

## New business entities

If you are registering a new business entity online, you as the applicant will automatically be granted authority to submit future filings against the entity. You will also have the ability to grant authority to other persons in the future such as to all the directors of the company.

Existing business entities where no person has authority

When the new system comes online most business entities will have no one with authority to complete online filings. If you seek authority for a business entity in this case you will need to request authority from the Registrar. Here are the steps to take:

1. First, you will need to register as a general client of the registry as set out in Step 1 above and then log on.
2. You should then search for the entity over which you seek authority. When you find it click on the company link to retrieve its record. Under the company name you will see a link where you can request authority over the company. Click on this link.
3. Complete the steps as directed.
4. Submit your request to IPA by clicking on the "submit" button.
5. If your request for authority is approved by IPA you will receive an email informing you of this and you will then be ready to maintain the entity's record.
6. If IPA has additional questions about your request you will be contacted. This could include asking further questions about your identity or requesting additional supporting documentation from the company.

Please be patient if IPA seeks additional verification regarding your request for authority. These steps would be taken to ensure that your business entity is protected from unauthorised filings.

## Entities for which authority has been granted

Once authority has been granted then the person holding authority field future request for

authority for that entity. For example, when an applicant creates a new company they are automatically granted authority to make filing against it. If the company has 3 directors and they want authority over the entity then their authority requests would go to the applicant, not to the Registrar.

## Who can give or take away authority

There are two different types of authority, one for directors and another for what are called "agents." An example of an agent would be a law firm working for a company. Directors can grant and take away authority from their agents. Agents cannot revoke the authority of directors. The Registrar can and is able to give or take away authority from anyone, provided

appropriate evidence provided. In the event of a dispute over authority, an aggrieved party should first consult the Registrar to attempt to settle the matter.

## How do I revoke my own authority?

If you no longer need to be able to lodge filings against an entity you can revoke your own authority online. Other situations where authority may be granted. There are rare occasions where person that are not directly related to a business entity may be authorized under law to submit filing against it. This could include a court-appointed receiver for a company or a person that seeks to file an objection to the incorporation of an association. In these cases the request for authority is delivered to the Registrar for further action.

## Payment methods for online services

There will be three ways in which you can pay for online services. First, you may pay for each transaction via a credit card. Second, you may pay using a reference to a client account that is established with the IPA. From the date of go live (November 25th 2013), clients will be able to use only credit and debit cards. The accepted cards are; Visa Card, Master Card and American Express. Other payment methods will be introduced later on.



# ONLINE REGISTRY SYSTEM

TIRIED OF STANDING IN LINE...  
“GO ONLINE”



For more information please contact:

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## THE ONLINE REGISTRY SYSTEM

The Board and Management of the Investment Promotion Authority have undertaken legislative and business process reforms that allow for the implementation of a new online registration system that will provide high quality, fast and efficient online services to IPA clients.



### WHAT DO I NEED TO DO NOW?

For existing business entities, core biographical information already on file with the IPA will be migrated into the new system. You do not need to do anything for your business to be moved to the new system. In fact, you may not need to do anything for several months if there are no filings due (such as an annual return for a company) and there are no changes to your business registration record such as a change of address.

While the IPA encourages clients to use the online business services IPA understands that not everyone has consistent access to the internet. Therefore, IPA will still accept manual lodgments so that you can continue to interact with IPA as you always have in the past. If you visit an IPA office to submit a filing please ask for information on how the online services can assist your business. You might be surprised to learn that even if you have only periodic access to the internet you can still benefit from the online registry services.

### WHAT TYPES OF SERVICES WILL THE ONLINE REGISTRY SYSTEM BE ABLE TO PERFORM?

For new entities the online registry system will enable clients and users to register new companies, business names, associations and business groups. Once created, clients will be able to submit periodic filings against these businesses, such as annual returns for companies. The online registry will also permit clients to upload and lodge documents for foreign certification applications from overseas companies.

Clients will also be able to conduct searches against registry records to see such things as the current directors of a company or the owners of a business name. You may also download an extract of the full record of a business entity. No logon or registration is required in order to search the register as these searches are free. So, if for example you are considering entering into a contract with a company you may wish to search its registration record to confirm that the entity is active and in good standing and the names of its directors.

### WILL MY COMPANY'S DATA BE ACCESSIBLE TO THE PUBLIC FOR EDITING?

No. Only a person duly authorised by the business entity or the Registrar will have rights to submit filings against the business entity's record. The process to obtain authority is described below. Remember, anyone merely seeking information about your company can go online and do a search about the company. The information includes company name, registration number, resident agent address, and names and addresses for the principals of the entity. This is all deemed public information under the law.

### OBTAINING AUTHORITY TO USE THE ONLINE FILING SERVICES

Given that the system will be online, potential users of the system include absolutely anyone. That is why this reform will be so helpful to PNG: literally everyone will be able to go online to either form a business entity, maintain an existing entity, or to search on entity records.

In order to submit filings to the registry for a particular business entity you must have "authority" over that specific business entity within the registry system. This is a security check which prevents the general public from lodging documents against businesses for which they have no legal right to act. Obtaining authority over a business entity is a **two-step process**.

### Step 1: Registration as an online user

First, you must register as a general online registry user with the IPA. This is quick and easy to do. Go to the revamped IPA website at [www.ipa.gov.pg](http://www.ipa.gov.pg) and click on the "Do it Online" tab. There you will find a link called "Register an Account." 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. There are two types of user accounts that you can create within the registry:

- **Individual:** this is an account set up by an individual user who will transact business on his/her own behalf. This is the most common form of account as it is intended to be used by persons such as directors of a company, owners of a business name, and public officers for associations.
- **Organisation:** an organization may establish an account. This account will have its own internal administrator and then other general users. The administrator is the person that sets up the account and then can create other users within the organization. This is the most common form of account for law and accountancy firms that submit filings for multiple businesses. Such firms often have a partner establish the account as the administrator then that person gives user status to junior members of the firm. However, each organisation may set up its account however it wishes. Once you have completed this general registration you are now ready to obtain specific authority over a business entity.

### Step 2: Obtaining authority to submit filings against a particular business entity

Only person with specific authority for a specific business entity may submit online filings against that entity. There are different ways to obtain authority over a business entity depending upon the particular circumstances.