



Office of the Registrar of Companies

NOTICE FOR BUSINESS NAMES OWNERS

This is a notice to all Business Names (BN) owners to renew your business names if it has expired. You may have noticed the status of several BNs that should have expired but are still appearing as “registered” in the old online registry system. Upon data migration from the old online registry system to the current new registry system, their status now appears as “Not Yet Updated”. This is because the Registrar of Companies Office (ROC) has given opportunity for a certain grace period for BN owners to update their records and apply for renewal of the BNs at no cost except for the normal payment of K150 for the renewal application.

As per our notice on the website at www.ipa.gov.pg, the grace period will end on 31 August 2023 and all BNs with an old expiry date will be expired on 1 September 2023; and their status will be shown as “Cancelled”. The owners of these businesses can apply for “Revocation of Cancellation”, pay a penalty fee of K250 and then proceed to update the records (free) and apply for renewal at the usual fee of K150. The benefit of this process is that BNs will maintain the same registration number.

Please note that by law since 2014, a penalty fee of K250 is applicable for BN owners who fail to renew their BNs. However, this was not applied in the previous Online Registry System (ORS) and the current ORS has now been corrected to apply the penalty fee.

Important reminder is that these penalty fees are not applicable if the business owners renew their BN on time. It's also important to make sure the requirements under the BN Act are complied with at all times to avoid any inconveniences.

To make sure that business owners are not inconvenienced, the ROC will issue timely notices for business owners to make sure they file their renewal application on time.

Business owners must ensure your emails are active and regularly monitored as notices will be sent to your registered email addresses.

To avoid any inconvenience, do apply **now** to renew your BN to avoid any inconvenience.

HOW TO RENEW YOUR BUSINESS NAME

1. You must CREATE an Online Account if you don't have one.
2. Go to www.ipa.gov.pg then go to Online Registries and click on Business Entities
3. Click on CREATE on top right corner of the page you are in and fill details.
4. You will be issued with your own dashboard.
5. From that dashboard do ENTITY Search on your business name – check left side of your dashboard.
1. Once you retrieve your correct business name click on **Request Authority**. Located on top right of your dashboard. Fill in details and submit. An authorized user must be the business owner(s) or anyone the owner(s) consents to in writing.
2. The request will be sent for review by the Registrar and if successful you will receive a notification via email.
3. Once you have authority it is compulsory for you to do a Transitional Update. This will allow you to update the records and provide any missing information. This a free.
4. If transitional update is complete you can proceed to renew your business name.
5. Click on NEW FILING on your dashboard.
6. Select annual return or Financial Position and initiate filings by submitting AR-20 (Renewal of Business Name registration).
7. You will receive a Registration certificate and an extract now known as the Certificate of Good Standing (COGS) on your email and on your dashboard.

For further information, 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