

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 new Registrar of Companies digital registry from 15 January 2020.
- Digital registration is completely free.
- Update all registration details in the reregistration form (without separate filing or fees).
- 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.

The digital registration process is simple, easy to use and the entire process is in the three steps below:

Step 1: Create an e-profile on the digitalFIJI application or website. Aside from allowing users to digitally register a company, obtaining e-profile allows the user to use other digital services, such as the myFeedback app and the digital government directory. If you do not have access to the internet, you can create an e-profile in-person at any Births, Deaths and Marriages (BDM) office.

Step 2: Using your e-profile, log-in to the ROC registration portal (<https://www.digital.gov.fj/>). Via this digital registration portal, you can submit an online application to digitally register your business name, company or foreign company for free.

Step 3: Staff will verify your application and contact the business name holder(s) or company or foreign company officeholder(s) with any questions or concerns. In some cases, this may require to verify information submitted in the digital registration application.

Required documents - Digital Registration /Reregistration

Business Names (individual/firm)

- Photo ID of individual(s)- business name holder
- Tin card/Tin letter of individual(s)- business name holder
- Latest business name registration certificate
- Business name holder details (including email address)
- Registered trust deed (if applicable)
- Foreign company certificate if foreign company is the business name holder
- Signed proof of consent of all business name holders if lodged by an agent.
- Foreign investment registration certificate (if obtained)
- Other relevant supporting documents

Companies (Private/Public)

- Photo ID of individual(s) –officeholder
- TIN card/letter of all officeholder
- Officeholder details (including valid email address)
- Articles of Association (if adopted its own)
- Registered trust deed (if applicable)
- If more than one officeholder, signed proof of consent of another officeholder.
- Latest company registration certificate
- Letter of authority if lodged by an agent.
- Latest change of company name certificate (if required)
- Other relevant supporting documents

Foreign Companies

- Photo ID of individual(s) – officeholder, 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 proof of consent of all business name holders if lodged by an agent.
- Latest copy of foreign Investment registration certificate (**FIRC**)
- Foreign company incorporation certificate (**place of incorporation**)
- Other relevant supporting documents.