

Step Three: Payment Methods for Online Services

The majority of documents lodged for registration require a fee to be paid. The registry system provides a number of payment options for both manual and online documents and in some cases offers a REDUCED fee for online filing.

The payment options for filing paper documents will not change e.g. cash, cheque etc.

There are currently two ways you can pay for online services:

- **Credit Card.** The accepted cards are: Visa Card, Master Card and American Express.
- **A Deposit Account (Pre-Paid Account)** established with the MCTL.

You will receive an on-screen confirmation of payment when filing documents for registration online and those paying the lodgements using a Deposit Account can visit MCTL to make regular payments to top their account any time.

In addition, MCTL is working to provide additional online payment options that may be more convenient. Please look for an announcement on new options in the future.



Postal address
Chief Executive Officer
PO Box 110
Salote Road
Nuku'alofa
Tonga

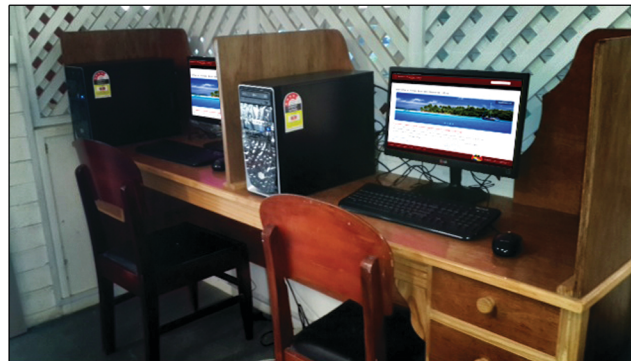
Physical address
Latai Building
Salote Road
Nuku'alofa
Tonga

Contact phone number
For all general enquiries phone:
(676) 23688

The Business Register of Tonga is an electronic register available to the public 24 hours a day, 7 days a week. Visit www.businessregistries.gov.to

Kiosks

MTCL have set up two kiosks at the Business Registries Office to enable clients without internet access to use the online services. Staff will be on hand to help clients lodge their documents and provide support on the new process.



Business Registries Office

Ministry of Commerce, Tourism & Labour

Kingdom of Tonga

www.businessregistries.gov.to

THE ONLINE COMPANIES, BUSINESS LICENCE AND BUSINESS NAMES SYSTEM

The Ministry of Commerce, Tourism and Labour ("MCTL"), with assistance from the Asian Development Bank and the New Zealand Companies Office, has undertaken legislative and business process reforms that allow for the implementation of a new online registry system that will provide high quality, fast and cost effective online services to clients. Stakeholders such as the business community, government legislators and the public will be able to search the business registers (companies, business licence and business names) and lodge documents for registration online 24 hours a day 7 days a week.





Facts about the online register

What do I need to do now?

For existing companies and business licence holders, core information already on file with the MCTL will be migrated into the new system.

You do not need to do anything for your company or business licence information to be moved to the new system.

For the owner of a business name you will be required to re-register your business name with the Ministry before March 1, 2015. The reason why is because the new system has been designed to receive information required by the new Business Names law. Therefore, all existing business names must be re-registered to provide the proper information. RE-registration is free.

While the MCTL encourages clients to use the online business services we understand that not everyone has access to the internet. Therefore, MCTL will still accept paper filings so that you can continue to interact with MCTL as you have always in the past. If you visit us to submit a filing please ask for information on how the online services can assist your business. You might be surprised to learn that it is easy to use and how much time and money it could save you.

What type of online services will be available?

You will be able to register new companies (local and overseas), business names or business licences online and maintain their details including making periodic filings such as the annual return, annual renewals etc during the lifecycle of the business entity.

Anyone will also be able to conduct a search of the business register and to obtain information on directors, shareholders, business name / licence owners etc or copies

You may also download an extract of the business entity or a copy of its Certificate of Incorporation / Registration / Licence etc. This is all public information. No logon or registration is required in order to search the register and these searches are FREE.

Can anyone edit my business entity details?

No. Only a person duly authorised by the business entity or the Registrar will have the ability to lodge filings on behalf of the entity. The process to obtain authority is described below.

How do I lodge documents using the online services?

Before you are able to lodge a document online you must be:

- 1) a registered online user; and
- 2) have been granted Authority over the specific business entity; and
- 3) are able to make payment using one of the methods available

Step One: Register as an online user

This is a quick and easy process to complete.

Go to www.businessregistries.gov.to and click on 'Logon' which is situated at the top right hand corner of the website and then select the 'New User' link. Click on 'I do not have an Activation Code' and then 'Register New User'. Simply fill in your details to register as a user including your user name and password. An email confirming your registration details will be sent to you.

There are two types of user accounts that you can create:

- **Individual:** this is for someone who will be filing documents on their own behalf, such as directors of a company, owners of a business name / business licence etc.
- **Organisation:** this for firms that have a number of people filing documents for multiple business entities eg accounting or law firms etc.

Step Two: Obtain Authority to lodge filings on behalf of a business entity

The registry system must recognise that you have authority over a specific business entity in order to allow you to update its information. This process prevents the general public from lodging documents against businesses for which they have no legal right to act.

Types of Authority

There are two different types of Authority, one for directors / owners and another for agents (those person acting on behalf of the entity, like law firms etc). The reason for this is that the directors / owners have full rights to maintain their business entity. For example, directors / owners can grant and revoke Authority whereas agents can only grant Authority.

New Companies / Business Name / Business Licence

If you are registering a new company / business name / licence online, you as the applicant will automatically be granted Authority to submit future filings.

Existing Companies / Business Name / Licence

For existing companies, business name and business licences no one will initially have authority over the entity to submit online filings. Therefore you will have to request authority from the Registrar to lodge documents online. Here are the steps to take:

1. Logon using your Username / Password

2. Search for the business entity on the register and view its details. Under the business entity name you will see a link to request authority over the entity. Click on this link.

3. Complete the details

4. Submit your request to MCTL by clicking on 'Submit'

5. If your request is approved by MCTL you will receive an email informing you of this and you will then be able to maintain the business entity information.

6. If MCTL have additional questions about your request you will be contacted. This could include asking further questions about your identity or requesting further documentation from the business entity.

Once you have authority you will also be able to grant authority to other persons in the future such as the directors / owners / agents of the business entity.