



## **3.6.4 (a) USER GUIDE eROC SYSTEM**

**Secretaries**

**(Public Interface)**

**Version 1.0**

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## Revision History

#	Version No.	Date	Purpose	Author
1	1.0	29/01/2019	Draft Document	KPMG

*KPMG in Sri Lanka – Secretary*

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## Document Approval

KPMG and Registrar of Companies have reviewed this document and hereby agree that the contents herein are acceptable and sufficient to meet the needs of the project. Any changes to this document must be communicated in writing and signed off by both parties.

## KPMG Document Approval

The following KPMG Team members have reviewed this document and agree that the contents herein are acceptable and sufficient to meet the needs of the project. Any changes to this document must be communicated to all parties for agreement.

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<b>Date</b>	28/01/2019	



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## 1. Introduction

The Secretary Registration option in the eROC system facilitates online registration of Secretaries. The individuals, firms or private limited companies can register as Secretary by selecting the appropriate options depicted in figure 1.1

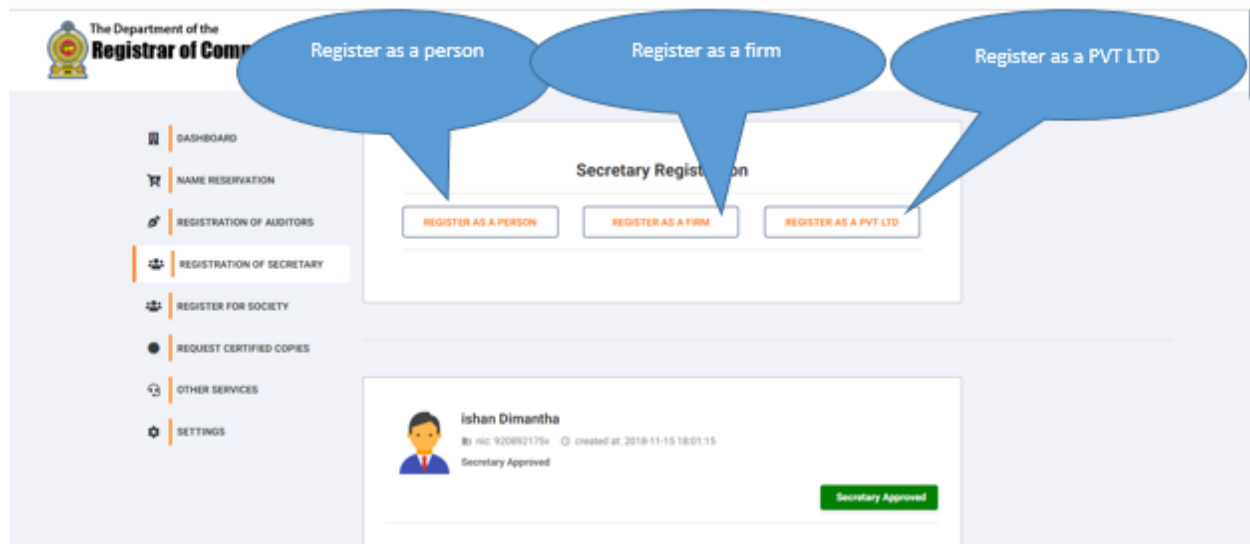


Figure 1.1

## 2. Secretary Registration

In this guide registration of an individual who wish to register as a Secretary at ROC has been elaborated. In this process an individual who wish to register as a secretary will have to click on the 'Register as a Person' option to commence the registration process. Upon clicking the 'Register as a Person' option the applicant will be requested to enter the NIC number in the next menu as depicted in figure 1.2

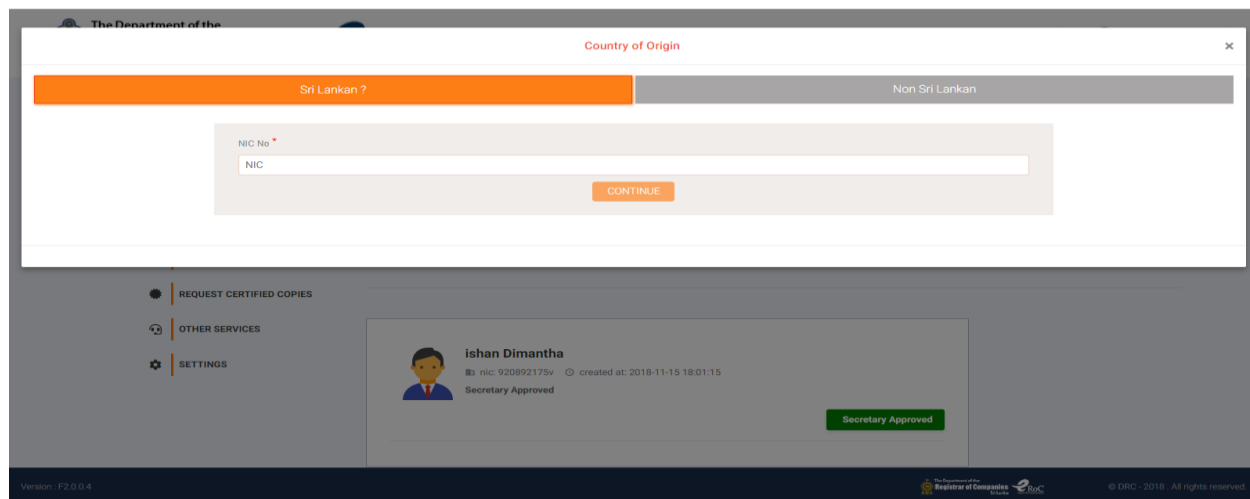


Figure 1.2

Upon entering the NIC number the applicant has to click on the 'CONTINUE' option to proceed. In the following menu the applicant is required to enter the personal details as depicted in figure 1.3

The screenshot displays the 'Personal Details' form on the Registrar of Companies Sri Lanka website. The header includes the department's logo and the user's name 'Hi Ishan'. The form fields are as follows:

- Title \***: Mr. (dropdown)
- First Name(s) \***: Kamal
- Surname \***: Gunasekara
- Other Names**: (empty field)
- Residential Address \***: 23/ Station road, Kollupitiya, 12500
- Province \***: Western Province (dropdown)
- District \***: Colombo (dropdown)
- City \***: Colombo (dropdown)
- Gr Division \***: 03 Camp Road (dropdown)
- Business Name, (if any)**: HRZ & son
- Business Address**: 12/ Kohalawala road, Kollupitiya, 11600
- Province**: Western Province (dropdown)
- District**: Gampaha (dropdown)

The footer shows the version number '72.0.0.4' and copyright information '© DRC - 2018. All rights reserved.'

**Figure 1.3**

Upon completing the first page of the form the applicant can continue to the next page by clicking the 'Next' option.

In the following menu the applicant is required to enter the qualification details as depicted in figure 1.4

The screenshot displays the 'Qualification Details' form on the Registrar of Companies Sri Lanka website. The header includes the department's logo and the user's name 'Hi Tester'. The form fields are as follows:

- Add Applicant Work History**: A section with a 'WORK HISTORY' label and an '+ ADD NEW' button.
- Higher Educational Qualifications \***: A large text area for input.
- Evidence of Applicant's capability to discharge the functions of Secretary of a Company \***: A text area for input.
- Have you been adjudged by a competent court to be of**: Radio buttons for 'No' (selected) and 'Yes'.

The footer shows the version number 'F2.2.1.0' and copyright information '© DRC - 2019. All rights reserved.'

**Figure 1.4**

Upon entering the qualification details the applicant has to click on the 'Next' option to proceed.



**Note: If the applicant select 'Yes' as the answer for any of the questions which appear in the 'Qualification' menu system will not allow the applicant to proceed to the next stage.**

In the following menu the applicant is required to download the Secretary individual form as depicted in figure 1.5 which will be downloaded with the information filled in the previous menu.

The screenshot displays the 'SECRETARY REGISTRATION FORM (INDIVIDUAL)' interface. At the top, there is a header with the Department of the Registrar of Companies Sri Lanka logo and the RoC logo. The main content area features a progress bar with five steps: Personal Details, Qualifications, Download Documents, Upload Documents, and Payments. The 'Download Documents' step is currently active. Below the progress bar, there is a 'DOCUMENT LIST' section. This section contains a table with one row: 'Application Form Download'. To the right of this row is a 'DOWNLOAD' button. A blue speech bubble points to this button with the word 'Download' inside. At the bottom right of the table is a 'NEXT' button. The page footer includes the version number 'F2024' and the copyright notice '© DRC 2019. All rights reserved'.

**Figure 1.5**

Once the downloading of the application is completed, the applicant is required to obtain hard copy of the form and place the signature. Once the signature is placed by the applicant the hard copy needs to be scanned and uploaded using the 'Upload' option. The certificates pertaining to the professional qualifications, Education qualifications, Application form and Work Experience entered by the applicant are required to be scanned and uploaded to the system using the 'Upload' option located below the 'Upload' option of the application form. The description of the certificate of all qualification can be entered in the space provided next to the professional certificates label. Multiple uploads are possible for the professional qualification section and the applicant has to click on the 'Upload' option once a particular certificate is uploaded to upload the next available certificate as depicted in figure 1.6. Applicants can view the uploaded documents by clicking the 'View' option depicted in figure 1.6 and also the 'Delete' option can be used to delete an uploaded document.

The Department of the Registrar of Companies Sri Lanka

Hi ishan

Please upload all files in pdf format, upload only A4 Size, portrait orientation and file size should be less than 4 MB.  
Please remove cover page of 'ARTICLES OF THE ASSOCIATION' Document.

Application Form

Secretary Form.pdf [View] [Delete]

Education Certificates

Mention The Relevant Document Name

UPLOAD

MSA.pdf [View] [Delete]

C M A.pdf [View] [Delete]

Professional Certificates

Mention The Relevant Document Name

UPLOAD

C M A.pdf [View] [Delete]

Work Experience

Mention The Relevant Document Name

UPLOAD

C M A.pdf [View] [Delete]

PREVIOUS NEXT

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Figure 1.6

Upon successfully uploading the application and the certificates the applicant will be directed to the payment section by clicking the 'Next' option available in the bottom of the upload documents menu.

The applicant is required to click on the 'PAY' option to commence the online payment processing for registration of an auditor as depicted in figure 1.7.

The Department of the Registrar of Companies Sri Lanka

Hi ishan

SECRETARY REGISTRATION FORM (INDIVIDUAL)

Fill in all steps for completing registration process.

Personal Details Qualifications Download Documents Upload Documents Payments

For registration of individuals as Company Secretaries -Rs 5,000.00  
Follow the guidelines to payment process.

PREVIOUS PAY

Version: F2.0.0.4

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Figure 1.7

Upon the applicant clicking on the 'PAY' option, the applicant will be prompted the message depicted in figure 1.8.

**ARE YOU SURE WANT TO PROCEED FURTHER?**

If yes, you will not be able to revert back.

YES
NO

**Figure 1.8**

Once the applicant clicks on the ‘Yes’ option on the message described in figure 1.8, the applicant will be prompted to select the credit card for online payment processing as depicted in figure 1.9.

**Terms and Conditions.**

- Refunds that will be made due to service not delivered/cancelled, will be made to original credit/debit card or device.
- Convenience fee charged for the financial services provided through Lanka Gate Initiative is not refundable.
- All the payment related information will be collected and kept with the relevant banks while the rest of the user information that had been collected here is for the use of Lanka Gate.

Note: If you wish to use a Debit Card, please make sure that the Debit Card supports on-line payments, and necessary configurations are done. You may contact the issuing bank for verification.

☒ I ACCEPT

**\* Choose your Payment Method:**

Any Visa/Master Card(Sampa ▾

Back
Cancel
Proceed

Powered by

**Figure 1.9**

Upon clicking on the ‘Proceed’ option the applicant will be directed to the menu depicted in figure 1.10 to commence online payment.

**Confirm Payment Details**

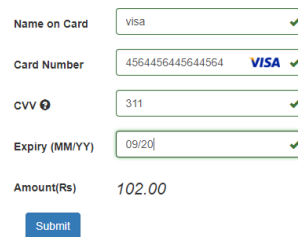
Payment Gateway :	
<b>Description</b>	<b>Amount ( LKR )</b>
Amount to be paid :	100.00
Convenience Fee :	2.00
<b>Total Payment Amount :</b>	<b>102.00</b>

Cancel
Pay Now

Powered by

**Figure 1.10**

The applicant is required to click on the 'Pay Now' option to enter the card details to effect the online payment pertaining to registration of auditor as depicted in figure 1.11.



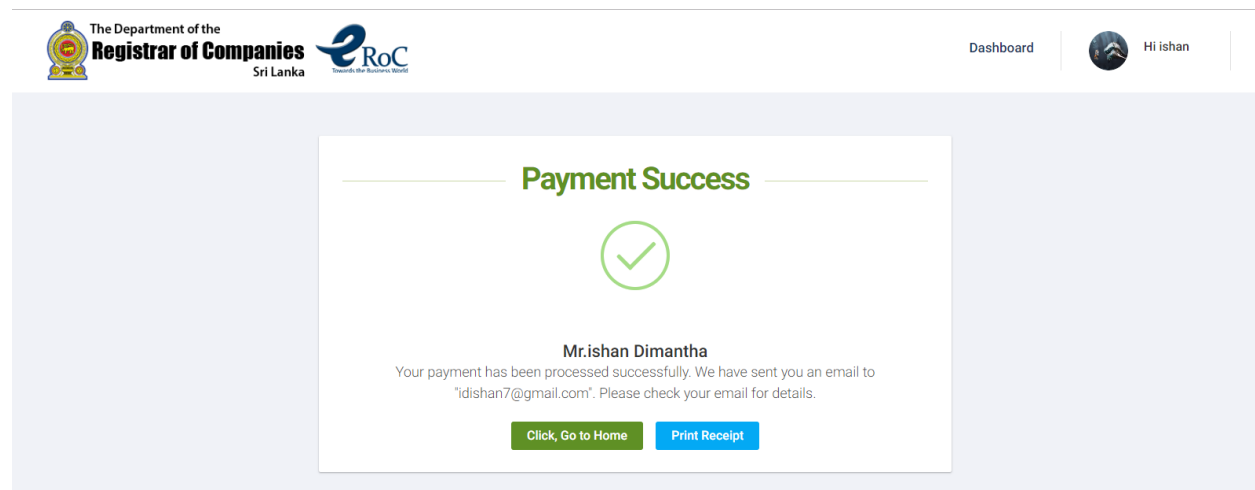
The screenshot shows a payment form with the following fields and values:

Field	Value	Status
Name on Card	visa	✓
Card Number	4564456445644564 VISA	✓
CVV	311	✓
Expiry (MM/YY)	09/20	✓
Amount(Rs)	102.00	

At the bottom of the form is a blue 'Submit' button.

**Figure 1.11**

Upon successful online payment the system will prompt the following menu to the applicant to print the receipt pertaining to the payment as depicted in figure 1.12.



The screenshot shows a 'Payment Success' confirmation page. At the top, there is a header with the logo of 'The Department of the Registrar of Companies Sri Lanka' and 'RoC'. To the right of the header are links for 'Dashboard' and a user profile icon labeled 'Hi ishan'. The main content area features a large green checkmark icon and the text 'Payment Success'. Below this, it says 'Mr.ishan Dimantha' and 'Your payment has been processed successfully. We have sent you an email to "idishan7@gmail.com". Please check your email for details.' At the bottom of the main content area are two buttons: 'Click, Go to Home' and 'Print Receipt'.

**Figure 1.12**

The applicant can view and print the receipt by clicking on the 'Print Receipt' option shown in the above image (Figure 1.12).The applicant will be directed back to the dashboard upon clicking on the 'Back to Dashboard' option.

### 3. Secretary – Resubmission

A Secretary Registration application could be sent back by the ROC officer perusing the application if there are shortcomings in the application. Once an application is resubmitted by the ROC officer, the applicant's dashboard would indicate the said application as 'Secretary Request to Re-Submit' as depicted in figure 1.13.

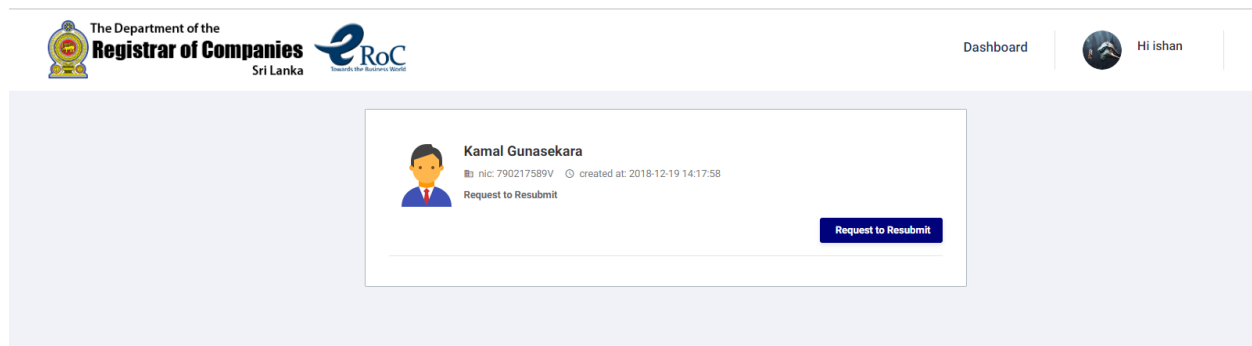


Figure 1.13

Upon clicking on the 'Secretary Request to Re-Submit' option the applicant will be directed to view the comments of the ROC officer as depicted in figure 1.14.

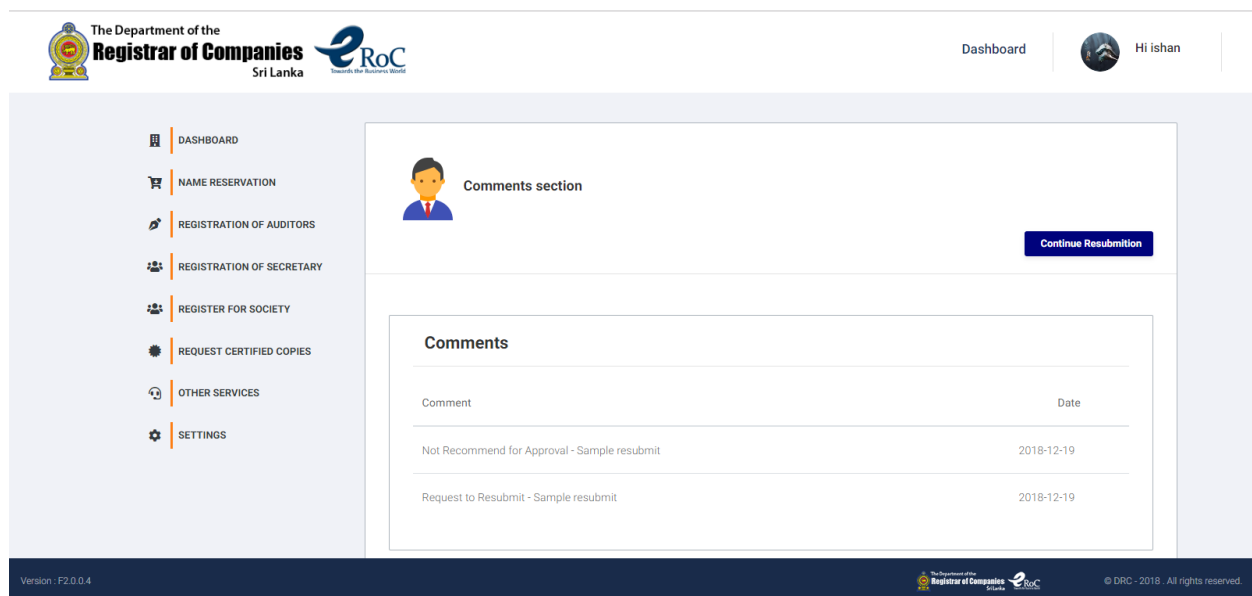


Figure 1.14

The applicant can proceed to make the necessary corrections by clicking on the 'Continue Resubmission' option. Suppose the ROC officer has requested the forms / certificates / working history uploaded in the application, to be resubmitted, then the applicant will be requested to resubmit the forms / certificates / working history as depicted in figure 1.15.

The Department of the  
**Registrar of Companies**  
Sri Lanka

Dashboard | Hi ishan

Personal Details | Qualifications | Download Documents | Upload Documents | Payments

Please upload all files in pdf format upload only A4 Size, portrait orientation and file size should be less than 4 MB.  
Please remove cover page of ARTICLES OF THE ASSOCIATION Document.

Application Forms  
⚠ Document Request to Resubmit - Resubmit - Sample resubmit [UPLOAD](#)

Education Certificates  
⚠ Document Request to Resubmit - Resubmit - Sample resubmit [UPLOAD](#)  
⚠ Document Request to Resubmit - Resubmit - Sample resubmit [UPLOAD](#)

Professional Certificates  
⚠ Document Request to Resubmit - Resubmit - Sample resubmit [UPLOAD](#)

Work Experience  
⚠ Document Request to Resubmit - Resubmit - Sample resubmit [UPLOAD](#)

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**Figure 1.15**

**Note:**

The 'Submit' option will not be enabled till all the requested documents are uploaded by the applicant during the resubmission process as depicted in figure 1.15. Once all the required documents are uploaded by the applicant the 'Submit' option will be enabled for submission (Resubmission) as depicted in figure 1.16.

The Department of the  
**Registrar of Companies**  
Sri Lanka

Dashboard | Hi ishan

Please upload all files in pdf format upload only A4 Size, portrait orientation and file size should be less than 4 MB.  
Please remove cover page of ARTICLES OF THE ASSOCIATION Document.

Application Forms  
[Secrecity firm .pdf](#) [View](#) [Delete](#)

Education Certificates  
[C M A.pdf](#) [View](#) [Delete](#)  
[C M A.pdf](#) [View](#) [Delete](#)

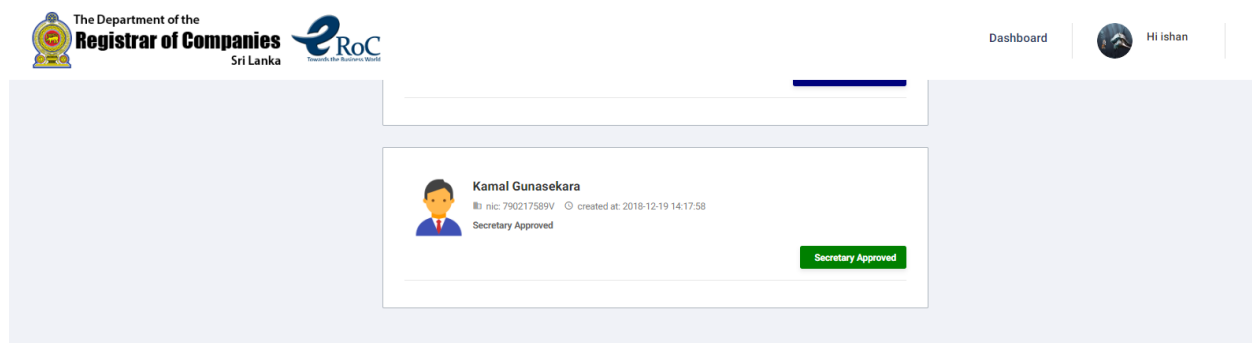
Professional Certificates  
[Secrecity Form.pdf](#) [View](#) [Delete](#)

Work Experience  
[Secrecity Form.pdf](#) [View](#) [Delete](#)

PREVIOUS | SUBMIT

**Figure 1.16**

Once the record is approved by the ROC officer the applicant's dashboard will indicate the status of the application as 'Secretary Approved' as depicted in figure 1.17.



**Figure 1.17**