The Department of the
Registrar of Companies
SRI LANKA

KPMG

USER MANUAL e-ROC SYSTEM

Strike-Off

(Public Interface)

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1. Local company Strike Off

Strike Off of local company can be requested by Directors/Secretaries and through correspondence module.

Strike off request (Directors/Secretaries)

User is required to select 'Strike Off' option depicted as shown in the *Figure 1.1.*

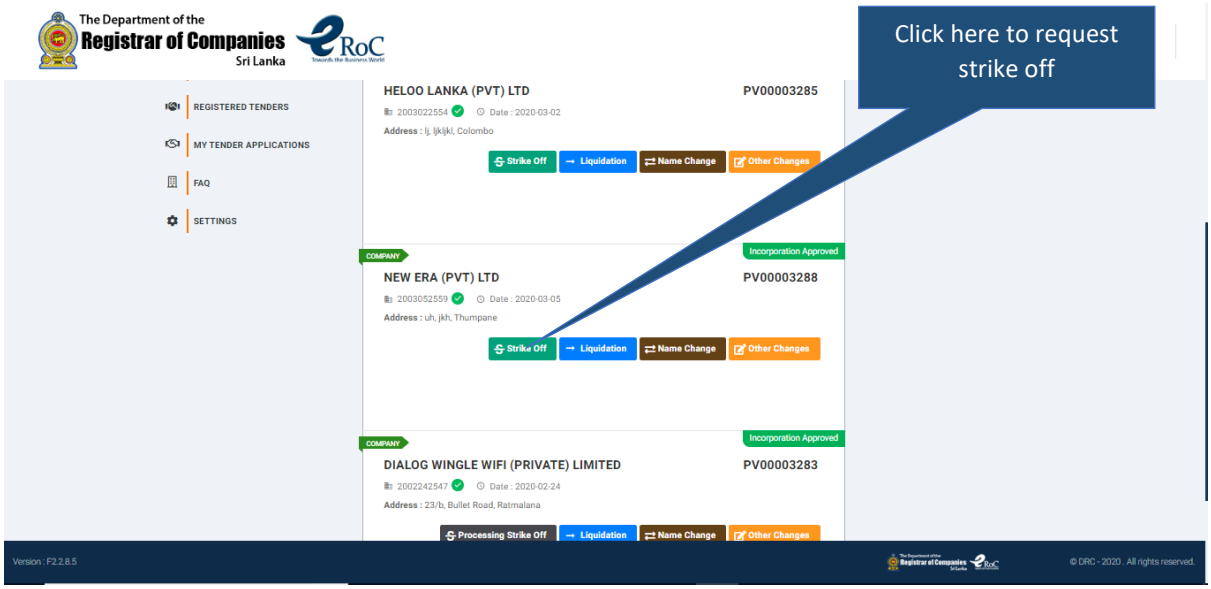


Figure 1.1

After clicking the strike off option of a company, user can view the Name of the company, Registration number, name of the company, the current updated list of shareholders and directors list as depicted in *Figure 1.2.* User can add, delete and edit the details provided for shareholders and directors.

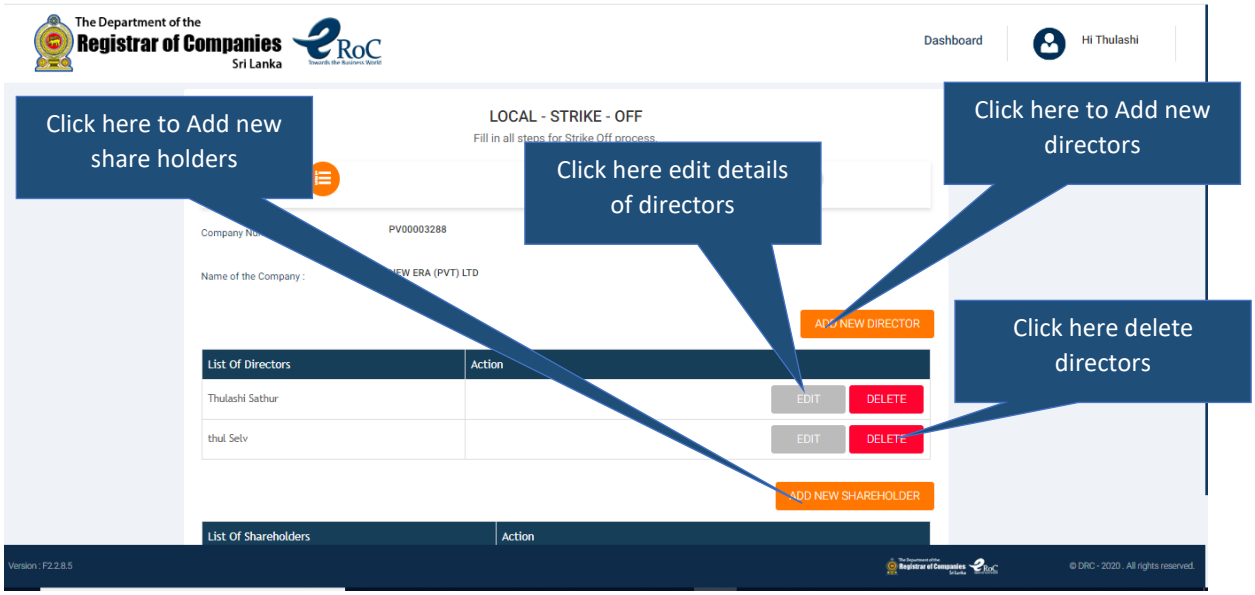


Figure 1.2.

After clicking the next option user will be directed to the download screen which contains document (Affidavit) to be downloaded along with the instruction as a banner of "Each director and non-director shareholder have to submit affidavit separately" as depicted in *Figure 1.3* and click next to proceed

further.

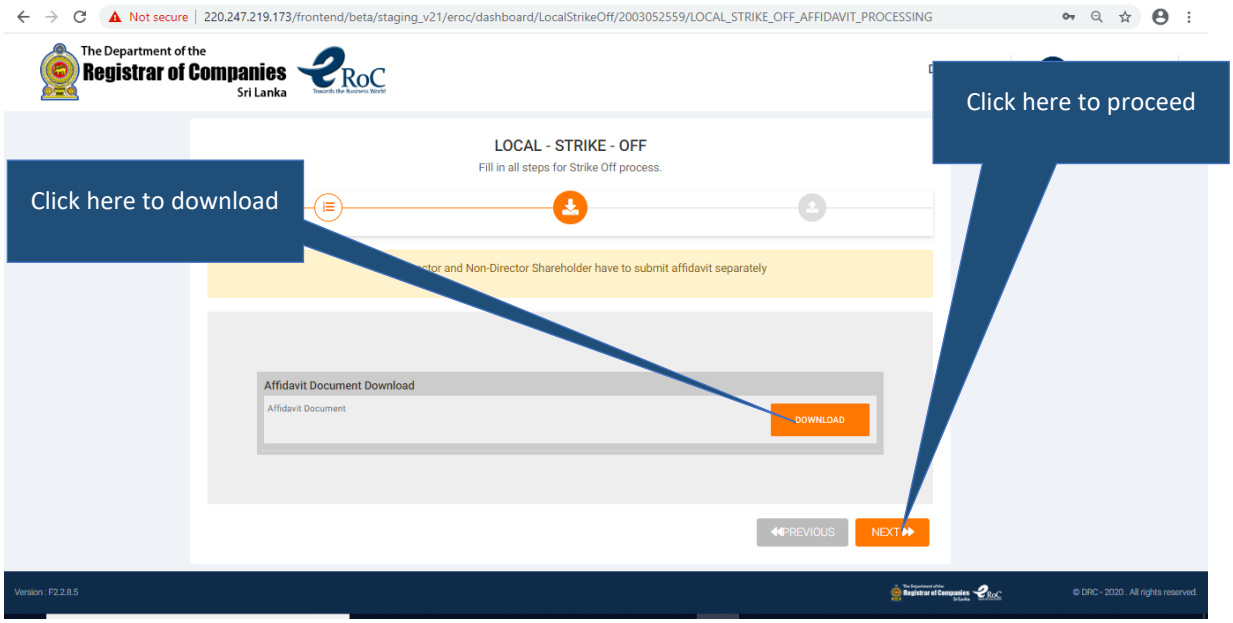


Figure 1.3

After clicking the next button user can download the document and fill the necessary data and then upload it as shown in the *Figure 1.4*. User can upload multiple other documents.

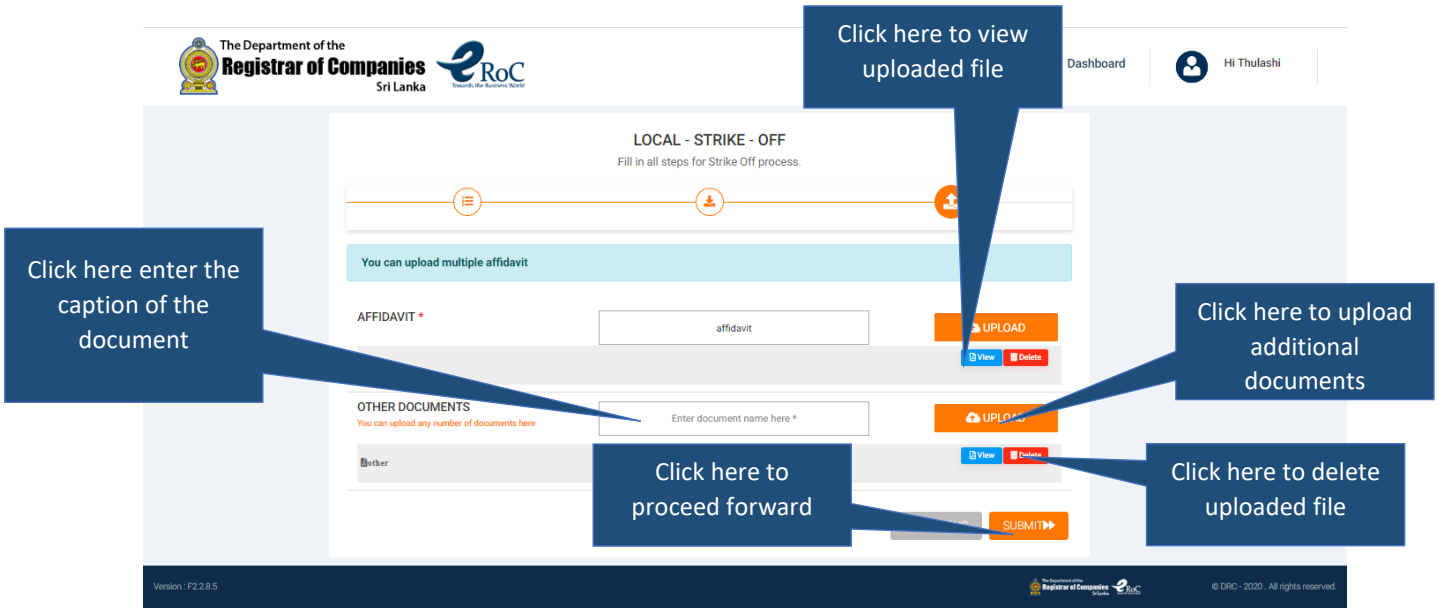


Figure 1.4

After clicking the SUBMIT button, there is a success message displayed as depicted in *Figure 1.5*

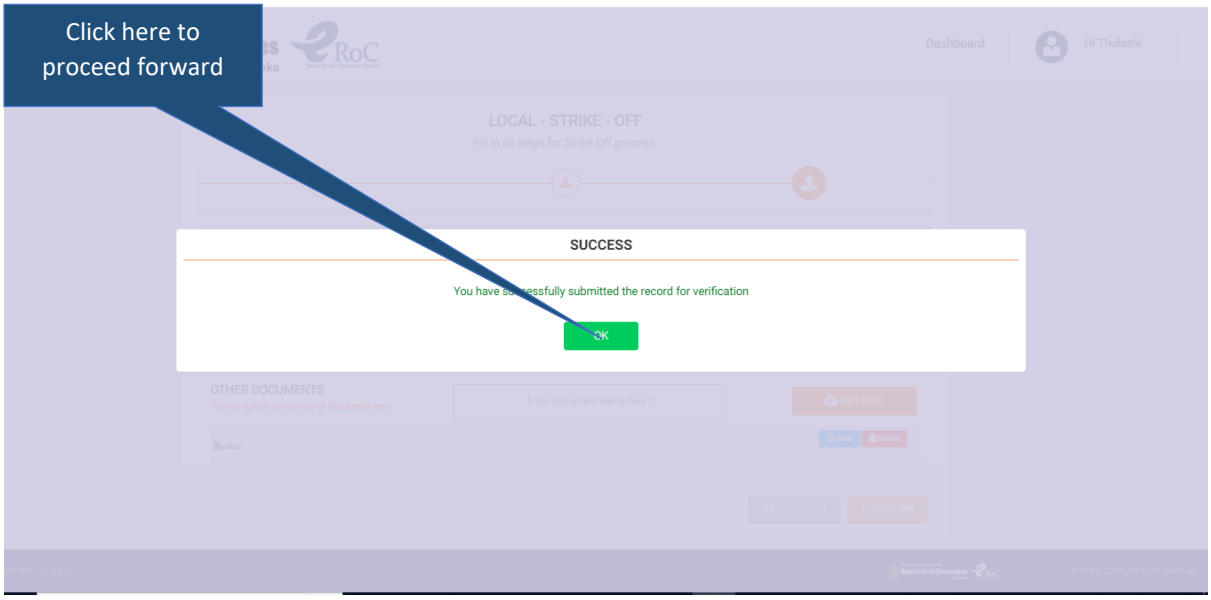


Figure 1.5

Upon clicking the OK button, the user will be directed to the dashboard where the user can view the status of the Strike Off application which has been submitted as shown as *Figure 1.6*



Figure 1.6

When the Strike Off application is approved, the dashboard will be updated as shown in *Figure 1.7.*

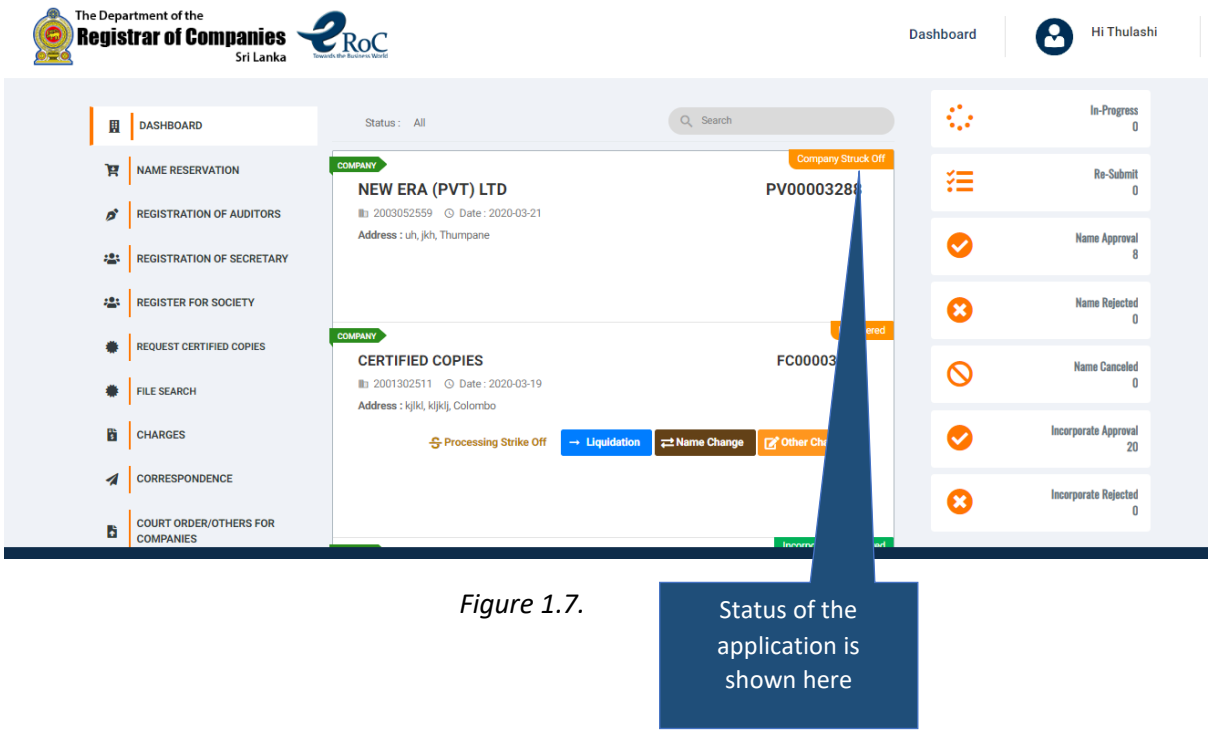

The Department of the
Registrar of Companies
Sri Lanka
Dashboard
Hi Thulashi
DASHBOARD
NAME RESERVATION
REGISTRATION OF AUDITORS
REGISTRATION OF SECRETARY
REGISTER FOR SOCIETY
REQUEST CERTIFIED COPIES
FILE SEARCH
CHARGES
CORRESPONDENCE
COURT ORDER/OTHERS FOR COMPANIES
Status : All
Search
COMPANY
NEW ERA (PVT) LTD
Company Struck Off
2003052559
Date : 2020-03-21
Address : uh, jkh, Thumpane
COMPANY
CERTIFIED COPIES
2001302511
Date : 2020-03-19
Address : kjlkl, kljklj, Colombo
Processing Strike Off
Liquidation
Name Change
In-Progress
0
Re-Submit
0
Name Approval
8
Name Rejected
0
Name Canceled
0
Incorporate Approval
20
Incorporate Rejected
0
Status of the application is shown here

Figure 1.7.

2. Overseas Strike Off

Once an overseas company is successfully incorporated, in the dashboard, the 

button will appear as depicted in the following figure 2.1.

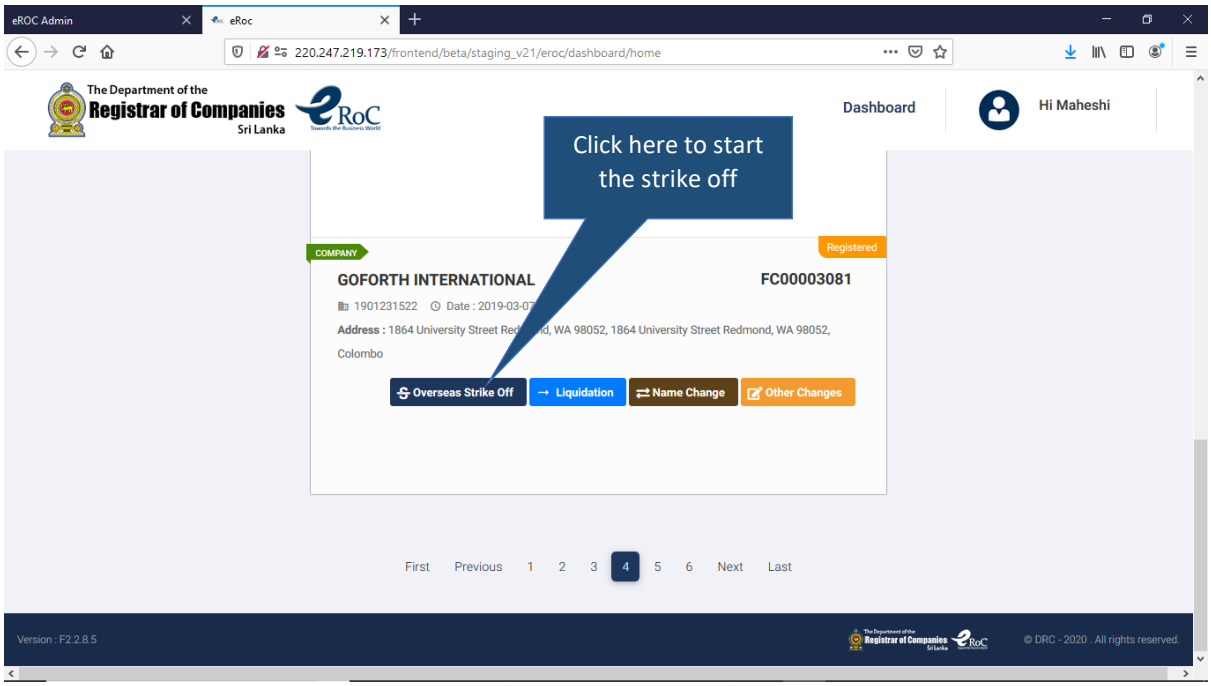


Figure 2.1

Upon clicking on the 

button, system will direct the user to the Overseas – Strike – Off screen as shown in figure 2.2.

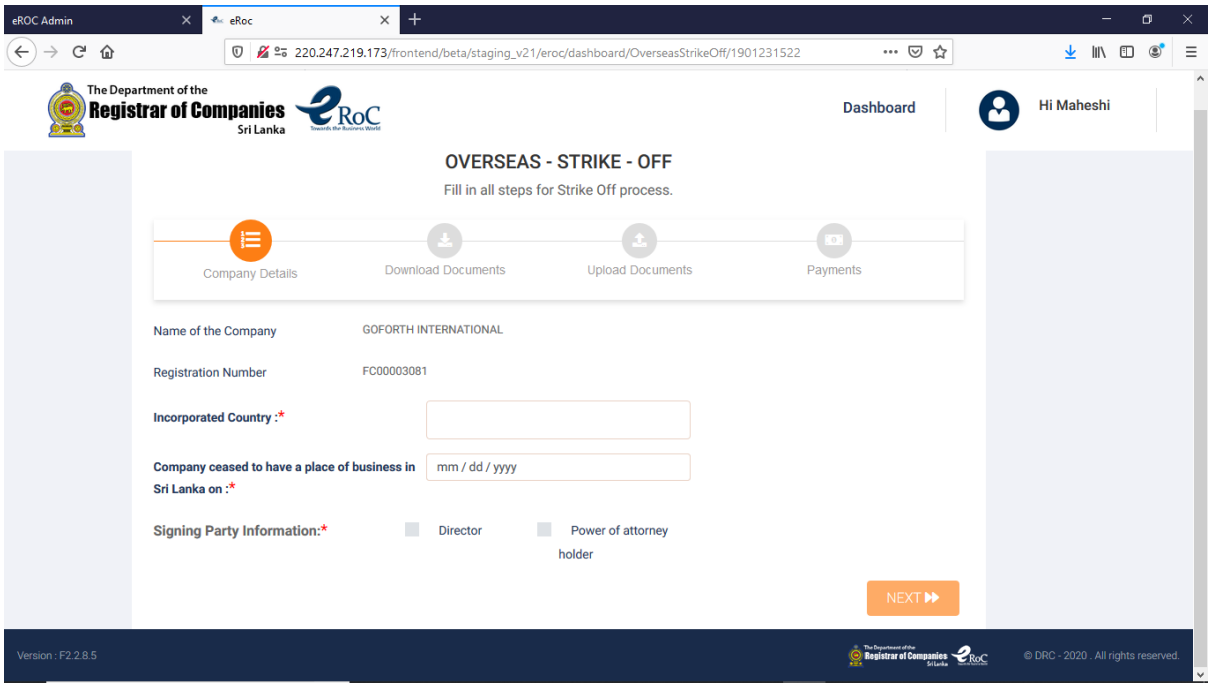


Figure 2.2

User can then fill out the “Company details” section, of the overseas strike off process, as shown in the below figure 2.3 & figure 2.4.

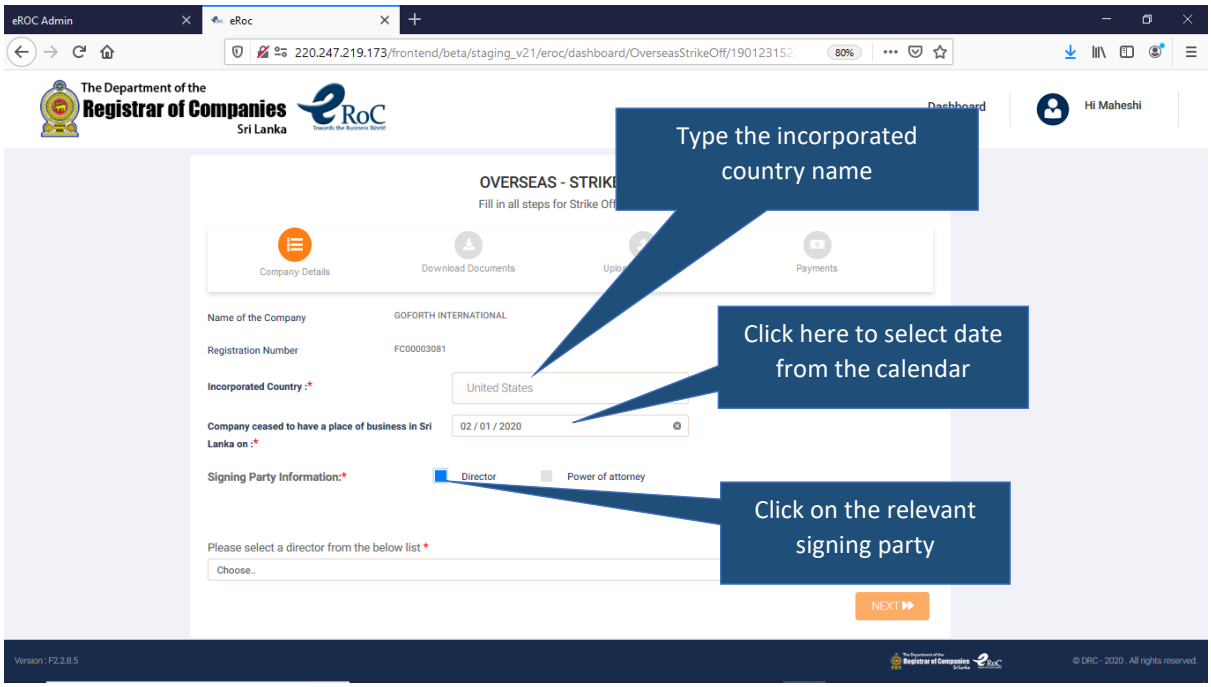


Figure 2.3

User can select a name from the dropdown by clicking on the relevant name of a Director/ Power of Attorney holder as depicted in the below figure 2.4.

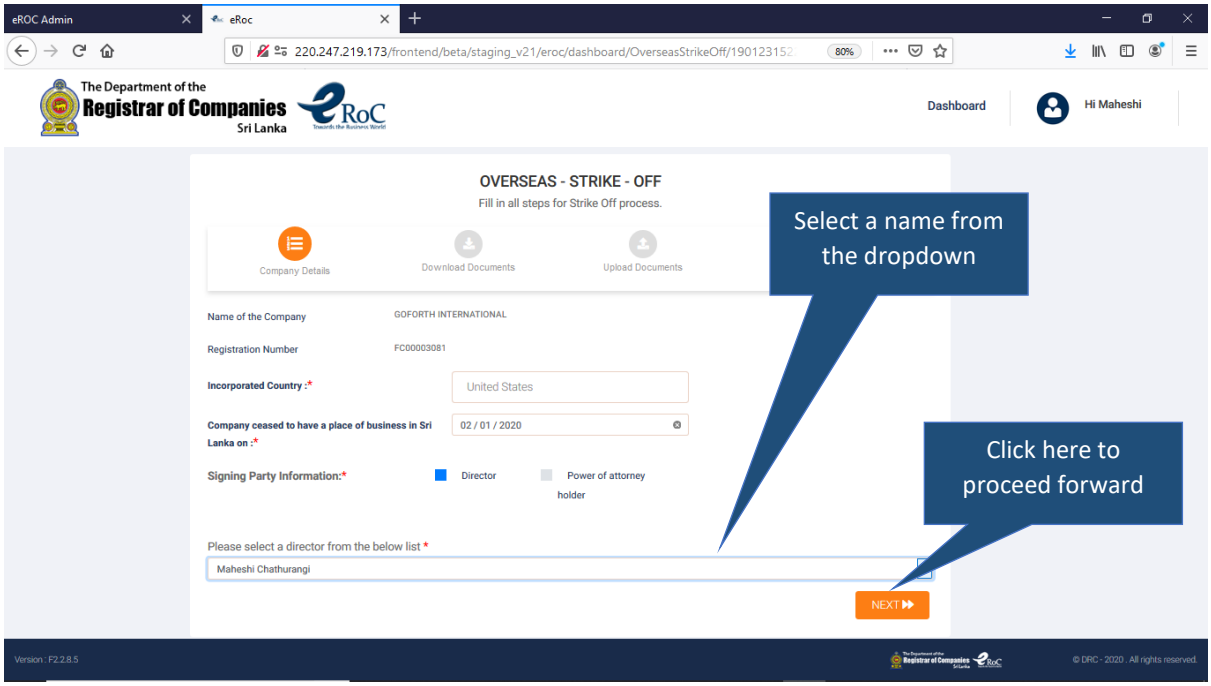


Figure 2.4

Upon clicking on the NEXT button, user will be directed to the Download documents screen, as shown in figure 2.5.

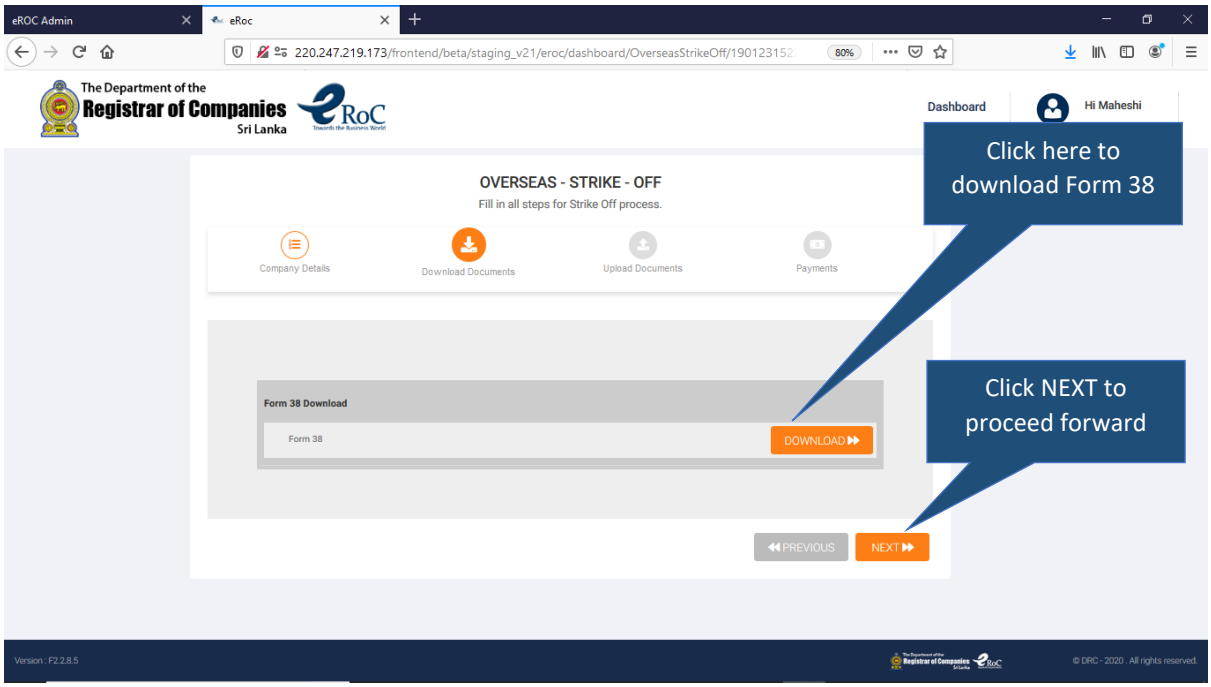


Figure 2.5

As clicking on the NEXT button to proceed forward, user will be directed to the Upload Documents screen as depicted in figure 2.6. User can upload documents by clicking the "Upload" button and selecting the relevant document to upload.

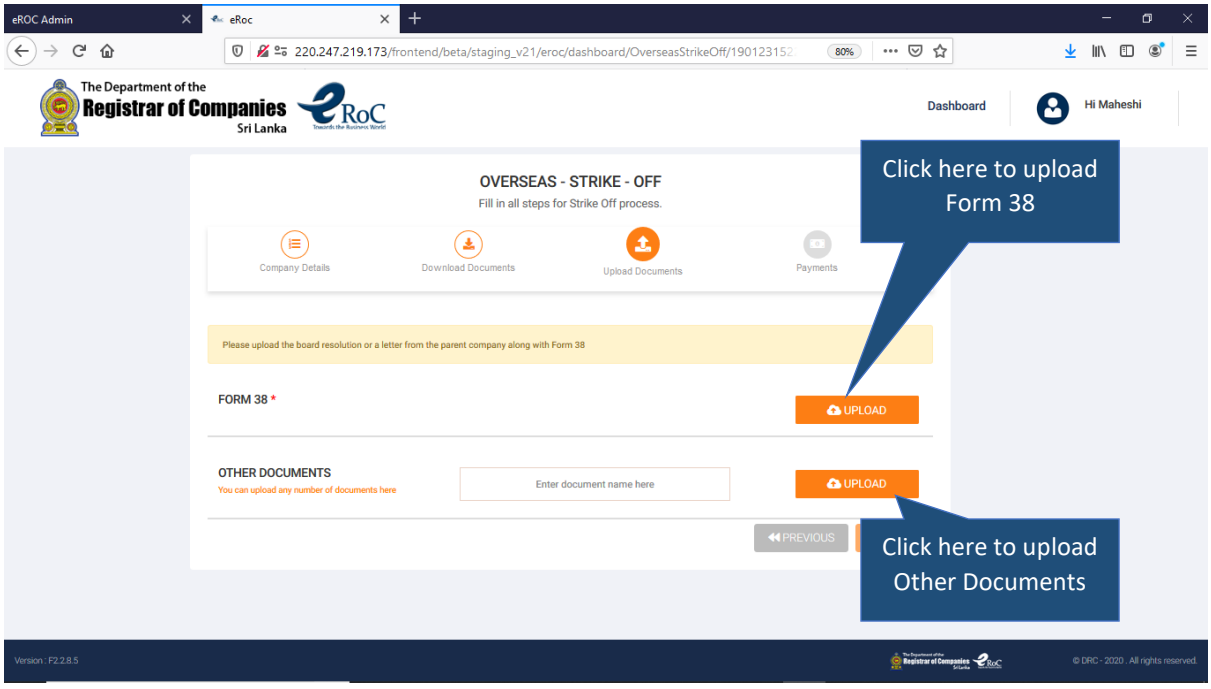


Figure 2.6

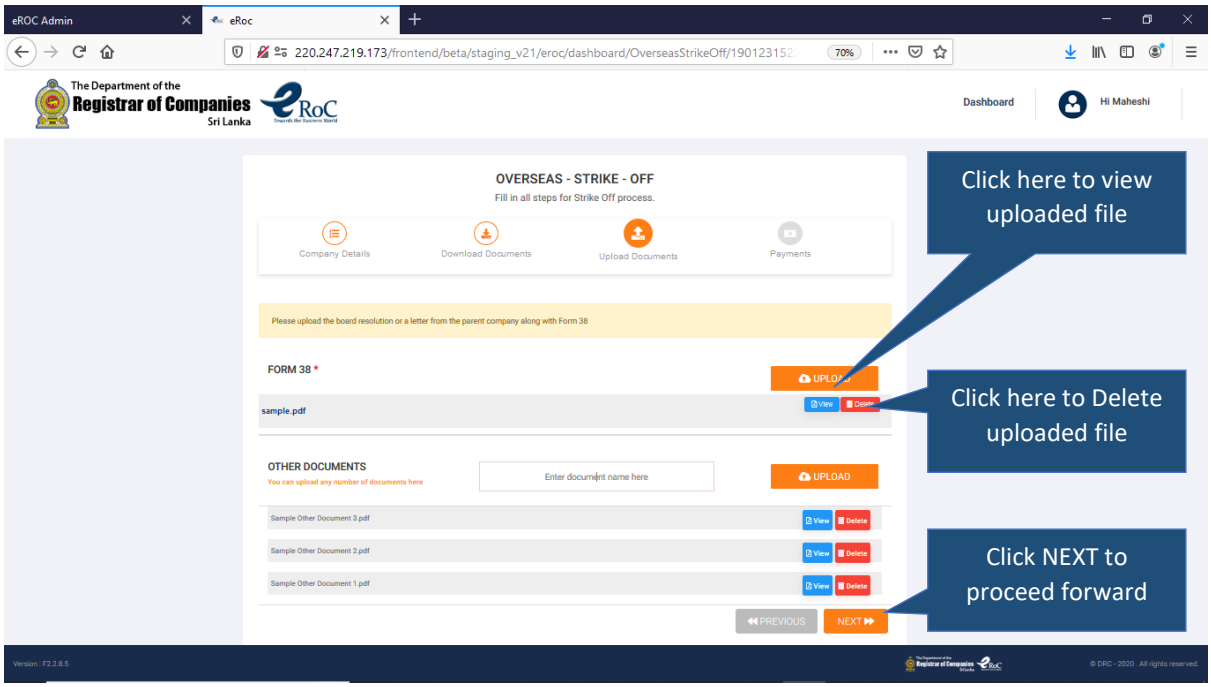


Figure 2.7

User can upload multiple documents under other documents. Furthermore user can enter a document name to other documents in the text box provided as depicted in figure 2.7. User will be directed to the Payments screen as in figure 2.8, upon clicking on the NEXT button from the download documents screen.

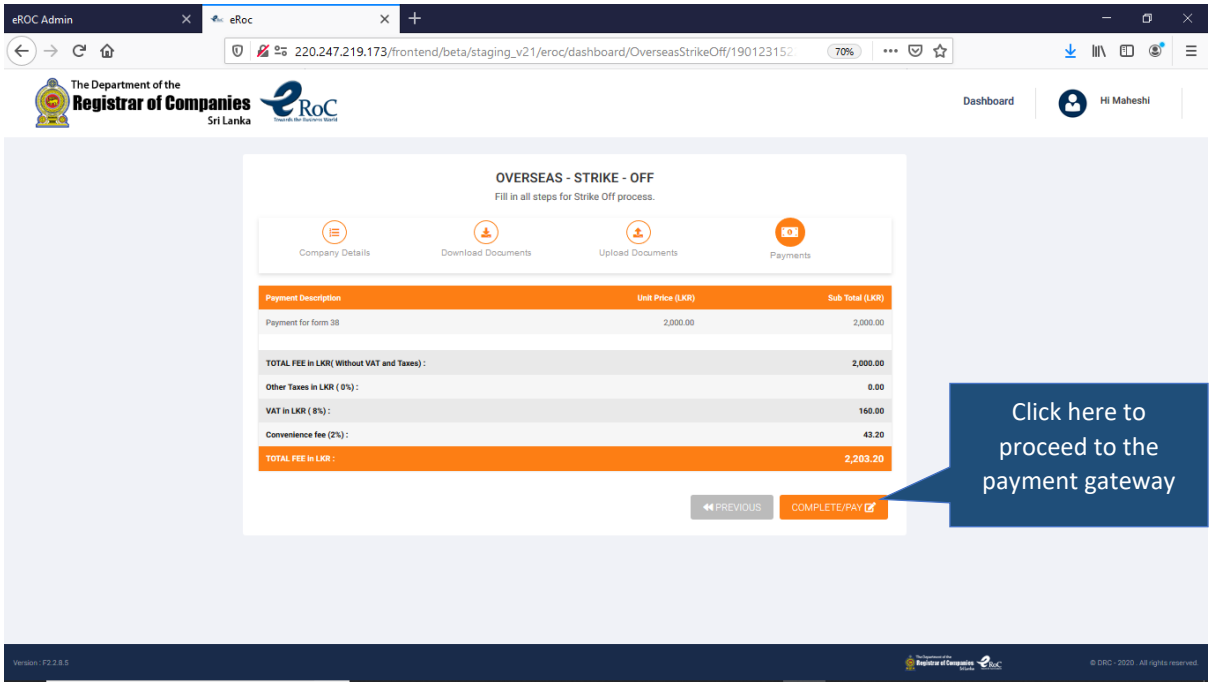


Figure 2.8

When clicked on the Complete/ PAY button, a prompt message as in figure 2.9 will appear. Upon responding to that message by clicking “Confirm and Continue payment”, user will be directed to the payment gateway to proceed with the payment process.

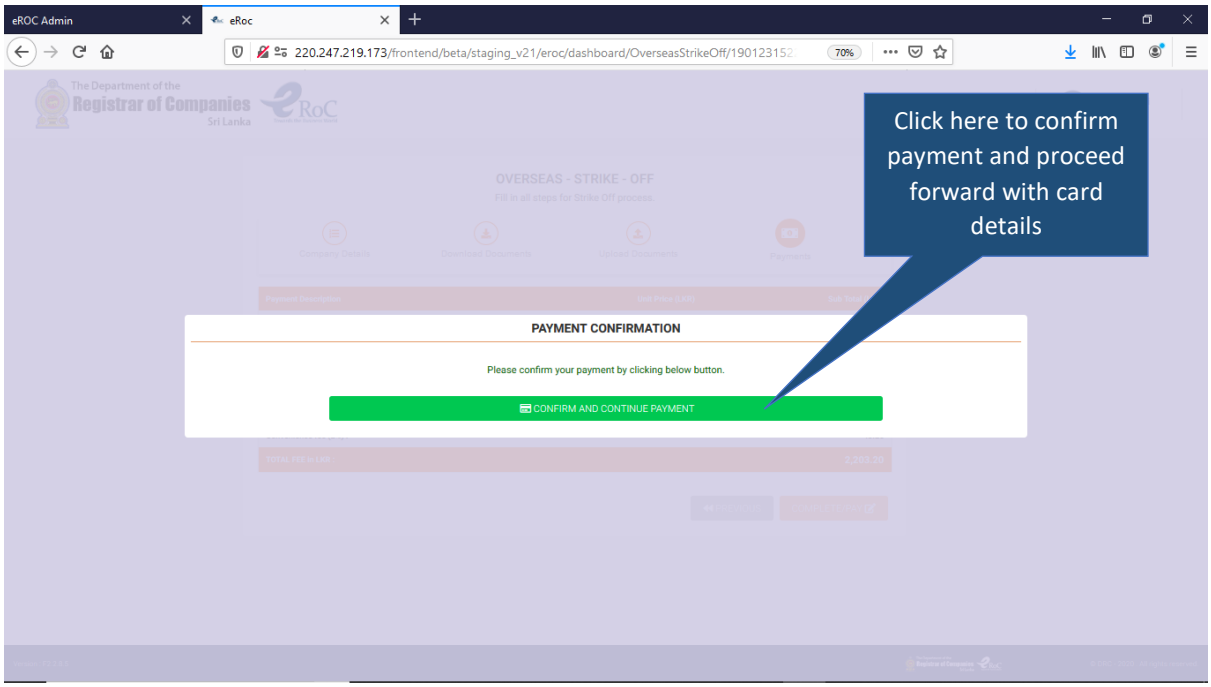


Figure 2.9

3. Offshore Strike Off

Once an Offshore company is successfully incorporated, in the dashboard, the 

button will appear as depicted in the following figure 3.1.

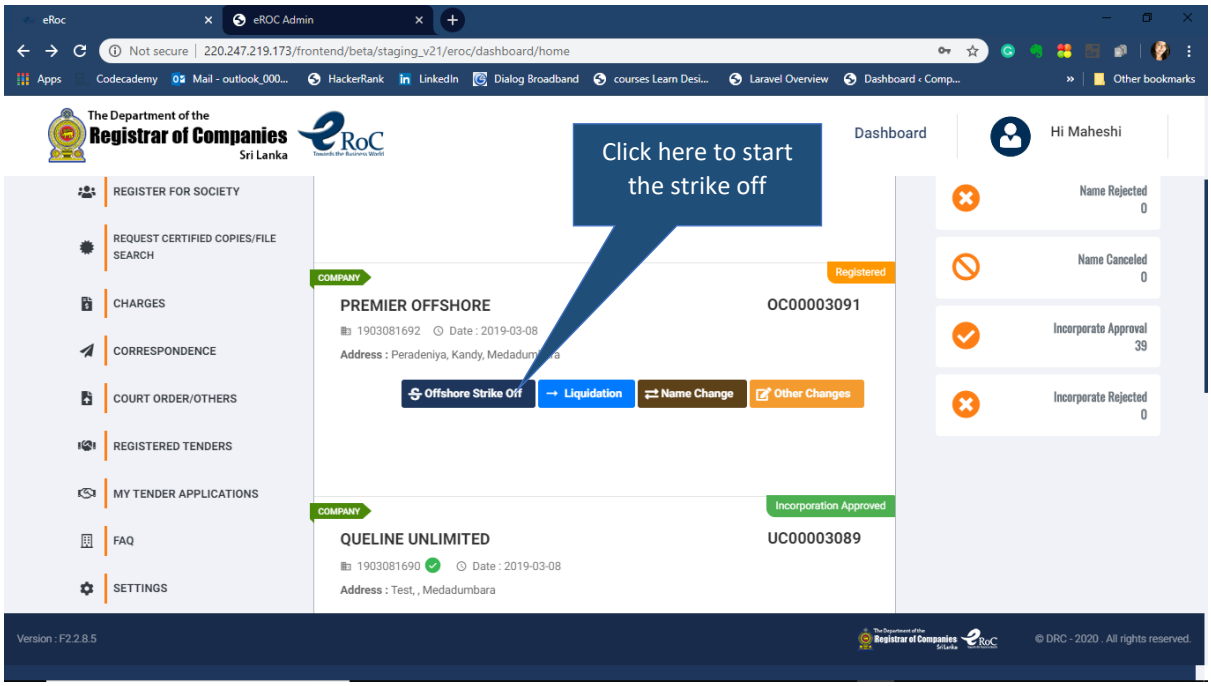


Figure 3.1

Upon clicking on the 

button, system will direct the user to the Offshore – Strike – Off screen as shown in figure 3.2.

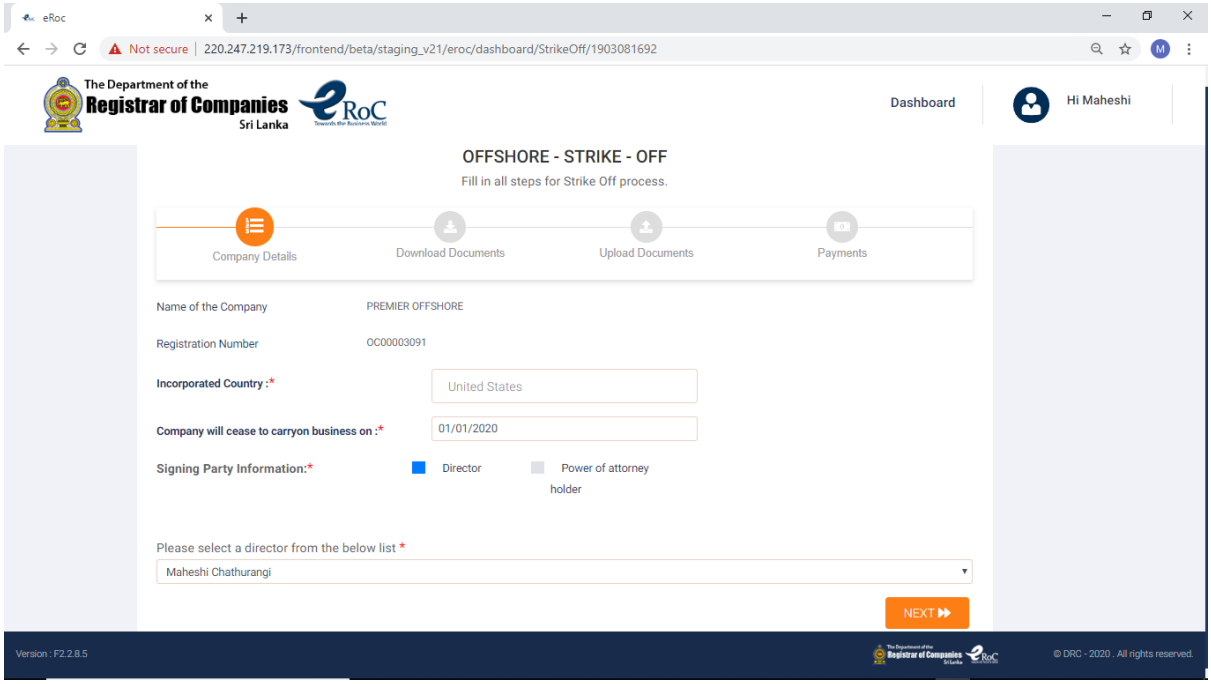


Figure 3.2

User can then fill out the “Company details” section, of the Offshore strike off process, as shown in the below figure 3.3 & figure 3.4.

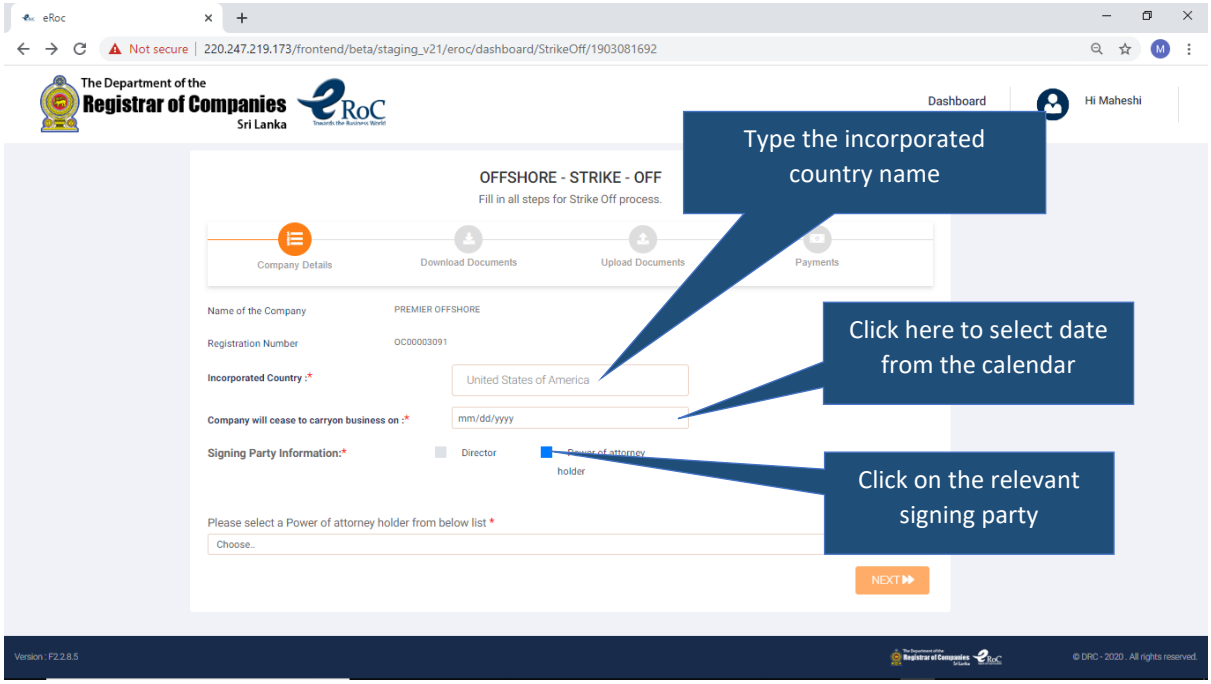


Figure 3.3

User can select a name from the dropdown by clicking on the relevant name of a Director/ Power of Attorney holder as depicted in the below figure 3.4.

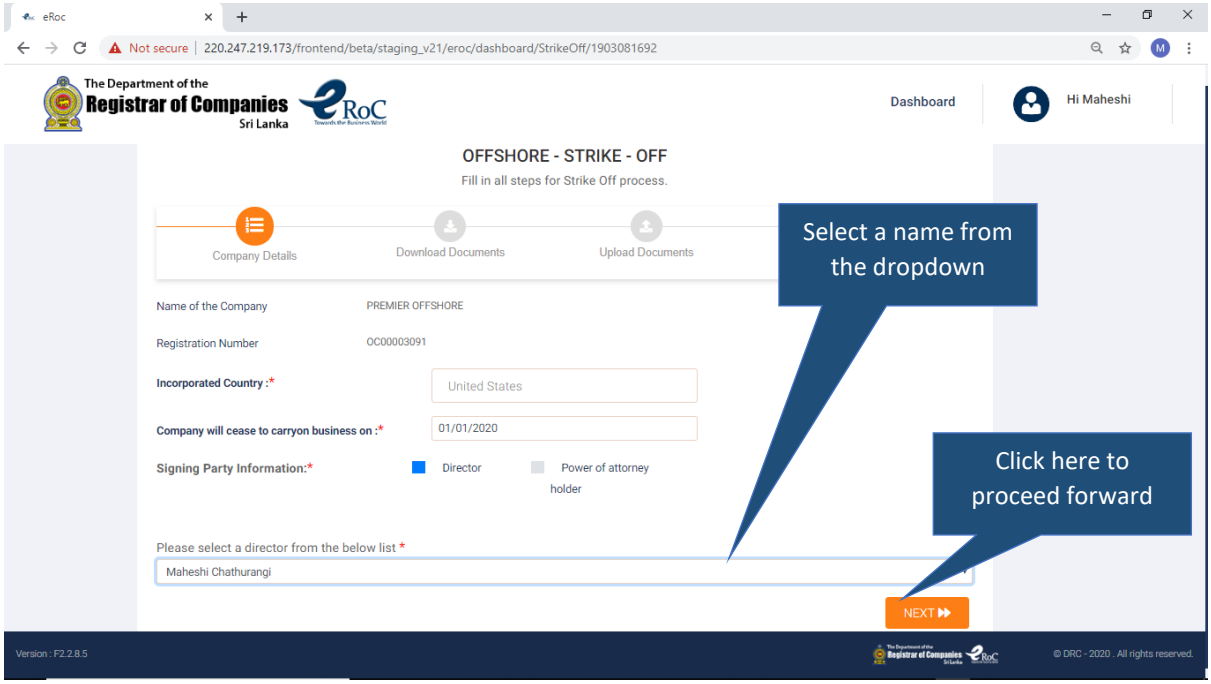


Figure 3.4

Upon clicking on the NEXT button, user will be directed to the Download documents screen, as shown in figure 3.5.

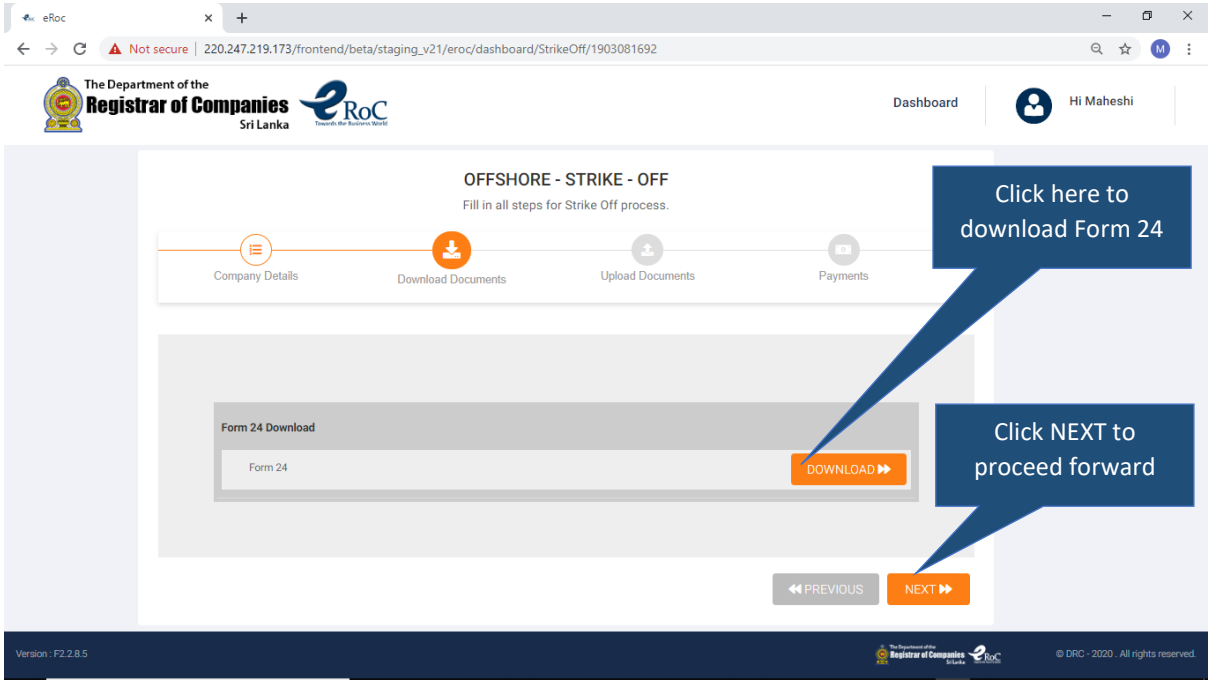


Figure 3.5

As clicking on the NEXT button to proceed forward, user will be directed to the Upload Documents screen as depicted in figure 3.6. User can upload documents by clicking the "Upload" button and selecting the relevant document to upload.

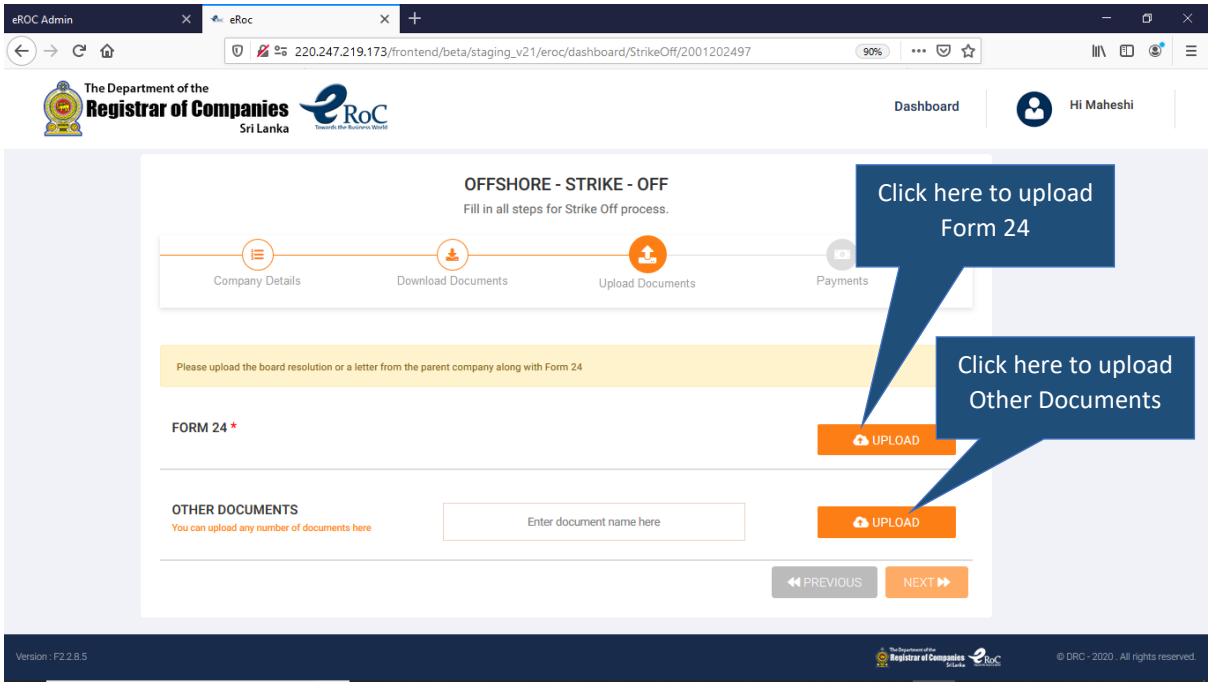


Figure 3.6

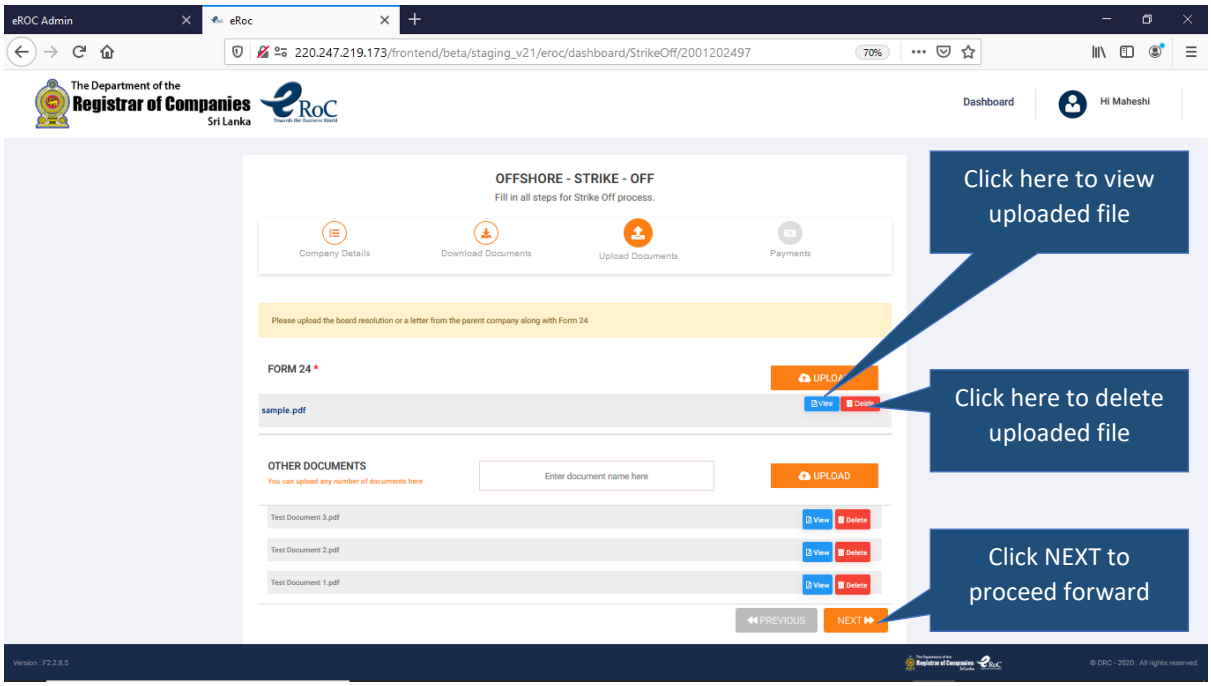


Figure 3.7

User can upload multiple documents under other documents. Furthermore user can enter a document name to other documents in the text box provided as depicted in figure 3.7. User will be directed to the Payments screen as in figure 3.8, upon clicking on the NEXT button from the download documents screen.

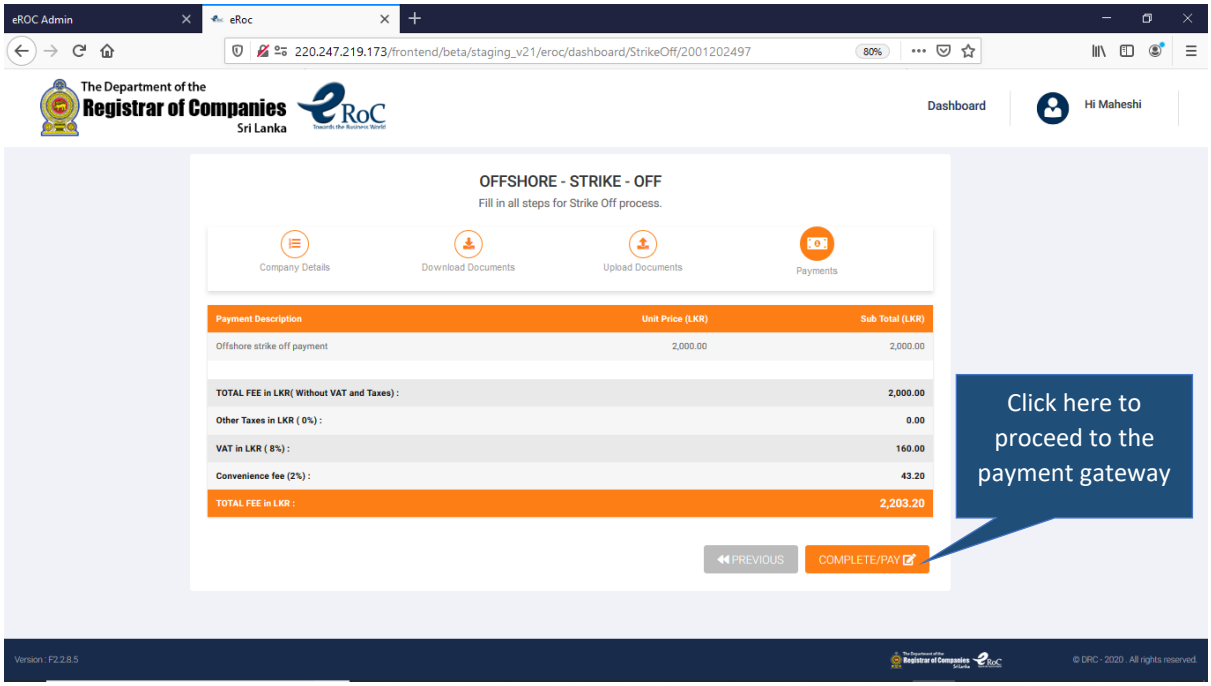


Figure 3.8

When clicked on the Complete/ PAY button, a prompt message as in figure 3.9 will appear. Upon responding to that message by clicking “Confirm and Continue payment”, user will be directed to the payment gateway to proceed with the payment process.

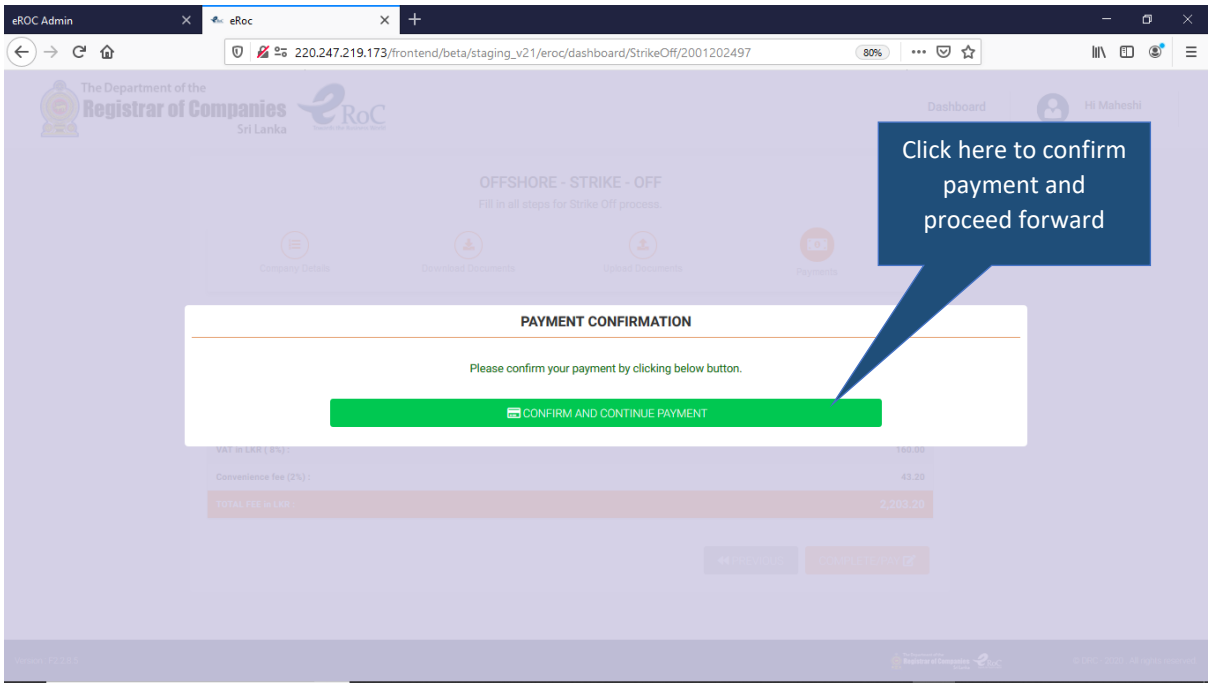


Figure 3.9

4. Society Strike Off

Strike Off for society can be requested by President, Secretary, Treasurer and other office bearers who have submitted affidavit , ROC staff and through correspondence module.

For the society President, Secretary, Treasurer and office bearers (Submitted affidavit) to strike off the society, user is required to select 'Strike Off' option depicted as shown in the *Figure 4.1.*

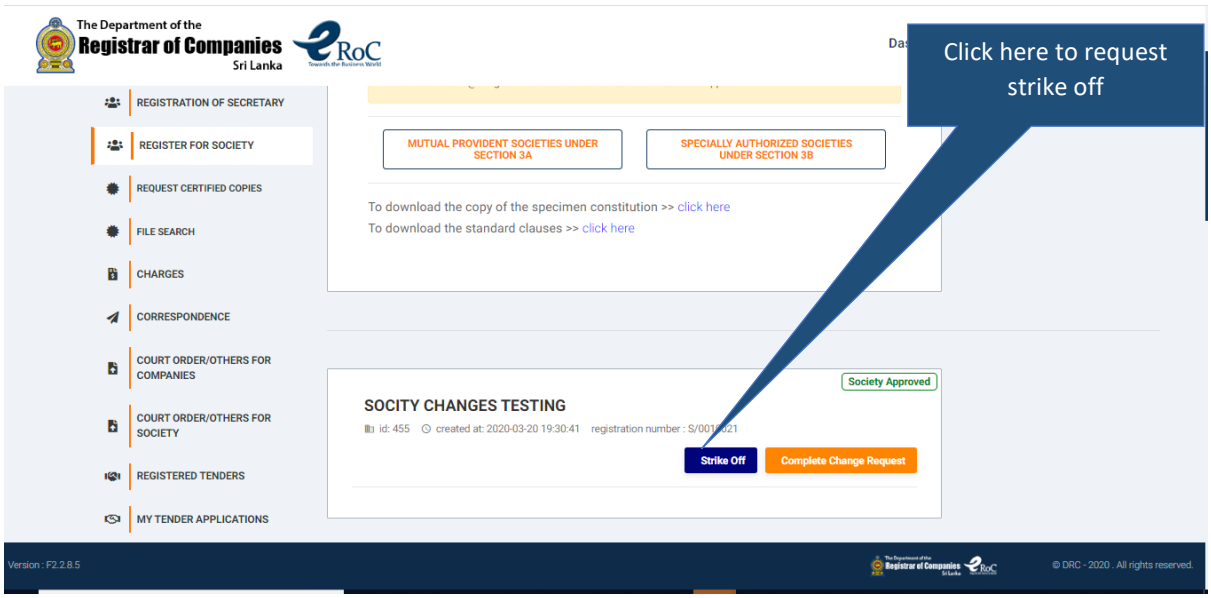


Figure 4.1

After clicking the strike off option of a society, user can view the Name of the company, Registration number as depicted in *Figure 4.2.* User needs to select the relevant sub section from the drop down.

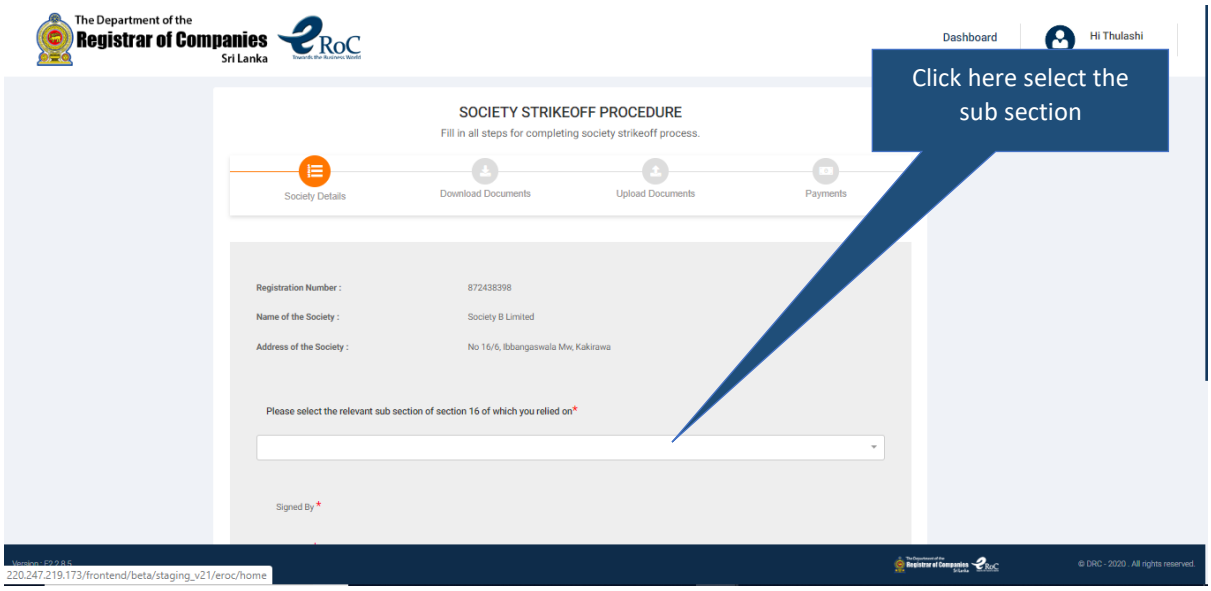


Figure 4.2.

Next user needs to select the president, secretary, treasurer who will be signing the Strike off request form as depicted in *Figure 4.3* and user has to click next to proceed.

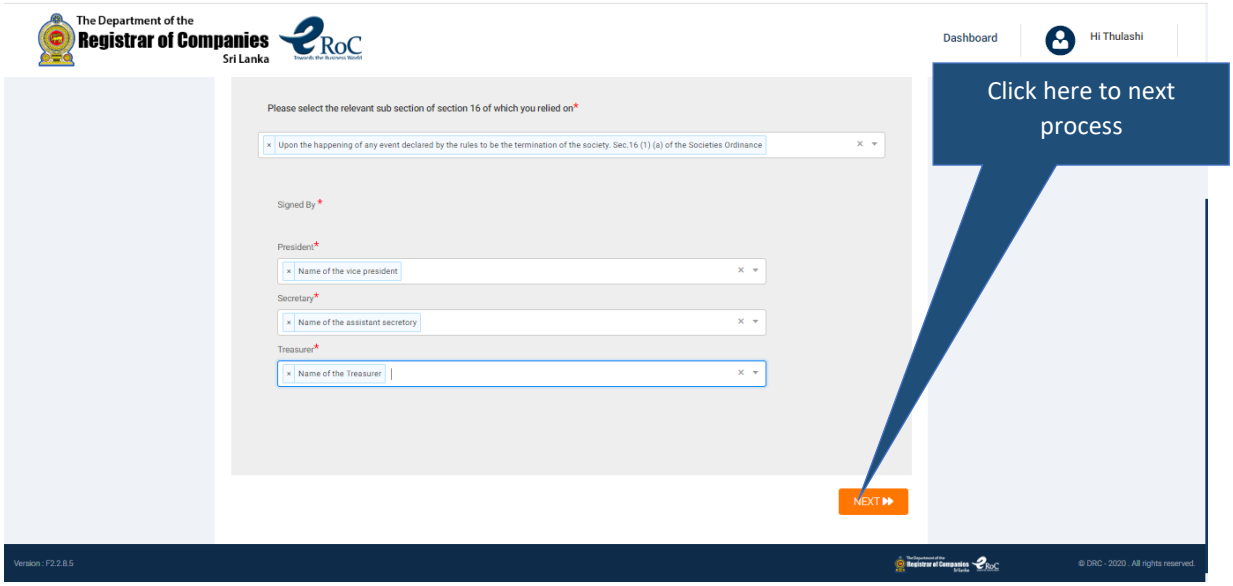


Figure 4.3

After clicking the next button, an alert message will be prompted as depicted in *Figure 4.4.* User has to click ok to proceed further.



Figure 4.4

After clicking the ok option, user will be directed to the download screen which has strike off application to be downloaded as shown in *Figure 4.5.*

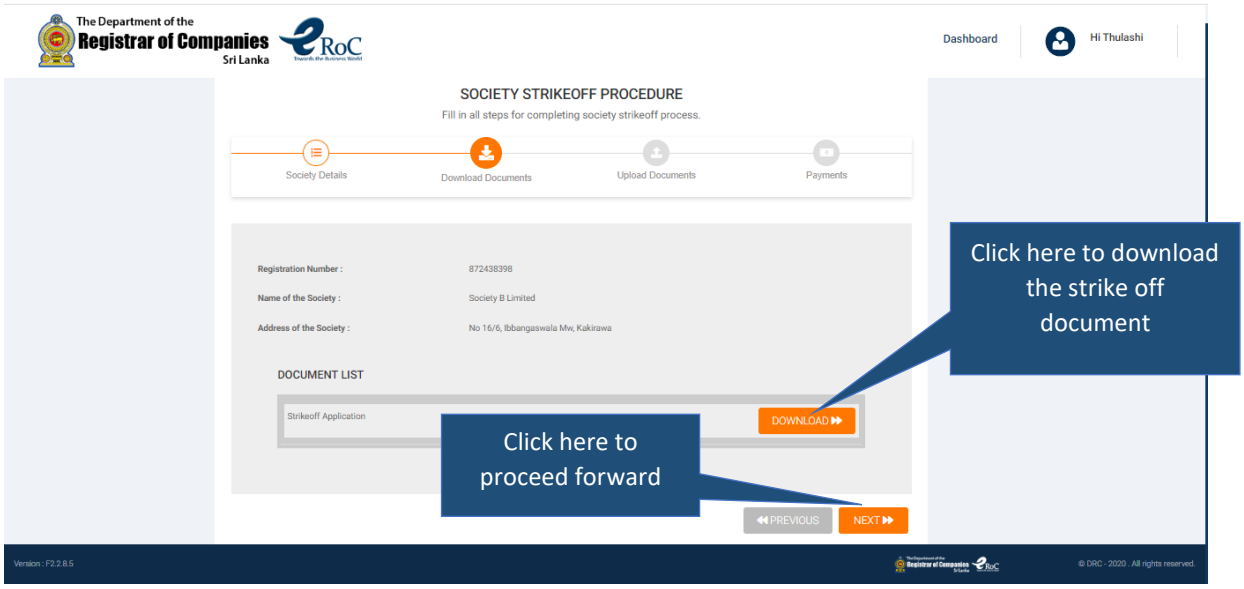


Figure 4.5

User will be able to download the document, sign the form then to upload it as shown in the *Figure 4.6*. User can upload multiple other documents along with the captions.

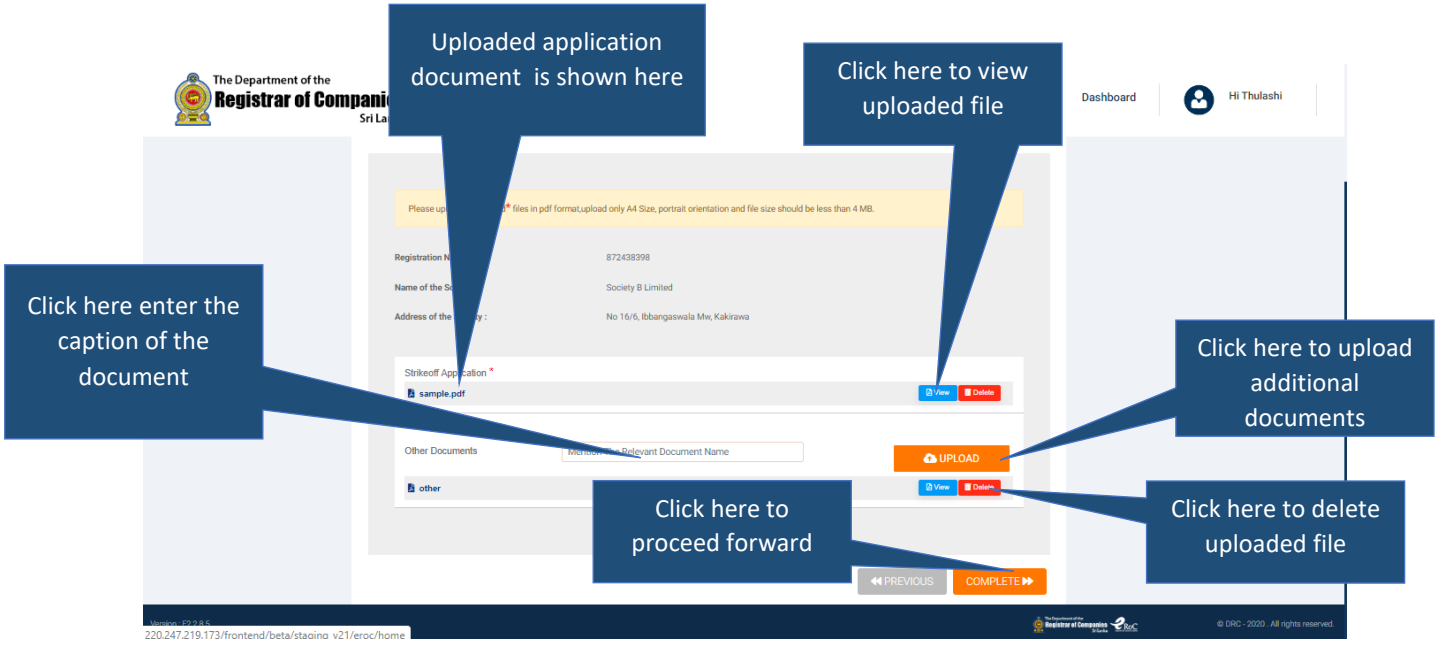


Figure 4.6

Upon clicking on the COMPLETE button, user will be displayed with an alert message as depicted in *Figure 4.7* and user has to click Ok to proceed further.

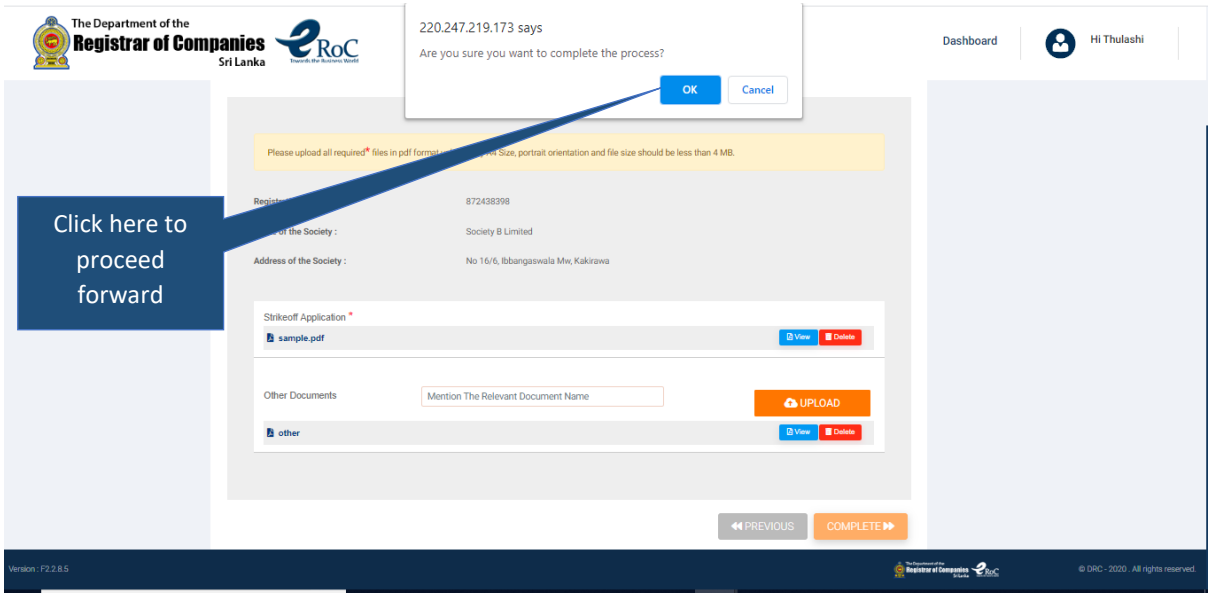


Figure 4.7

Upon clicking the OK button, the user will be directed to the success message as depicted in *Figure 4.8*

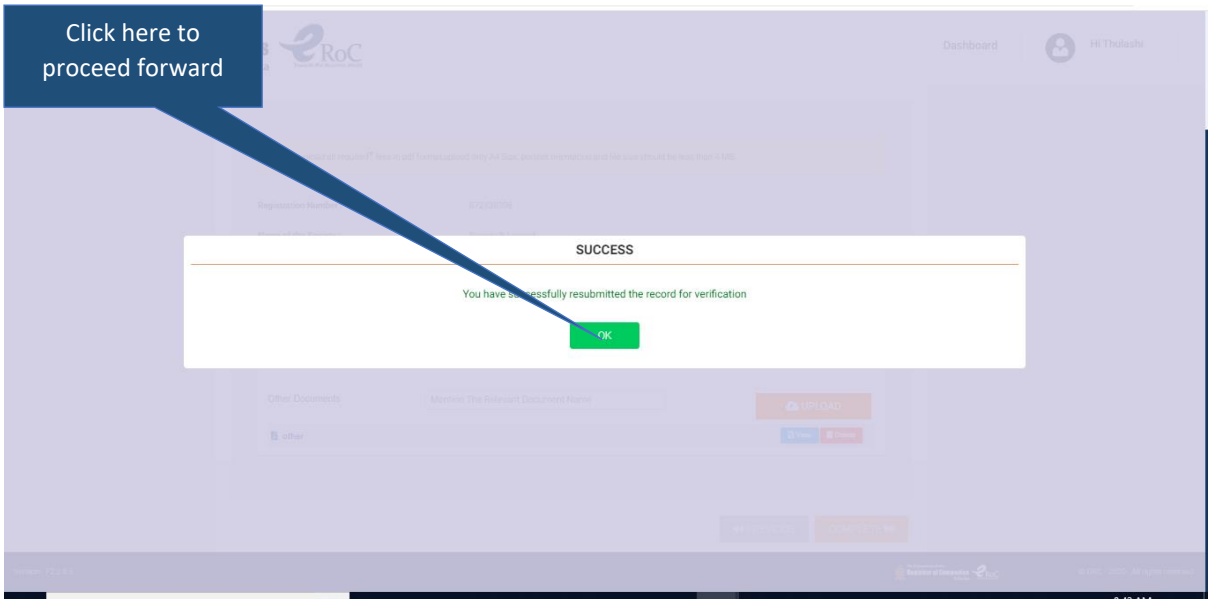


Figure 4.8

Upon clicking the OK button, the user will be directed to the dashboard where the user can view the status of the Strike Off application which has been submitted shown as *Figure 4.9*

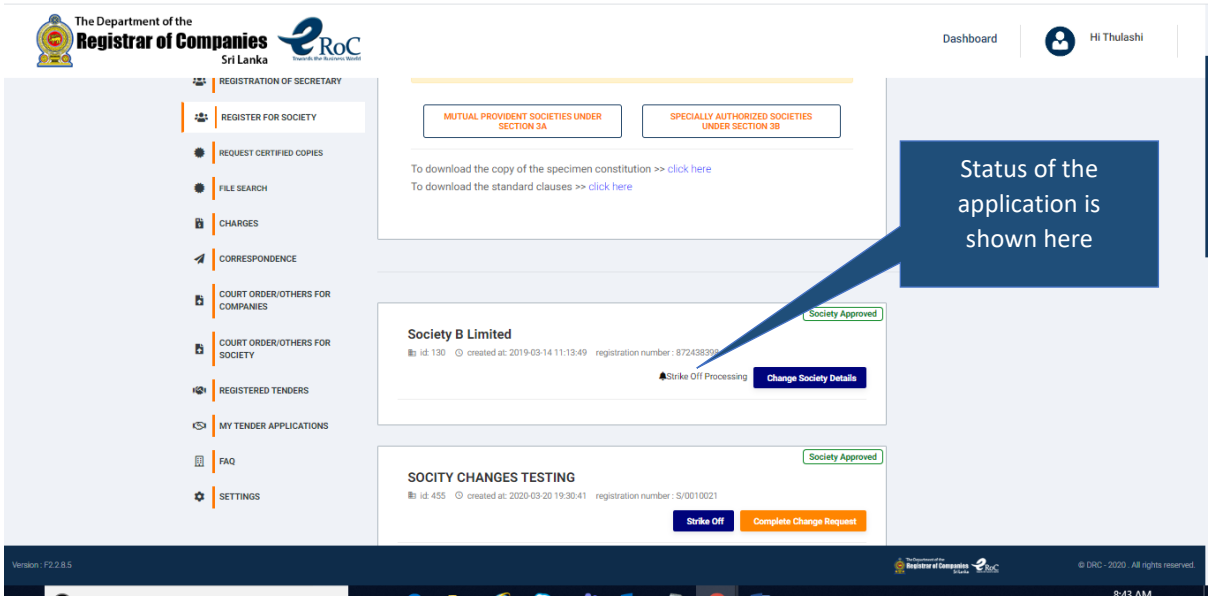


Figure 4.9

When the Strike Off application is approved, the dashboard will be updated as shown in *Figure 4.10.*

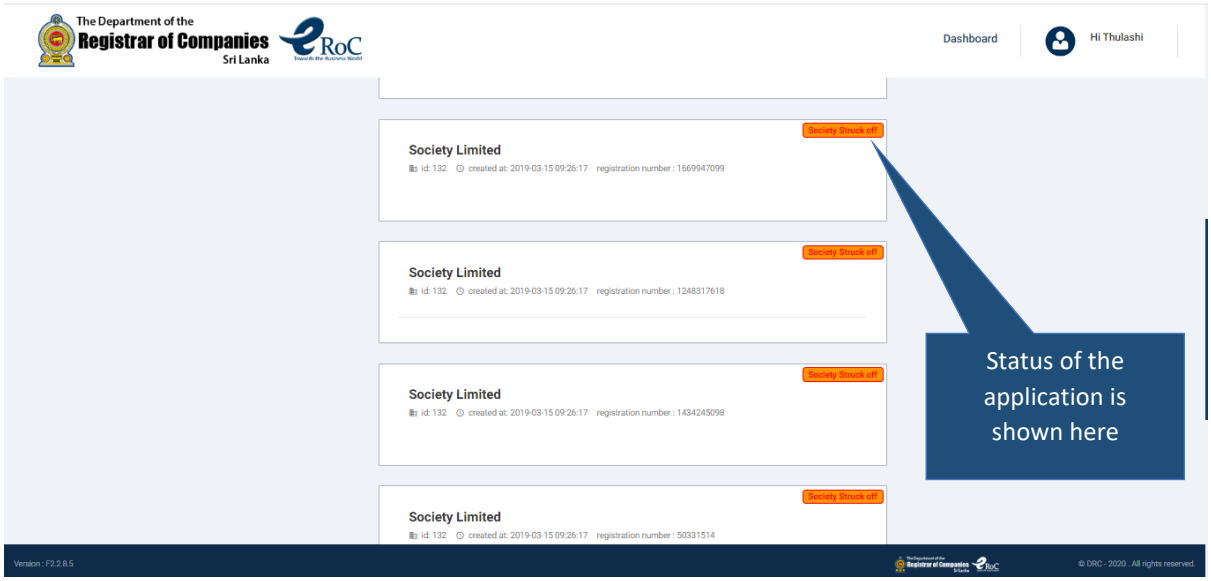


Figure 4.10

5. Auditor Delisting

The registered auditors (person, firm) will be displayed in the dashboard upon clicking the button of "Registration of auditors" in the left side as shown in the figure 5.1.

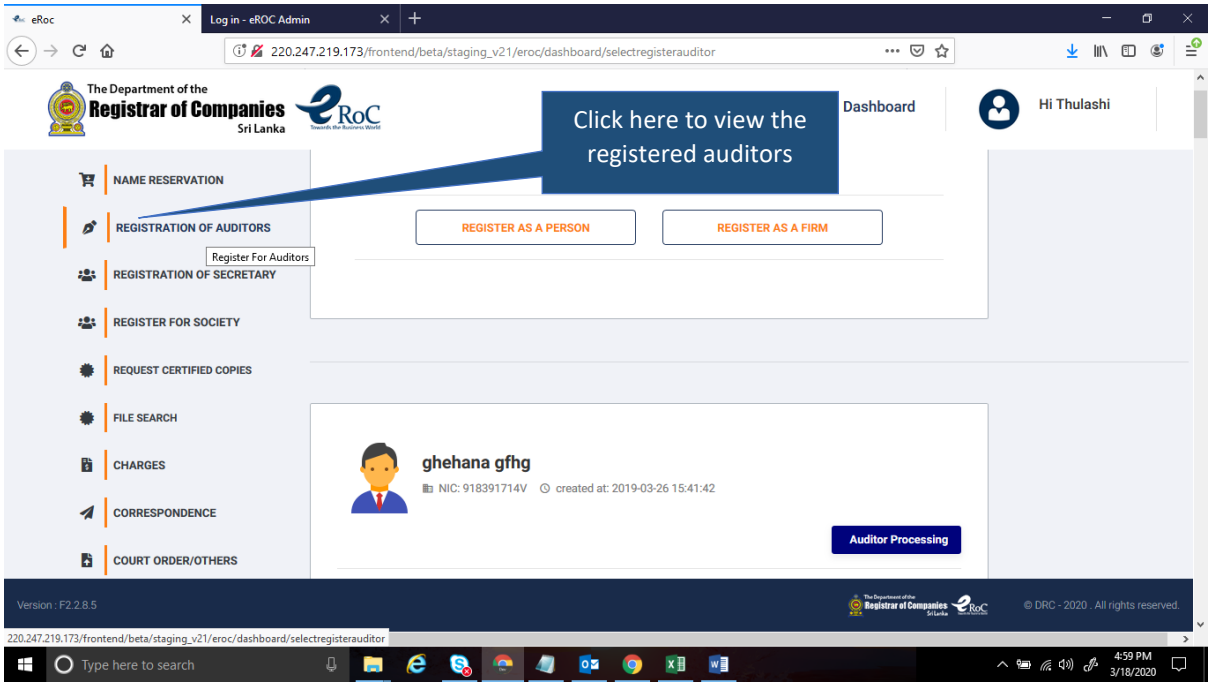


Figure 5.1

User can click on the "Auditor delisting" button to initiate the process of auditor delisting as shown in figure 5.2.

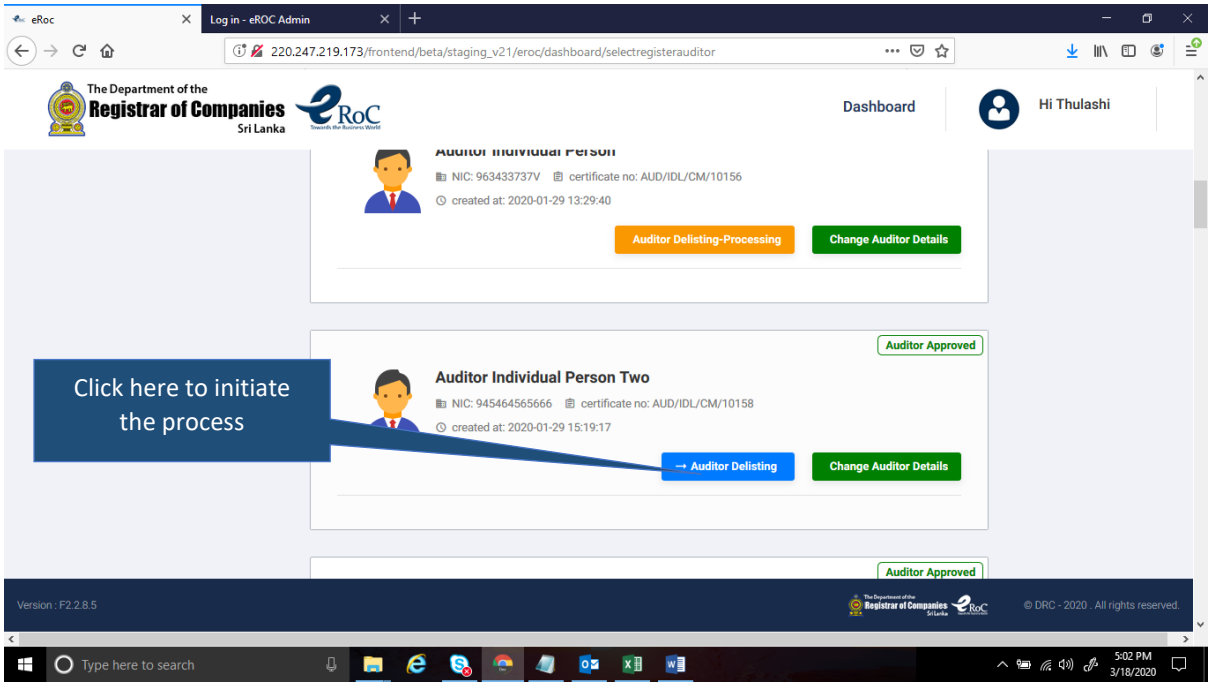


Figure 5.2

User will be directed to the screen shown in figure 5.3 and user can then fill out the "Auditor details" which are provided in the below screen.

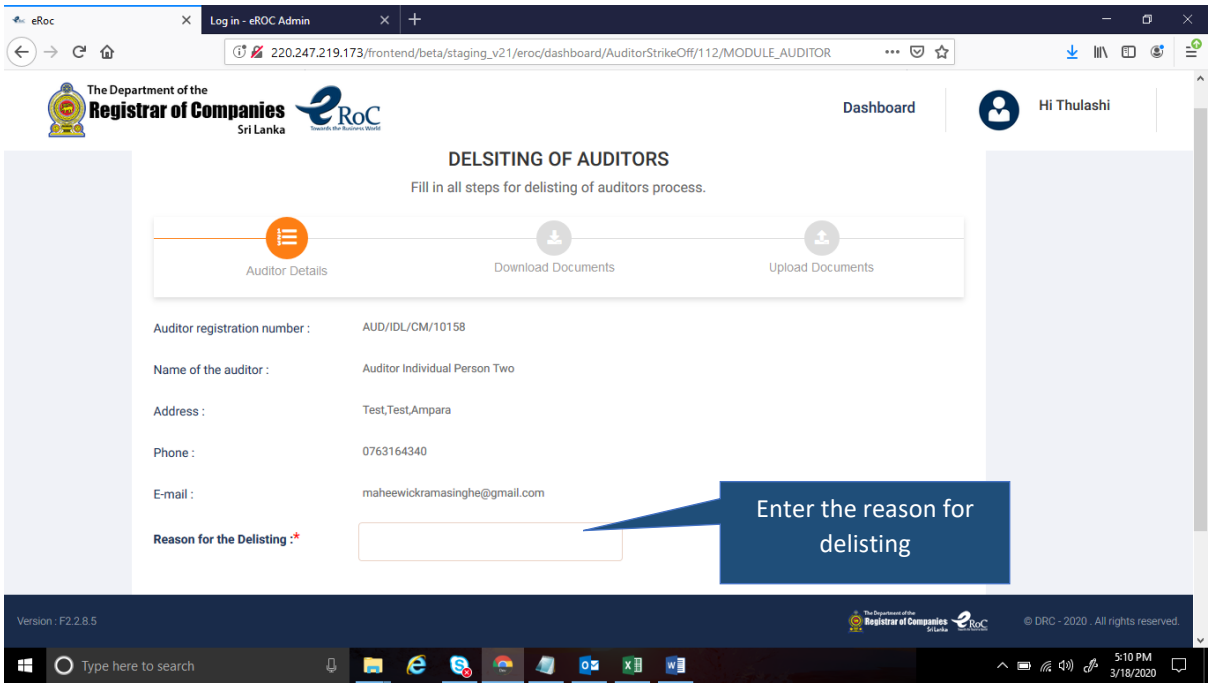


Figure 5.3

User can accept the condition provided in the figure 5.4 by ticking and then click the next button to proceed further.

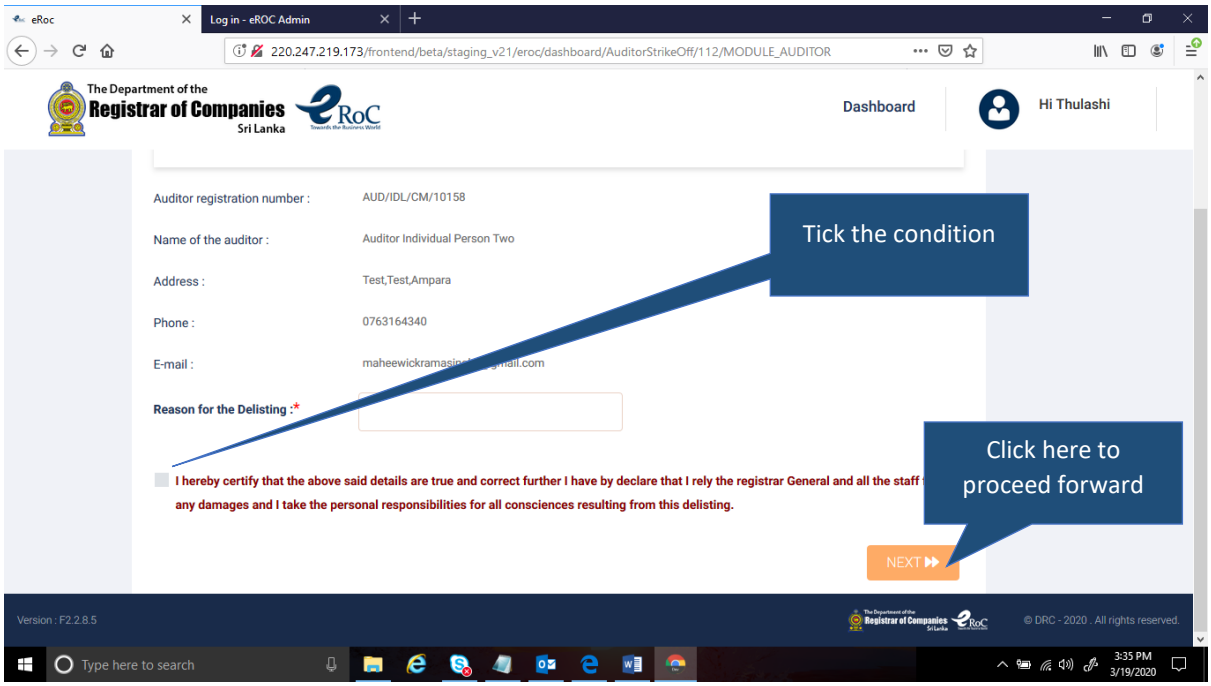


Figure 5.4

Upon clicking on the NEXT button, user will be directed to the Download documents screen, as shown in figure 5.5 where the user can download the auditor delisting form.

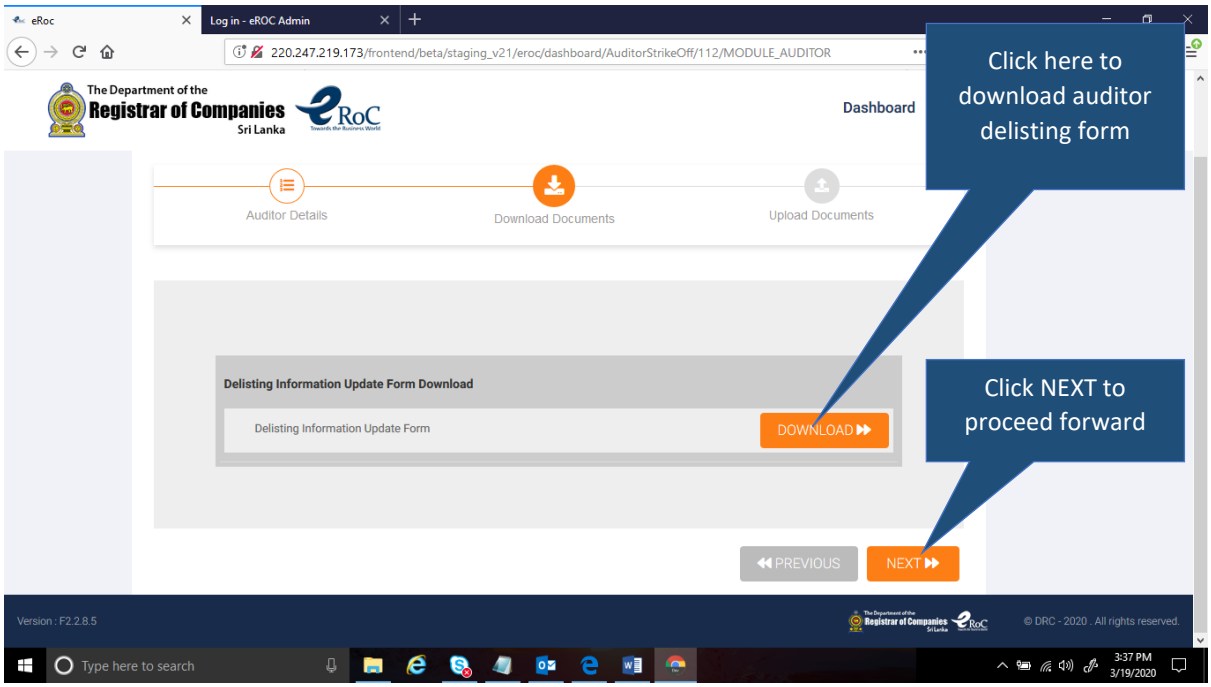


Figure 5.5

Upon clicking on the NEXT button, user will be directed to the Upload Documents screen as depicted in figure 5.6. User can scan and upload the relevant downloaded documents by clicking the “Upload” button with the required signatures. User can upload multiple other additional documents under the other documents section with the relevant caption to the other documents.

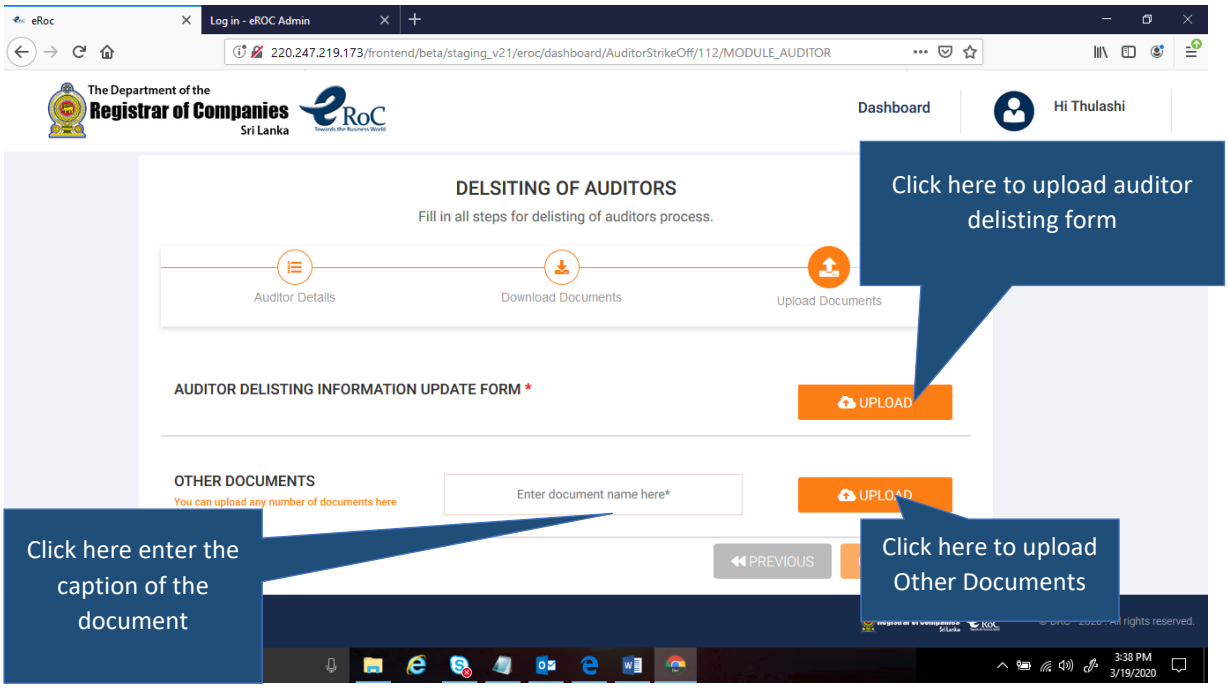


Figure 5.6

User can view and delete the uploaded documents as shown in figure 5.7 and the user can click on the complete button to proceed further.

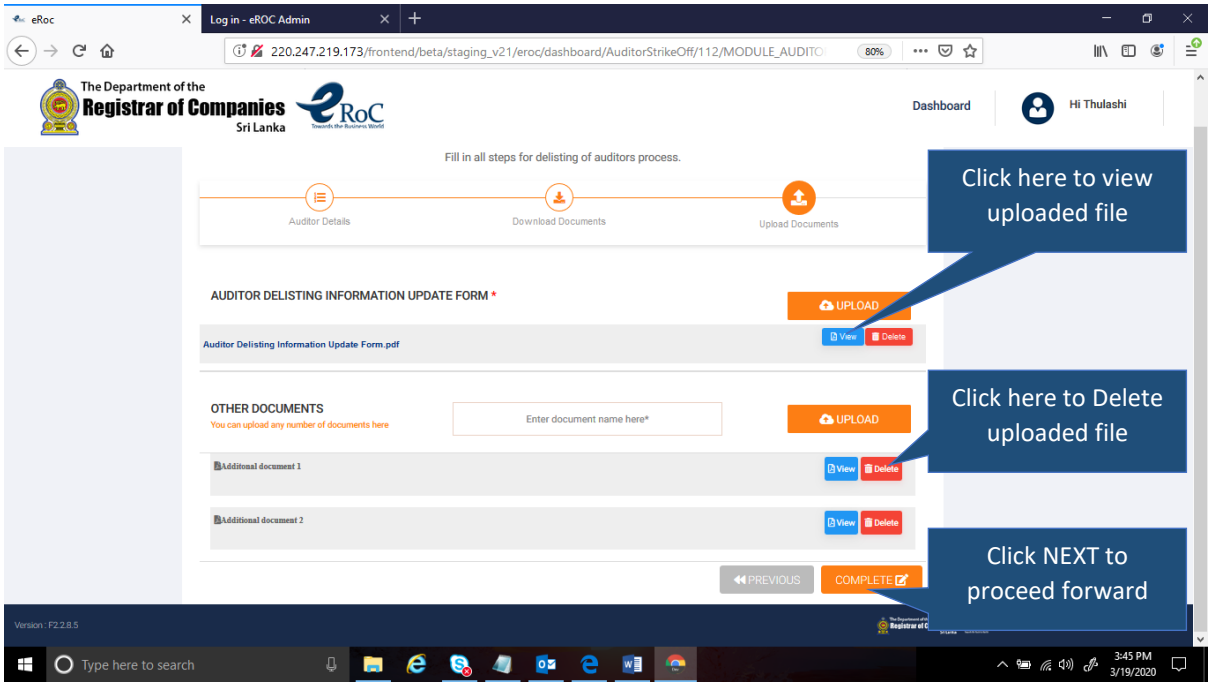


Figure 5.7

Upon clicking the complete button, user will be prompted a successful message as shown in the figure 5.8.

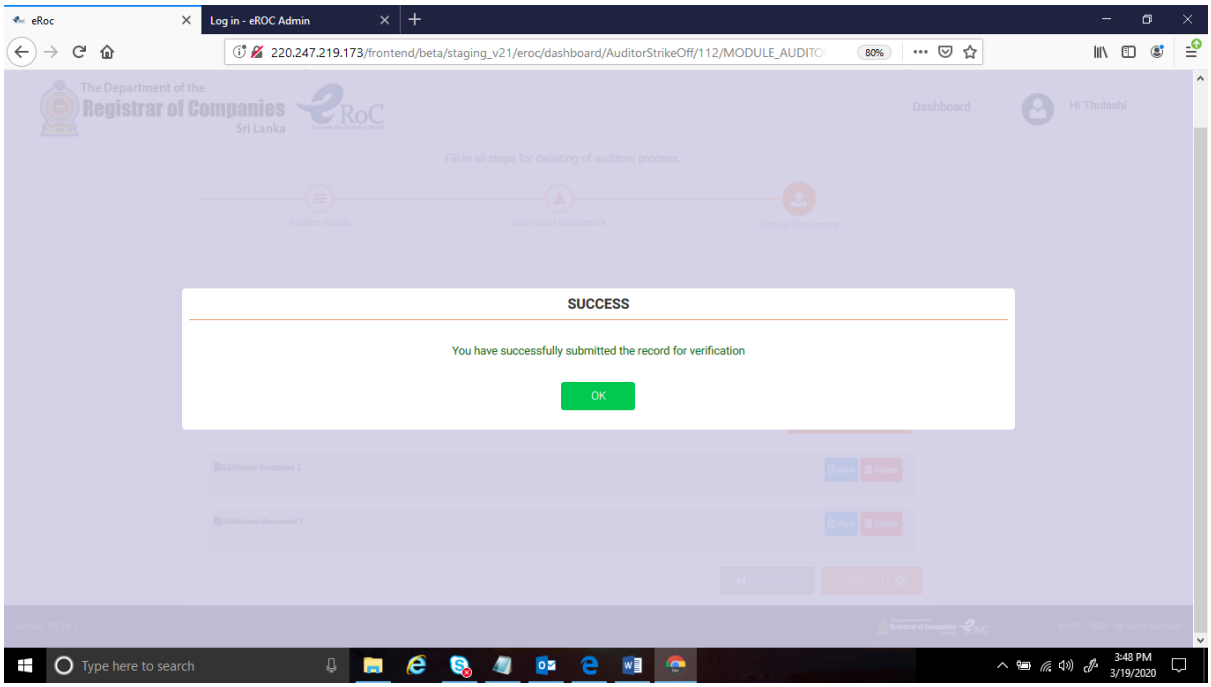


Figure 5.8

Upon clicking the OK button, the user will be directed to the dashboard where the user can view the status of the auditor delisting application which has been submitted.

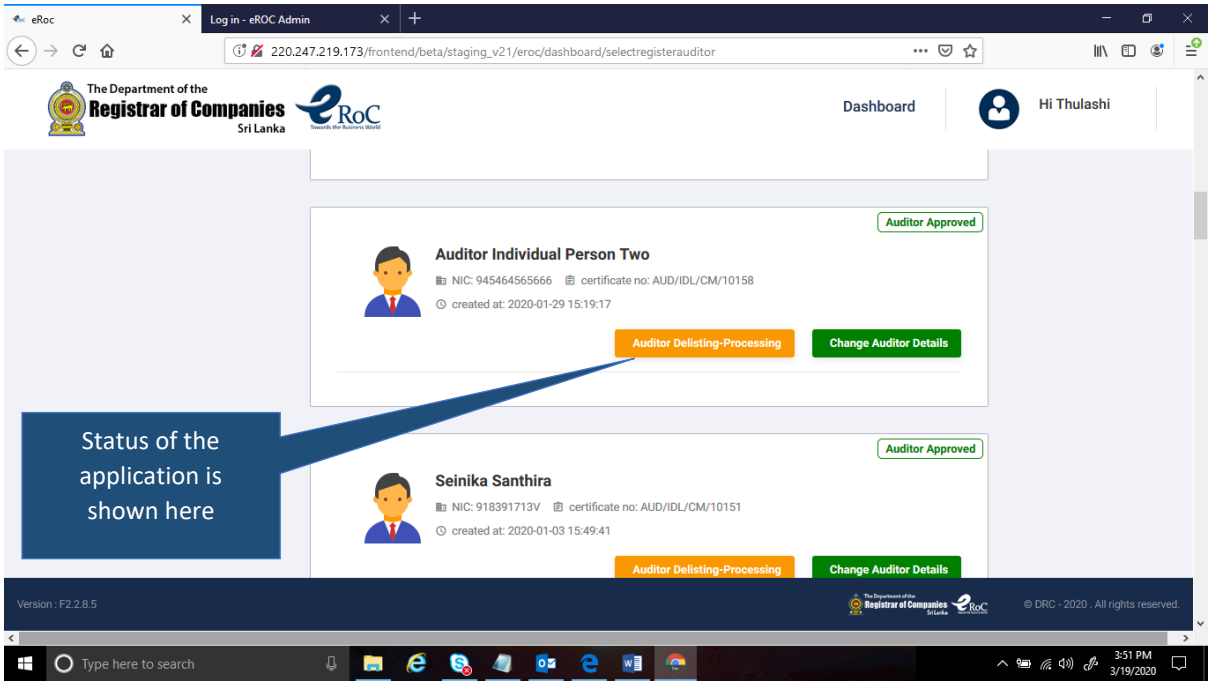


Figure 5.9

When the auditor delisting application is approved, the dashboard will be updated as shown in figure 5.10.


eRoc
Log in - eROC Admin
220.247.219.173/frontend/beta/staging_v21/eroc/dashboard/selectregisteraudito
The Department of the
Registrar of Companies
Sri Lanka
Dashboard
Hi Thulashi
Delisted
King cobra
NIC: 918391678V
certificate no: AUD/IDL/CM/10169
created at: 2020-02-22 10:04:03
Delisted
Aud ind one
NIC: 918567896V
certificate no: AUD/IDL/CM/10170
created at: 2020-02-23 18:23:44
Status of the application is shown here
Version : F2.2.8.5
© DRC - 2020 . All rights reserved.
Type here to search
9:14 PM
3/19/2020

Figure 5.10

6. Secretary Delisting

The registered secretaries (person, firm, pvt ltd) will be displayed in the dashboard upon clicking the button of “Registration of secretary” in the left side as shown in the figure 6.1.

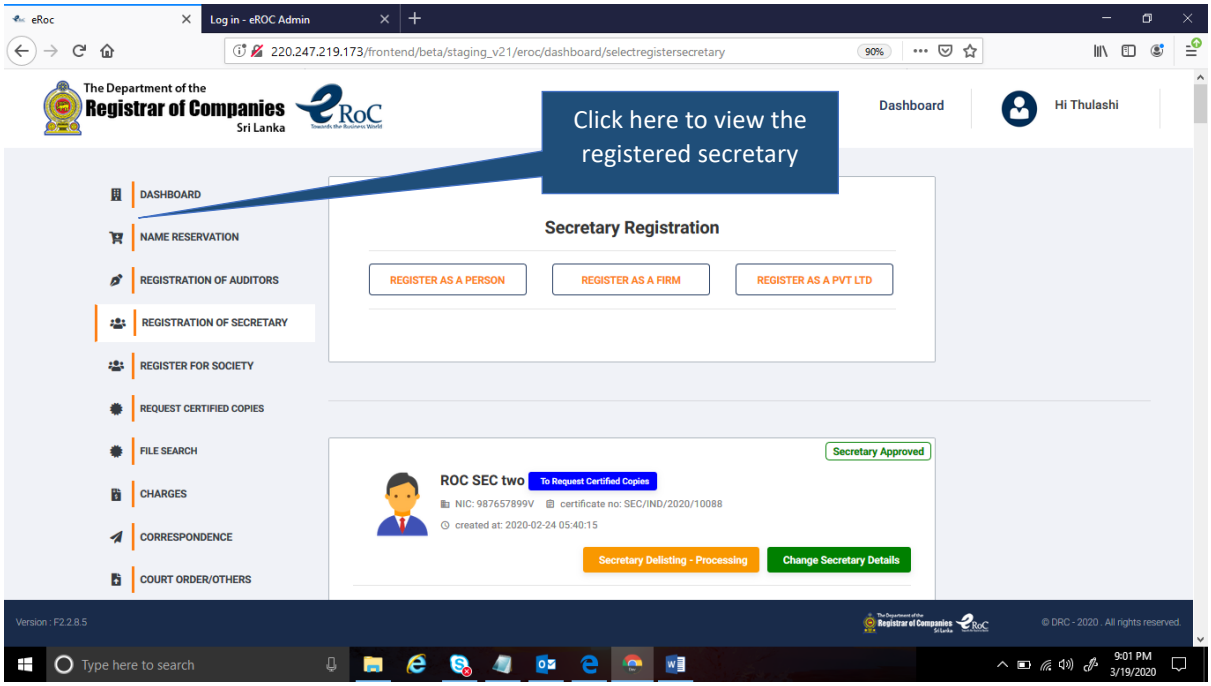


Figure 6.1

User can click on the “Secretary delisting” button to initiate the process of secretary delisting as shown in figure 6.2.

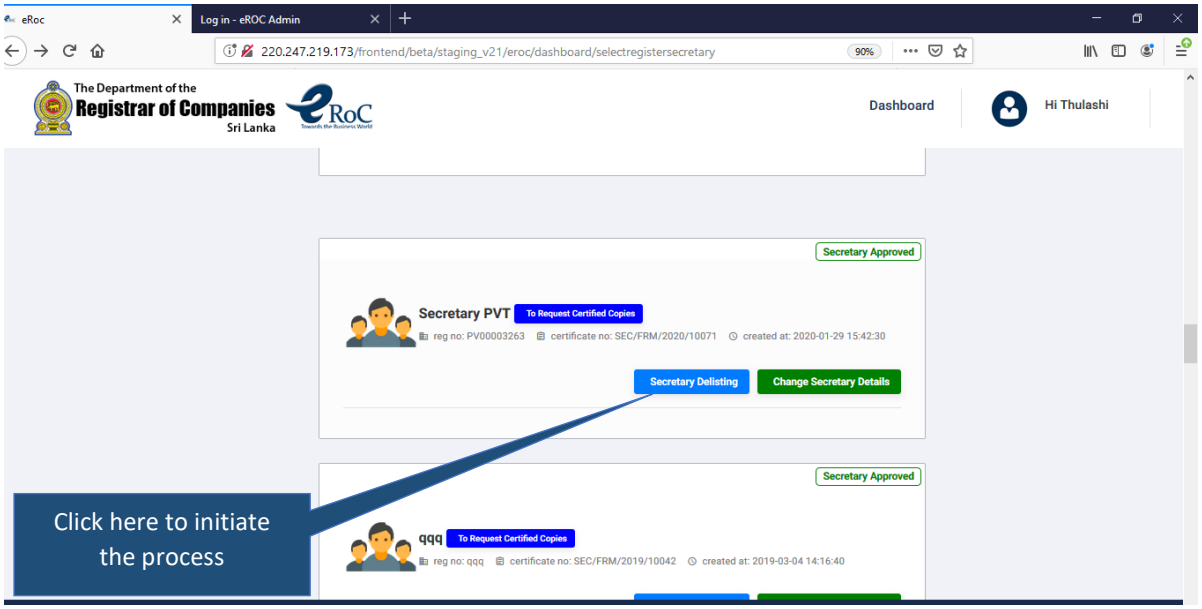


Figure 6.2

User will be directed to the screen shown in figure 6.3 and user can then fill out the “Secretary details” which are provided in the below screen.

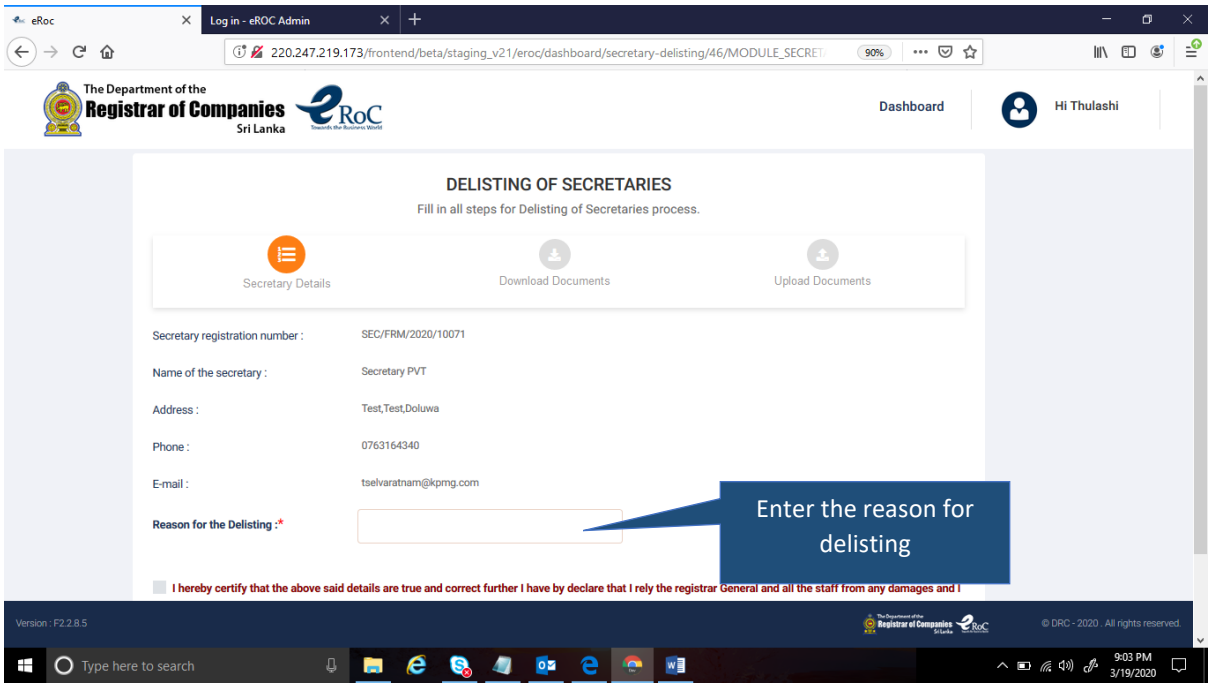


Figure 6.3

User can accept the condition provided in the figure 6.4 by ticking and then click the next button to proceed further.

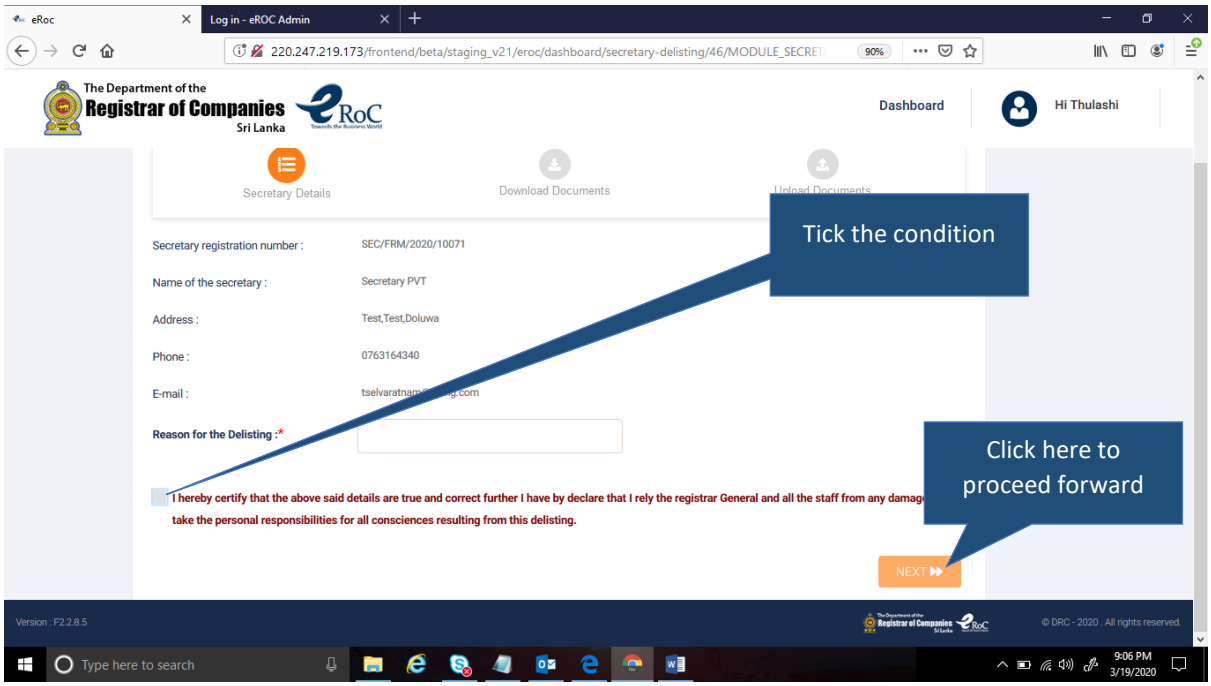


Figure 6.4

Upon clicking on the NEXT button, user will be directed to the Download documents screen, as shown in figure 6.5 where the user can download the secretary delisting form.

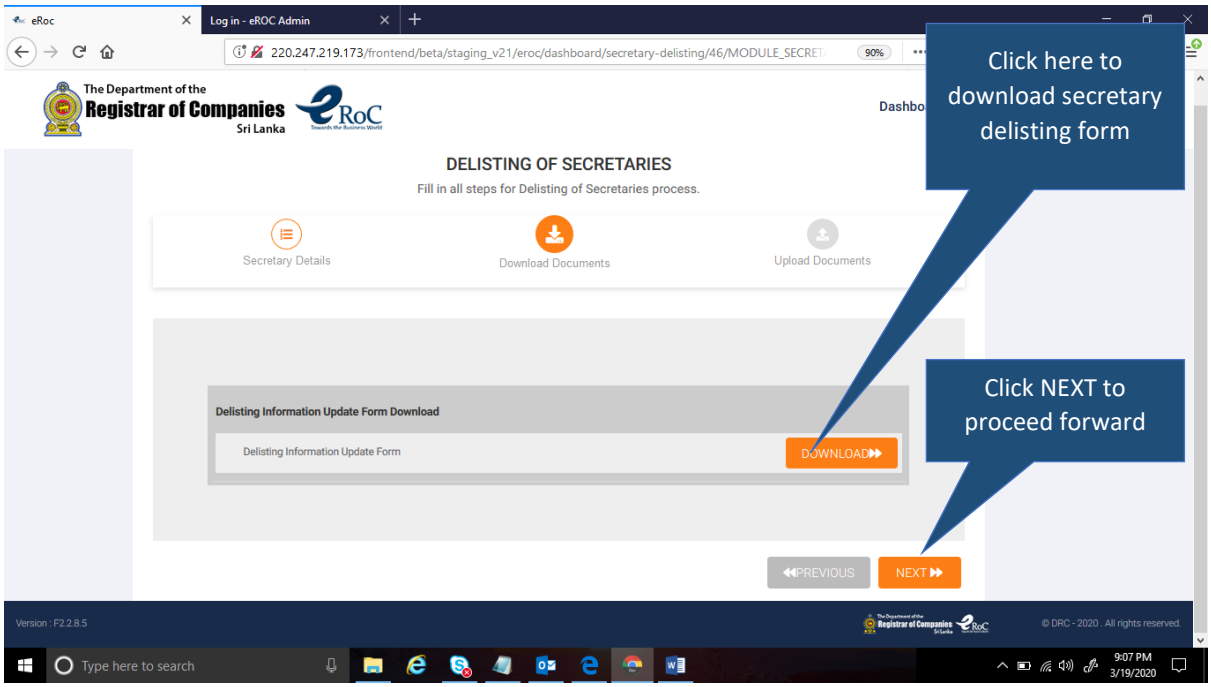


Figure 6.5

Upon clicking on the NEXT button, user will be directed to the Upload Documents screen as depicted in figure 6.6. User can scan and upload the relevant downloaded documents by clicking the “Upload” button with the required signatures. User can upload multiple other additional documents under the other documents section with the relevant caption to the other documents.

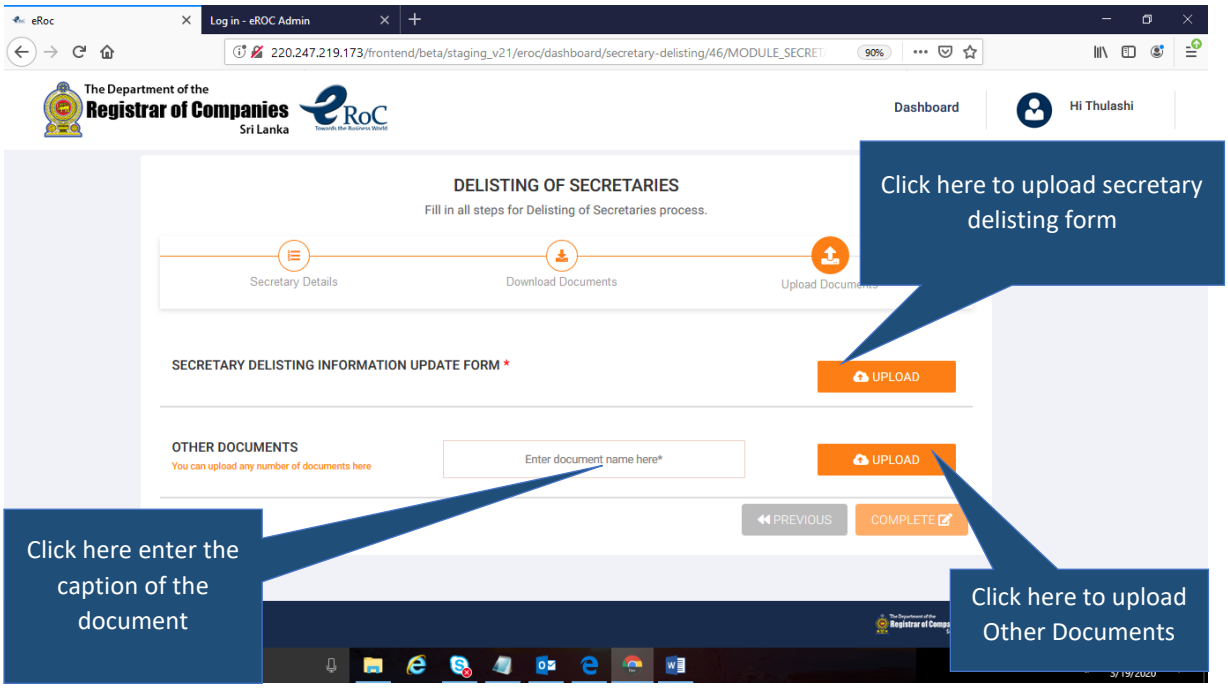


Figure 6.6

User can view and delete the uploaded documents as shown in figure 6.7 and the user can click on the complete button to proceed further.

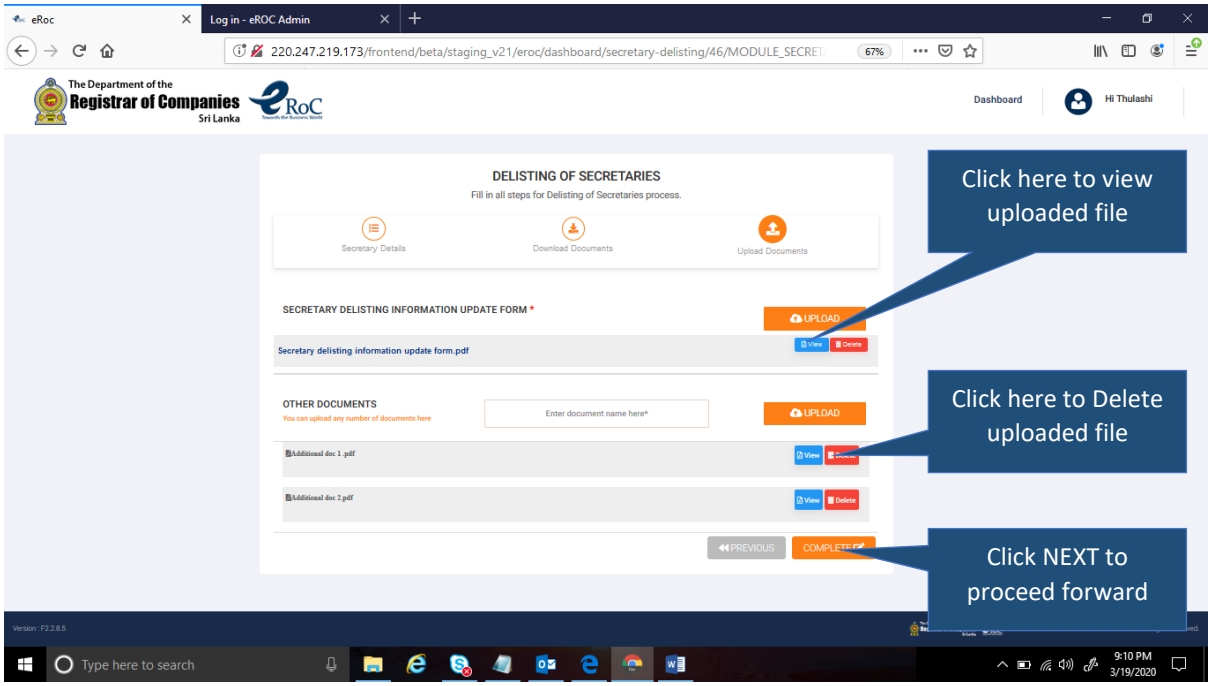


Figure 6.7

Upon clicking the complete button, user will be prompted a successful message as shown in the figure 6.8.

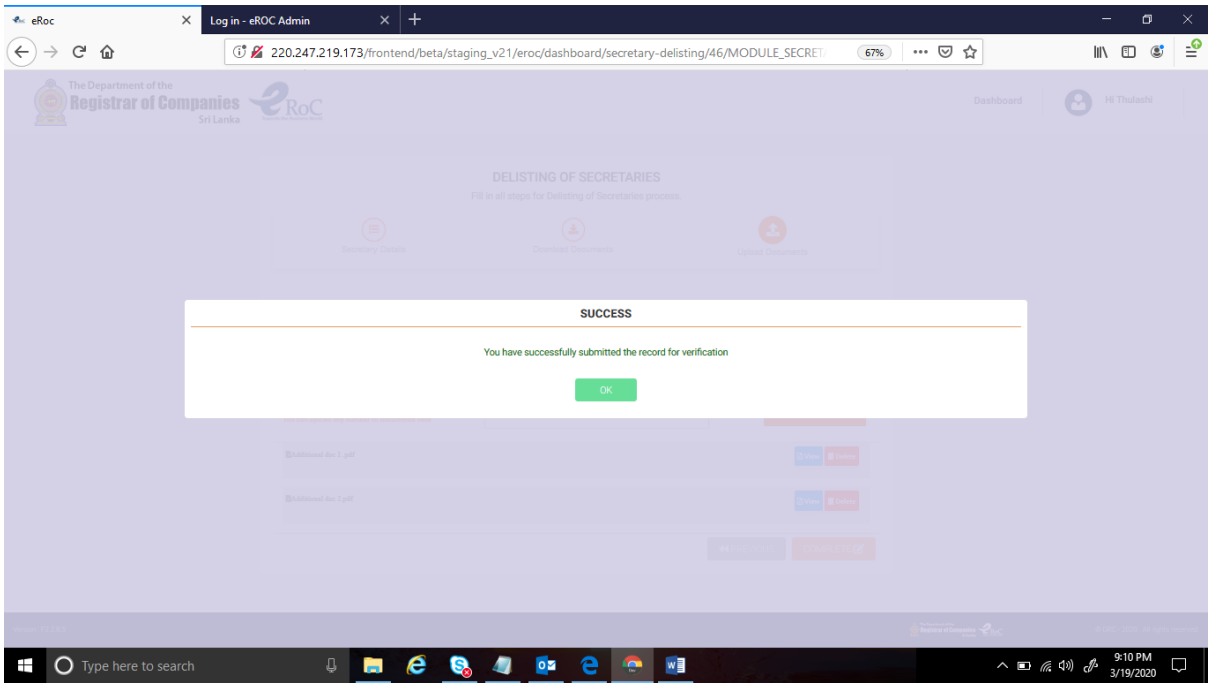


Figure 6.8

Upon clicking the OK button, the user will be directed to the dashboard where the user can view the status of the secretary delisting application which has been submitted.

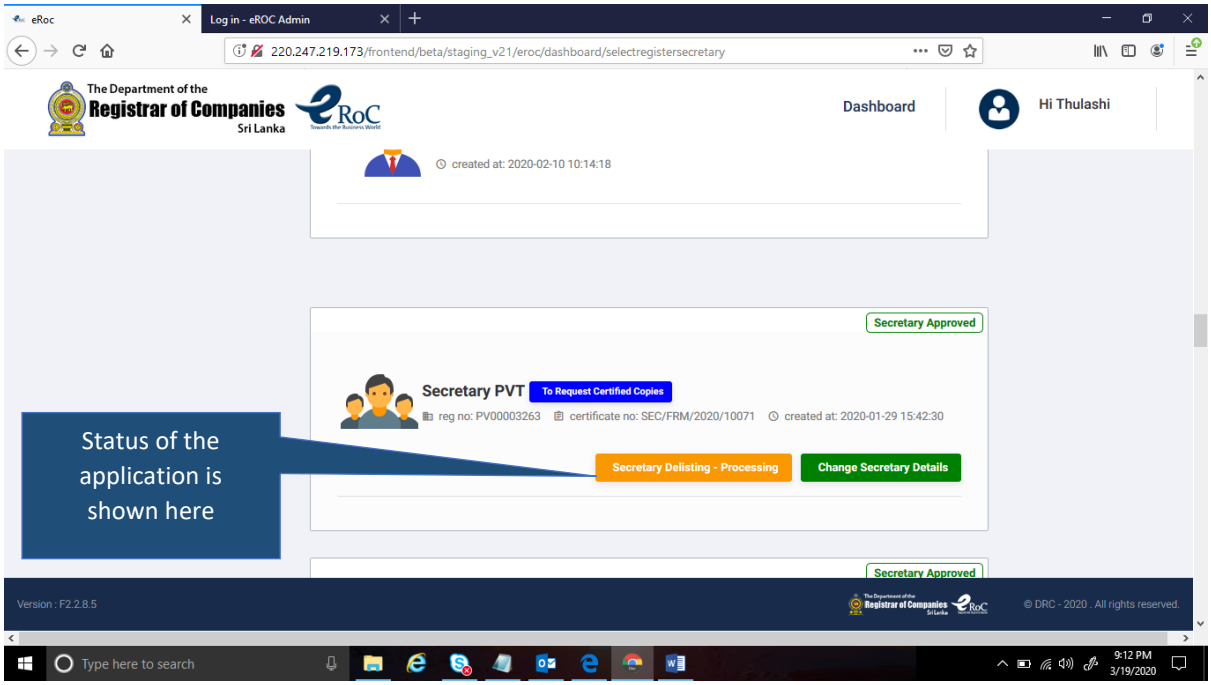


Figure 6.9

When the secretary delisting application is approved, the dashboard will be updated as shown in figure 6.10.

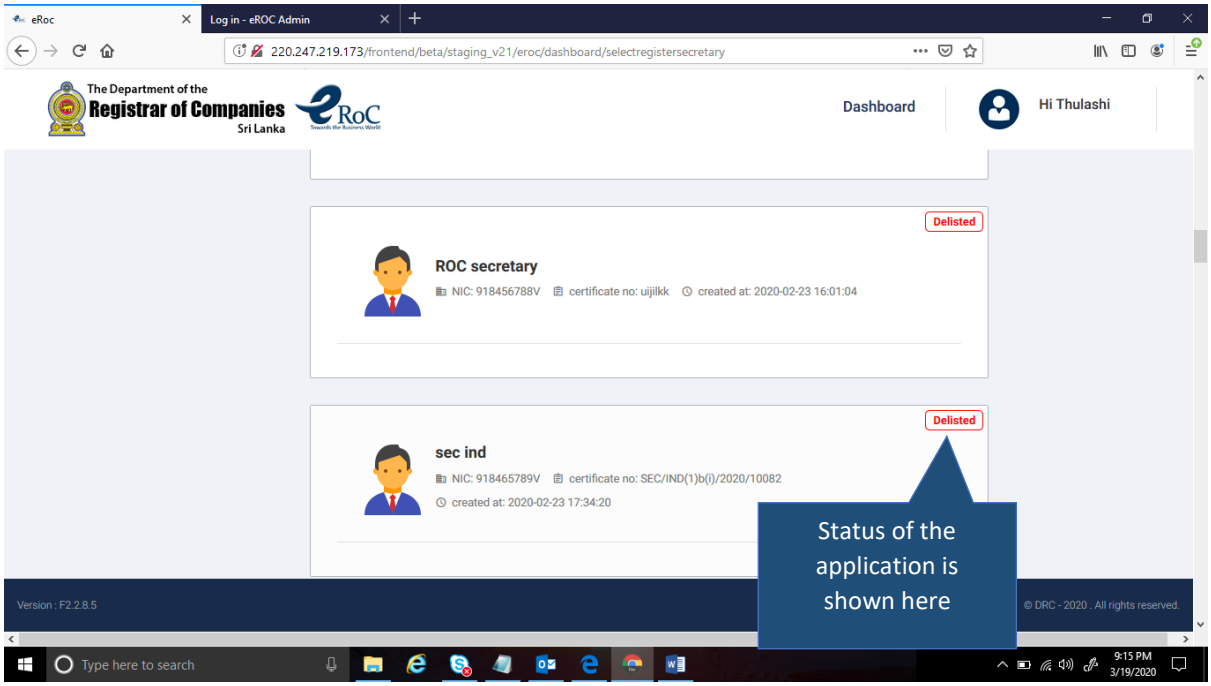

eRoc
Log in - eROC Admin
220.247.219.173/frontend/beta/staging_v21/eroc/dashboard/selectregistersecretary
The Department of the
Registrar of Companies
Sri Lanka
Dashboard
Hi Thulashi
Delisted
ROC secretary
NIC: 918456788V
certificate no: uijilkk
created at: 2020-02-23 16:01:04
Delisted
sec ind
NIC: 918465789V
certificate no: SEC/IND(1)b(i)/2020/10082
created at: 2020-02-23 17:34:20
Status of the application is shown here
Version : F2.2.8.5
© DRC - 2020 . All rights reserved.
Type here to search
9:15 PM
3/19/2020

Figure 6.10

7. Court Order/Final court order

There are two ways to make a request for others/ Court Order.

a. Path one

Once a company is successfully incorporated, user can liquidate the company by clicking the on the liquidation button as depicted below in figure 7.1.

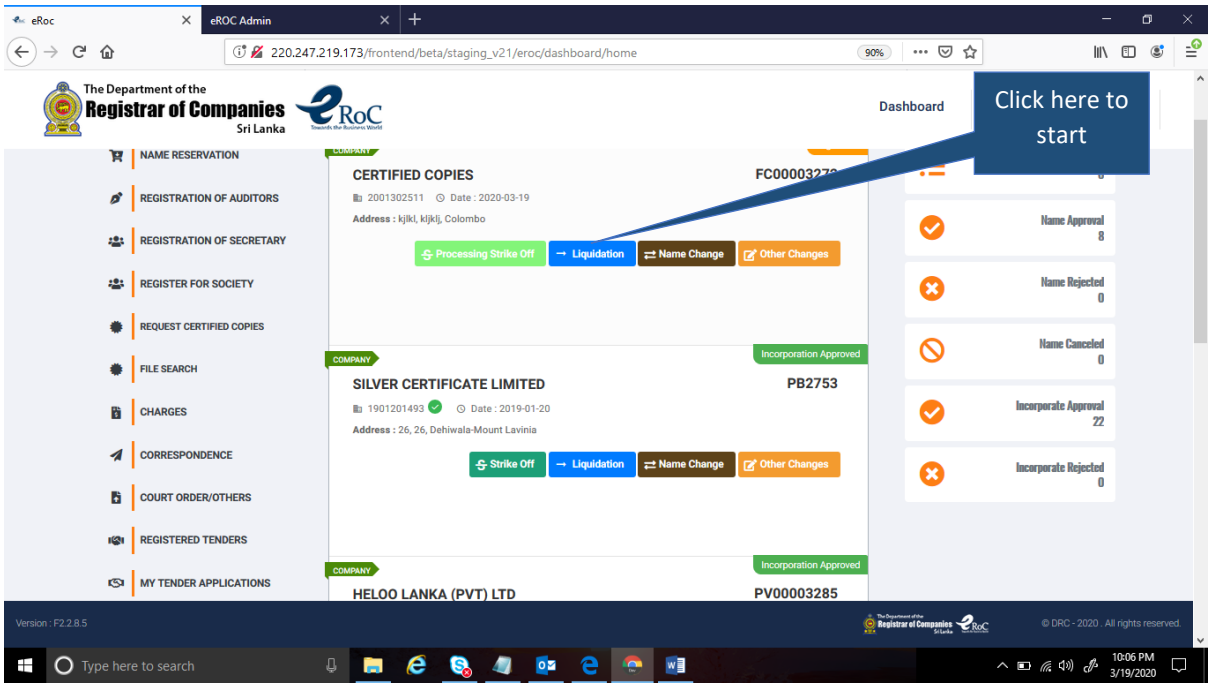


Figure 7.1

Upon clicking the liquidation button, the following screen will load (Figure 7.2). User can click on the any type of methods to initiate the Court Order/final court order process.

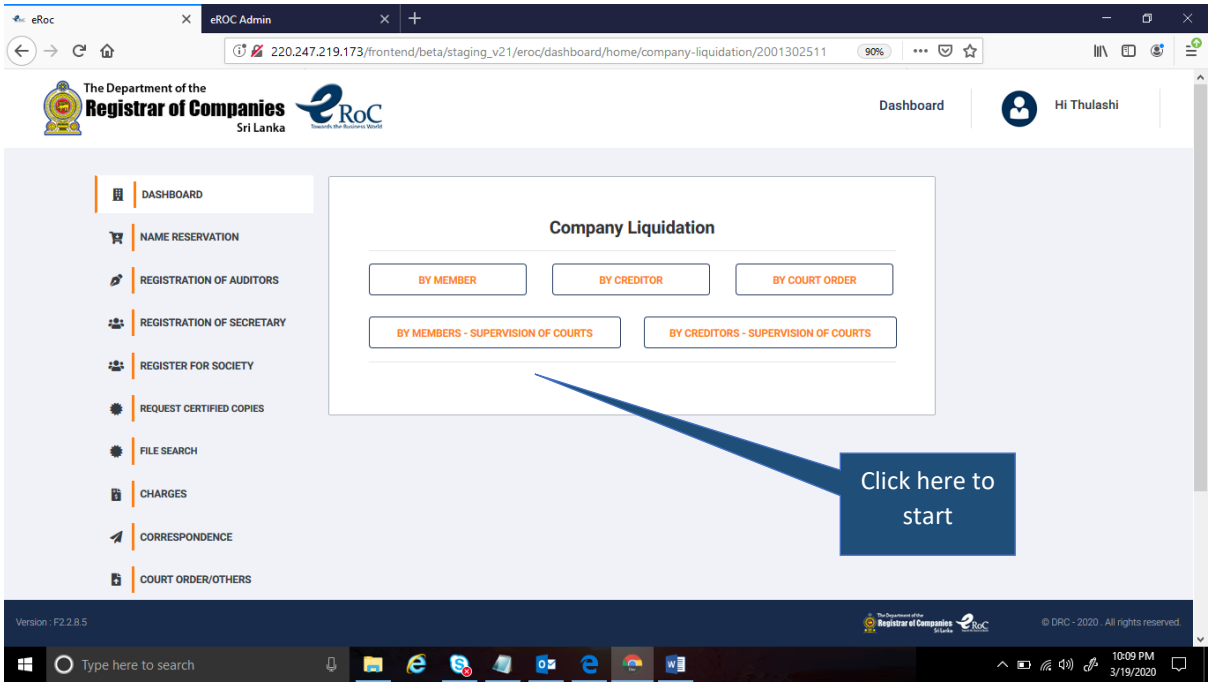


Figure 7.2

The forms and processes relevant to the selected processes will be listed as shown in the figure 7.3.

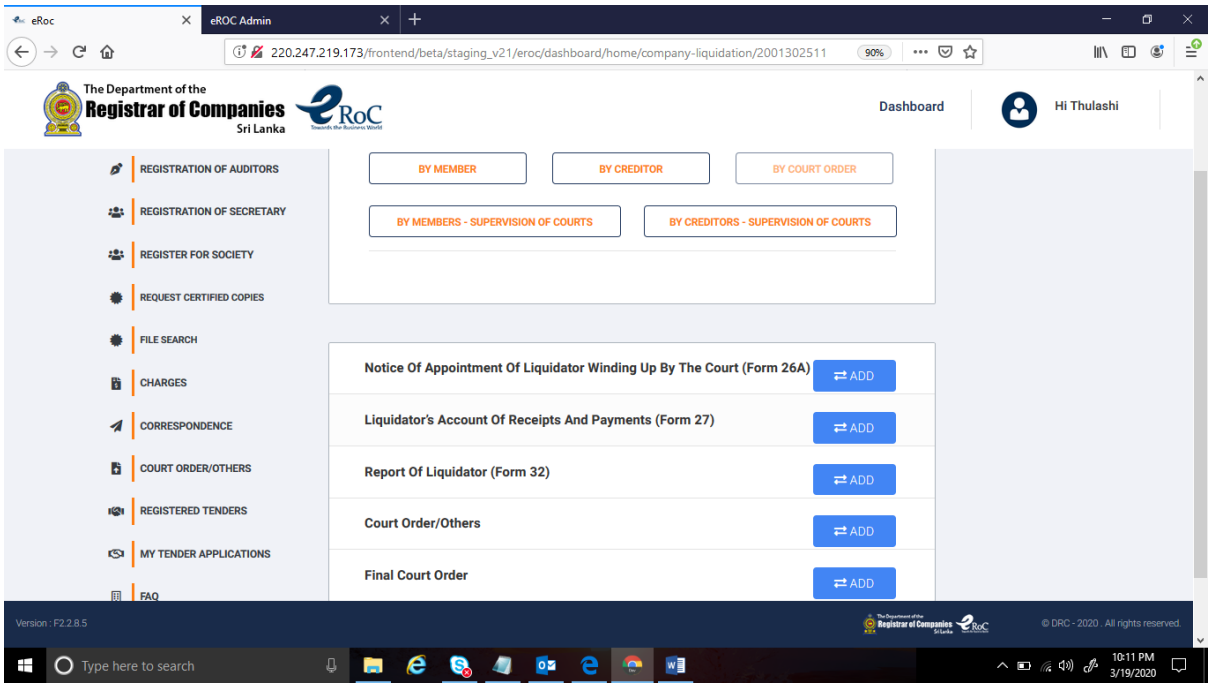


Figure 7.3

User can click on the "Add" button next to the relevant process to initiate them as shown in figure 7.4.

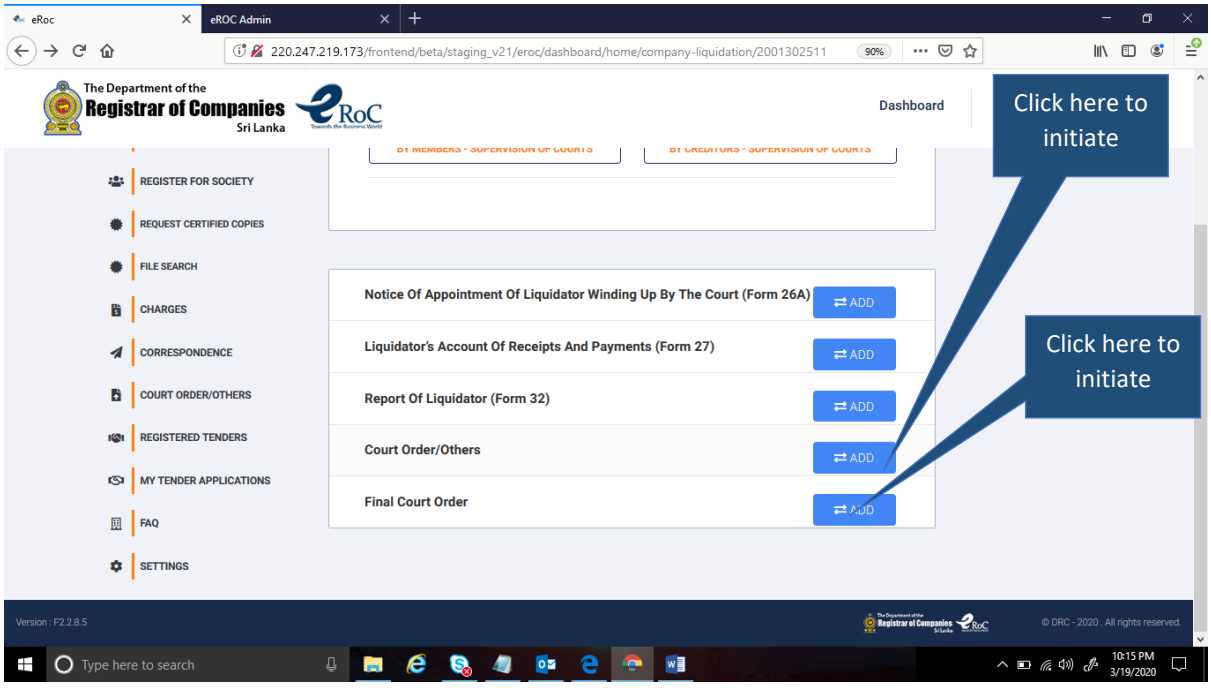


Figure 7.4

Upon clicking the add button, following screen will be shown to the user as depicted in figure 7.5.

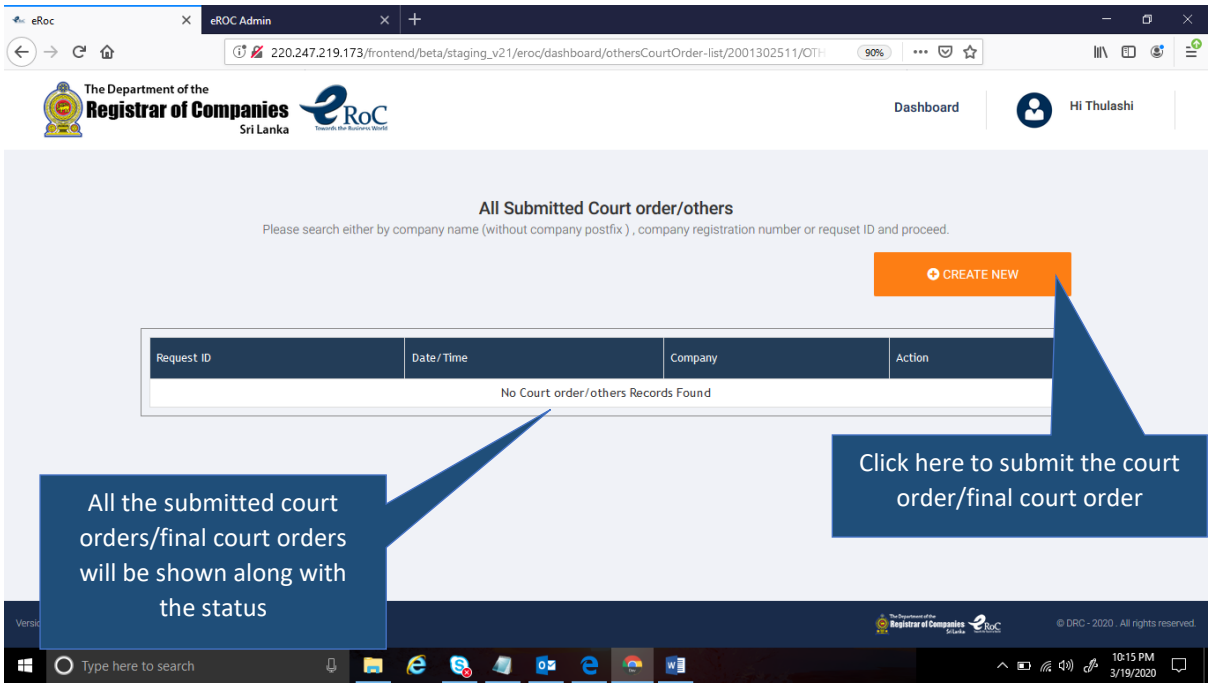


Figure 7.5

Upon clicking the create new button, user will be directed to the screen shown in *figure 7.6*.

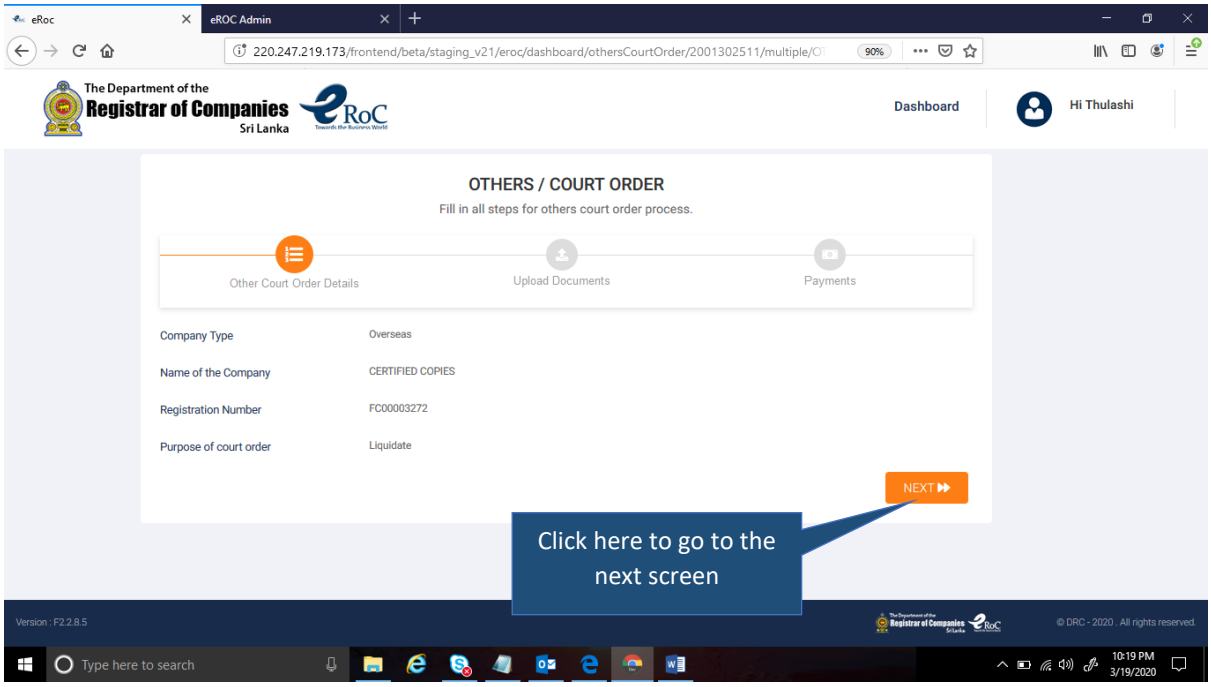


Figure 7.6

Once clicked on the “NEXT” button, user will be directed to the “Upload documents” screen as depicted in figure 7.7**.**

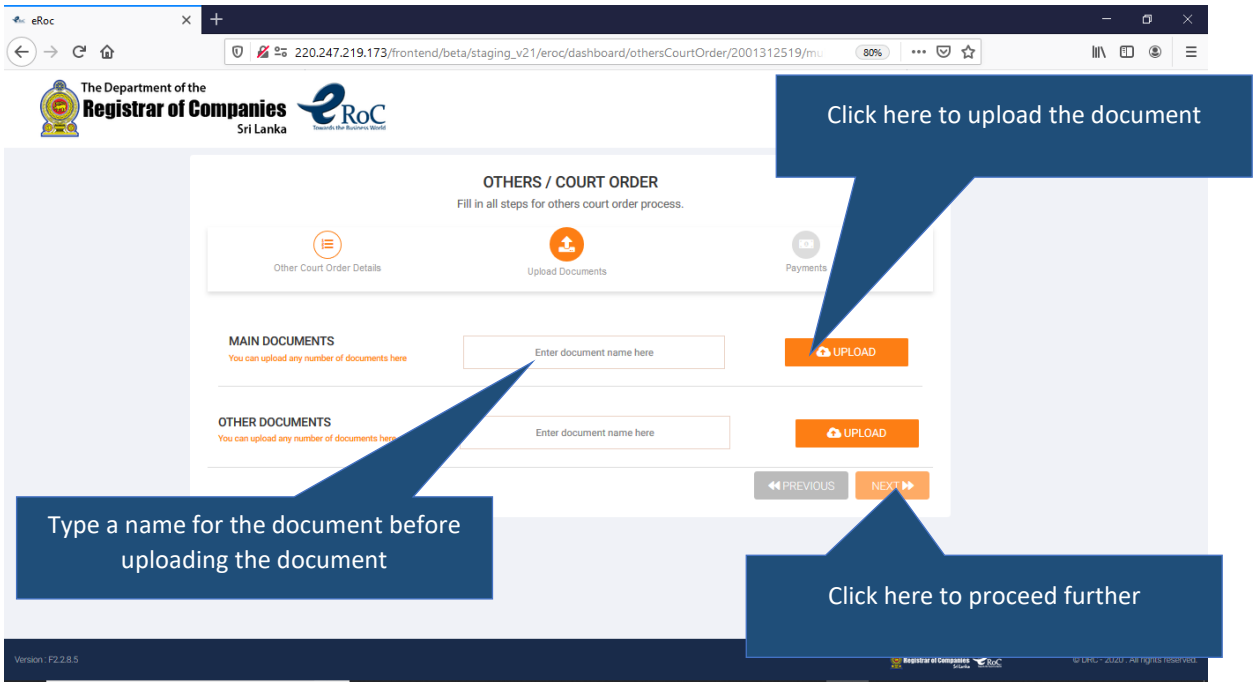


Figure 7.7

User should type a name for the document first and then upload a document. Upon entering a name, user can upload necessary documents to the system. Uploaded documents with the document names will be shown as depicted in figure 7.8.

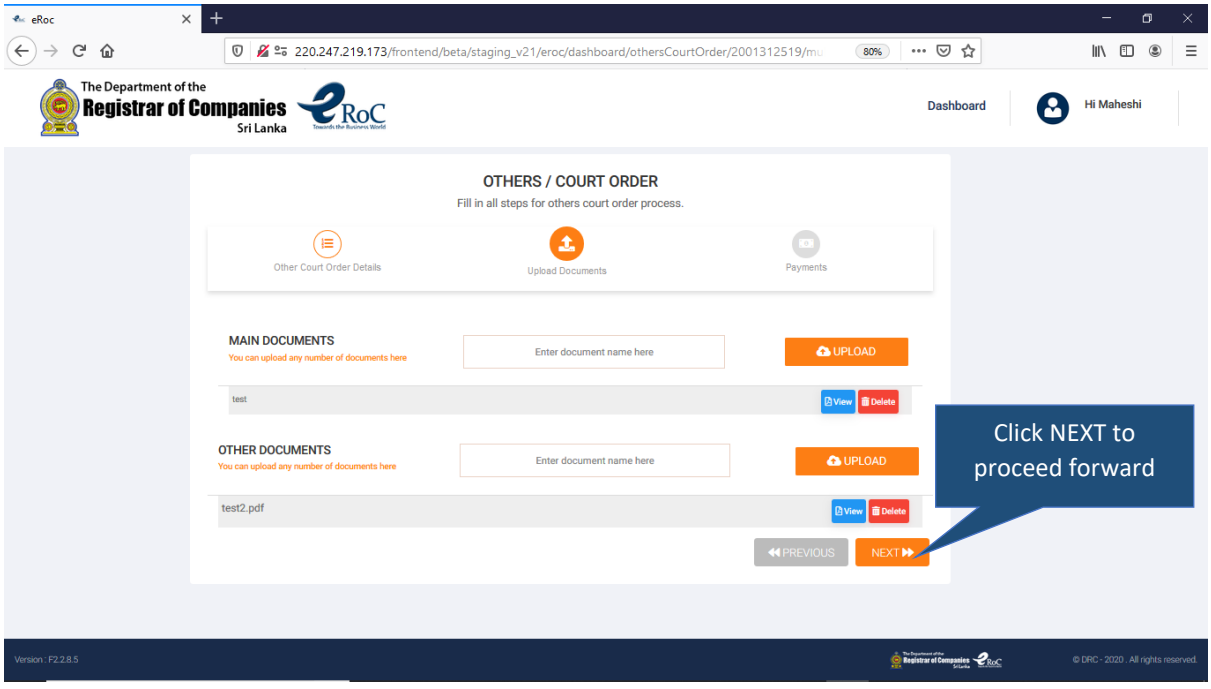


Figure 7.8

Once clicked on the NEXT button to proceed forward, user will be directed to the Payments screen as depicted in figure 7.9. Main documents will be charged.

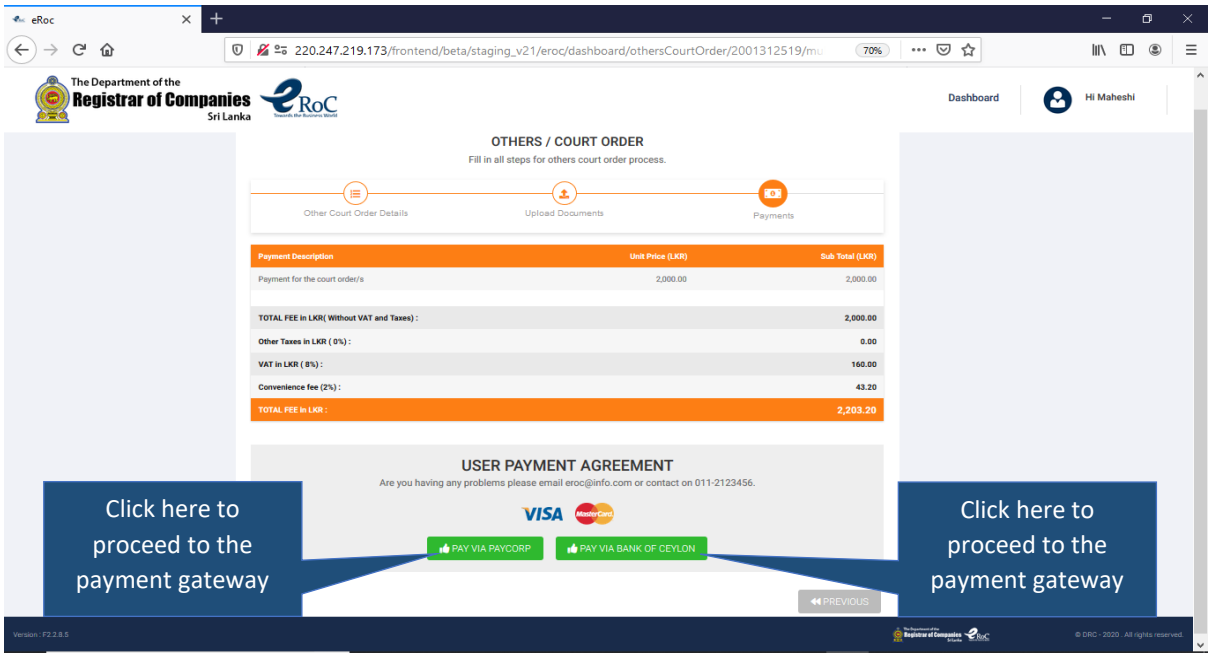


Figure 7.9

When clicked on either one of the “PAY VIA PAYCORP / PAY VIA BANK OF CEYLON” buttons, a prompt message as in figure 7.10 will appear.

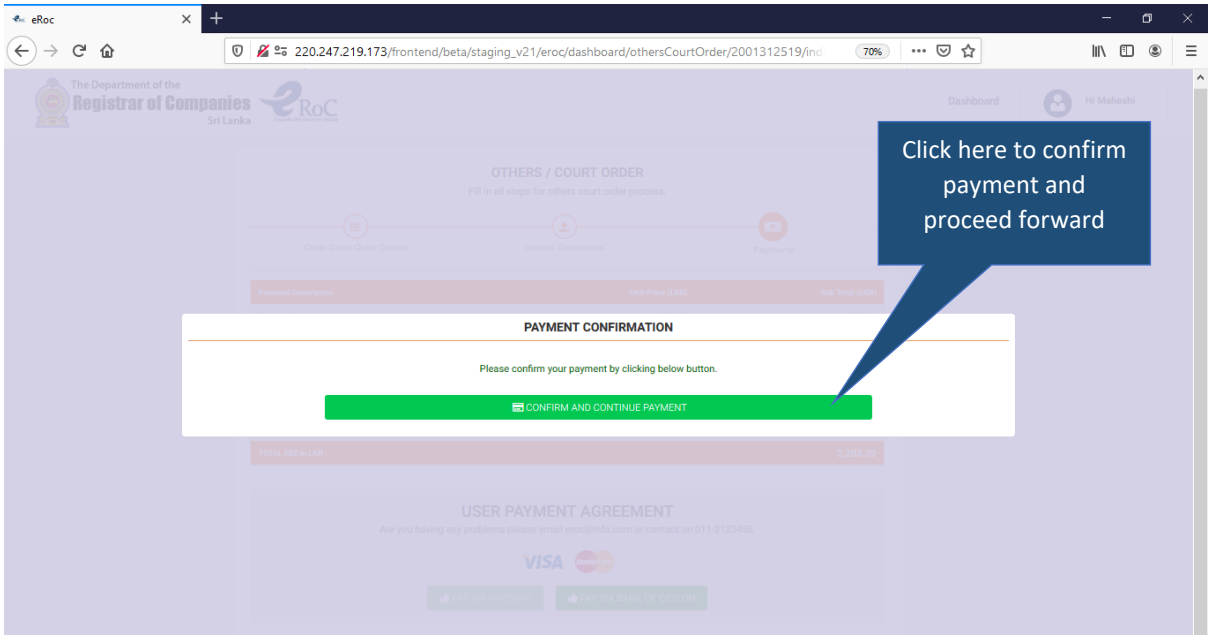


Figure 7.10

Upon responding to that message by clicking “Confirm and Continue payment”, user will be directed to the payment gateway to proceed with the payment process.

Once the user successfully completes the payment process, a success message as depicted in figure 7.11 will appear.

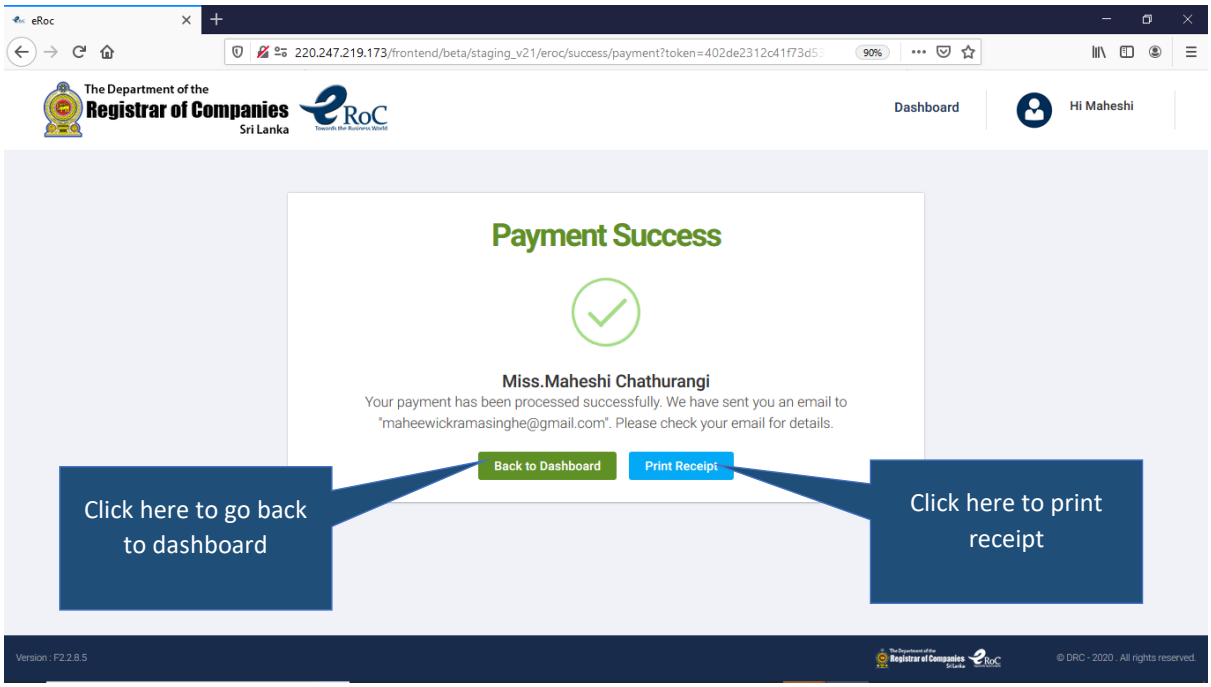


Figure 7.11

When the payment is successfully completed, the request will be sent to ROC for approval.

Final court order process is also same as the above.

b. Path two

User can select “Court Order/ Others” by clicking on the menu item “Court Order/ Others” from the dashboard menu as depicted in Figure 7.12.

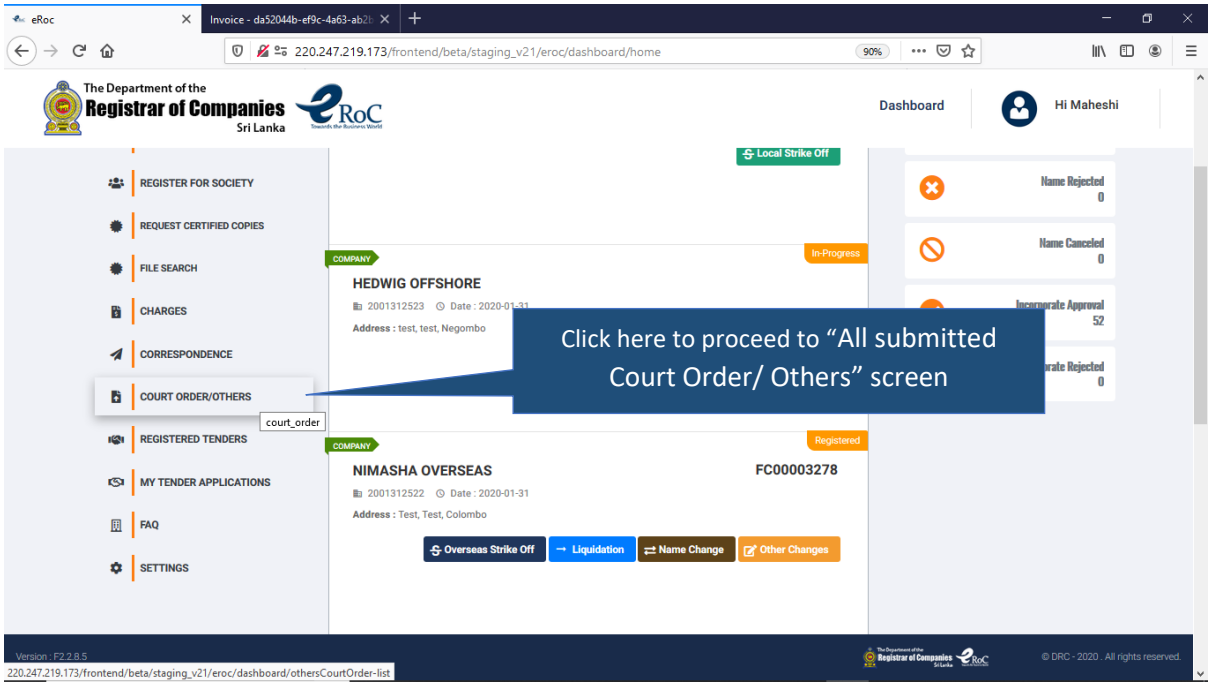


Figure 7.12

System will load the "All submitted Court Order/ Others" screen as depicted below in *figure 7.13* upon clicking on "Court Order/ Others" button from the menu.

System will display all the available "Court order/Others" requests in this screen (*figure 7.13*). Already submitted processing requests will be shown with the status "Request Processing".

User can continue with submitting incomplete requests upon clicking "Continue" button. User can delete the requests by clicking "Delete" button.

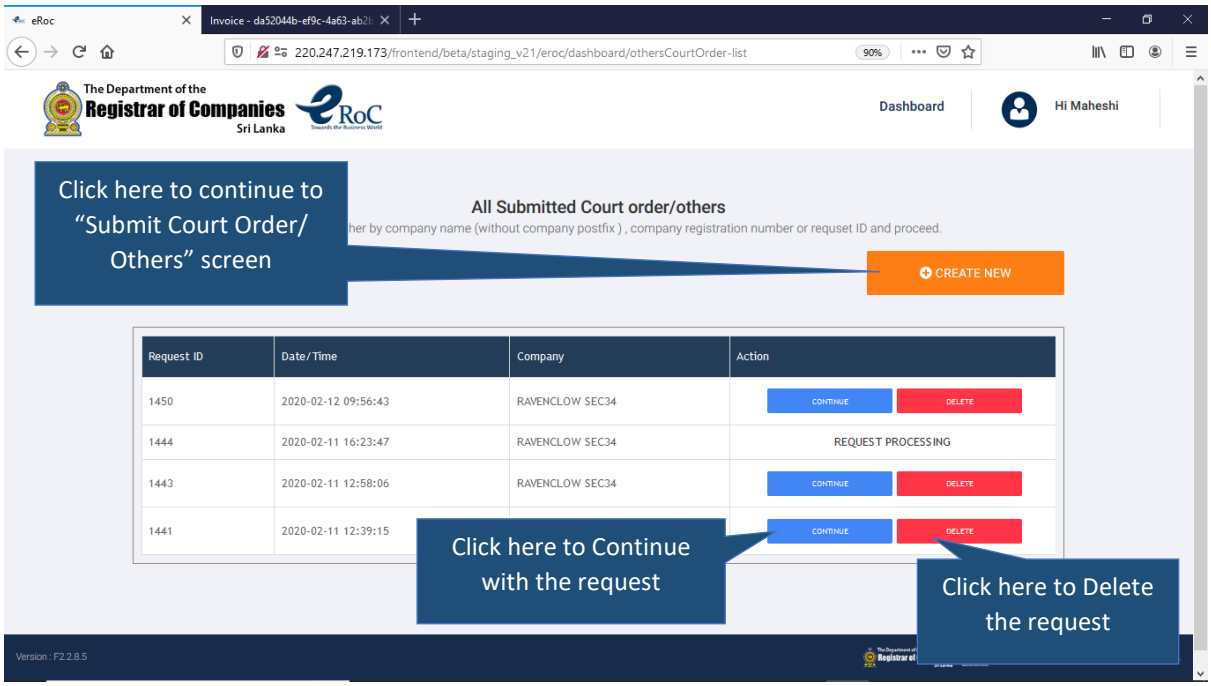


Figure 7.13

User can proceed to "Submit Court Order/ Others" screen as depicted in figure 7.14, upon clicking on "Create New" button from figure 7.13.

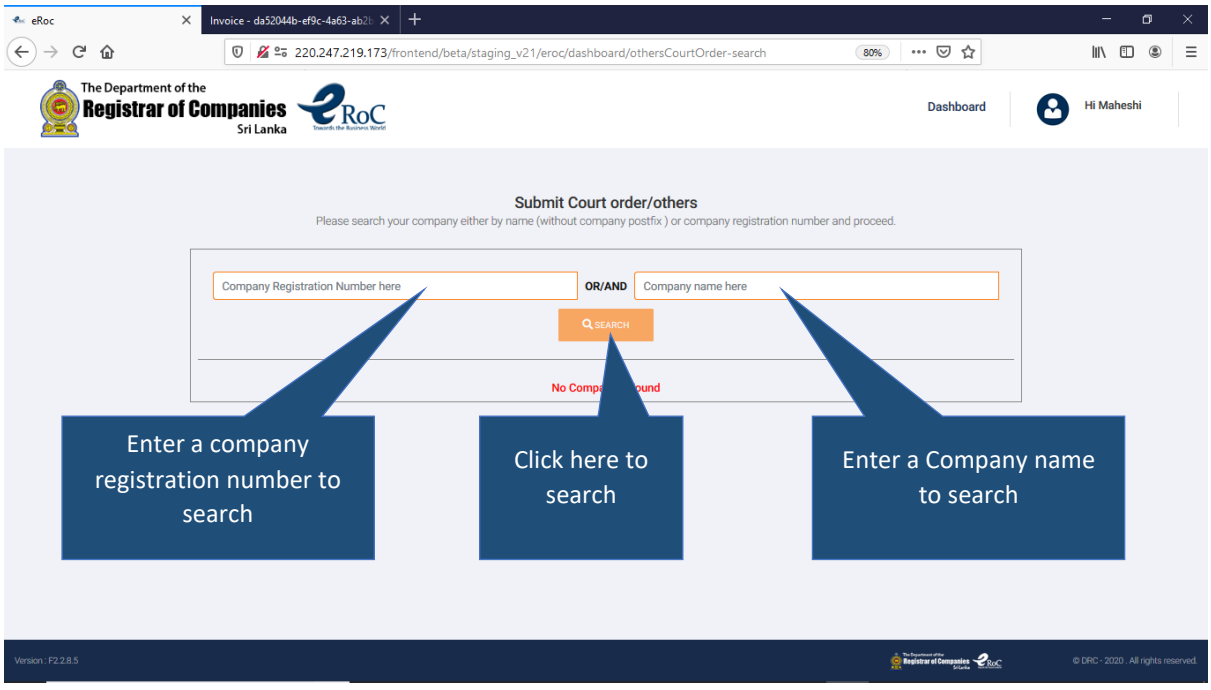


Figure 7.14

Once the user enters a company name or a company registration number to search for, user can click on the "Search" button.

Once the user clicks on "Search", available search results will be displayed as depicted in figure 7.15.

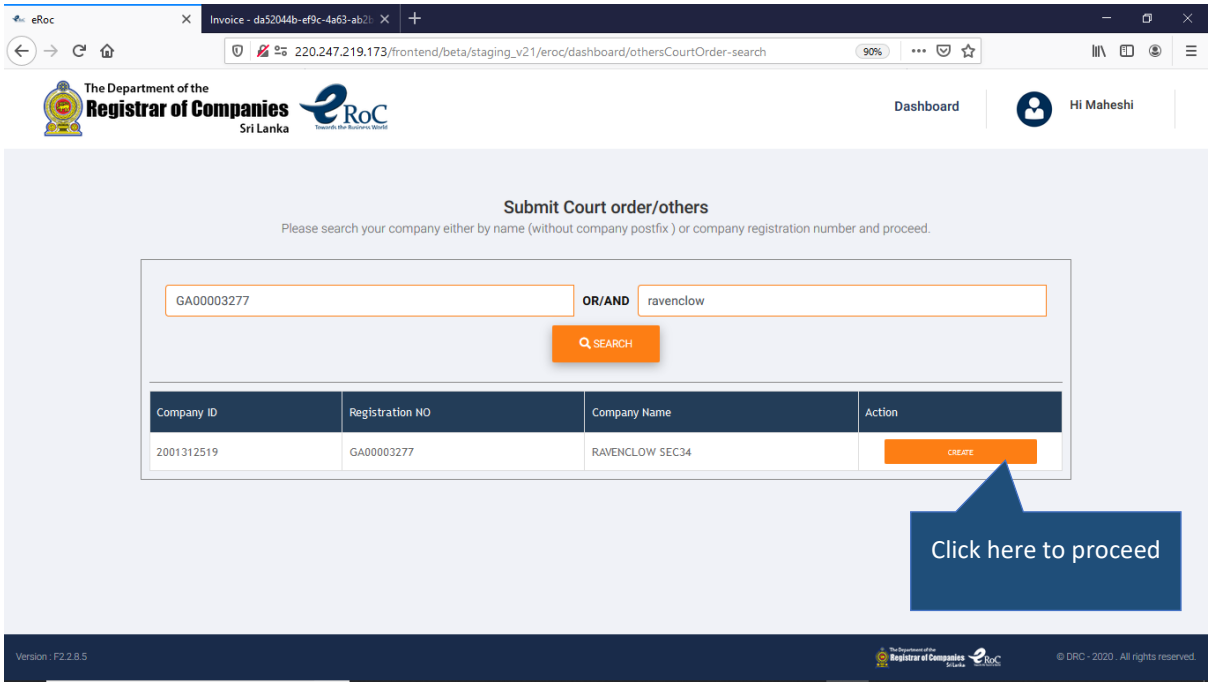


Figure 7.15

Once user clicks on “Create” button from figure 7.15, user will have to follow the same process explained in Path one.

8. Correspondence

Correspondences can be submitted in regards of company strike off, society strike off, auditor delisting and secretary delisting by clicking the correspondence menu as shown in the figure 8.1.

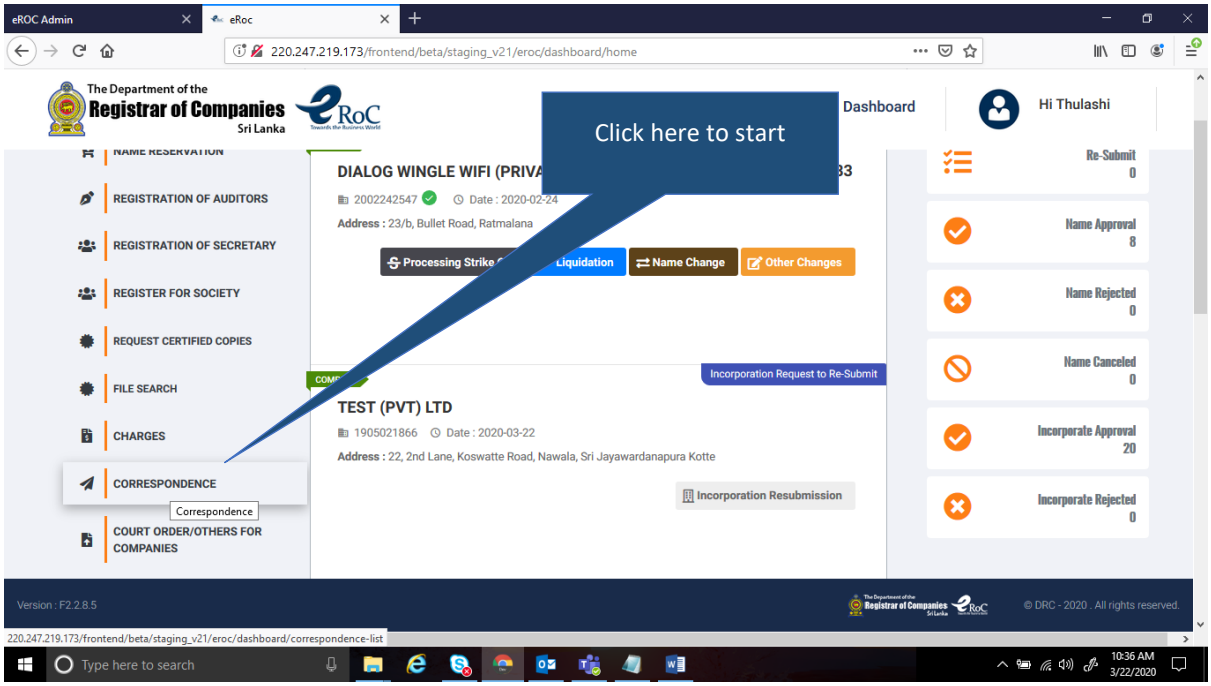


Figure 8.1

All the correspondences submitted by the user will be shown in the table as shown in figure 8.2. The user can search the submitted correspondence from the category of company, society, auditor and secretary or by the relevant incorporation/registration number or by the name of the entity.

Once the relevant details are entered by the user, user can click on the search button to filter the record as per the details provided.

The user can click on the “Create new” button to submit a new correspondence as shown in figure 8.2.

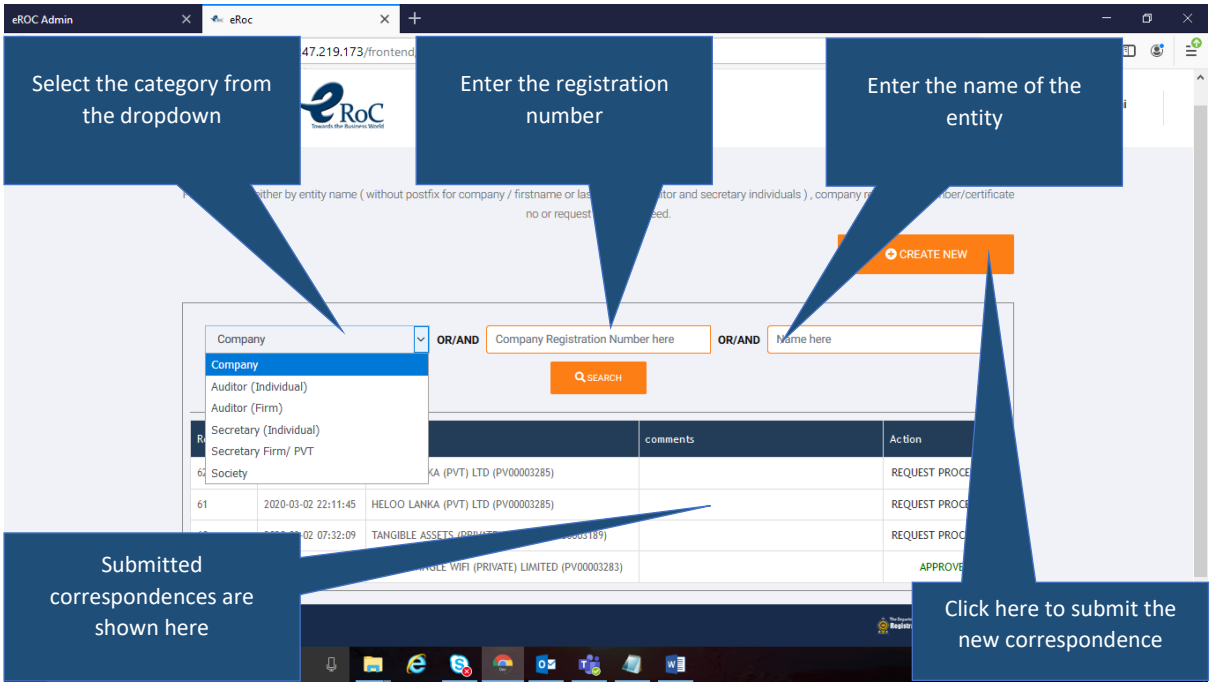


Figure 8.2

User will be directed to the screen shown in figure 1.3 upon clicking the create new button and user can then search the entity based on the category, registration number and name as mentioned above. Once the relevant details are entered by the user, user can click on the search button to filter the record as per the details provided.

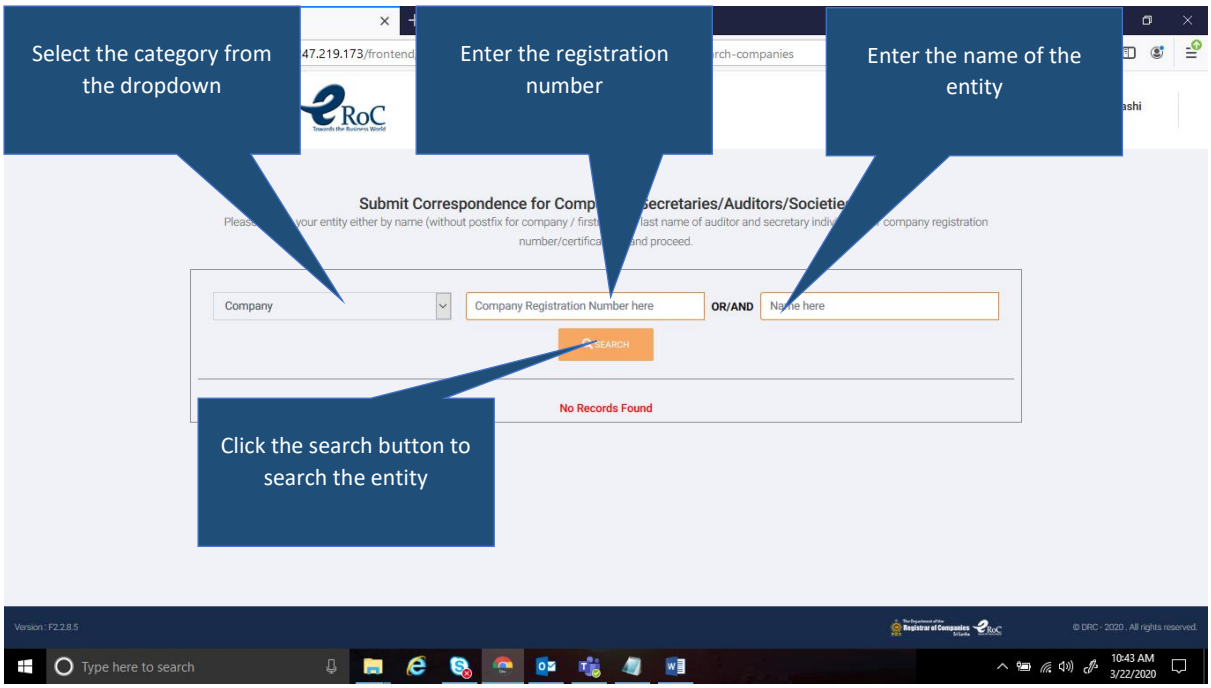


Figure 8.3

Upon clicking the search button, the record with the relevant details will be displayed as shown in figure 8.4. User can click on submit new button to proceed further.

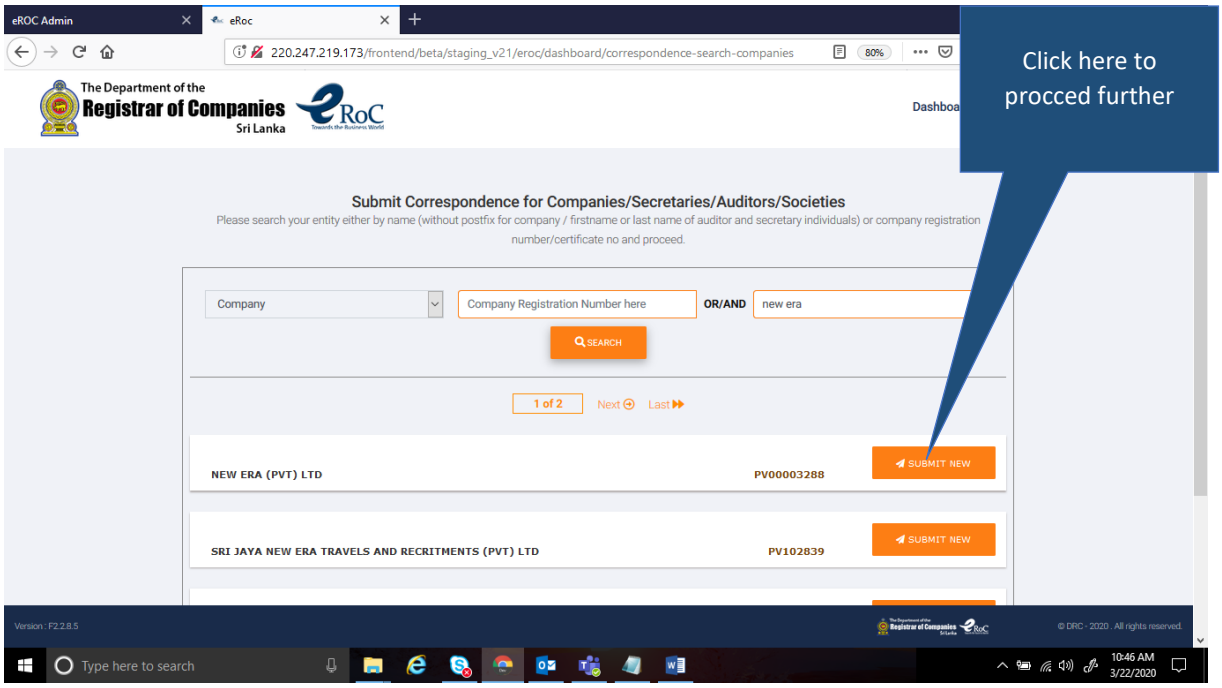


Figure 8.4

Upon clicking on submit new button, user will be directed to the below screen, as shown in figure 8.5 where the user can enter the requested details. The purpose of the correspondence will be listed in the drop down.

The strike off (company, society) /delisting (auditor, secretary) request can be sent to ROC via correspondence module. If an auditor is selected to submit the correspondence then the purpose of correspondence dropdown will have the Delisting of auditors as a reason. Based on the entity selected the purpose for the correspondence provided in the dropdown will change.

If the option other is selected, user has to enter the purpose as shown in figure 8.6.

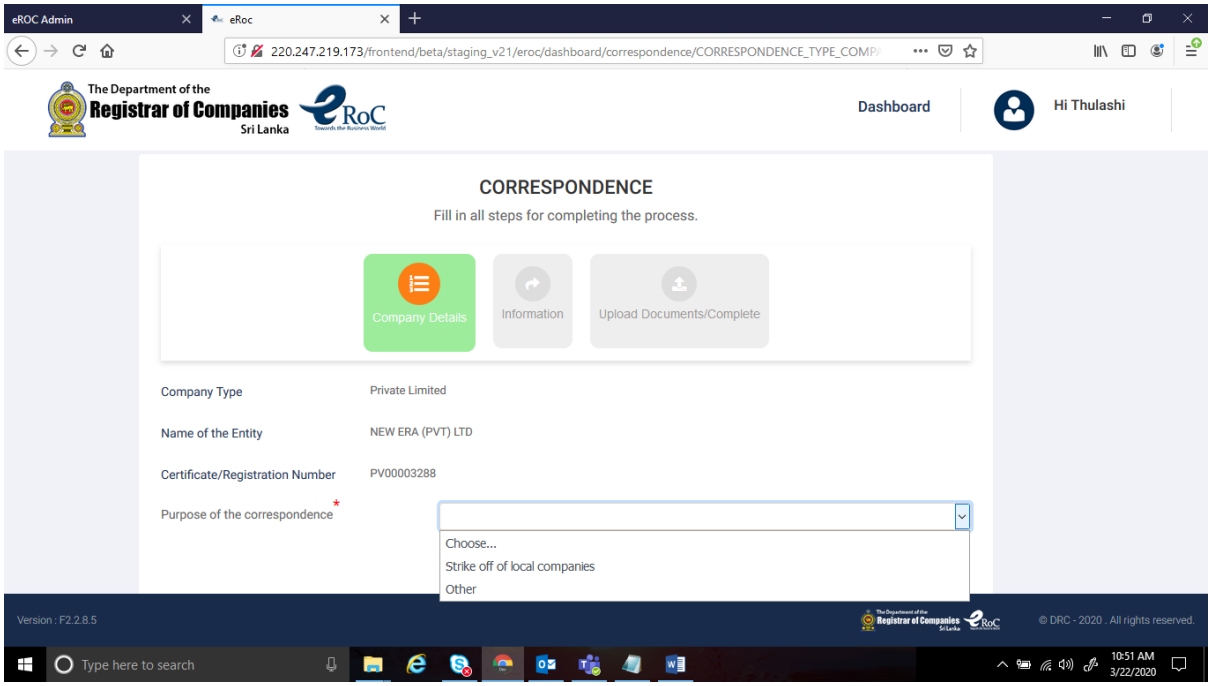


Figure 8.5

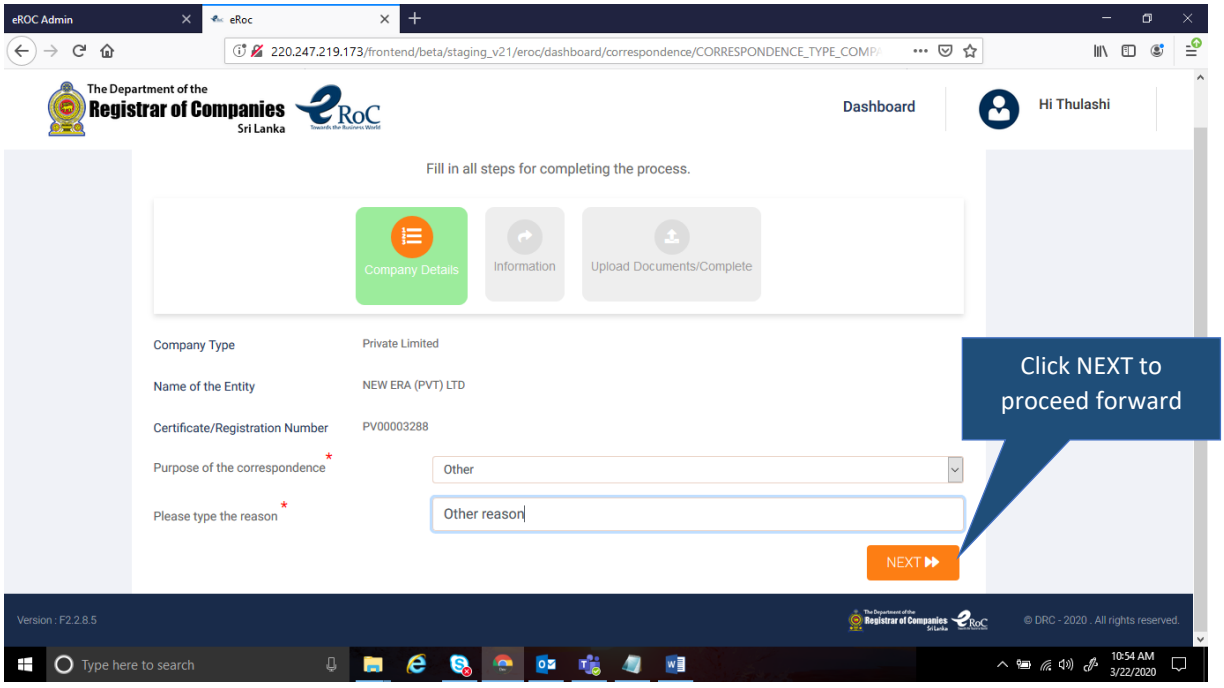


Figure 8.6

The user has to click on the next button as shown in the figure 8.6 to proceed further.

Then the user will be directed to the below screen to fill the details regarding the message as shown in figure 8.7.

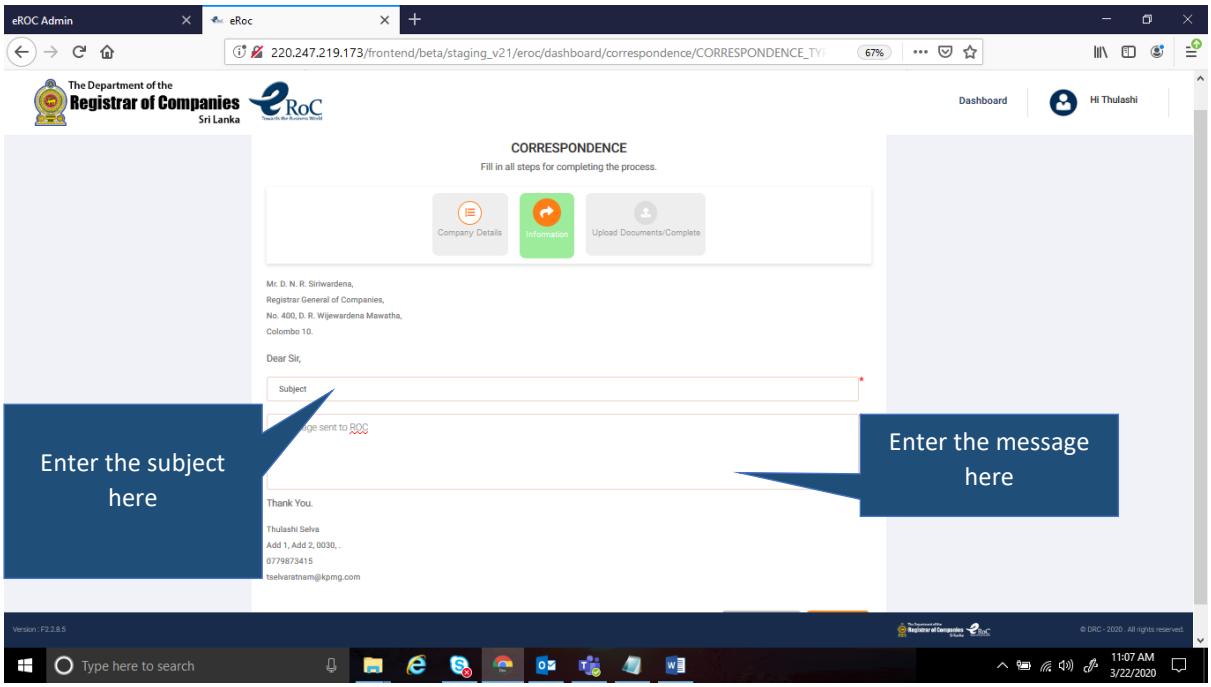


Figure 8.7

User has to click on the next button to proceed further as shown in figure 8.8.

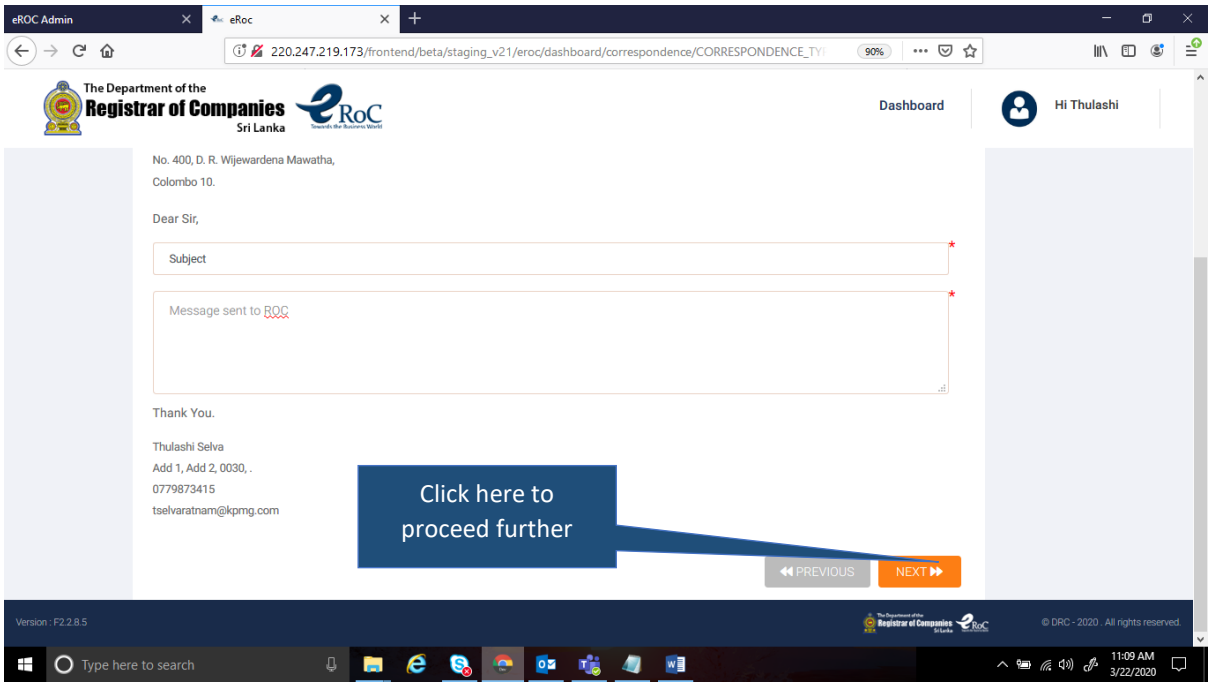


Figure 8.8

User can upload any number of documents with the caption as shown in figure 8.9.

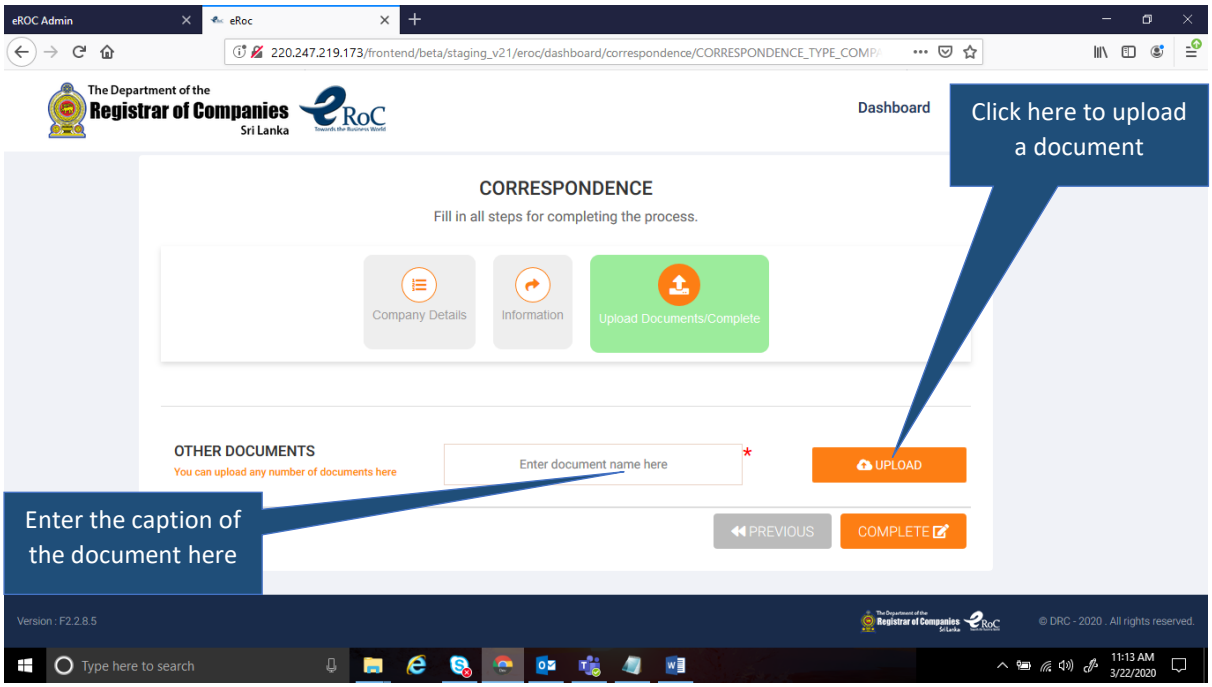


Figure 8.9

User can view and delete the uploaded documents as shown in figure 8.10 and the user can click on the complete button to proceed further.

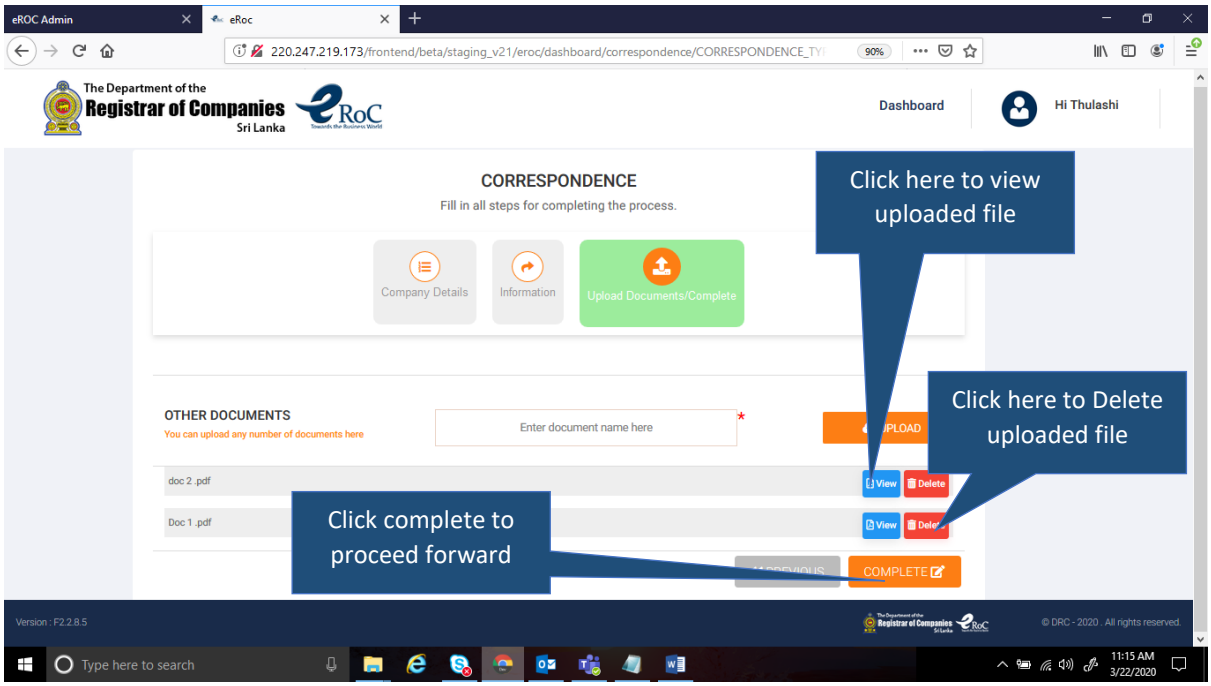


Figure 8.10

Upon clicking the complete button, user will be prompted a successful message as shown in the figure 8.11.

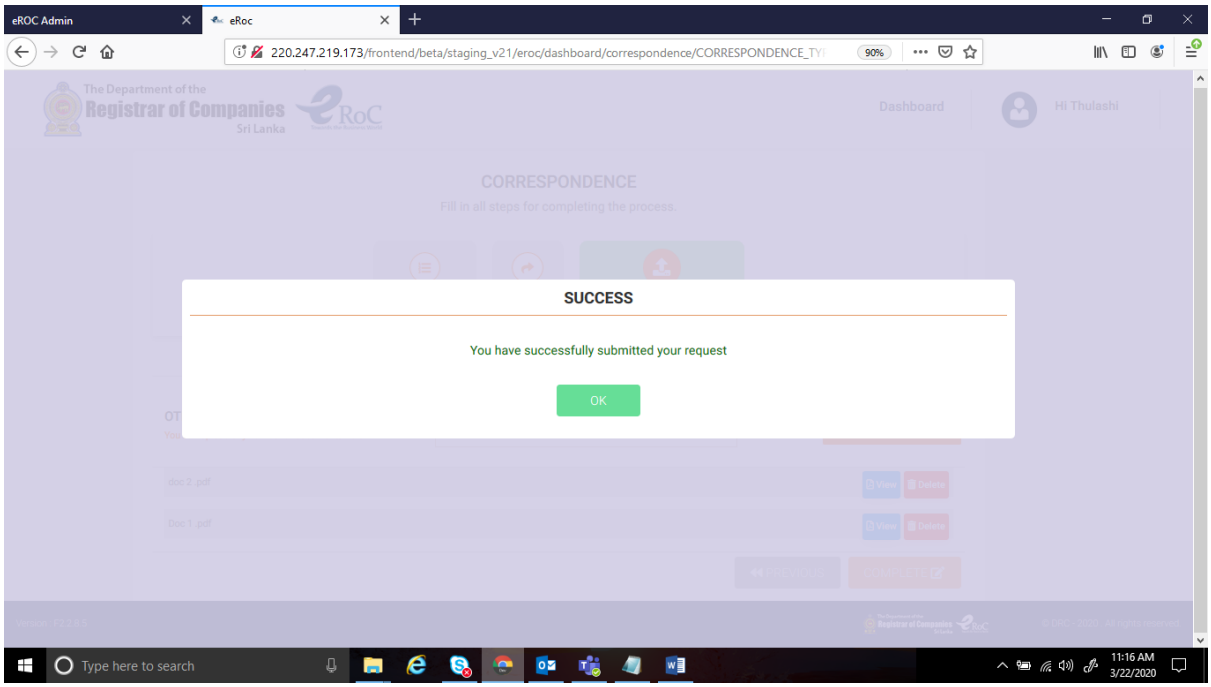


Figure 8.11

Upon clicking the OK button, the user will be directed to the dashboard where the user can view the status of the correspondence application which has been submitted.

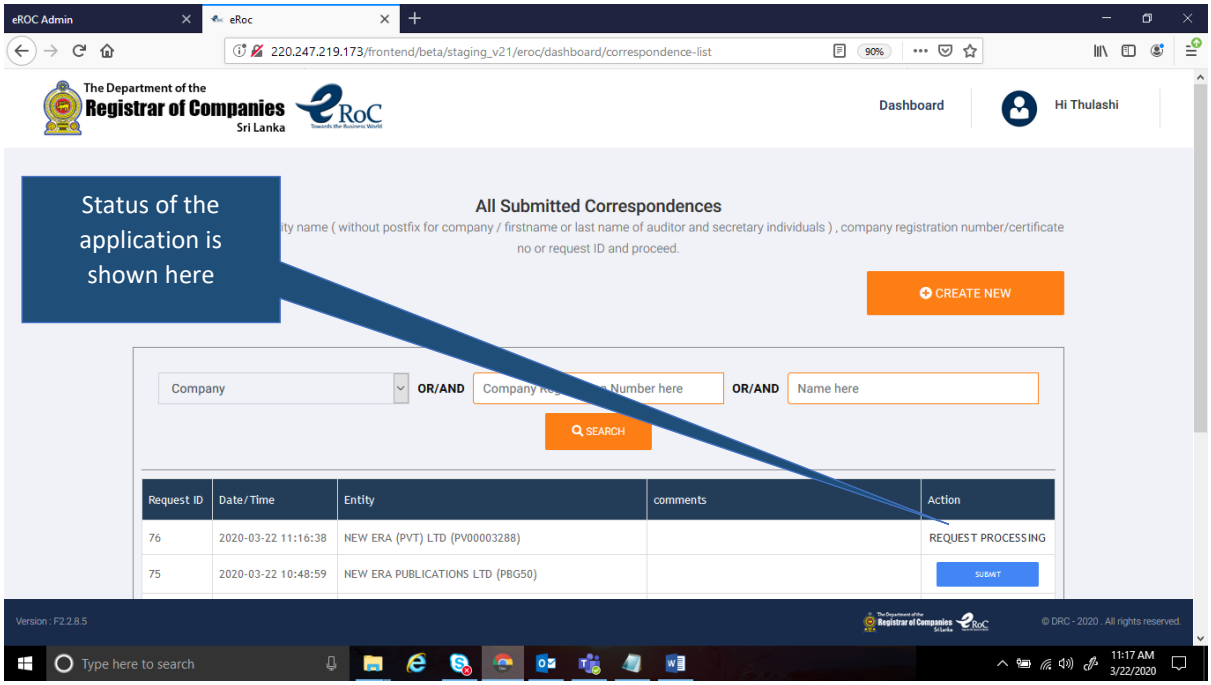


Figure 8.11

9. Re-instating the de-registered entities

Once a company /society is successfully de-registered (Struck off/Liquidated), user can re-instate them by submitting the court order. User has to click the court order /others for companies menu to submit the court order for companies and the court order /others for society menu to submit the court order for society.

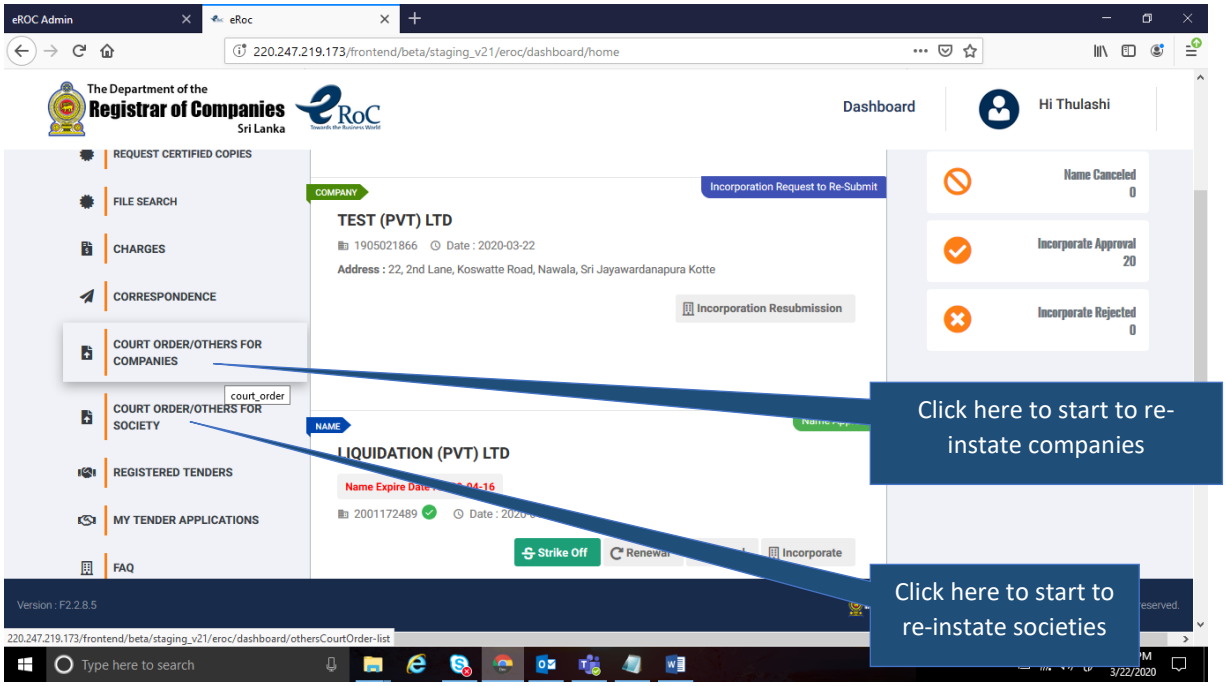


Figure 9.1

Then the user has to follow the steps indicated in the court order process but the user has to select the purpose of the court order as “re-instating” as shown in figure 9.2.

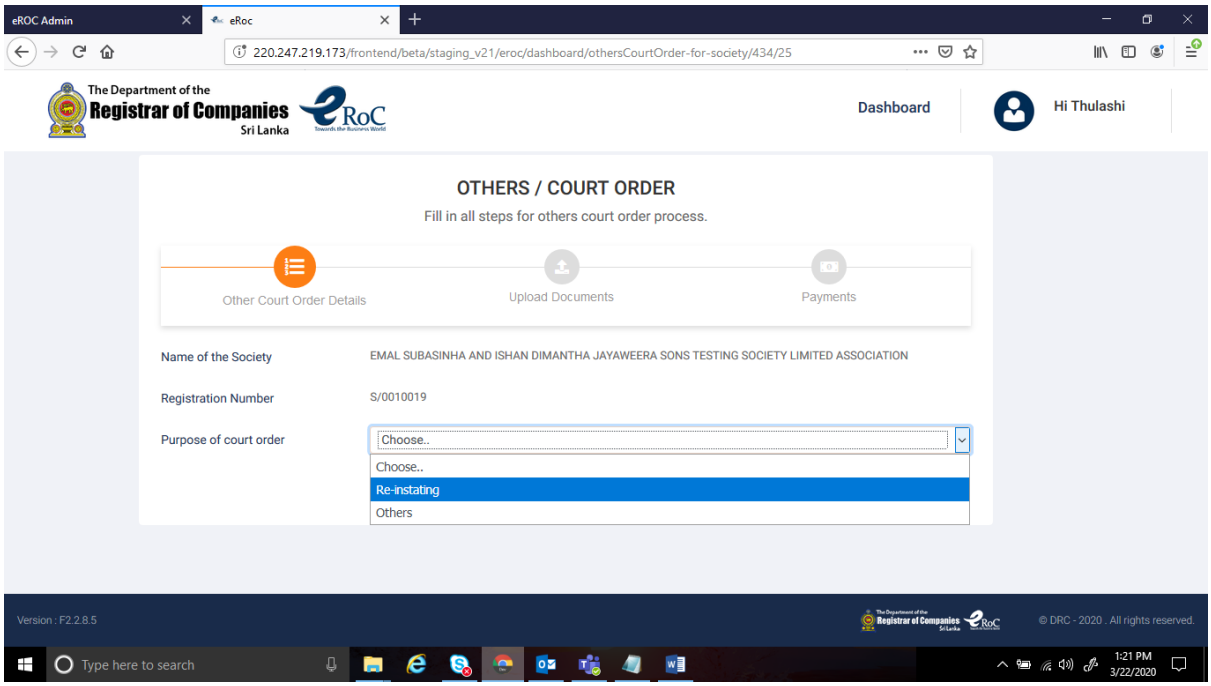


Figure 9.2

Then the user has to follow the same processes illustrated in court order/final court order process to submit the application.

Once the re-instate application is approved by the ROC officers, the status will be shown as depicted in figure 9.3.

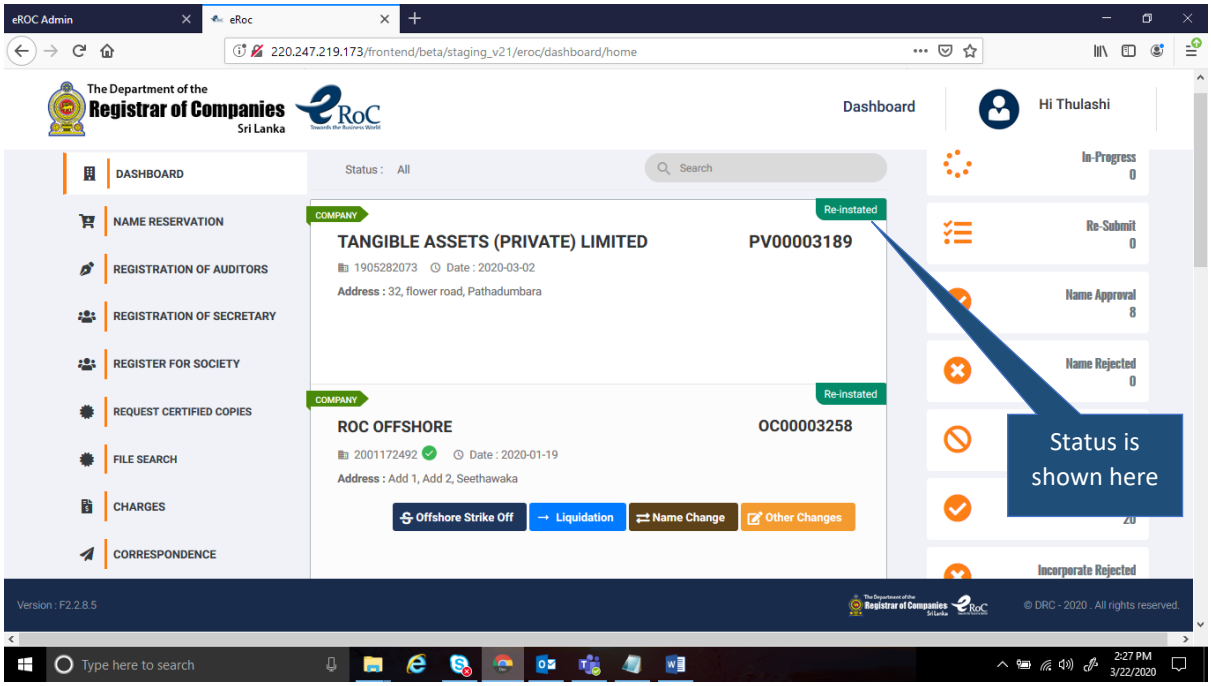


Figure 9.3.

10. Certified Copies for de-registered entities

Once a company is de-registered, user can request for certified copies of the documents. Once the user clicks on “Request Certified Copies” from the menu as depicted in figure 10.1, *user will be navigated to the “Get Certified Copies” screen.*

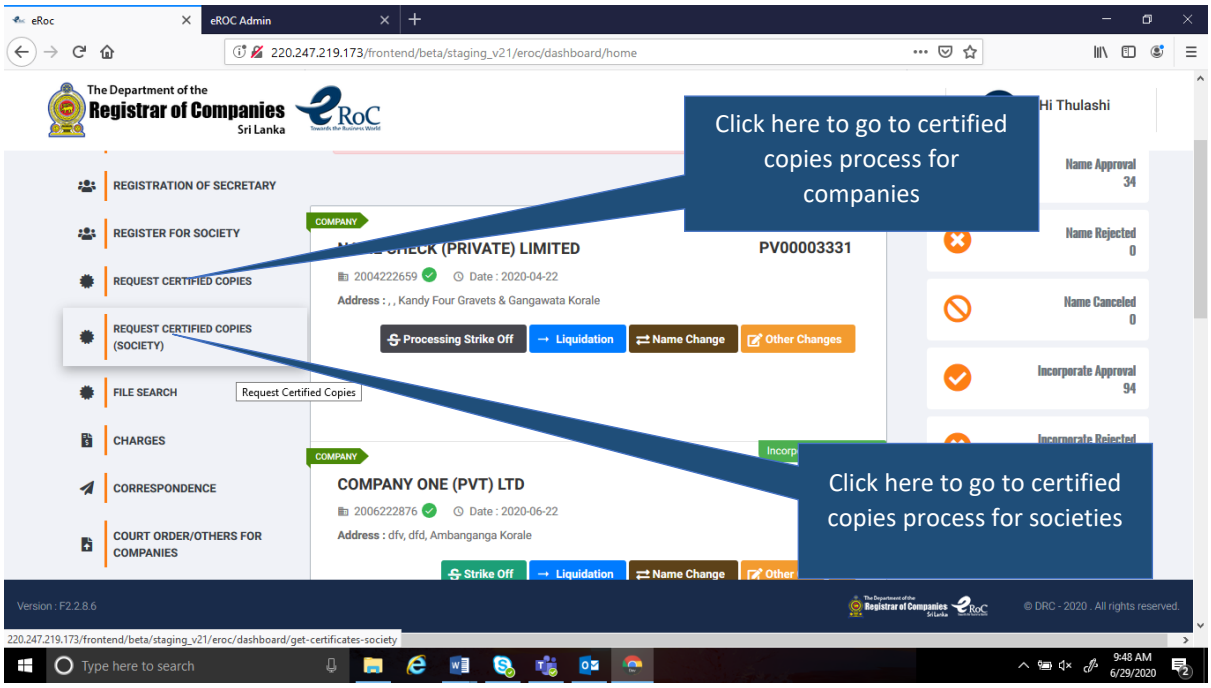


Figure 10.1

Once clicked on “Request Certified Copies”, system will load the “Get Certified Copies” screen as shown in figure 10.2.

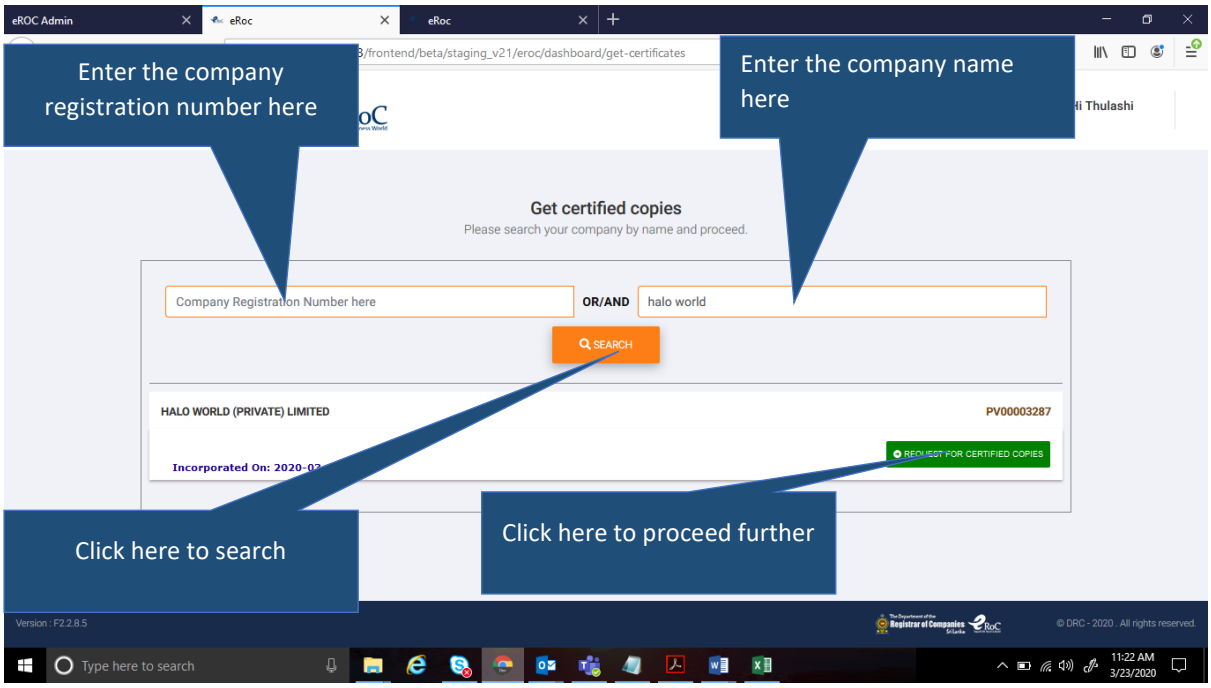


Figure 10.2

User can search the company via company registration number and company name. Upon clicking the search button, the results will be displayed based on the entered information.

Upon clicking the request for certified copies button, user will be directed to the below screen as shown in figure 10.3.

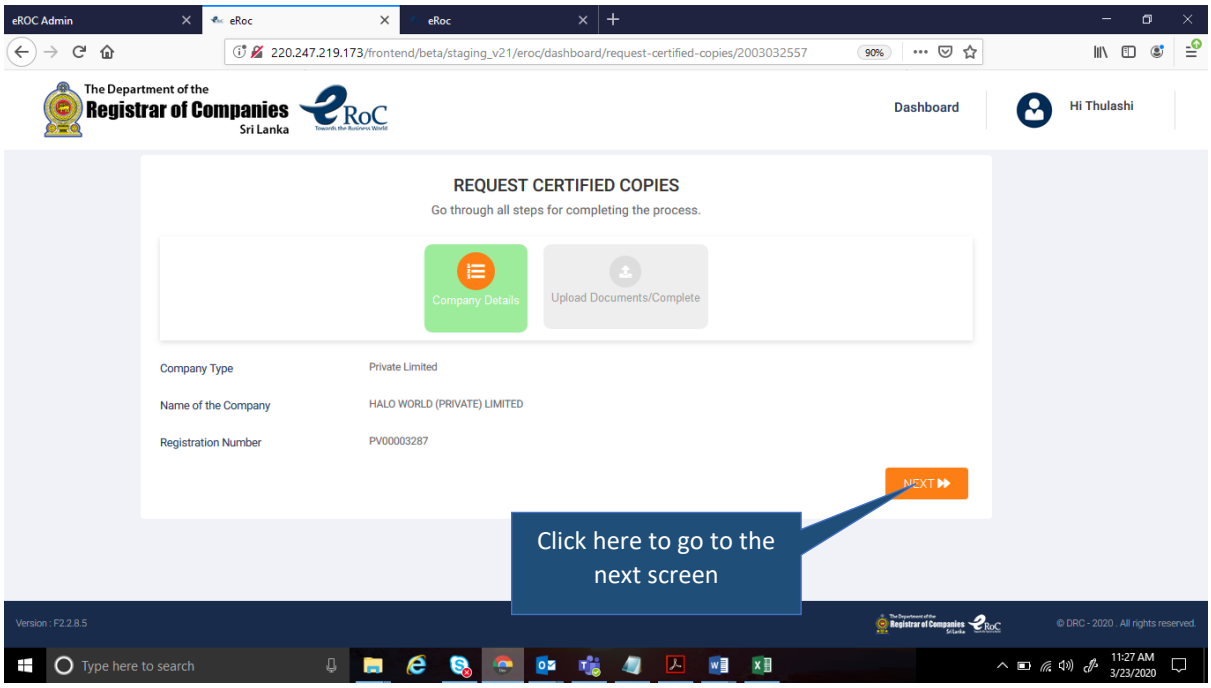


Figure 10.3

Once clicked on the “NEXT” button, user will be directed to the “Upload documents” screen as depicted in figure 10.4.

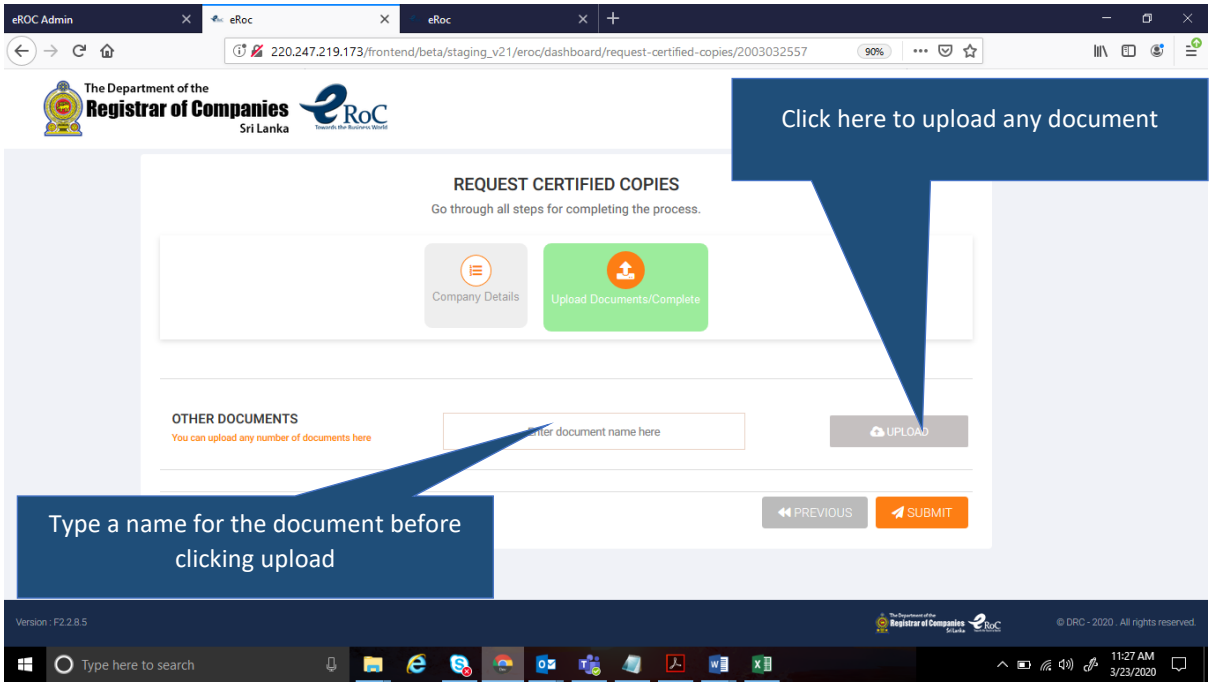


Figure 10.4

User should type a name for the document first, to upload a document. If user does not type a document name first, UPLOAD button will not be active.

Upon entering a name, user can upload necessary documents to the system. Uploaded documents with the name will be shown as depicted in figure 10.5.

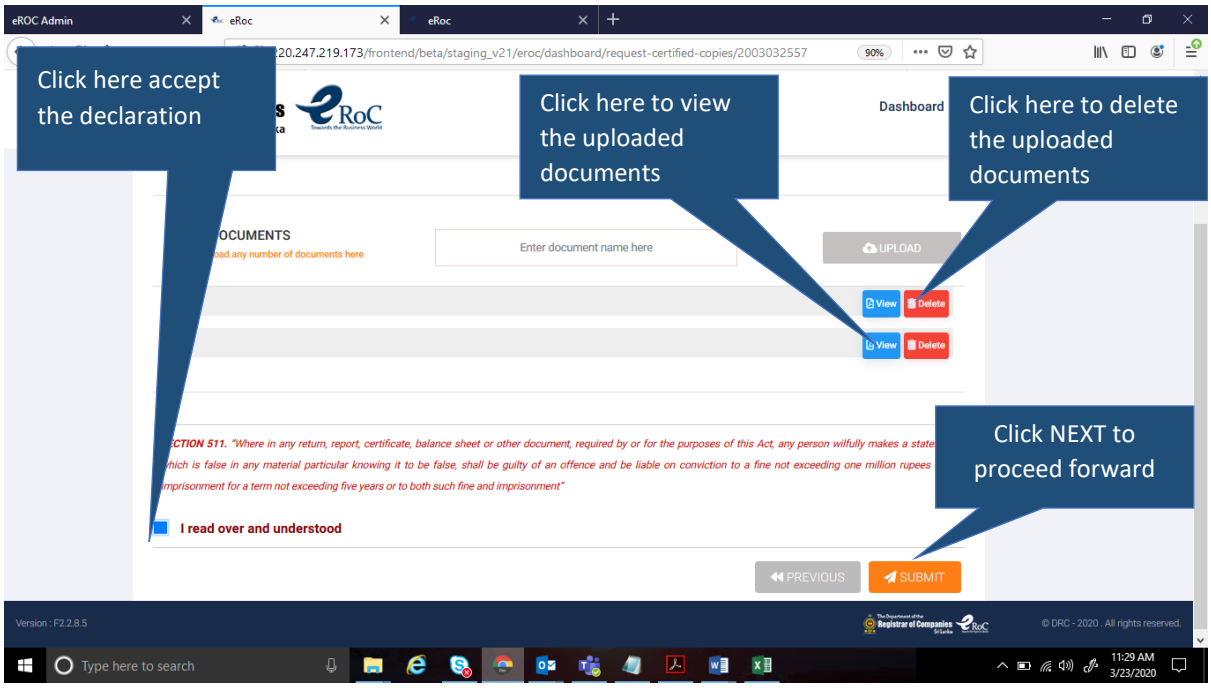


Figure 10.5

Once clicked on the submit button to proceed forward, user will be directed to the screen as depicted in figure 10.6 where the successful submission prompt message will be displayed.

User has to click on the OK button to proceed further to the dashboard.

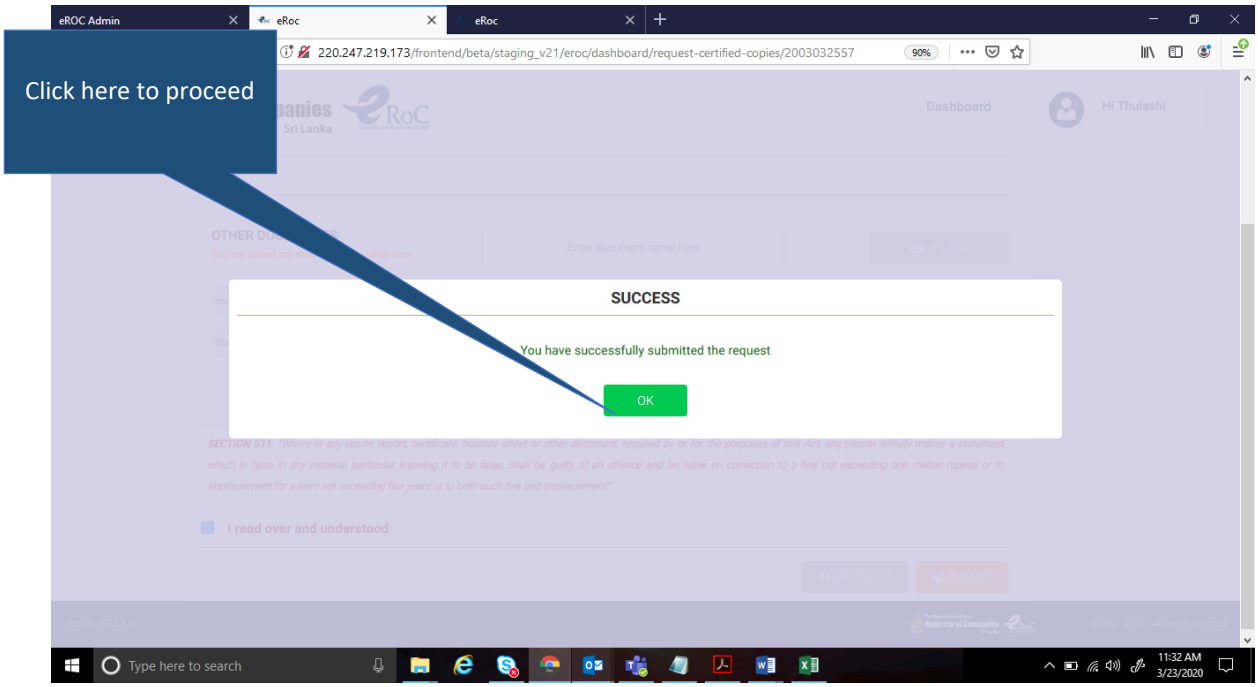


Figure 10.6

The status will be displayed in the dashboard upon searching the specific company by clicking the request for certified copies menu as in figure 10.7.

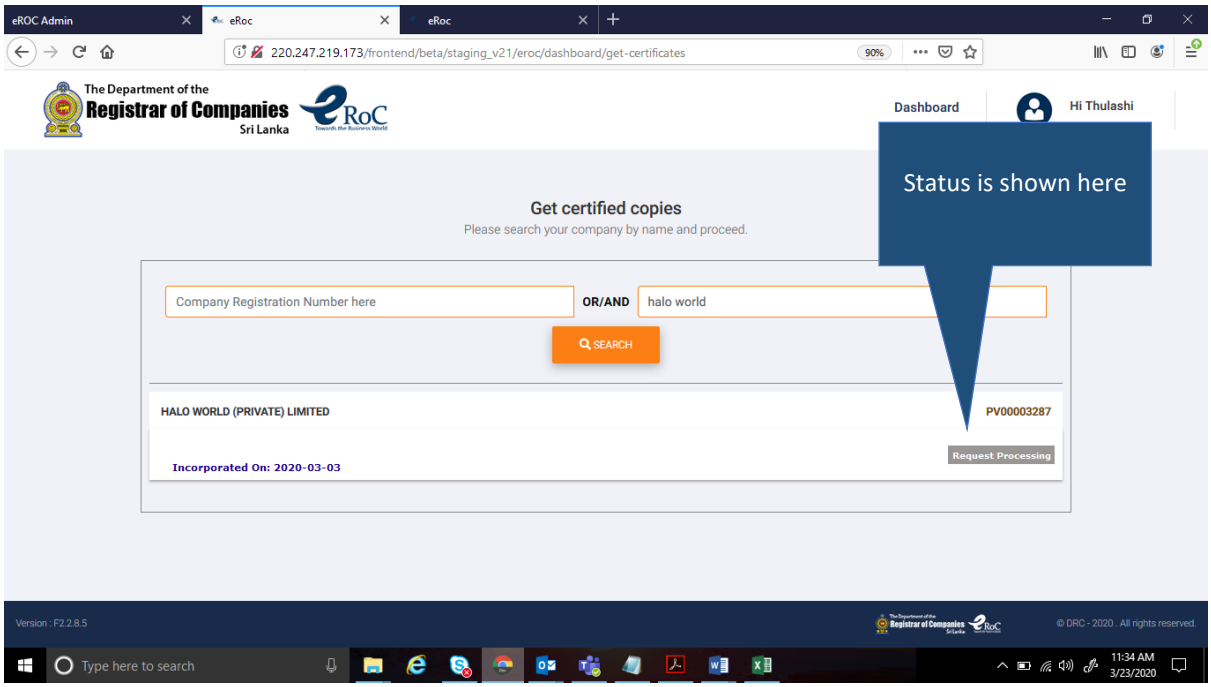


Figure 10.7

Upon the approval of the above request by the ROC officers, the status will change as shown in figure 10.8.

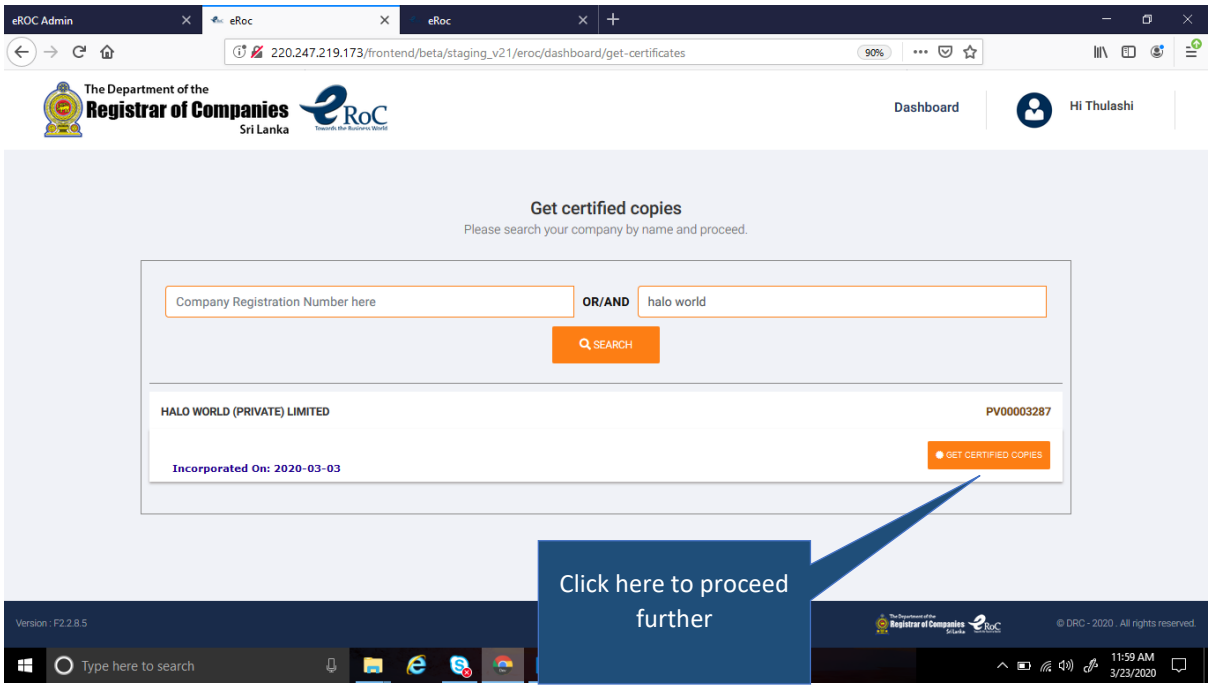


Figure 10.8

Upon clicking the get certified copies, below screen as shown in figures 10.9 & 10.10 will be displayed.

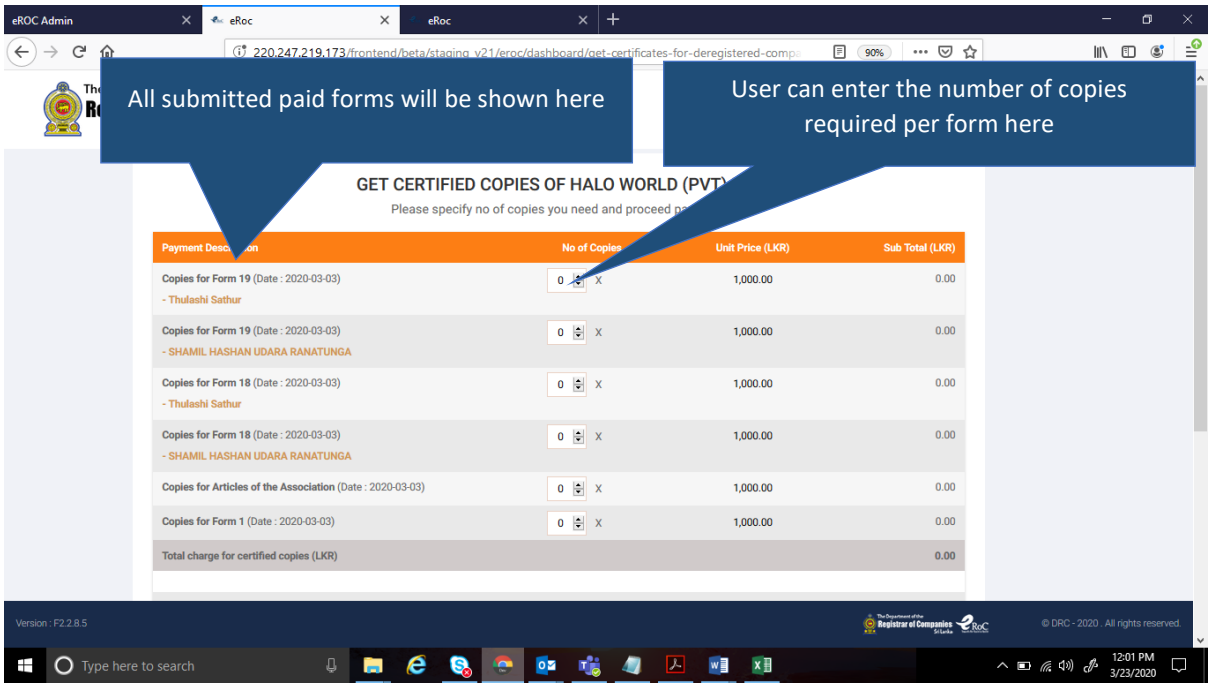


Figure 10.9

User can select the delivery options as shown in figure 10.10.

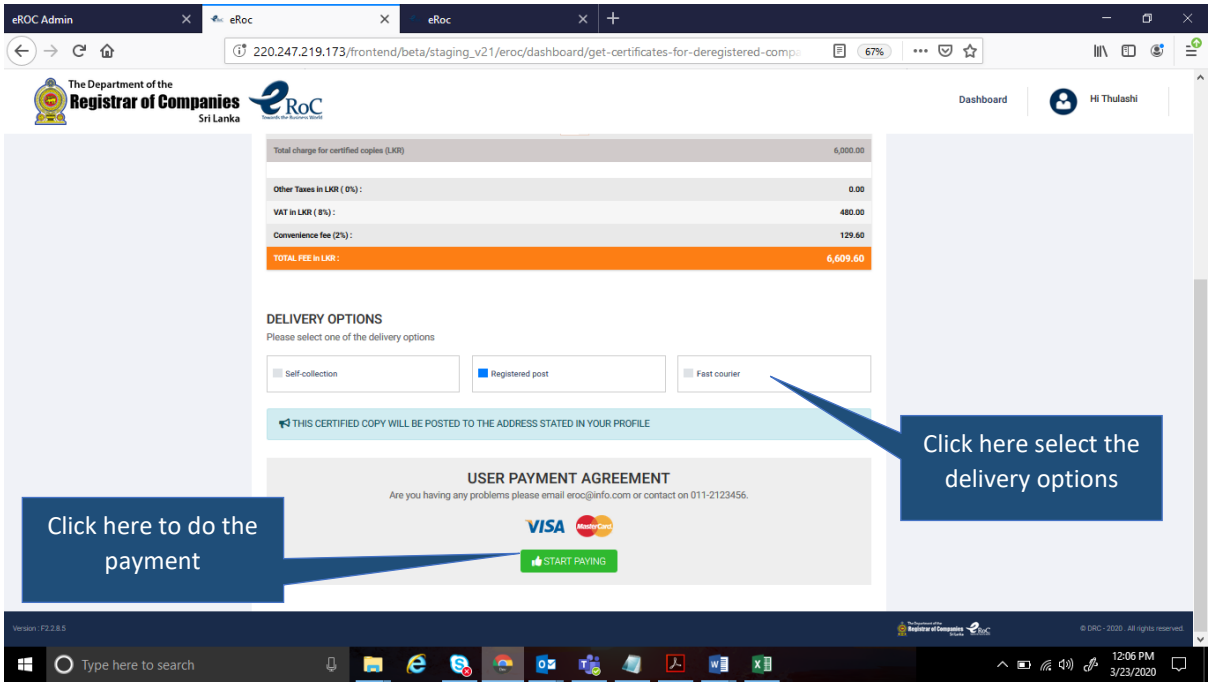


Figure 10.10

User can click on the start paying button and do the payment. Upon the payment made is successful below message will be prompted as shown in figure 10.11.

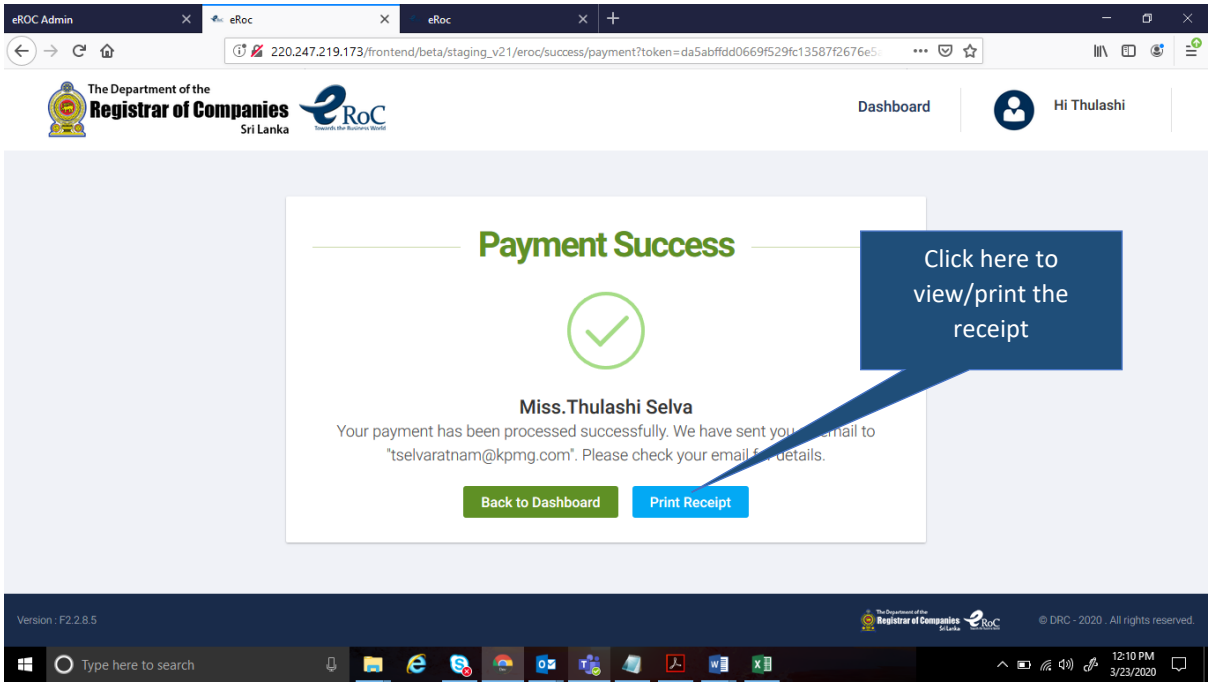


Figure 10.11

Same steps illustrated in obtaining the certified copies for companies can be followed for societies upon clicking the “Request for certified copies (Societies)” in the right hand side menu of the dashboard.