



REGISTRAR OF COMPANIES

Digital Registration (Reregistration)

All existing business names, companies and foreign companies registered prior to 14 June 2019 must digitally register on the Registrar of Companies digital registry commencing 15 January 2020. Digital registration is completely free.

Entity name, entity number and date of registration will not change.

All companies must complete their digital registration applications by 15 July 2020.

All business name holders must complete their digital registration application by 15 October 2020.

To complete digital registration process you will need an active e-profile account to login and submit application online on <https://www.digital.gov.fj/>

You can digitally register using an e-profile account or a ROC Pass.

FAQ	A. E-profile Account	B. ROC Pass
What is the difference?	Login account as an Individual	Login account as an entity.
Who is eligible to sign up?	Fiji Born Individuals	Individuals born outside Fiji
When can it be used?	1. Business name Registration; 2. Company Registration; 3. Foreign Company Registration; 4. Reservation of Company Name; and 5. Auditor and Liquidator Registrations.	1. Future lodgements/changes by the entity; 2.If an Agent- to submit applications on –behalf of clients; 3. If a representative- to lodge subsequent changes for the entity.

A. E-Profile Account

To get an e-Profile, you require:

- ✓ valid email address;
- ✓ Birth Registration Number(this is the XXX digit number on your birth certificate); and
- ✓ Valid photo ID.



STEPS

- a) Log onto our website on <https://mobile.digital.gov.fj/>
- b) Click on the tab "e-Profile";
- c) Enter email address for the verification link to be sent;
- d) Create password;
- e) Enter information; and
- f) Click submit.

Visit any Births, Deaths and Marriages ('**BDM**') office or the Registrar of Companies Office (ROC) with the above-mentioned documents for your e-profile activation.

ONCE E-PROFILE IS ACTIVE:

- a) Log onto our website on <https://mobile.digital.gov.fj/>
- b) Click on the tab "e-Services";
- c) Select 'Digital Registration';
- d) Enter the Unique Entity Number(Business Name No. or the Company Number);
- e) Tick the entity type (business name / company or foreign company);
- f) Complete the Digital registration form;
- g) Upload required documents (checklist below) then click submit.

ROC office will verify your digital registration application and process.

B. ROC Pass Account

To get a ROC Pass, visit the Registrar of Companies with the following required documents:

- ✓ Letter of Authorisation(LOA) for whom the ROC Pass Admin Role is to be assigned to(This must be assigned to an Officeholder or any other authorised personnel)
- ✓ LOA must have the following information;
 - a) Director/ Company secretary's Name;
 - b) Email Address and Phone No.;
 - c) Entity Name and No.;
- ✓ Copies of tin letter/ joint card and a photo id (Driver's licence/ Birth Certificate/ Election Voter Registration (EVR))

An activation link will be sent to the email. Click on the link to complete the process.



Once the ROC Pass has been created

- a) Log onto our website on <https://mobile.digital.gov.fj>
- b) Click on the tab 'Profile';
- c) Select ROC Pass;
- d) Enter Username(email address) and Password;
- e) Enter the Unique Entity Number(Business Name No. or the Company Number);
- f) Click on the "e-service" tab;
- g) Select "Digital Registration";
- h) Enter Entity No;
- i) Tick the entity type (business name / company or foreign company);
- j) Complete the Digital registration form;
- k) Upload required documents (checklist below) then submit.

ROC office will verify your digital registration application and process.



Checklist for Digital Registration/Reregistration

Business Names (individual/firm)

- A. Photo ID of individual(s)- business name holder
- B. Tin card/Tin letter of individual(s)- business name holder
- C. Latest Business Name Registration Certificate
- D. Business name holder details (including email address)
- E. Registered trust deed (if applicable)
- F. Foreign company certificate if foreign company is the business name holder
- G. Signed proof of consent of all business name holders if lodged by an agent.
- H. Foreign investment registration certificate (if obtained)
- I. Directors' consent (Business name holders' consent if it is firm)
- J. Other relevant supporting documents

Companies (Private/Public)

- A. Photo ID of individual(s) –officeholder (s) (Directors/ company secretary)
- B. TIN card/letter of all officeholder (s)
- C. Officeholder(s)details (including valid email address)
- D. Articles of Association (if adopted its own)
- E. Registered trust deed (if applicable)
- F. Director(s)' consents, If more than one officeholder(s)
- G. Latest Company Registration Certificate.
- H. Letter of Authority if lodged by an agent.
- I. Latest change of Company Name Certificate (if required)
- J. Other relevant supporting documents

Foreign Companies

- Photo ID of individual(s) – officeholder(s) , local agent
- Foreign company registration certificate (issued by **ROC**)
- A statement of all subsisting charges excluding charges in relation to Property solely situated outside Fiji.
- Certified copy (or if a certified copy cannot be obtained, a copy of the instrument and a statutory declaration confirming it is a true and correct copy) of the charter, statutes or memorandum and articles of foreign company or other instrument constituting or defining the constitution of the foreign company.
- Signed Directors' consent by all business name holders if lodged by an agent.
- Latest copy of Foreign Investment Registration Certificate (**FIRC**)
- Foreign company Incorporation certificate (**Country of Incorporation**)
- Other relevant supporting documents.

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