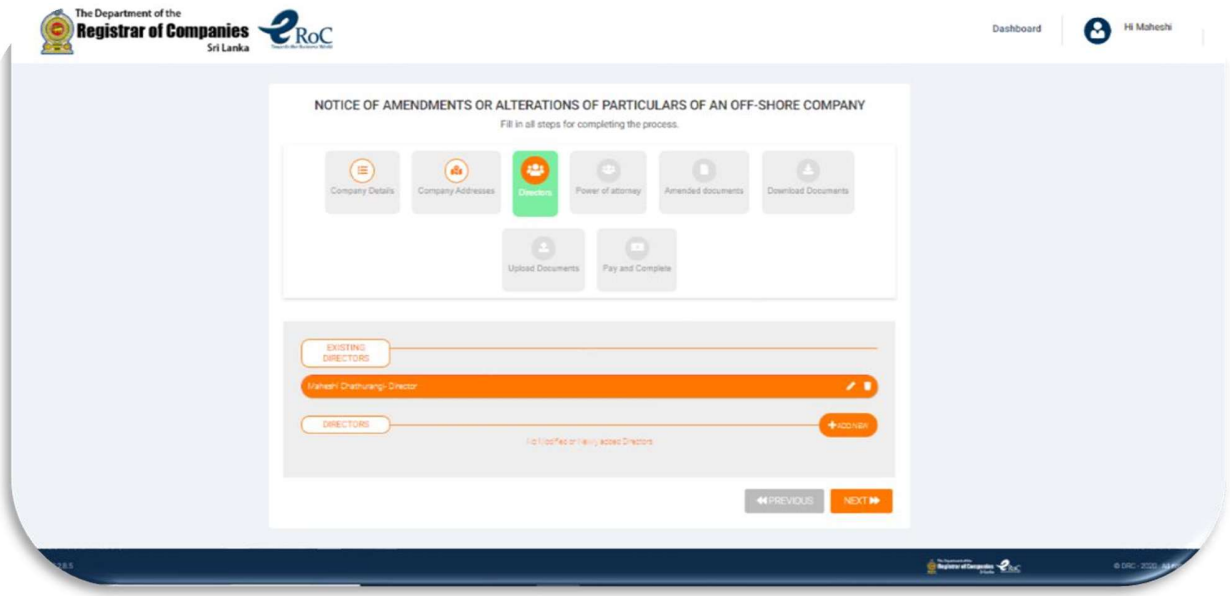


Figure 27.5

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If the user needs to change the power of attorney, then add new power of attorney or edit the existing power of attorney as depicted in Figure 27.6

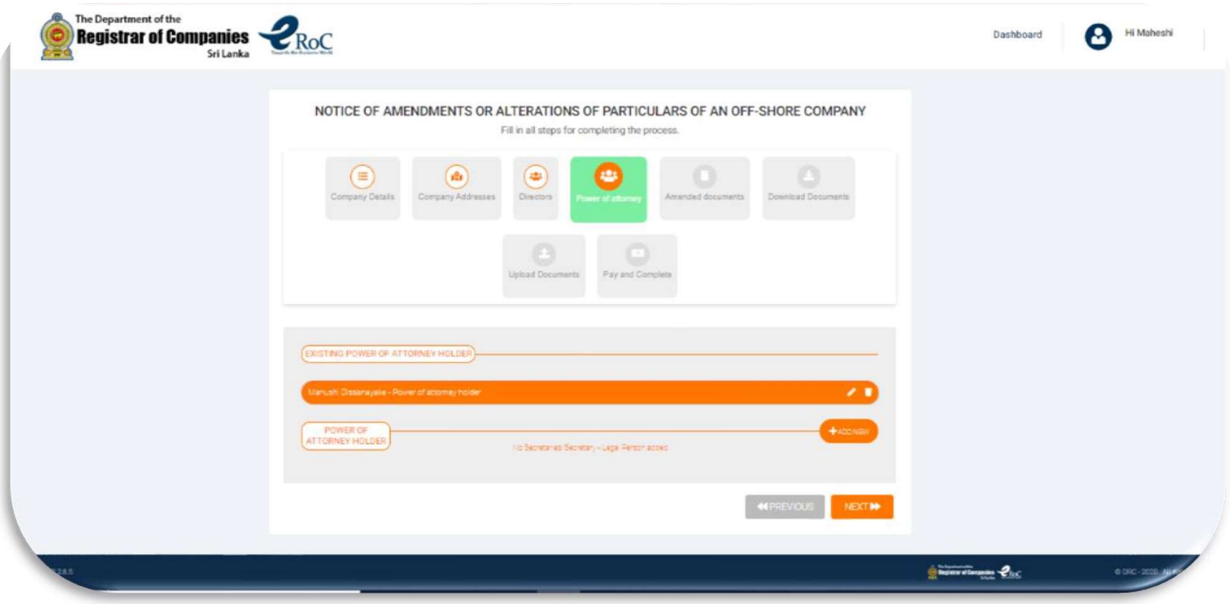


Figure 27.6

Upload the altered documents under the amended documents part and click next as depicted in Figure 27.7

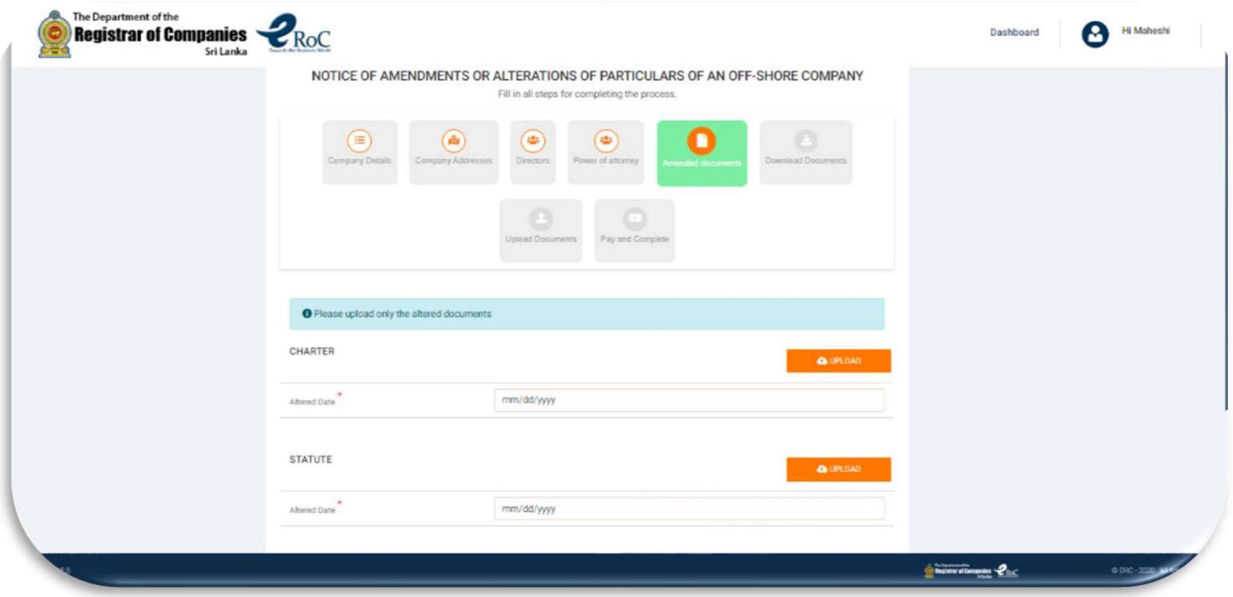


Figure 27.7

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Download the relevant documents and sign, scan and upload them as depicted Figures 27.7, 27.8 and click next, to make the payment successfully.

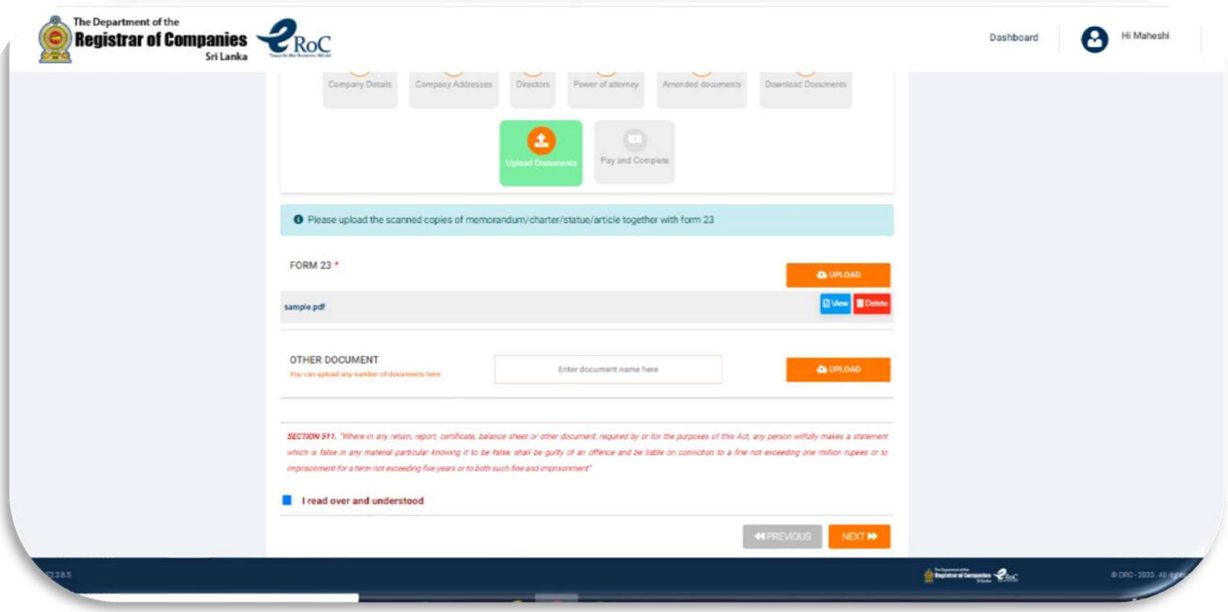


Figure 27.8

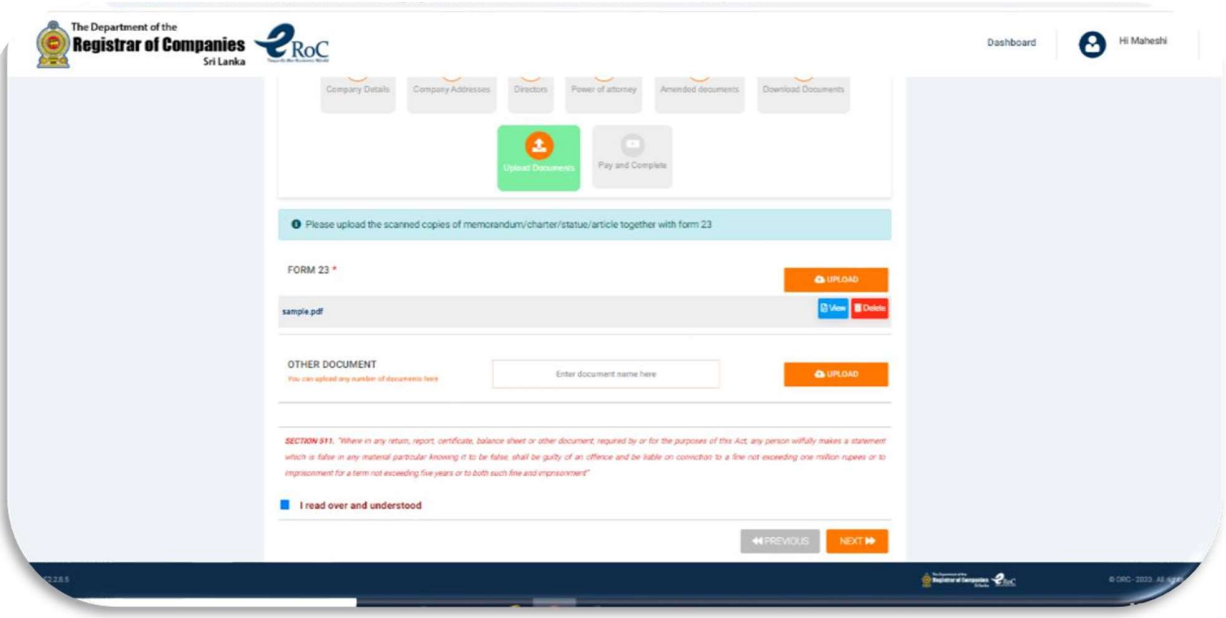


Figure 27.9

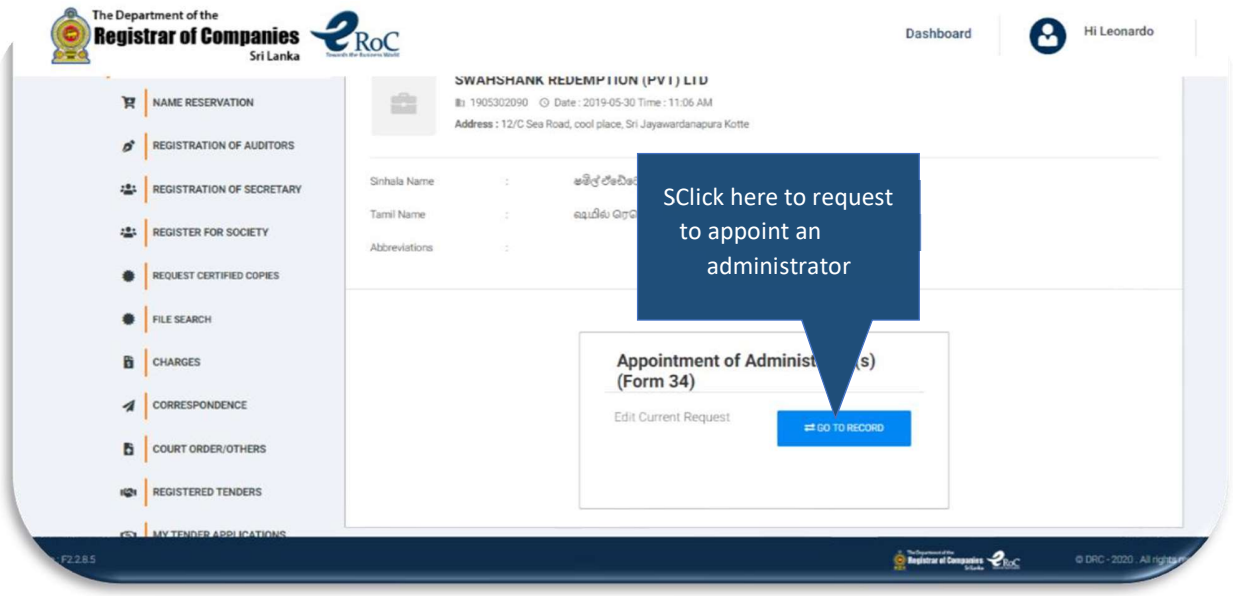
Follow the payment steps and make the payment successfully.

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28. Appointment of Administrator Form – 34

To file Form 34, the user needs to register as an administrator. Follow the User creation steps in section 2.3 of this manual to register as an administrator.

After successfully creating the user account for an administrator, the user needs to login using his/her username and password. The applicant is required to select 'Appointment of Administrator Form – 34' option as depicted in Figure 28.1 to request for an appointment of an administrator.



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Figure 28.1

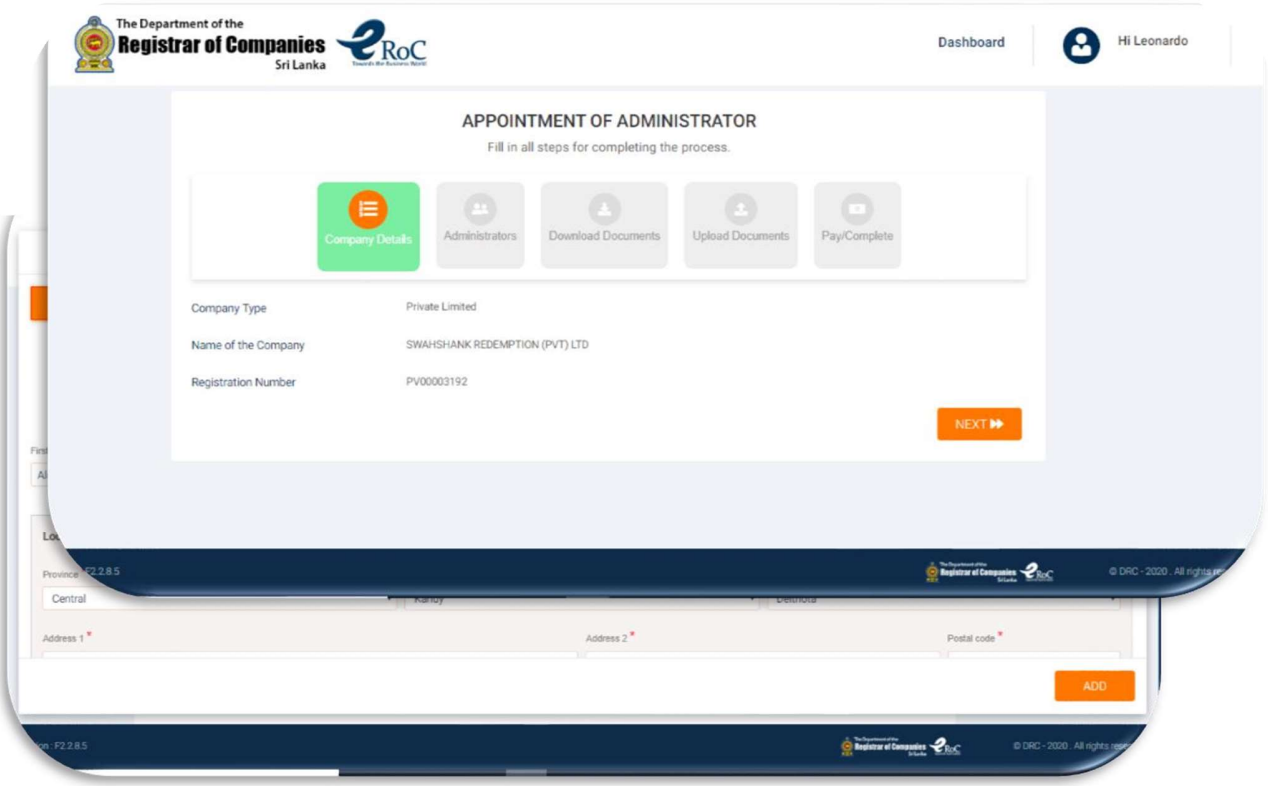


Figure 28.2

Click ‘add new’ button as depicted in Figure 28.3 to add a new administrator.

Figure 28.3

Fill the mandatory details of the administrator and click the ‘add’ button as depicted in Figure 28.4

Figure 28.4

Download the relevant document and sign, scan and upload it in the document uploading section. Finally make the payment successfully.

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29. Notice of Change of Name of Overseas company Form -37

If the name of an overseas company is changed after incorporation, then the said company must reserve the change of name by clicking the 'Name Change' option (Form 37) as depicted in Figure29.1.

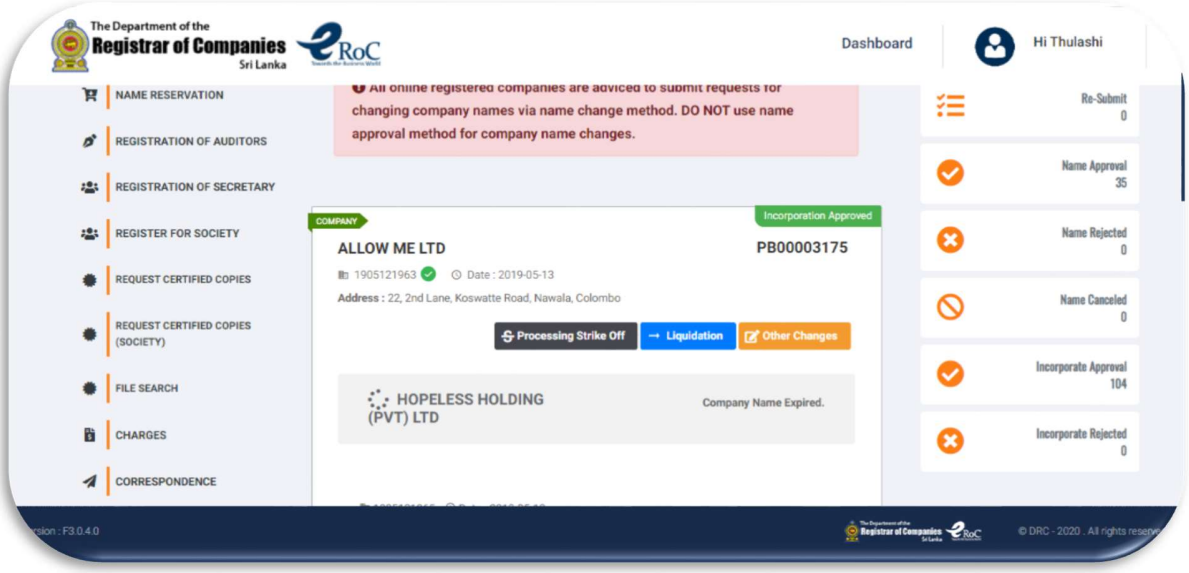
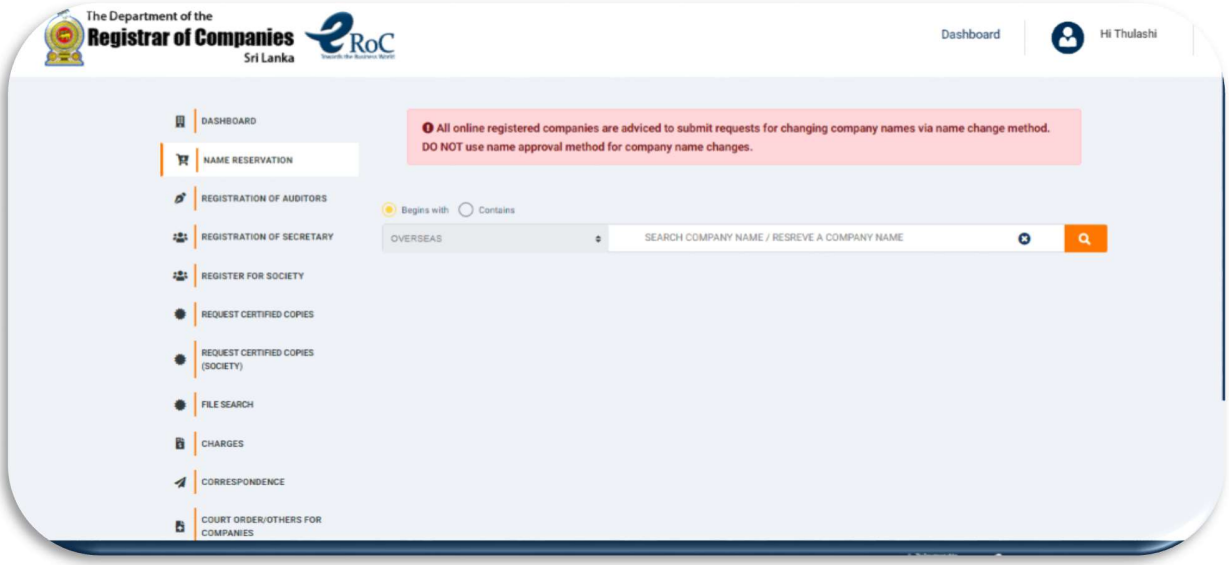


Figure 29.1

The applicant will be directed to the 'Name Reservation' option to reserve the name (proposed name).

Note: the applicant will be allowed to type the proposed name and will only be allowed to change the suffix of the company name and **will not** be allowed to change the type of the company as depicted in Figure 29.2



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Figure 29.2

Note: Upon entering the name and selecting the appropriate suffix, the applicant can click on the search button. The System would indicate if there are any contradictions with the rules provided by the ROC in the 'Name Change' process (Rules: Whether the Name exists, whether the name is Pronounceable etc.)

If there are no restrictions on the name entered, the applicant will be directed through the normal 'Name Reservation' steps in the system to pay online and submit the application, to reserve the proposed name (to effect the name change).

The Applicant would be directed to the 'Name Reservation' steps upon clicking on the 'Proceed' Button. The Applicant is required to fill the company name in Sinhala and Tamil and tick the compliance statement to indicate his/her agreement to the statement. Then the system activates the 'Next' button. Upon clicking on the 'Next' button, the system would direct the applicant to the document upload section.

The Figure 29.3 depicts the document upload section during 'Name Reservation', where the applicant will be required to upload the relevant documents pertaining to reserving the name.

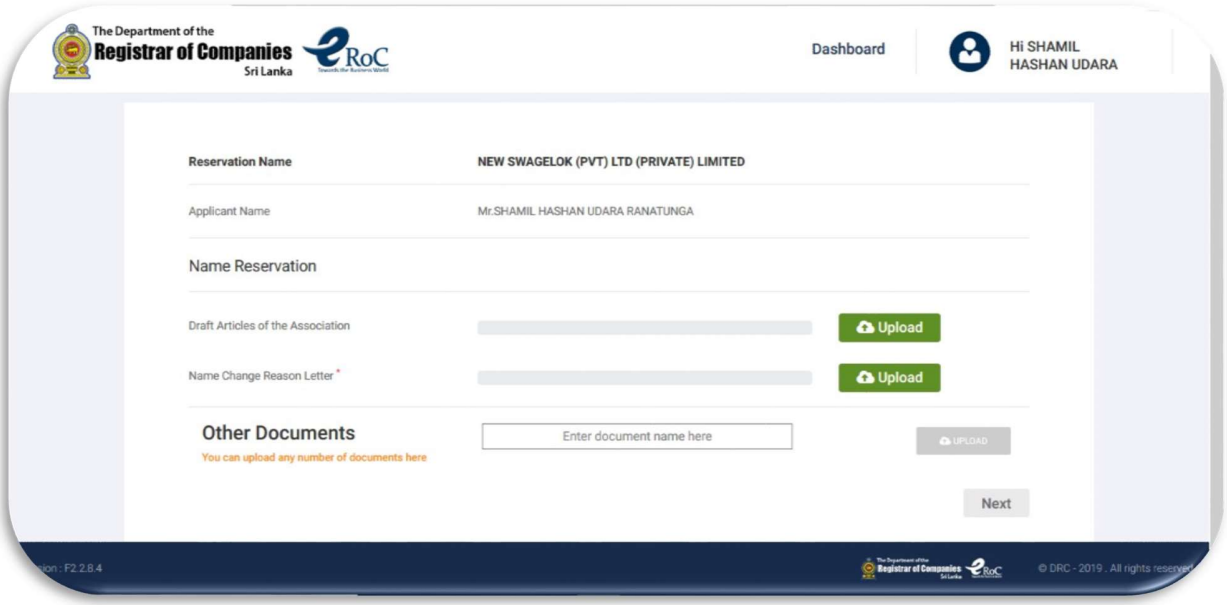


Figure 29.3

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The mandatory documents that are required to be submitted are denoted by * mark following the name of the document as depicted in Figure 29.3. Once the applicant fulfills the document uploading in the 'Next' option depicted in Figure 29.3, it will be enabled (will change to green color) to proceed to the next menu.

The applicant can upload any other relevant documents using the 'Other Document' section depicted in Figure 29.3. The 'UPLOAD' option of 'Other Documents' will get enabled only when the applicant types the name of the document in the area allowed next to the label 'Other Documents'.

Once the applicant clicks on the 'NEXT' option, the system will prompt a confirmation option, prior to proceeding to the payment menu as depicted in Figure 29.4.

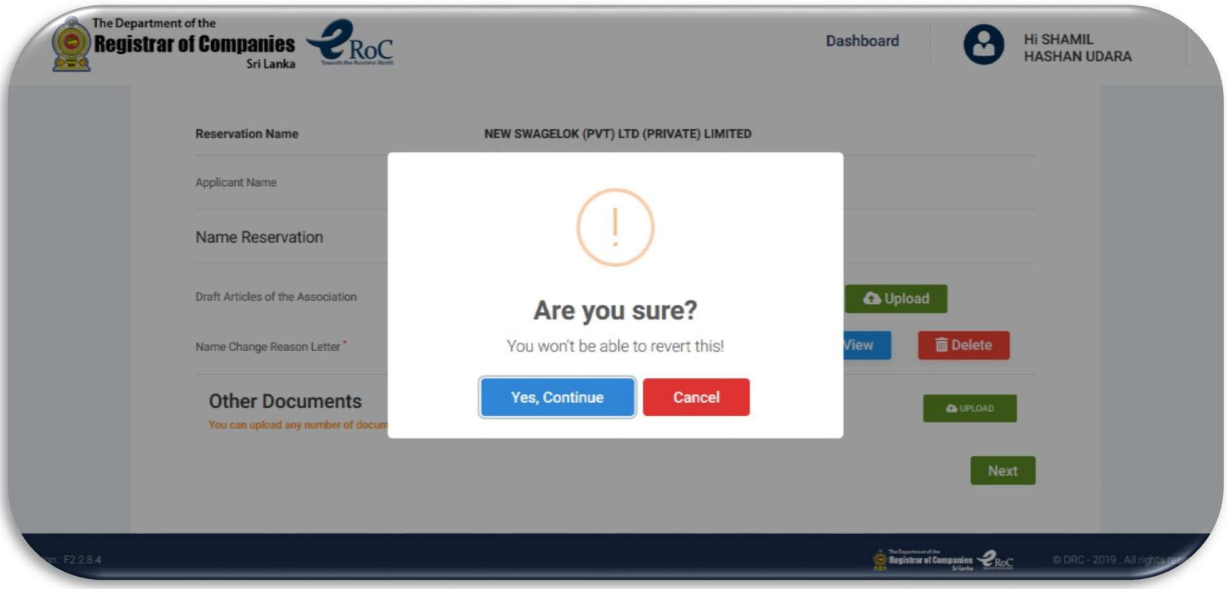


Figure 29.4

After clicking on the confirmation message, follow the payment steps and make the payment successfully.

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