



Office of the Registrar of Companies

PUBLIC NOTICE

The *Office of the Registrar of Companies* is pleased to announce the commencement of a new online registry system starting December 1, 2022. The new system will replace the current system which facilitates registration of companies, business names, associations, business groups and foreign enterprise certifications. The new system will allow for ALL registry services to be performed online. It also offers enhanced mobile phone functionality, making it easy to conduct all registry business via an online method. IPA truly believes this new system will be far more user friendly and represents a significant step forward for our PNG business community. IPA is aware of the challenges that Covid-19 presented to the business community and the risks involved in standing in a long queue in a small office to submit paper filings, thus this move to improve the online registry system is timely and appropriate.

The following are key dates and facts around this new system for you to keep in mind when planning your work with IPA:

1. The new system will only accept online filings. However, only the following paper filings will be accepted by the new system:
 - a. new applications to incorporate a company
 - b. new applications to register a business name
 - c. new applications to incorporate a business group
 - d. new applications seeking approval for notice of intent to incorporate an association

Persons filing these documents in paper form will receive instructions on how to use the online system to maintain their businesses. ALL other filings must be done online.

2. Because online filings only will be accepted, anyone seeking to submit filings must visit the IPA website and register a client account. **To register a client account, you must have a valid email account.** There is no charge to register an account. Once you have an account you will be able to submit all filings and pay all fees through the account. If you already have an online account, you do not have to do anything, IPA is migrating your client account information to the new system.
3. To register a client account, follow these steps:
 - a. Click on 'Logon'
 - b. Click on 'New User'. This will take you to the 'Register User' page

- c. At 'Register User', complete the one-page data form.
 - d. Click 'Create' at the bottom right side of the page to complete the account registration process
4. Once you have registered an account you will need to obtain authority to submit filings for your business entity. To request authority, login into the system and do a search for the business entity you are connected to (either as a director of a company or an owner of a business, etc.). once you locate the entity you can view their profile page. On that page there is a "Request Authority" button. Click on that link and then fill out the data fields explaining why you should have authority, then click on submit. The Registrar will review your submittal and a response will be delivered to your client account.
 5. Because the system will be almost exclusively online only, all notices from the Registrar to clients will be delivered via email so you must actively monitor your email. Companies may supply email addresses for all directors so that all directors receive these notices. Similarly, business names registration can provide emails for all owners so that they all receive Registrar notices.
 6. The new system has greatly enhanced smart phone capabilities so that you will be able to conduct all business with the registry through your smart phone.
 7. Basic information about each registered entity will be available for free for public searching. There will be a small fee to access details about an entity. However, a new feature of the system will allow searchers to obtain current director and shareholder information about each company, a significant improvement over the old registry.
 8. **A new amendment to the Companies Act requires all companies to re-register within 1 year from the date the registry launches, the period from December 1, 2022 to November 30, 2023.** Re-registration is simple and free. All companies that fail to re-register will be struck off. If your company is not currently in compliance with the annual return requirement, you will need to complete an annual return for each year that is missing and include that in the re-registration. Further details around re-registration can be found on the IPA website.
 9. All other entities will be asked to complete a "transitional update" the first time their record is accessed online. IPA will migrate all current information about each entity to the new system, but data migration from one IT system to another is not always perfect. Therefore, IPA wants each entity to confirm that the data in the new registry is accurate. There is no charge for completing this data refresh.

For further information in relation to this notice, please do not hesitate to call our team on telephone numbers 308 4439 or 308 4443 or email ipaonline@ipa.gov.pg

Thank you

**HARRIET KOKIVA
ACTING REGISTRAR OF COMPANIES**