



3.6.2 (a) USER GUIDE eROC SYSTEM

Registration of Societies

(Public Interface)

Version 1.0

[This page is left blank intentionally]

Revision History

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



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.

	Name	Designation
Authored by	Ganesh Wijenayake	Team KPMG
Verified By	Naomal de Silva	Engagement Manager
Authorized by	Priyanka Jayatilake	Engagement Partner
Authorized Signatory Authorized Signatory, KPMG	
Date	28/01/2019	

Contents

1.0 Introduction.....	7
1.2 Registration of a Society	7
2.0 Society Resubmission.....	20

1.0 Introduction

This user guide provides the steps on how to register a society in ROC system. After successfully login to the system the applicant who wish to register a society is required to click on the ‘Register for society’ in the navigation pane.

1.2 Registration of a Society

Applicant has to select the type of society to register the desired society. This can be either Mutual provident society under section 3A or specially authorized societies under section 3B.

Mutual provident society under section 3A

Applicant is provided with two links to download a copy of specimen constitution and standard clauses which will require for the future steps.

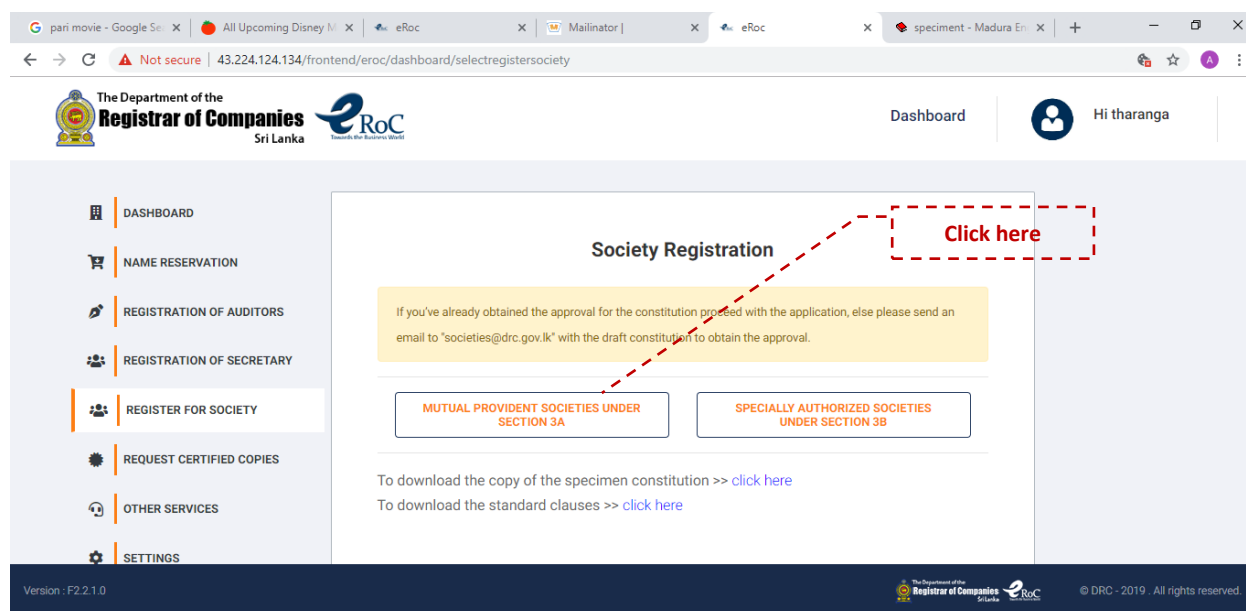


Figure 1.1

Note: For Specially authorized societies under section 3B applicant has to download the file and fill the data accordingly. Once the data is filled applicant has to upload the same in to the system. Refer Figure 1.1. a. Applicant will be guided with the Sample data is provided in the system.

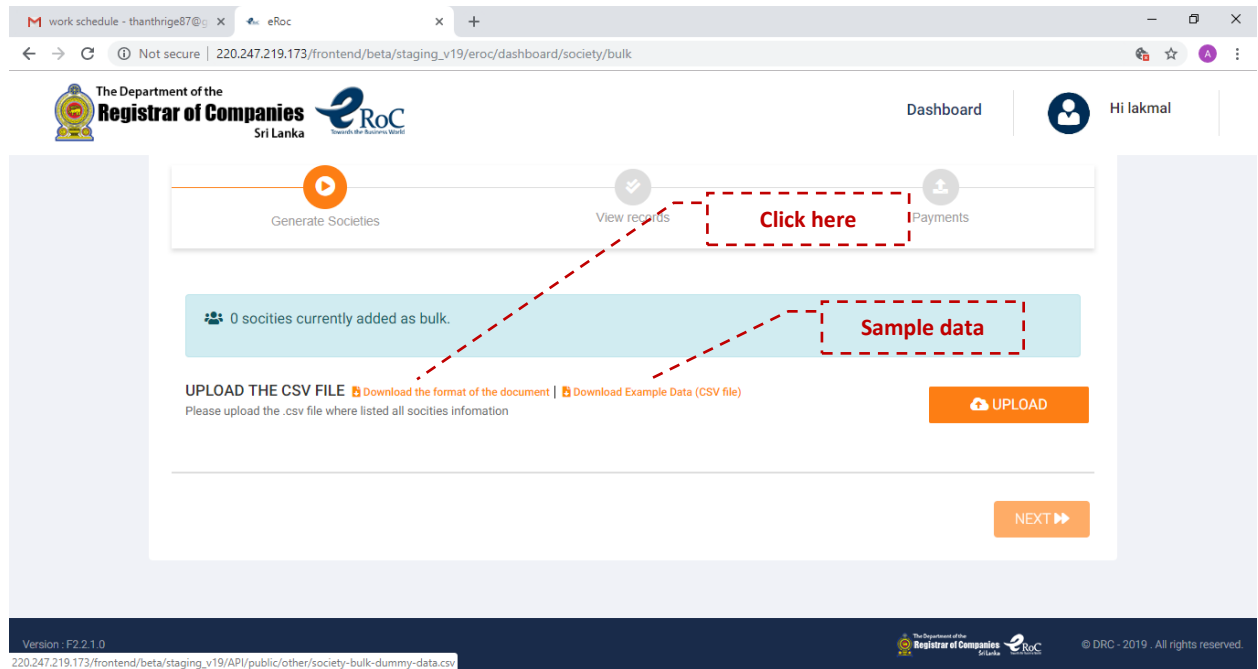


Figure 1.1. a

Applicant has to type the society name in the search bar and click on search button. Applicant is notified with the validation rules which are contradicted with the provided name. However, applicant can proceed with the given name by clicking on the ‘Proceed Now’ button.

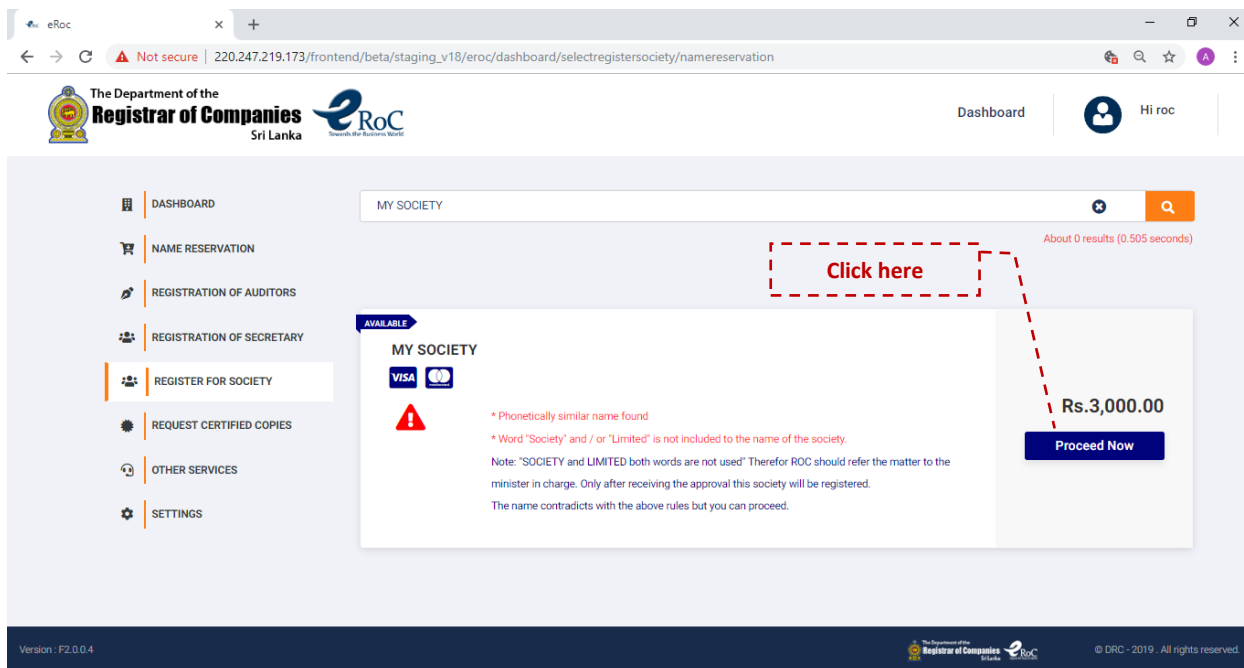


Figure 1.2

Applicant has to provide Sinhala, Tamil translations and abbreviations (if any) of the society name along with the address in all three languages and tick the below declaration message.

Figure 1.3

Applicant has to click on 'Next' button to proceed further as shown in figure 4.

The screenshot shows a web form with a section titled 'Abbreviations'. Below this, there is a checkbox with a checkmark and a paragraph of text: 'I authorize an officer from the office of the Registrar of Companies to make the said search on my behalf and I do hear by expressly declare that I resolve the Registrar General of Companies and every officer of his Department from responsibility for any act or omission of the said officer in regard to such search or any information that may be given or omitted to be given by him to me.' To the right of this text is a red dashed box with the text 'Click here' inside it. Below the text is an orange button labeled 'NEXT'.

Figure 1.4

Under society details section applicant has to provide the relevant number of the constitution in the respective field. Also applicant is provided a link to download the Copy of Specimen Constitution.

The screenshot shows the 'SOCIETY REGISTRATION FORM' on the website of the Registrar of Companies, Sri Lanka. The form has a navigation bar with icons for 'Society Details', 'Members', 'Download Documents', 'Upload Documents', and 'Payments'. Below the navigation bar, there is a link: 'To download the copy of the specimen constitution >>click here'. The form contains several input fields: 'The name of the society *', 'The place of office of the society *', 'The whole of the objects for which the society is established *', and 'The purposes for which the funds of the society shall be applicable *'. Each of these fields has a red border and a red 'Number required' message below it. The form is titled 'SOCIETY REGISTRATION FORM' and 'Fill in all steps for completing registration process.' The footer of the form shows 'Version : P2.2.1.0' and '© DRC - 2019. All rights reserved.'

Figure 1.5

After entering the relevant numbers of the constitution, applicant has to click on 'Next' button to proceed further.

The Department of the Registrar of Companies Sri Lanka

Dashboard | Hi roc

☐ Applicable ☒ Not applicable

The investment of the funds * 2

The keeping of the accounts * 3

The audit of the accounts once a year at least * 2

Annual returns to the registrar of the receipts, funds, effects and expenditure * 3

The number of members of the society * 2

The inspection of the books of the society by every person having an interest in the funds of the society * 3

The manner in which disputes between the society and any of its members, or any person claiming through a member of under the rules shall be settled * 2

Click here

NEXT

Version: F2.0.0.4

The Department of the Registrar of Companies Sri Lanka

© DRC - 2019. All rights reserved.

Figure 1.6

Under members section applicant has to enter the office bearers and members of the society. ‘Add New’ button can be used to add multiple office bearers and members.

The Department of the Registrar of Companies Sri Lanka

Dashboard | Hi roc

Society Details Members Download Documents Upload Documents Payments

PRESIDENT Should need at least one President + ADD NEW

SECRETARY Should need at least one Secretary + ADD NEW

TREASURER Should need at least one Treasurer + ADD NEW

OTHER OFFICE BEARER There can be more than 5 office bearers but 8 affidavits need to upload including President/ Secretary/ Treasurer + ADD NEW

MEMBER Can add unlimited members + ADD NEW

Click here

Version: F2.0.0.4

The Department of the Registrar of Companies Sri Lanka

© DRC - 2019. All rights reserved.

Figure 1.7

Applicant has to provide the details of all office bearers such as president, secretary, treasurer, etc. of the society by filling the details window as shown in figure 8.

Note: System will validate affidevits of eight office bearers of the society and applicant has to provide the affidevits by ticking the check box.

Applicant shall click on the add button to save and move to the next record.

Figure 1.8

Applicant is provided with edit and delete facilities to edit or delete the information entered as shown in figure 9.

Figure 1.9

Applicant has to repeat the above step to provide details of secretary, treasurer and other office bearers.

Applicant has to provide member details by clicking on ‘Add New’ button under member section same as office bearers.

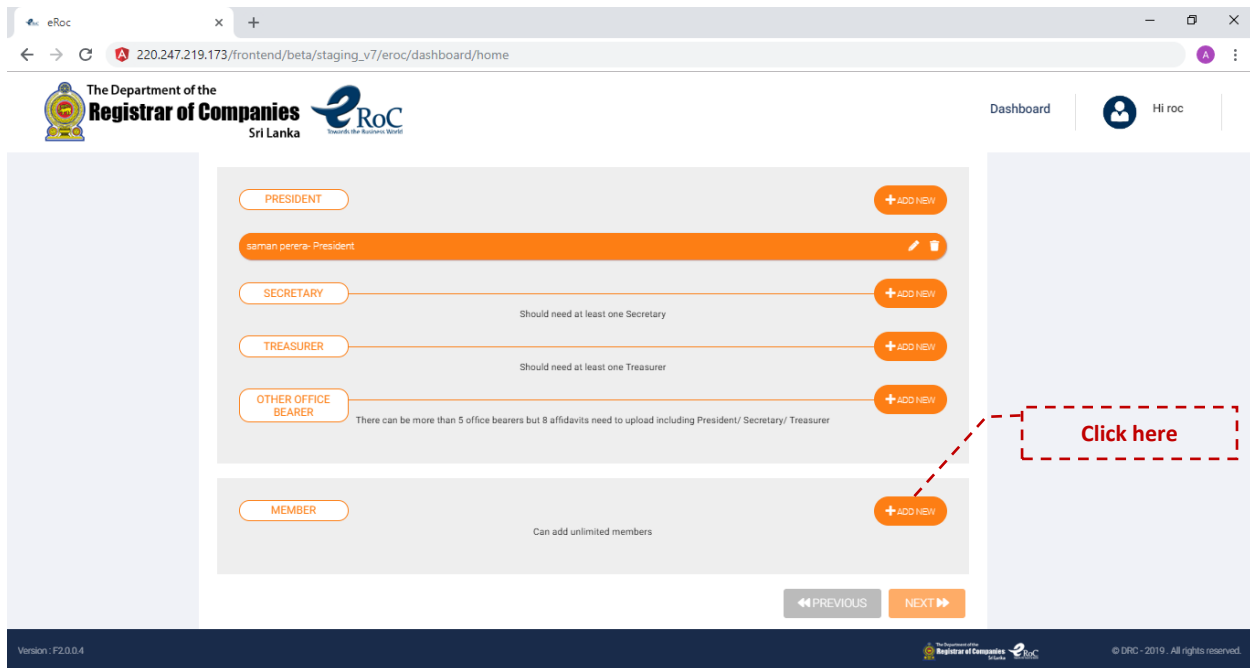


Figure 1.10

After providing all the member details applicant has to click on ‘Next’ button to proceed.

Applicant shall click on ‘Yes’ in the below pop up window in order to continue or click ‘No’ to modify already entered details.

ARE YOU SURE WANT TO PROCEED FURTHER?

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

YES
NO

Figure 1.11

Under download documents section applicant is provided with all required documents by ROC. Applicant has to click on ‘Download’ button to download the affidavits and application.

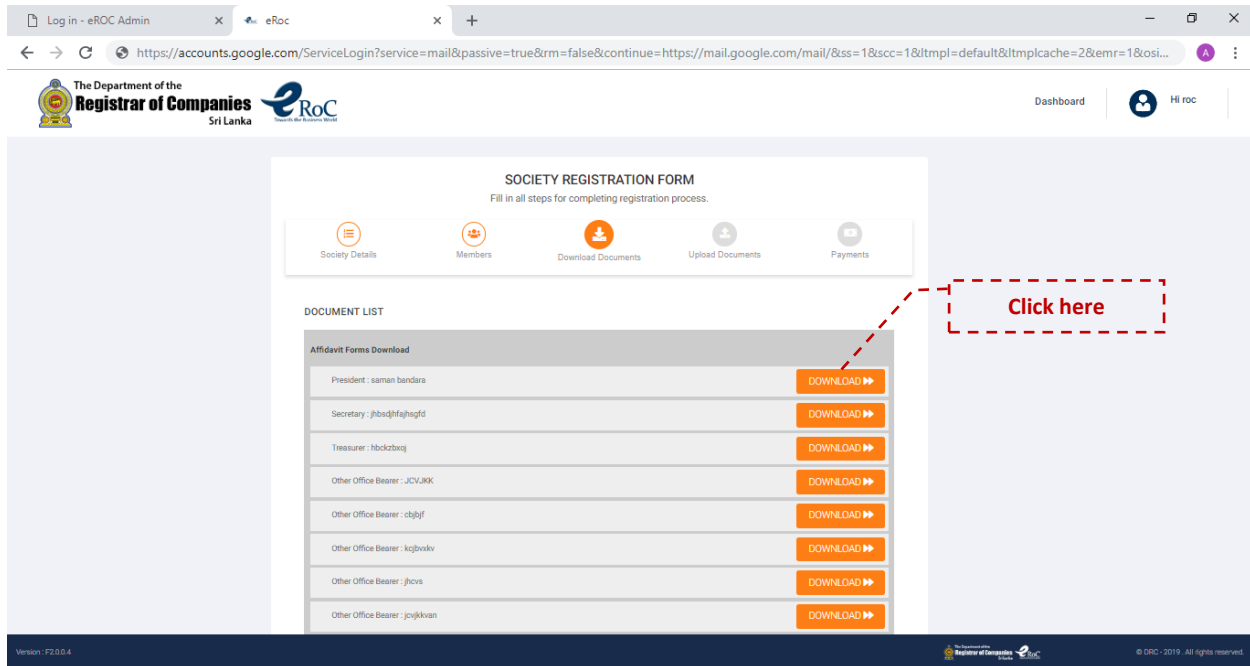


Figure 1.12

Applicant has to fill and complete the downloaded documents with the required signatures. Applicant shall scan the documents and upload in the upload documents section. Applicant may view or delete documents with the options provided in the system and click on 'Next' button to proceed.

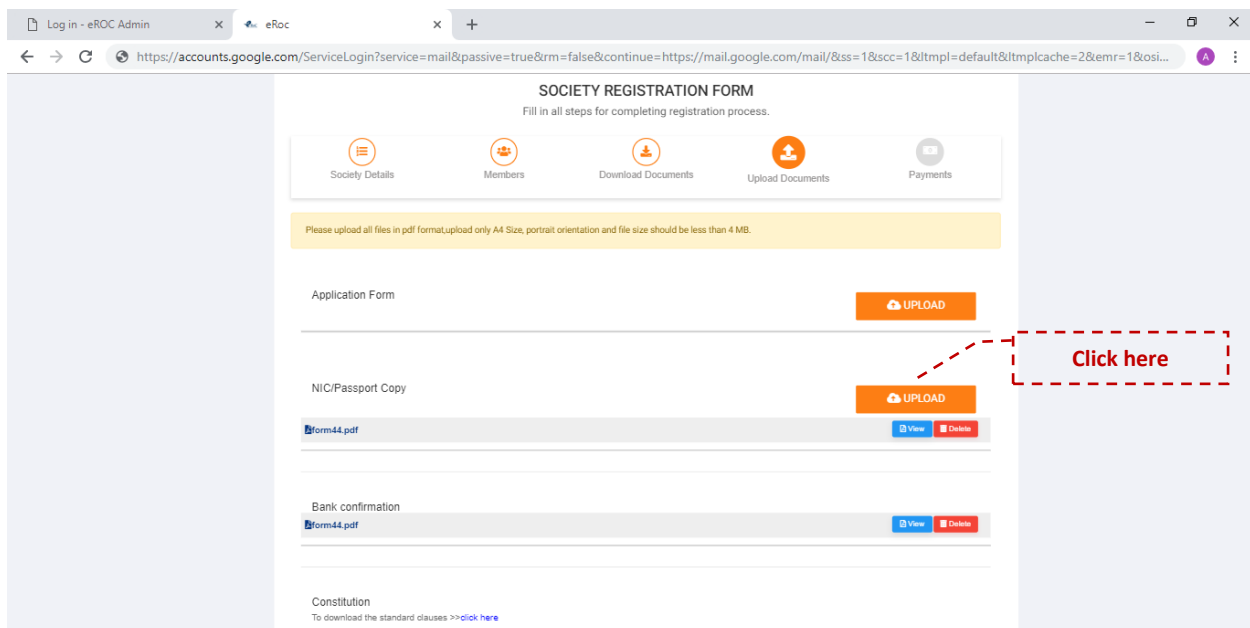


Figure 1.13

Applicant has to proceed with the payment upon clicking on 'Pay' button as the final stage.

The screenshot shows a web browser window with the URL <https://accounts.google.com/ServiceLogin?service=mail&passive=true&rm=false&continue=https://mail.google.com/mail/&ss=1&sc=1&tmpl=default&tmplcache=2&emr=1&osi...>. The page is titled "SOCIETY REGISTRATION FORM" and includes a progress bar with five steps: Society Details, Members, Download Documents, Upload Documents, and Payments (the current step). The main content area is divided into two sections: "USER PAYMENT AGREEMENT" and "ORDER SUMMARY". The "USER PAYMENT AGREEMENT" section contains a text area for the user to agree to the terms, with a "VISA" logo and a "MasterCard" logo. The "ORDER SUMMARY" section lists the following fees: Registration fee (Rs. 3,000.00), Tax (Rs. 450.00), and Convenience Fee (Rs. 69.00). The total amount is Rs. 3,519.00. At the bottom of the form, there are two buttons: "PREVIOUS" and "PAY". A red dashed box with the text "Click here" points to the "PAY" button. The footer of the page includes the text "v: F2.0.0.4" and the logo of the Registrar of Companies, Sri Lanka.

Figure 1.14

Applicant shall click on 'Yes' in the below pop up window to proceed with the payment or click 'No' to modify already entered details.

The screenshot shows a confirmation pop-up window with the title "ARE YOU SURE WANT TO PROCEED FURTHER?". Below the title, there is a text area that says "If yes, you will not be able to revert back." At the bottom of the window, there are two buttons: "YES" (green) and "NO" (red).

Figure 1.15

Applicant has to accept the payment conditions by ticking the check box as shown in figure 16 and select the payment method from the dropdown and click on 'Proceed' button.

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

Tick here

*** Choose your Payment Method:**

Select PG

Select PG

Dialog eZCash

Global Payment

Global Payment

AMEX(NTB IPG)

Any Visa/Master Card(Sampath IPG/Paycorp)

Any Visa/Master Card(Sampath IPG)


Back Cancel **Proceed**

Click here

Figure 1.16

Applicant is informed with the amount to be paid and can proceed with the payment by clicking on 'Pay Now' button.

Confirm Payment Details

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

Cancel **Pay Now**



Figure 1.17

Applicant has to provide the below request details and click on submit to complete the payment.

Log in - eROC Admin x https://paycorp-smp.prod.aws.p... x +

https://paycorp-smp.prod.aws.paycorp.lk/webinterface/app/payment?reqid=mWQcyCOIRhmjSHCnsbZb

Name on Card visa ✓

Card Number 4564456445644564 VISA ✓

CVV 311 ✓

Expiry (MM/YY) 09/20 ✓

Amount(Rs) 102.00

Submit

Figure 1.18

Following payment success message will be displayed once the transaction is completed successfully. Applicant shall view and print the receipt by clicking on ‘Print Receipt’ button else can go back to the dashboard by clicking on Back to Dashboard button.

Log in - eROC Admin x eRoc x +

Not secure | 220.247.219.173/frontend/beta/staging_v18/eroc/success/payment?token=fccb26cb6f9b1a0dc82ca5b4b798a90d-2bbeef35d0f4cbc69a508a932a66af07

The Department of the Registrar of Companies Sri Lanka eRoC

Dashboard Hi roc

Payment Success

✓

Mr.roc roc

Your payment has been processed successfully. We have sent you an email to "roc@mailinator.com". Please check your email for details.

Back to Dashboard Print Receipt

Version: F2.0.0.4

© 2019 - 2019 All rights reserved.

Figure 1.19

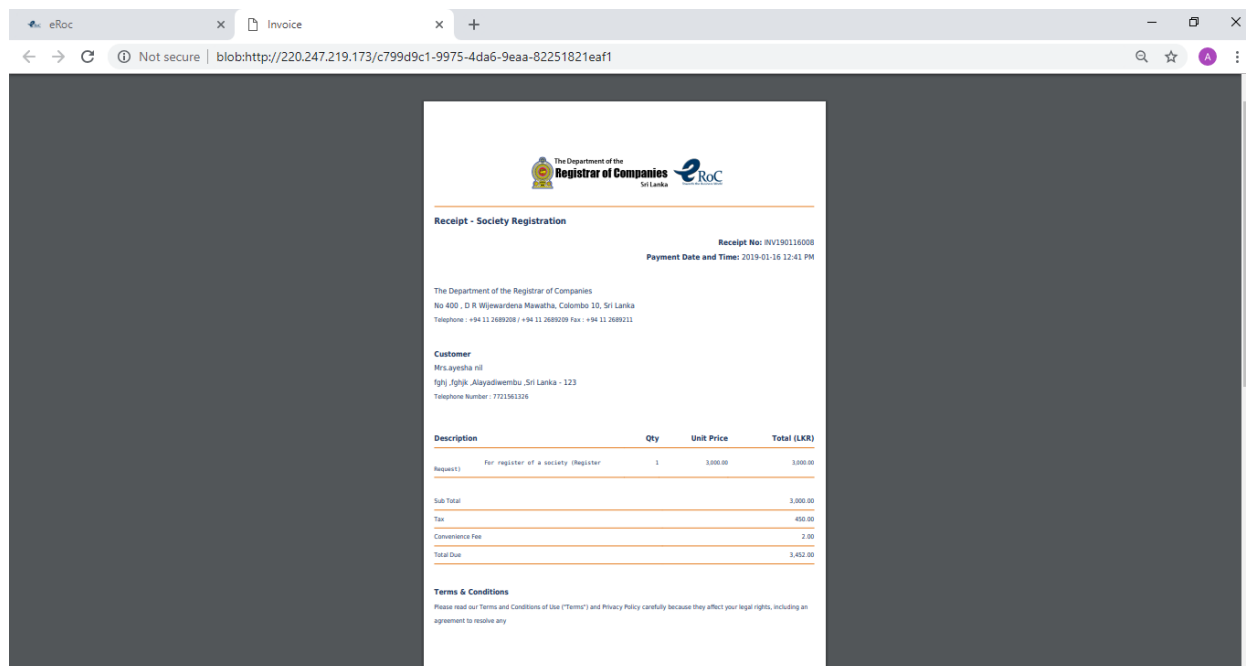


Figure 1.20: Payment Receipt

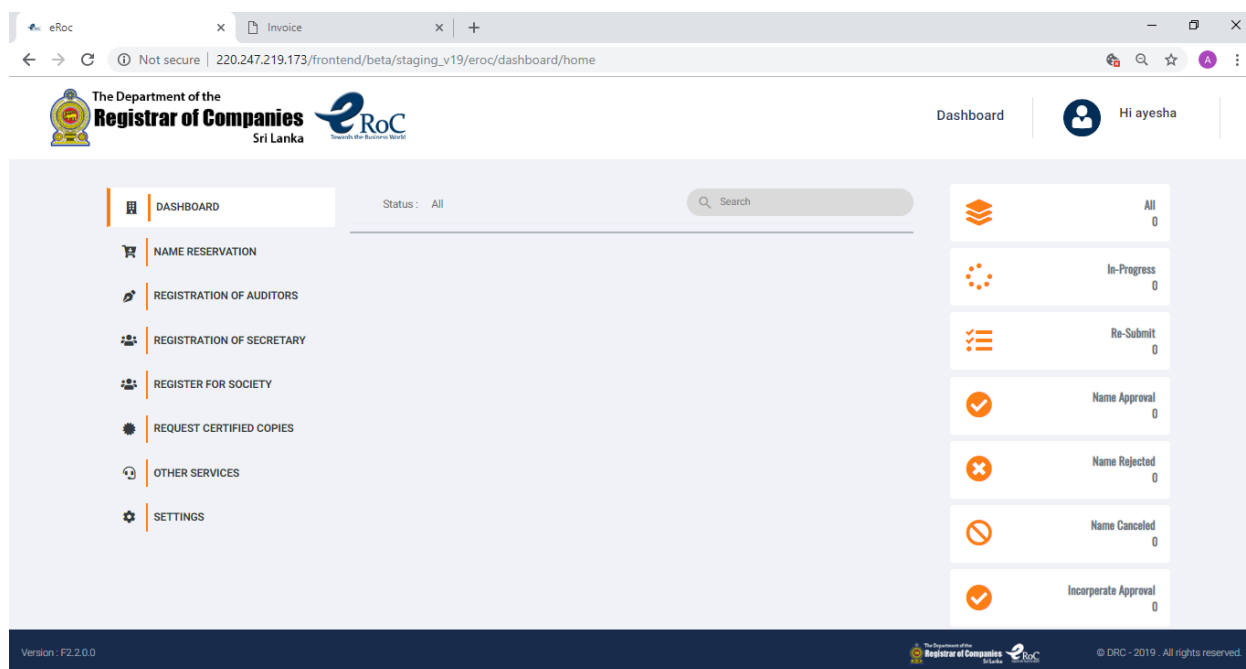


Figure 1.21: User Dashboard

2.0 Society Resubmission

The applicant will be notified in the dashboard on the respective society application, if there are any shorting comings identified by the ROC officer.

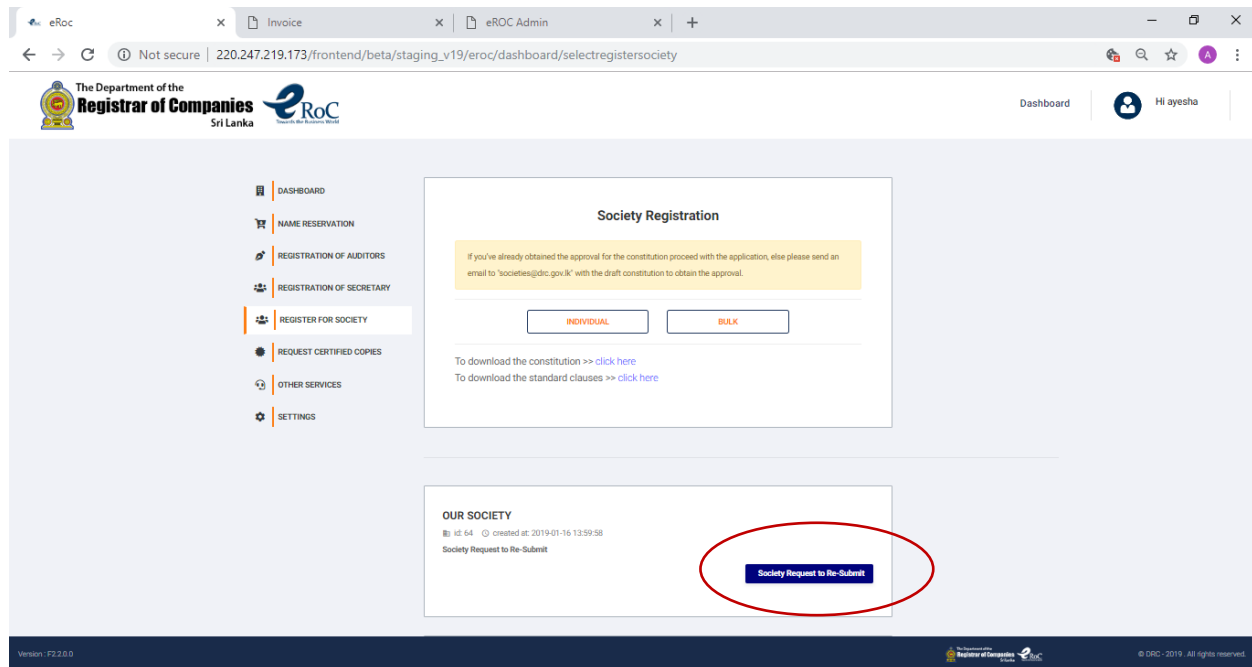


Figure 2.1

Applicant has to click on the 'Society request to resubmission' option to proceed to effect necessary corrections / changes so that the application will be displayed together with the comments provided by ROC.

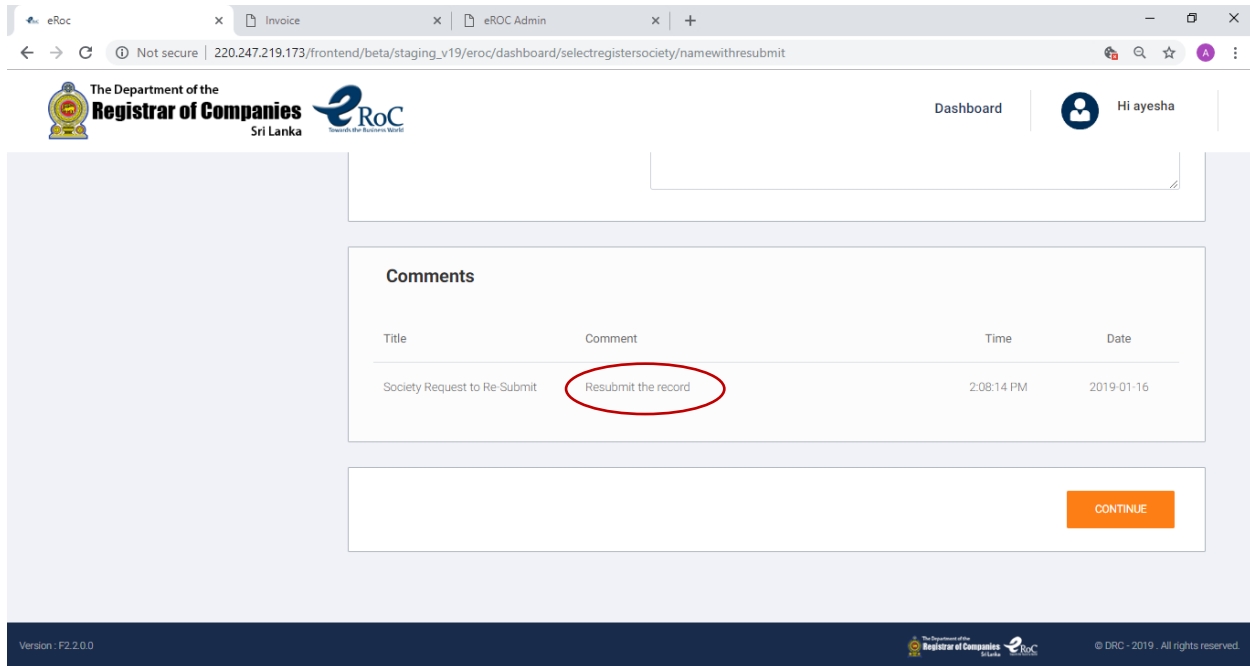


Figure 2.2

Upon clicking on the 'Continue' button applicant shall proceed with the required changes and submit the request to ROC.