

THINGS TO KNOW ABOUT ONLINE REGISTRY

1. WHEN USING THE ONLINE REGISTRY FACILITY, THE METHOD OF PAYMENT WILL BE VIA CREDIT AND DEBIT CARDS, AMERICAN EXPRESS AND MASTER CARDS.
2. TO DO MANUAL LODGEMENT, PAY FEES AT THE BANK USING IPA CUSTOMIZED DEPOSIT SLIPS. IPA HAS ACCOUNTS AT THE BANK SOUTH PACIFIC, ANZ AND WESTPAC.
3. CLIENTS CAN OPEN PREPAID ACCOUNTS WITH THE IPA. PREPAID ACCOUNTS WILL ENABLE CLIENTS TO USE THE SYSTEM AND HAVE PAYMENTS DEDUCTED FROM THEIR PREPAID ACCOUNT.
4. YOU NEED TO HAVE AN EXISTING EMAIL ADDRESS FOR CORRESPONDENCES FROM IPA.
5. ENTITY SEARCHES AND OBTAINING EXTRACTS CAN NOW BE DONE ONLINE FREE OF CHARGE. YOU DO NOT NEED TO HAVE A USER ACCOUNT TO DO SEARCHES AND OBTAIN EXTRACTS.
6. YOUR COMPANY'S DATABASE WILL NOT BE ACCESSIBLE TO THE PUBLIC FOR EDITING. ONLY THE PERSON DULY AUTHORISED BY THE BUSINESS ENTITY OR THE REGISTRAR WILL HAVE RIGHTS TO SUBMIT FILINGS AGAINST THE BUSINESS ENTITY'S RECORD. CONTACT THE IPA ON THE PROCESSES TO OBTAIN AUTHORITY.



For more information please contact:

INVESTMENT PROMOTION AUTHORITY

First Floor, IPA Haus,
Munidubu Street, Lawes Road, Konedobu
PO Box 5053,
Boroko, NCD

Ph: (675) 308 4454, 308 4435, 308 4420
or 308 4405.

Website: www.ipa.gov.pg

Email: online@ipa.gov.pg



FLOW CHART OF ONLINE REGISTRY SYSTEM

**TIRED OF STANDING IN LINE...
"GO ONLINE"**



HOW TO REGISTER YOUR ACCOUNT WITH IPA AND DO BUSINESS ONLINE

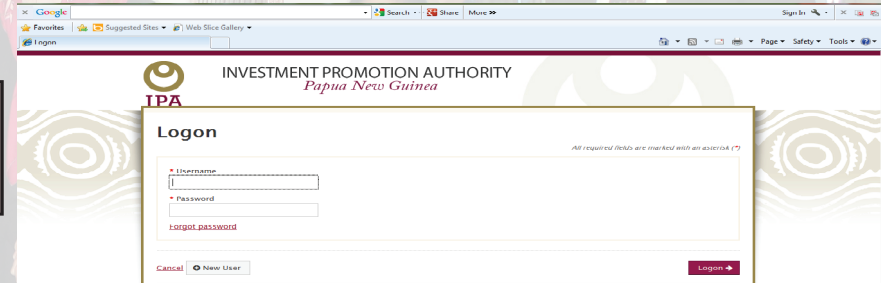
1

GO TO IPA WEBSITE - <http://www.ipa.gov.pg>



2

CLICK ON DO IT ON LINE OR LOGON



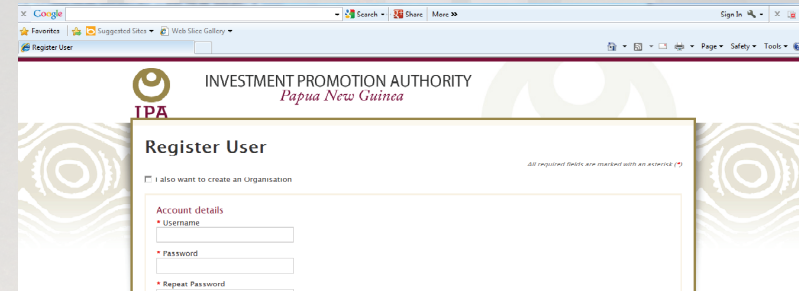
3

CLICK ON REGISTER AN ACCOUNT

TO REGISTER AS AN INDIVIDUAL
ENTER USER NAME, PASSWORD
AND
CLICK NEW USER

TO REGISTER AS AN ORGANISATION
TICK THE BOX

I also want to create an organisation



Simply fill out the information requested on the web form provided to set up your registry account. You will then receive an email confirming your registration.