

Extracts/ Certificate of Good Standing

By way of an update, the Investment Promotion Authority of PNG wishes to advise its valued clients, including banks and financial institutions, key stakeholders and the general public **that IPA has ceased to generate extracts from the old online registry legacy system** due to the completion of data migration. This means you can now view historical information when conducting a search, filing a transactional update or reregistering a company.

For instance, you will be presented with information on the last directors, shareholders, or registered office as registered in the old legacy system and prior to the new registry go live date on 1 December 2022.

Impacts of Data Migration on Extracts and Searches

- Records migrated from the legacy system are known as historical information.
- Extracts are now known as Certificates of Good Standing (COGS).
- The COGS and Certificate of Reregistration are available and can be generated for a fee for Companies that have been reregistered.
- COGS can be accessed for Business Names, Business Groups, Associations and Foreign Enterprises that have filed their transitional update notice. No Certificate is issued when one of these entities has completed its transitional update notice.
- For companies which have not re-registered and/ or Business Names, Business Groups, Associations and Foreign Enterprises which have not yet filed their transitional update notices, only their historical information will be presented. These business entities are strongly urged to reregister or file their transitional update notices to have full access to the new system, including the ability to obtain a COGS.
- Certificates and COGS are available for new entities that have been registered since 1 December 2022. This includes the business names that have been renewed since 1 December 2022
- Contact us on ipaonline@ipa.gov.pg if you want copies of filings or Incorporation/Registration Certificates for business entities (excluding companies) which were registered prior to 1 December 2022. We will generate them from the legacy system until the filings of all business entities are migrated, which should occur over the next few weeks.
- **Important Note:** For further information on the impact of the migration, refer to the notices on the website – go to the Online Registries home page and also the “How to Guides”.

Reminder to the Banks and Financial Institutions & All Stakeholders

We urge banks and financial institutions to note the above information to clear any misunderstandings on extracts and COGS. Please use the online registry system to conduct an Entity Search. The COGS generated by the IPA new online registry system contains the information maintained by the Registrar of Companies. The Registrar can certify COGS at a fee of K100 per COGS. The onus is now on business entities to make sure they have reregistered or have filed their transitional update so that COGS are generated.

How to view, access or order Certificate of Good Standing

1. Create an online account (if you still don't have one).
2. From the dashboard of your online account, conduct an Entity Search.
3. Type in the name of the business entity you are after and click on Search.
Locate the business entity name and click on it.
4. This should take you to the Entity's Profile. Click on "Order Documents".
5. Select document you want to order and make payment.
***Note:** Full Entity Profile Access for 24 hours costs K10, COGS short form costs K20 and COGS long form costs K50.*
6. If payment is successful, go back to your **Dashboard** click on **My Order**, type in the name of your business entity in the appropriate box and click on **Search**.

Take Note when making an Order or Viewing Records:

- (a) If a business entity has been reregistered or updated:
 - (i) You can **see** the field for "Order Document"
 - (ii) If you are an **authorized user**, you can view your business entity's existing records and searches for FREE. But you will still need to order a COGS and pay a fee;
 - (iii) If you are **not an authorized user** you can view **only** very basic information and can *Order Documents* for full Entity Profile access or order a COGS.
- (b) If the business entity is **not** reregistered or has not filed an update:
 - (i) You will **not** see the field for "Order Document"
 - (ii) You can **only** view the name of the entity, registration number and date, status, registered address, postal address, email address and names of types of filings made (not the contents of the filing)
 - (iii) You are urged to reregister or update the business entity or urge the entities to do so for the system to generate a COGS

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