



Registrar Practice Memoranda

(RPM01/2021)

1) Request for registry service not available online

The register of Foundations, Company Auditors and Company Liquidators are manually maintained by the Registrar and is not available on the online registry.

To request for this service a trustee company must make a manual request [RPF01] to the Registrar with details of the registered entity, service being sought and fee deduction authorisation.

Enclosed is a copy of the Registrar's Practice Form for all registry manual service [RPF01].

2) Request to correct the register

Information entered or keyed into the online registry by mistake can be corrected by the Registrar upon request.

A trustee company can make a manual request [RPF01] to the Registrar, with details of the registered entity, corrections to be made and fee deduction authorisation.

3) Request for information on registered entities

The International Registry is not a public nor searchable registry. Except where otherwise provided in law, upon request for information for a named entity, the Registrar will confirm the entity name, number, type, registration date, status of that entity and the name of the administering trustee company.

4) Request to search the company register

Where authorised by the company registered office, a person may search the company register.

An authorised person must make a manual request [RPF01] to the Registrar, with fee deduction authorisation, and international company details. A written consent must also be provided to the Registrar with the manual request.

The Registrar will verify the consent by informing the company registered office of the person wanting to search the company register.

5) Transfer administering trustee company

A registered entity can be transferred to another trustee company.

The trustee company must submit an online 'General Form of Application to the Registrar' with supporting documentation for the transfer attached. Supporting documents must include resolutions



to effect the removal of the transferring trustee company and the appointment of the receiving trustee company.

A manual request [RPF01] to the Registrar with fee deduction authorisation must also be completed by the transferring trustee company and attached with the online application.

Once the transfer is completed by the Registrar, the receiving trustee company will need to update the entity's registered address details.

6) Reinstatement of an International Company

The International Companies Act allows for the reinstatement of deregistered international companies. This can be completed by a trustee company through the online registry.

Where an international company was deregistered prior to the commencement of the online registry, a trustee company will need to make a manual request [RPF01] for reinstatement to the Registrar. The Registrar will calculate the applicable fees and penalties that will be deducted for the company's reinstatement, and provide this to the trustee company prior to processing the application. Supporting documentation will also need to be provided as part of the application for reinstatement as required by the Registrar.

A trustee company's obligations under the Financial Transactions Reporting Act 2017 must still be complied with in respect of an entity being reinstated to the register.

7) Registration and re-registrations of International Trusts

The period for re-registrations for International Trusts continues to be a 12-month period and therefore renewals will only be accepted on an annual basis.

8) Registrar discretion in exceptional circumstances

The Registrar will correct the register and reinstate a deregistered international trust in exceptional circumstances.

A trustee company must make a manual request [RPF01] to the Registrar, with fee deduction authorisation, with the international trust details and which also sets out in reasonable detail why the international trust should not have been deregistered.

If the correction is approved by the Registrar, an email will go to the administering trustee company advising will have 24 hours to renew the registration before the registration lapses again.

Delayed communication or payment from a client is not an acceptable reason for correction. Trustee companies should instead make a manual request for an extension to an international trust's expiry date prior to deregistration of the international trust. An extension of up to two weeks may be provided.



9) Chinese characters

Chinese characters can be included on a Certificate of Incorporation upon request.

A trustee company must make a manual request [RPF01] to the Registrar, with fee deduction authorisation and relevant international company details. An electronic copy of the Chinese characters should also be sent to the Registrar. The trustee company need to ensure that the characters provided are correct.

An electronic copy of the Certificate of Incorporation will be provided to the trustee company.

10) Organisation Users – Reset Password

A trustee company's nominated online registry Administrator User(s) is/are responsible for managing the organisation online users, including the resetting of passwords. The registry login page also provides users the option to reset password but if unsuccessful contact your administrator.

11) Naming Conventions – Prohibited and Restricted Names

In general, the name of an international company should not be misleading, make false representations, nor be offensive or unlawful. While an exhaustive list of undesirable terms cannot be provided, there are some restriction terms which cannot be used without necessary approvals.

This includes the term "bank" or any derivative thereof as per section 60 of the Banking Act 2011. Under section 88 of the Insurance Act 2008, the terms "insurance", "assurance", and "underwrite" (and any derivatives thereof) are restricted as well as any other term that suggests insurance business such as "mutual".

A trustee company should check with the Registrar in relation to any proposed names that may fall into a prohibited or restricted category.

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Version Control	Replaces all prior practice memoranda issued by the Registrar



Request for Manual Service (RPF01)

Trustee Company: _____

Entity Number: _____

Entity Name: _____

Date of Request: _____

Service Required (details of the registry service, include reasons and supporting documents where relevant)

Fee Payable (please circle): **YES** \$25.00 **NO**¹ \$0.00 **PRESCRIBED**² \$ _____

Full Name of Requestee: _____

Title/Position of Requestee: _____

Signature of Requestee: _____

For Registry Use Only	
Service Approved/Declined: (& client advised if declined)	_____ Registry Team (Name, Signature & Date)
Service Fee Posted: (\$25.00 if applicable)	_____ Finance Team (Name, Signature, Date)

¹ No manual service fee as agreed with the Registrar.

² **Prescribed Fees** applicable to registry manual service not yet available online.