The Department of the
Registrar of Companies
Sri Lanka

eRoC
Towards the Business World

USER GUIDE eROC SYSTEM

(Public Interface)

Version 1.0

KPMG

Contents

1. Introduction

This user guide document provides the steps that the public are expected to follow in using the eROC system. The system prompts messages and alerts if the user makes any mistakes in using the system and the users are requested to give due attention to the messages and alerts prompted by the system prior to proceeding to the next step.

All the details of the company used in this guide including the name of the company, names of Directors, Secretary and Shareholder and their respective details are sample data and they have been used exclusively for the purpose of demonstrating the eROC system.

2. Searching Company Names

Public are directed to the below menu upon typing the eROC URL. An existing company can be searched by entering part of the name (using 'Begins with' or 'Contains' option) or entering the name in full. Also, an incorporated company name can be searched by the company registration number. This can be performed by anyone without logging in to the system. Public who wish to search a company name can do so by typing the name of the company in the space provided (Depicted in the figure 1.1)
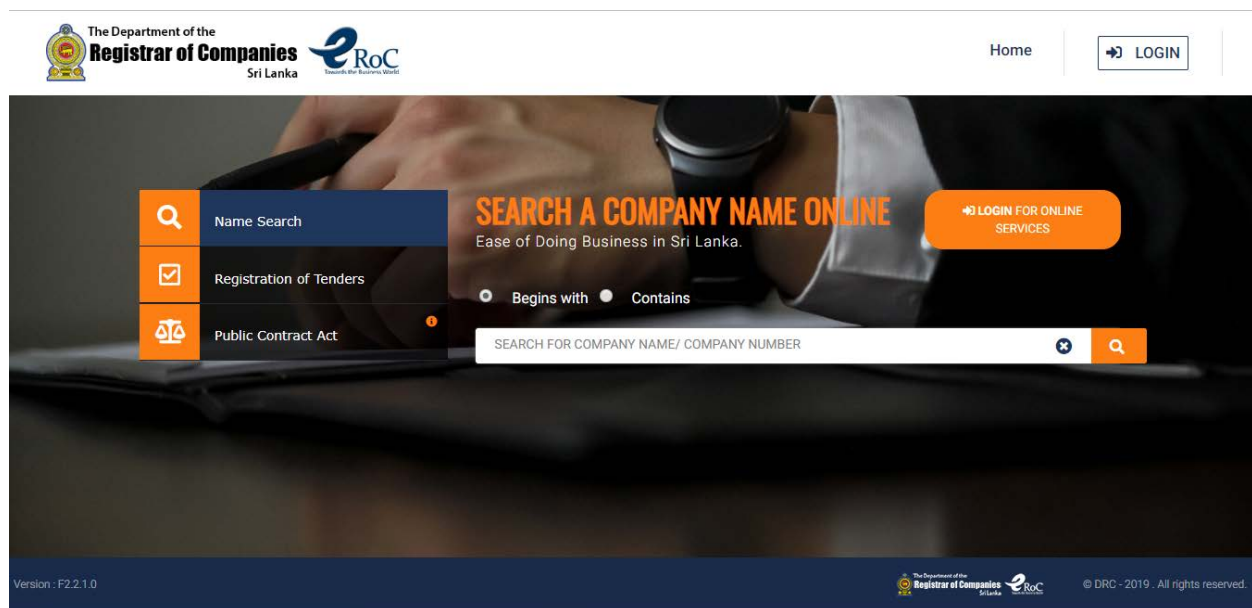

Figure 1.1

Public can search a name by choosing **one** of the following options;

- Begins with
- Contains

3. How to 'Register' a New User

In order to register a user, applicant has to click on the **Register** link **(**Depicted in the Figure 1.2) and enter the details that are requested. Upon entering the details the applicant is requested to enter a valid email address and the password to complete the registration process.
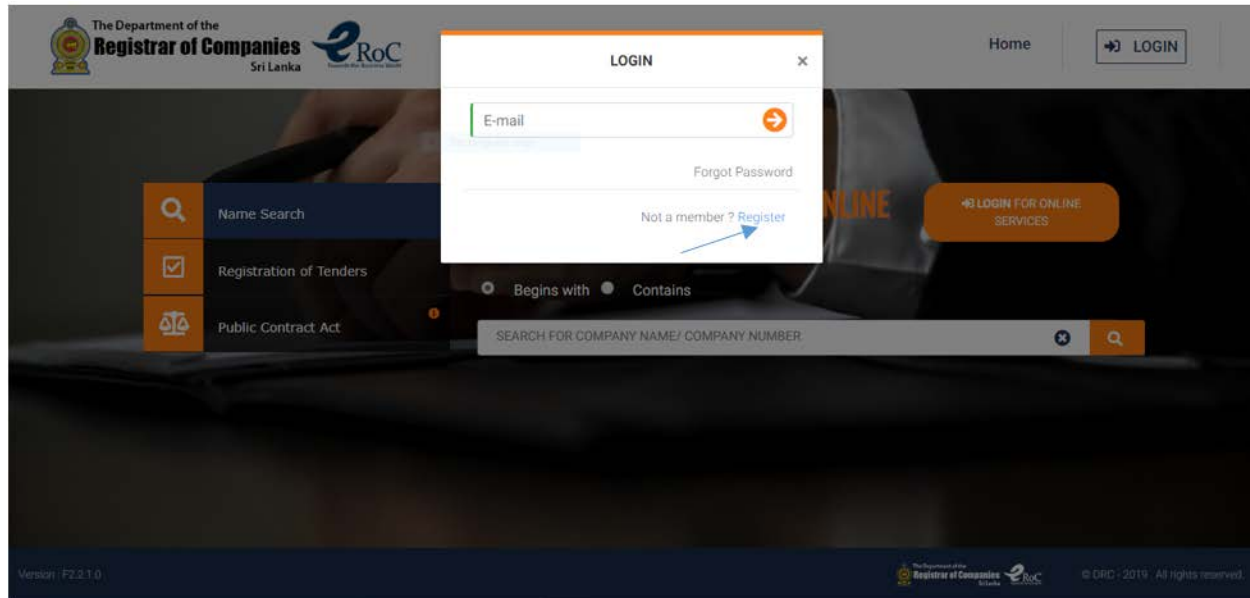

Figure 1.2

Note: The applicant has to enter the **email address** (Applicants are recommended to remember the email address as it is required to enter this email address to reset the password in the event the password is forgotten) and the **password** supplied during the **registration** process to login to the system. The mandatary details that are required in the registration process are denoted by an (*) mark against the relevant item.

Figure 1.3

Upon submitting the 'Registration' request the system will generate and send a link to the email address specified in the registration process. The applicant is required to open the email and click on the link.

Upon clicking the link, the user will be directed to the eROC system and user can commence work in the system. **Note:** This is required for the initial login attempt **only**.

4. User Login

Public who has created a user login to the eROC system can logon by entering the **email address** provided during user registration and the password after clicking the **Login** button. (Depicted in the figure 1.2)
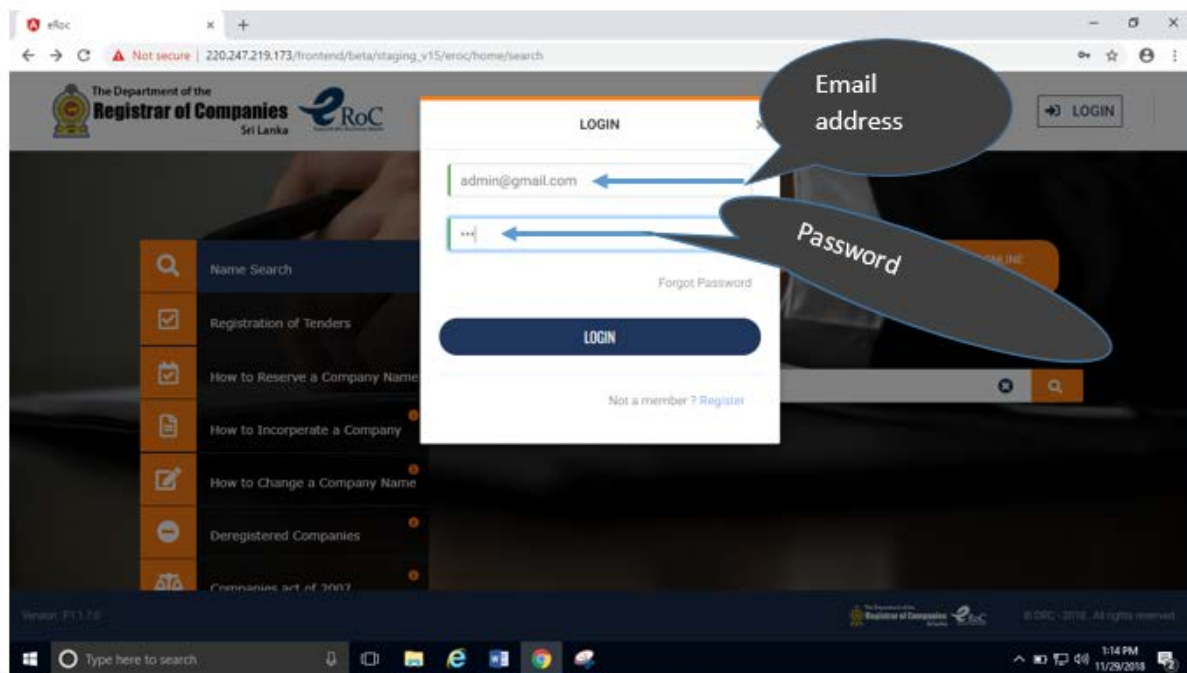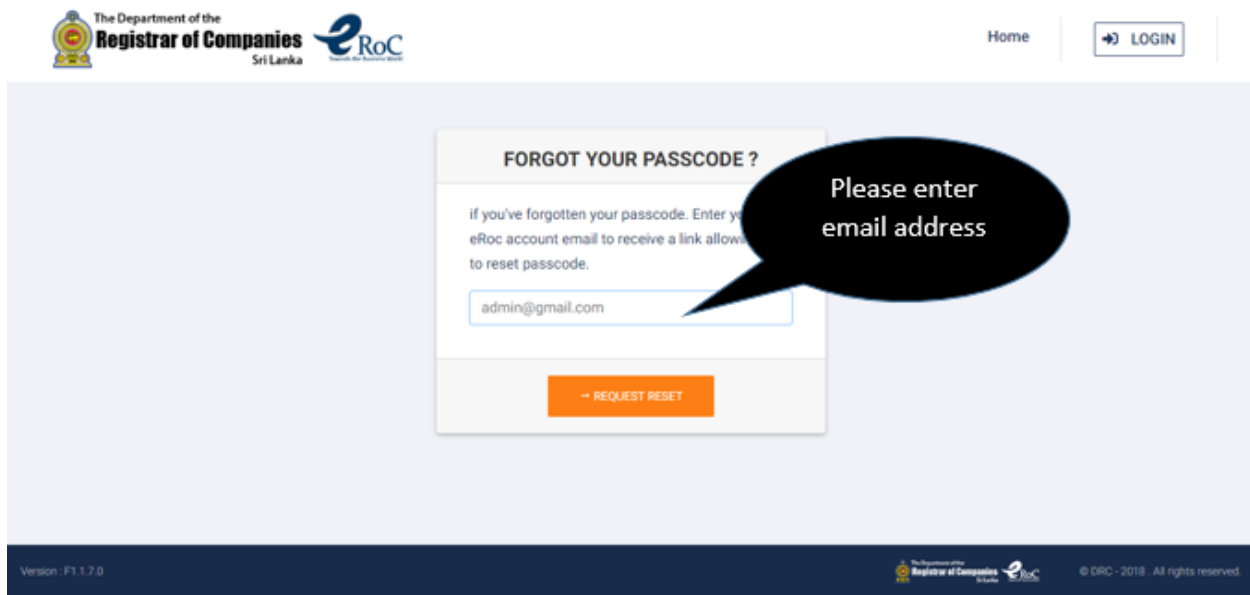

Figure 1.2

5. Forgot Password

If the applicant does not remember the password to login to the system, applicant has to click the 'Forgot Password' option in the login menu. The applicant has to enter the email address entered at the registration process and click on the 'Request Reset' option. Upon clicking on the 'Request Reset' option a link will be sent by the system to reset the password. The password reset request menu is depicted in the Figure 1.4

Figure 1.4

6. Dashboard

The applicant is provided with a dashboard feature in the eROC system which displays the applications submitted by the applicant together with the status, further, the dashboard displays category wise total of the applications submitted under an applicant's login and the grand total of applications in order to facilitate the applicant to obtain a summarized view.as depicted in the Figure 1.5.
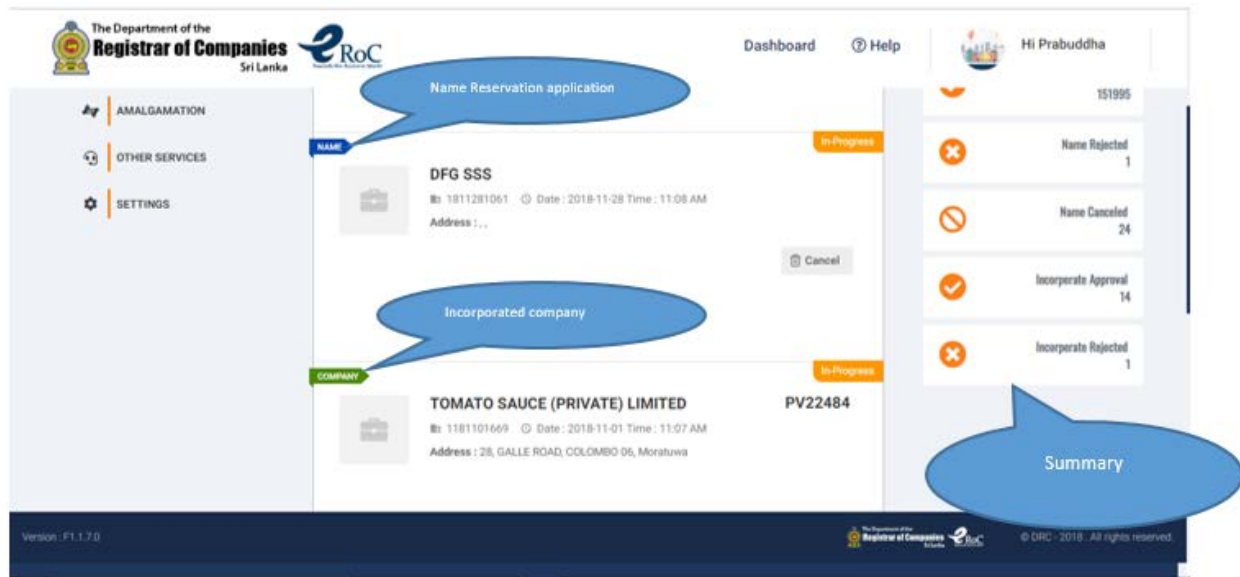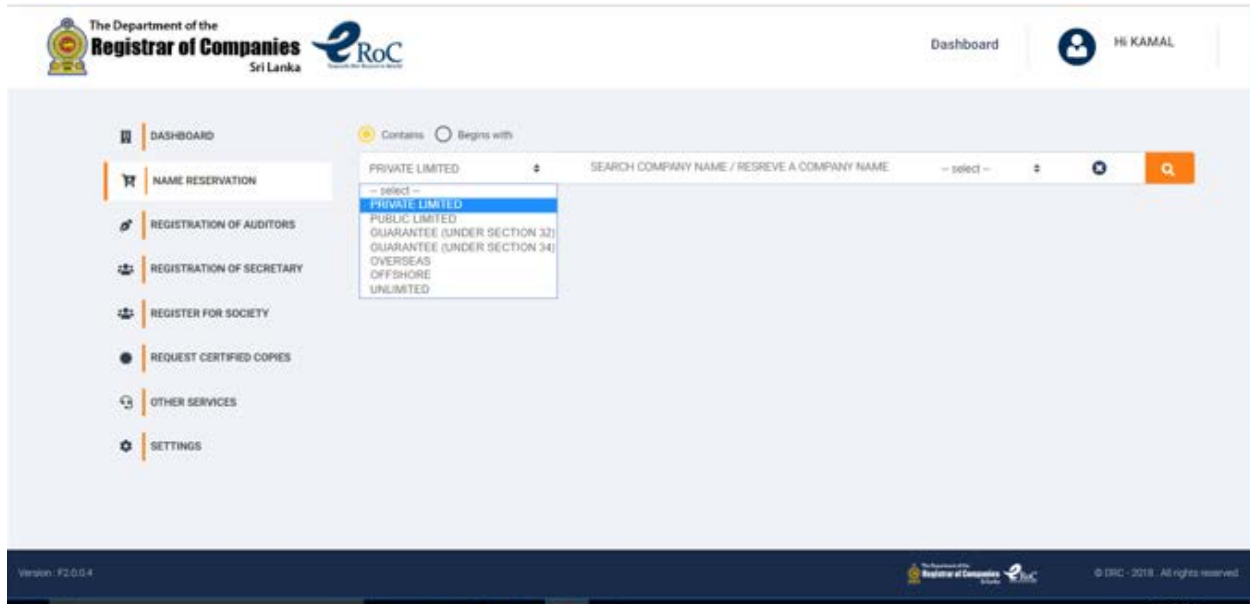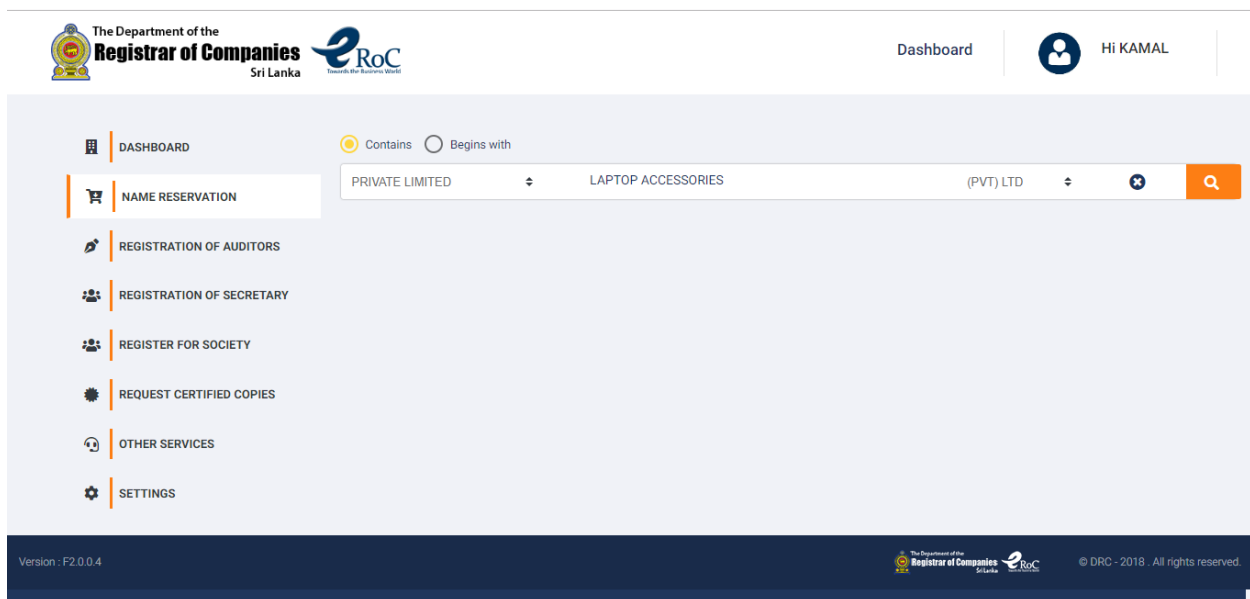

Figure 1.5

7. Name Reservation

The applicant who wish to reserve a company name is required to click on the 'Name Reservation' option and the system shall request the desired name to be typed as depicted in the Figure 1.6 after making an appropriate selection of the **type** of the company from the drop down.

Figure 1.6

Note: The applicant has to select the desired choice (suffix) from the drop down, once **the type** and the **name** is entered as depicted in the Figure 1.7 (Example: A choice of either PRIVATE LIMITED or (PVT) LTD can be chosen from the drop down for type PRIVATE LIMITED). Also the applicant can search a company by typing the name of the company.

Figure 1.7

Upon completing the above steps the applicant has to click on the button depicted in the Figure 1.8.

Figure 1,8

Upon clicking on this search button, the system shall check the name entered and provide a response as to whether it contradicts with any conditions and shall notify the applicant whether the name can be reserved or whether the name is required to be modified as depicted in the Figure 1.9.
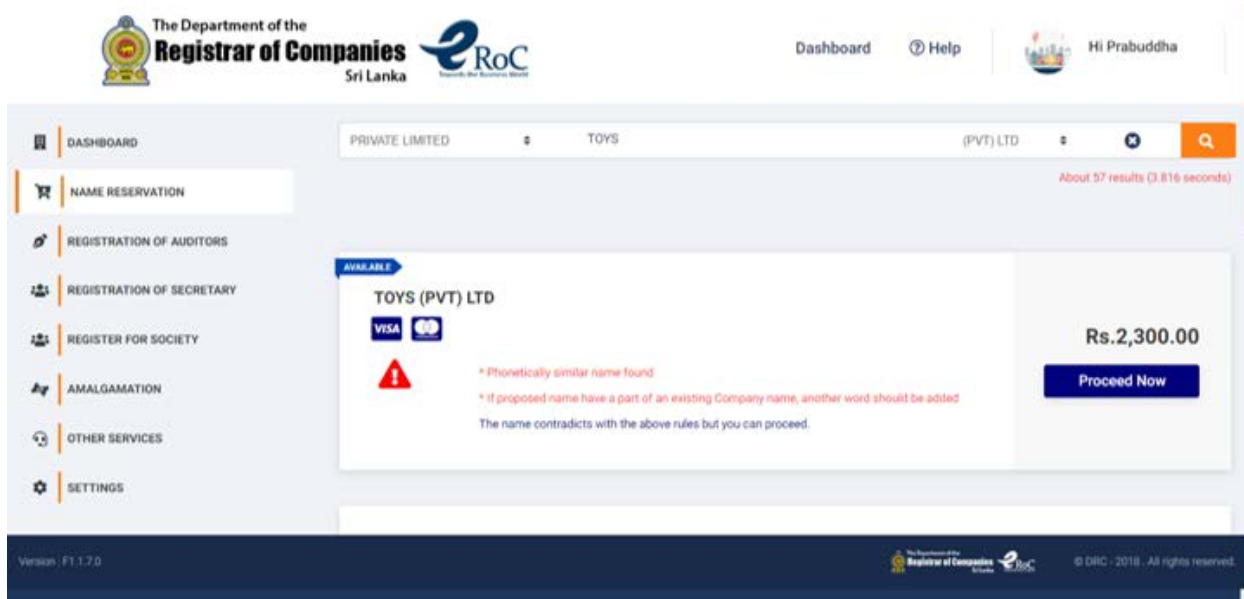

Figure 1.9

Accordingly the applicant is required to make necessary changes to the name entered and click on the search button depicted in Figure 1.8 to make the revised name validated by the system.

Note: The applicants are provided with the option to proceed with the name reservation without making any changes / corrections. However, please note that, if the response provided by the system is ignored and **proceeded** without making required changes to the name there **could be** delays experienced in **obtaining approval** for the name.

The applicant will be directed to the next menu under Name Reservation process upon clicking the 'Proceed Now' button to enter the name in Sinhala and Tamil language as depicted in the Figure 1.10.

Figure 1.10

 Note: The applicant has to type the name (in English) and **press the space bar** in order convert the name to Sinhala and Tamil equivalent under the respective columns.
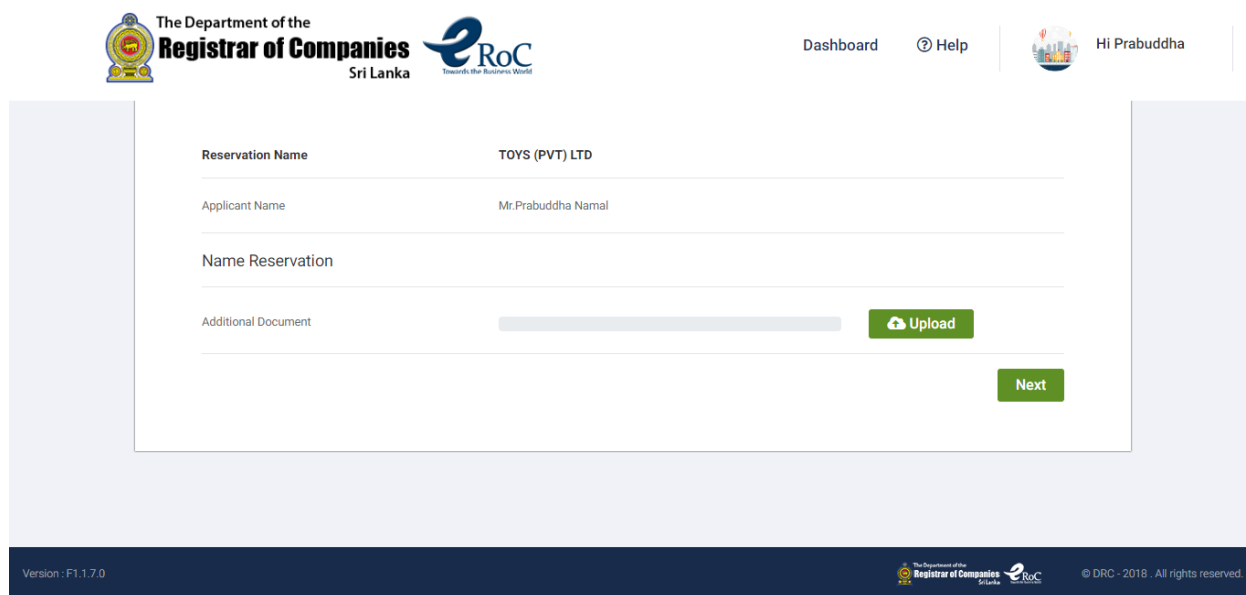
Upon completing entry of the name in Sinhala and Tamil language, the applicant **must click** in the check box to move to the next menu in the 'Name Reservation' (as depicted in Figure 1.11)

Figure 1.11

Once the applicant completes the above steps and click on the '**Next**' button, the system navigates to the document uploading menu as depicted in the Figure 1.12.
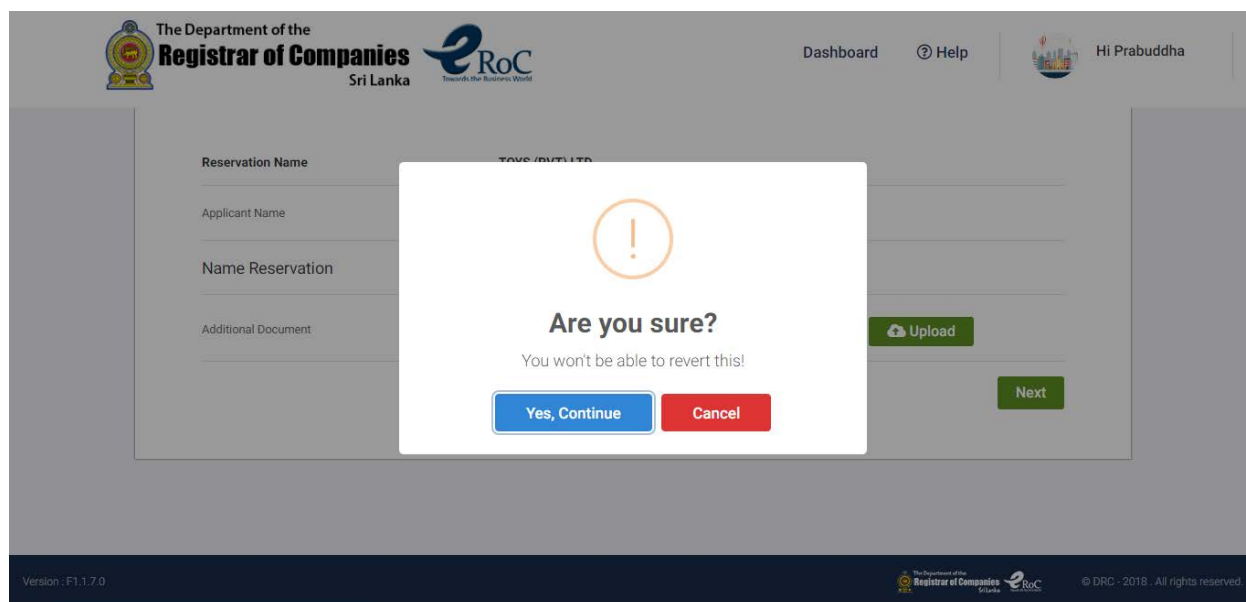
Figure 1.12

The applicant is required to upload necessary documents and click on the 'Next' button.

Upon clicking on the 'Next' button in the document uploading menu, the system prompts an alert requesting the applicant's confirmation to proceed to make the online payment as depicted in Figure1.13.

Figure 1.13

The Figure 1.14 depicts the online payment menu in the eROC system for Name Reservation. The applicant is required to click on the 'Continue' button if applicant is ready to make the payment.

Figure 1.14

Once the 'Continue' button is clicked by the applicant the image depicted in Figure 1.15 will be prompted to the applicant to choose the credit card that applicant wishes to use for this online payment.

Figure 1.15

Note: The applicant must check the 'I ACCEPT' to proceed to the next menu to make the online payment.

The applicant has to click on the '**PAY NOW**' button shown in the Figure 1.16 to enter the credit card details.

Figure 1.16

Applicant is required to enter the following details and click on the 'Submit' button to complete the Name Reservation related payment and print the receipt as depicted in the Figure 1.17 and Figure 1.18 respectively.
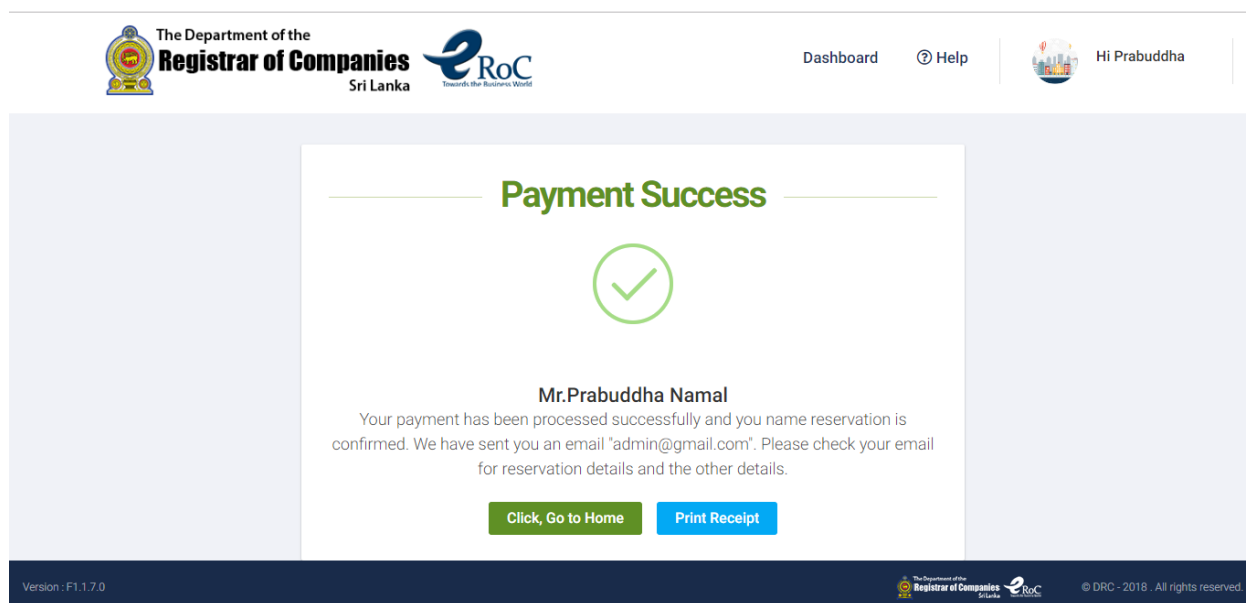

Figure 1.17

Figure 1.18

Note: Applicant must click on the '**Print Receipt'** button prior to clicking on the '**Click, Go to Home'** to view and print the Name Reservation related receipt.

Once the applicant clicks on the '**Click, Go to Home'** button, the 'Name Reservation' process is completed and the eROC system redirects the applicant to his or her dashboard.

8. Name Reservation Re-Submission

Name Reservation applications submitted by applicants will be perused by the officers at ROC and if there are any shortcomings in the applications the officer will request the applicant to re-submit the application after effecting necessary changes / corrections.

The Name Reservation application which has been requested to be re-submitted will be displayed in the dashboard of the applicant as depicted in the Figure 1.19.
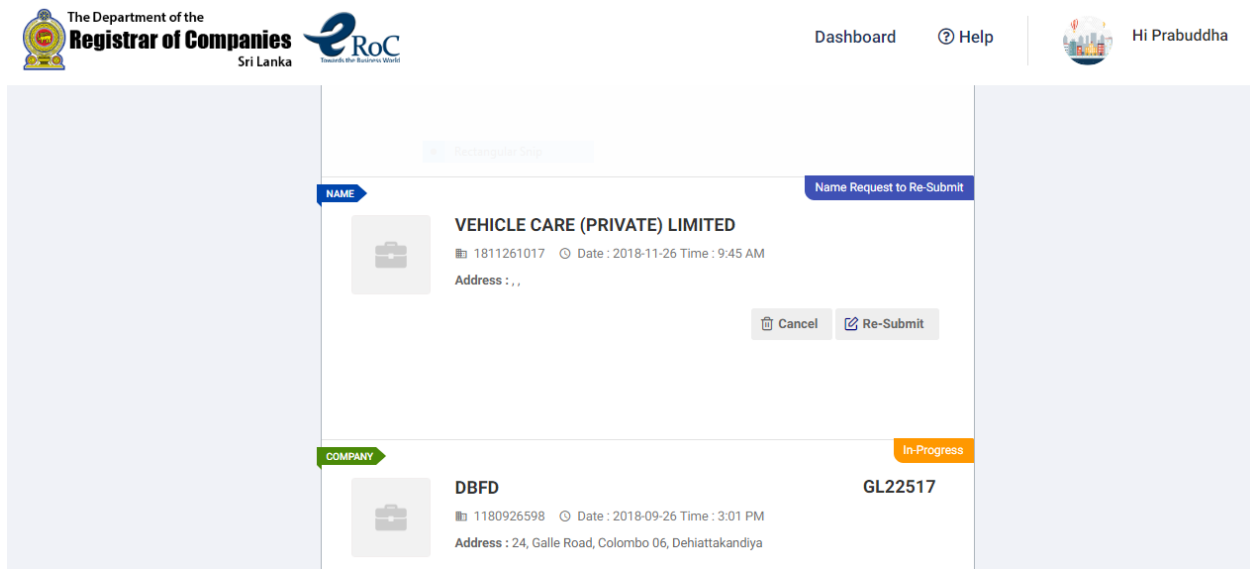

Figure 1.19

The applicant can view the details of the application by clicking on the Re-Submit button. Upon clicking the Re-Submit button, the applicant will be permitted to view the comments of the ROC officer on the said application and accordingly effect necessary changes / corrections as depicted in Figure 1.20.
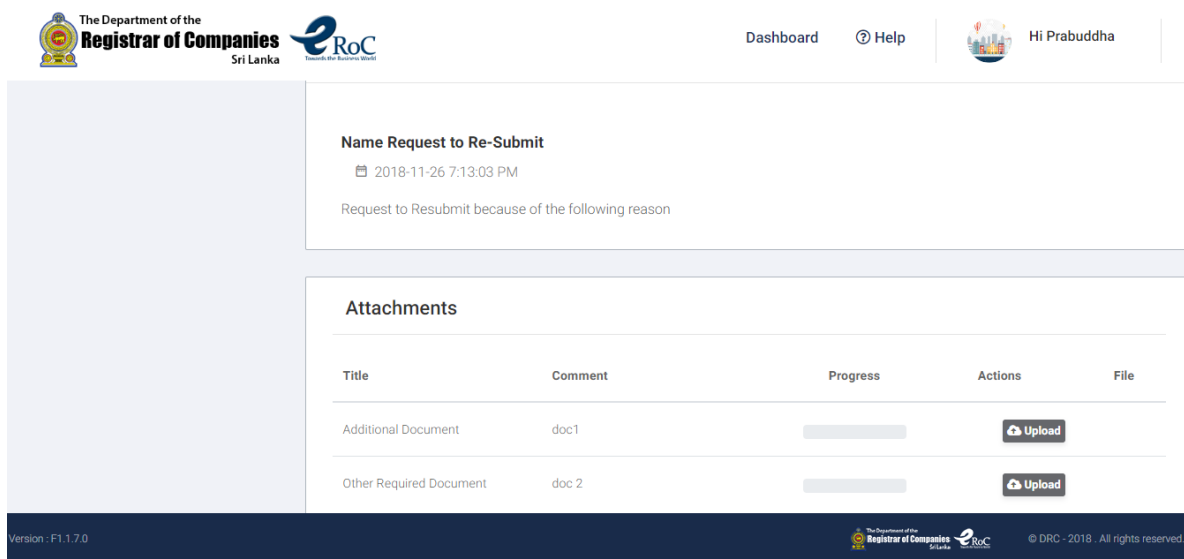

Figure 1.20

9. Editing the Name During Name Reservation – Re-Submission

The applicants could be requested to change the name by ROC as the name submitted could contradict with the name validation rules. In such an instant applicants could change the name by clicking on top of the name field as depicted in Figure 1.21.
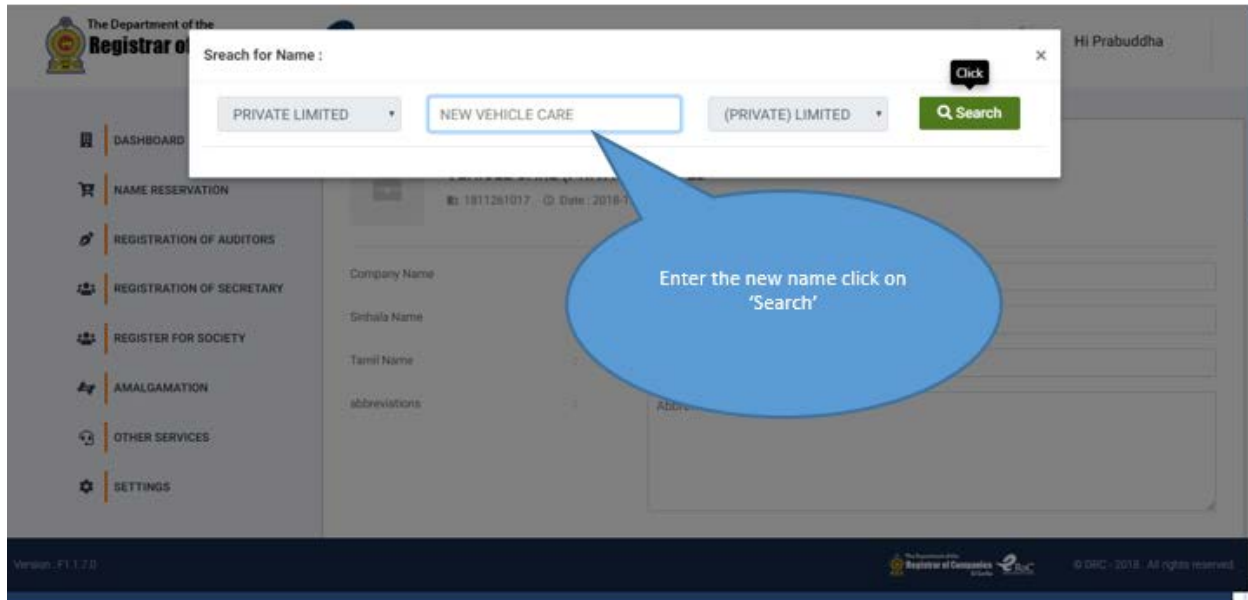

Figure 1.21

Upon clicking on the 'Search' button, the system shows as to whether the name violates any rules or not. The applicants can effect necessary changes / corrections and click on the 'Proceed Now' button as depicted in the Figure 1.22 to complete editing of the name.
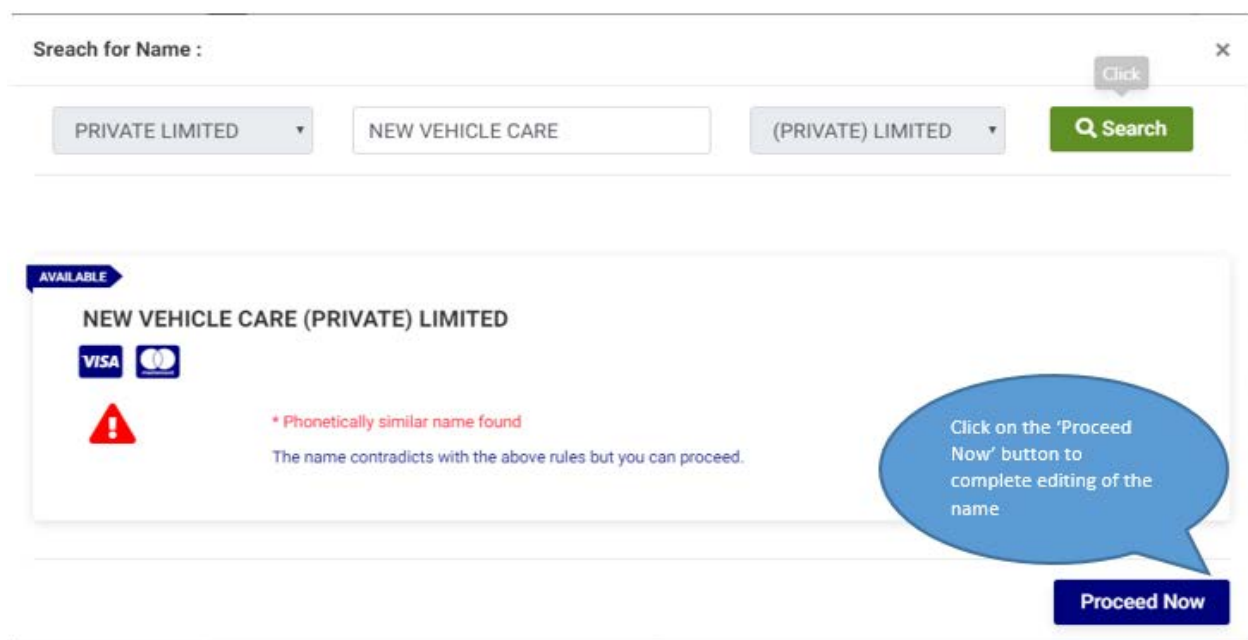
Figure 1.22

Note: The applicants are allowed to edit the name of the company **only**, the company type and suffix of the name selected at the initial application will not be allowed to be edited in Name Re-Submission as depicted in Figure 1.23.

Figure 1.23

Any documents that are requested to be re-submitted in the Name Reservation will be shown in the bottom of the Name Reservation –Resubmit menu as depicted in Figure 1.24.

Figure 1.24

Note: If the ROC officer has requested any documents to be submitted, the 'Re-Submit' button will not be enabled till the applicant uploads those documents as depicted in Figure 1.25.

The upload should be a PDF file.
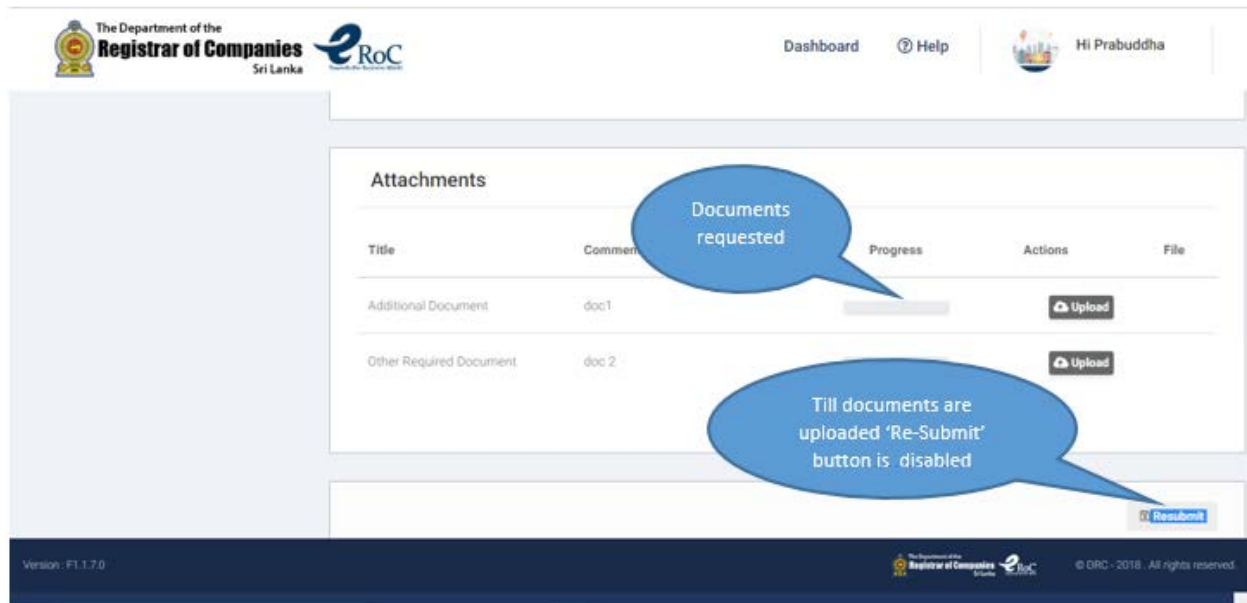
Figure 1.25

The figure 1.26 below depicts a Name Reservation – Re-submission application duly completed and about to be Re-Submitted.
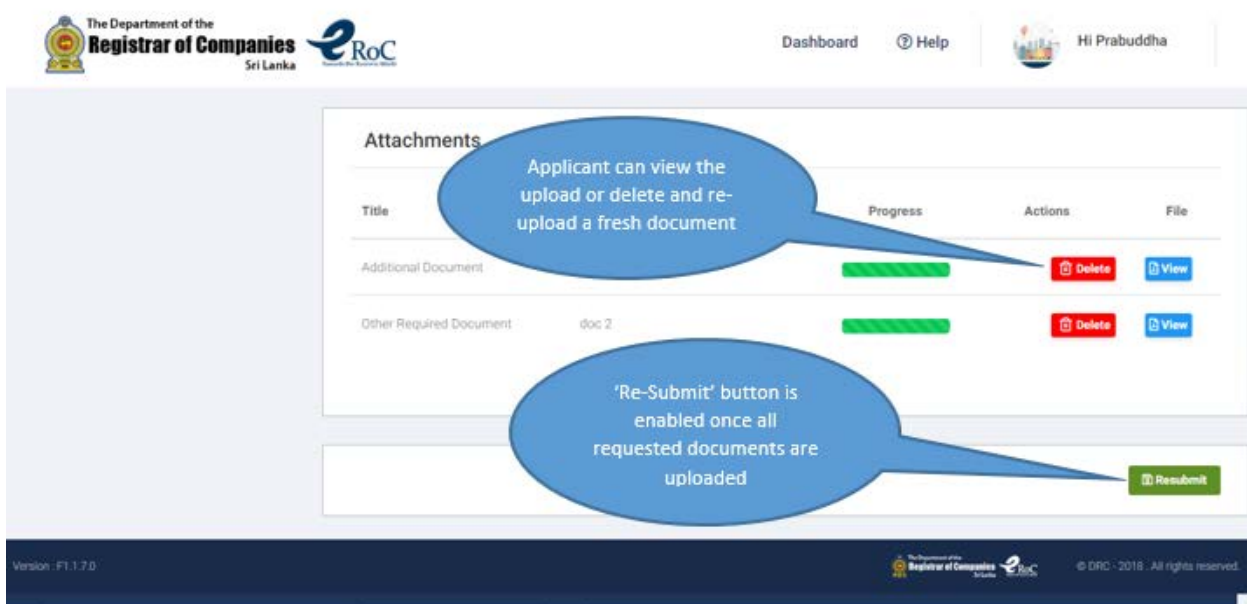

Figure 1.26

The figure 1.27 below depicts a **successfully** Re-Submitted Name Reservation application after **editing the name as 'NEW VEHICLE CARE (PRIVATE) LIMITED.**
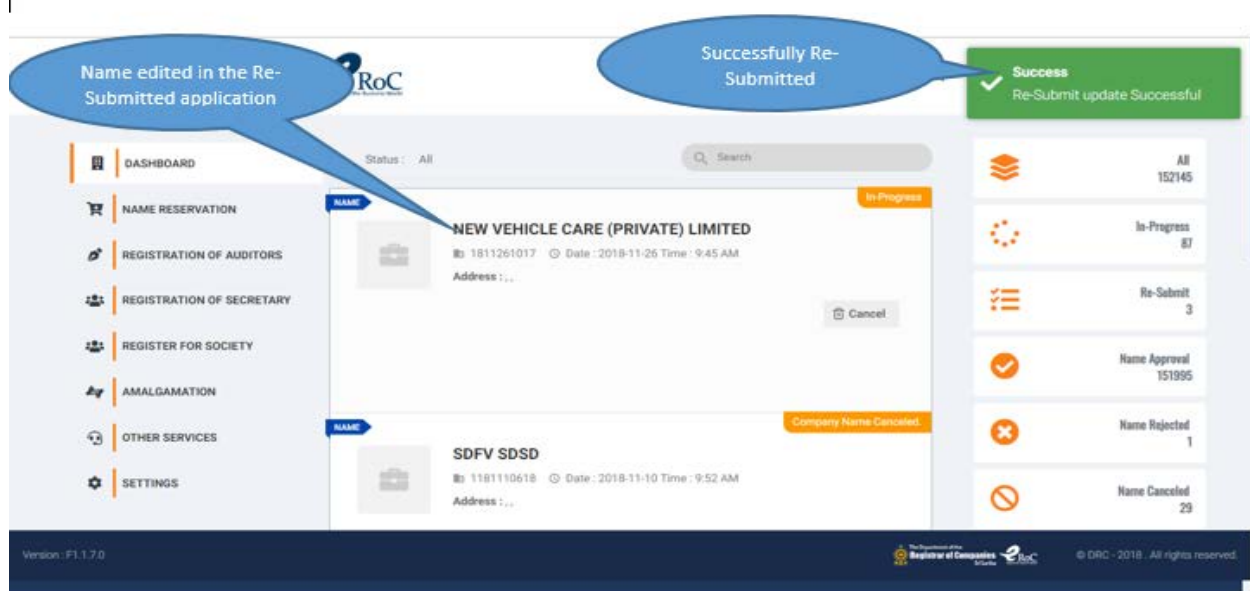
Figure 1.27

10. Cancelling a Company Name After obtaining Approval (Prior to Incorporation)

Applicants are provided with the option of cancelling a company name after obtaining approval from ROC, at the discretion of the applicant. The applicant has to choose the name that is to be cancelled from the dashboard and click on the 'Cancel' button as depicted in figure 1.28.
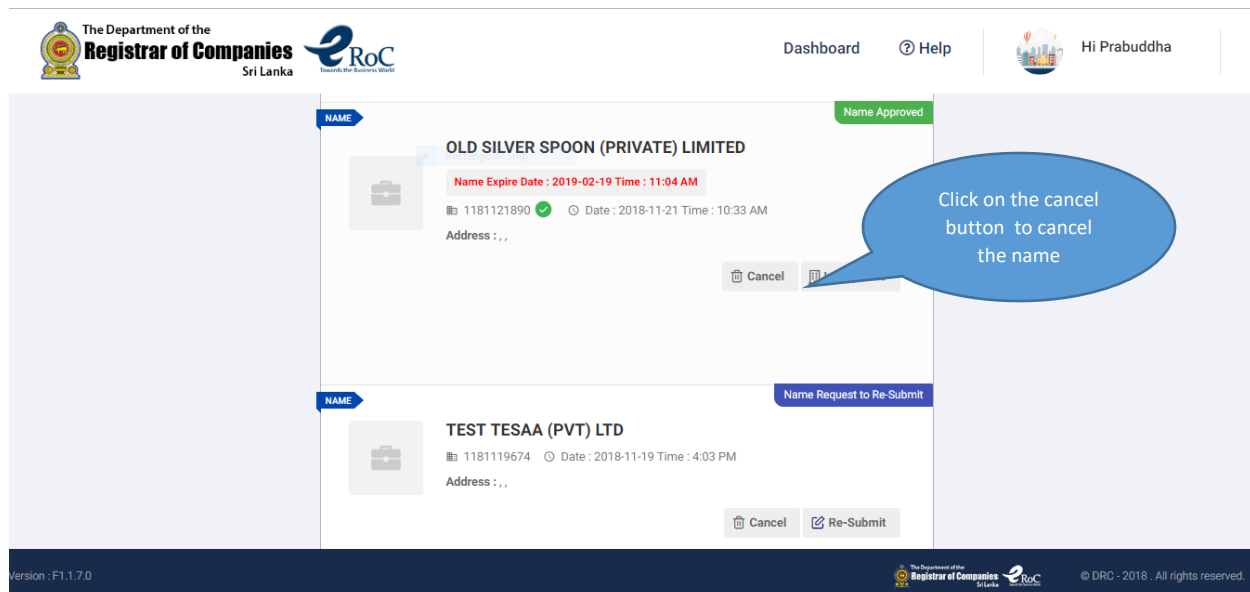
Figure 1.28

11. Incorporating a Company after Obtaining Approval for the Name

Upon obtaining approval for the company name the applicant's dashboard will enable the 'Incorporate' option as depicted in the figure 1.29.
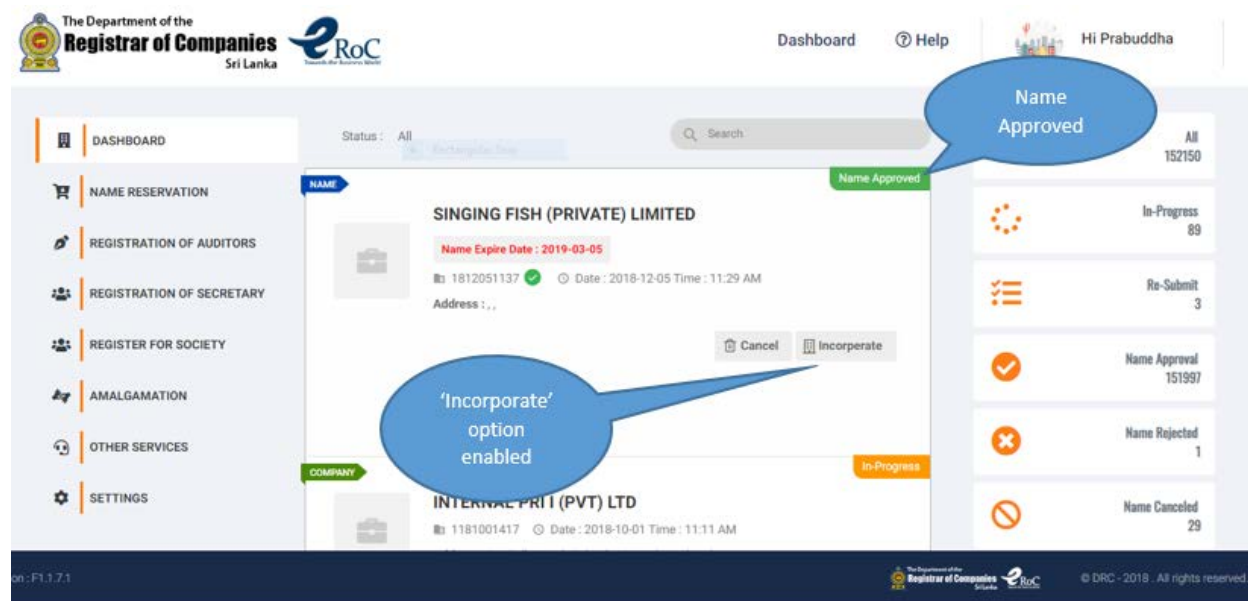
Figure 1.29

The applicant is required to click on the 'Incorporate' option to commence the company incorporation application in the eROC system.

Applicants have to enter the address (Address Line 1 and 2) of the company and applicants are required to select the relevant Province, District, City and GN Division from the dropdown as depicted in figure 1.30.

Figure 1.30

Upon filling the address details the applicants are required to enter the email address. The applicants have to enter the email address and create the objective of the company by clicking on the 'CREATE NEW' option as depicted in figure 1.31.

Figure 1.31

System will prompt the creation of objectives window as depicted in figure 1.32 and applicants have to select the suitable objective from the dropdown and click on the 'ADD' option to complete setting of objectives.

Figure 1.32

Note: At least the main objective has to be selected from the dropdown to proceed to the next menu ('Next' option **will not** be enabled till the objectives are selected).

Once the 'ADD' option is clicked the system will display the objectives selected for the applicant to view the objectives on screen as depicted in figure 1.33.

Figure 1.33

Note:

Applicants can click on the cross option highlighted in red in figure 1.33 to cancel and create new set of objectives, if the created objectives are incorrect.

Upon clicking the next option the applicants are directed to creation of 'stakeholders' option as depicted in figure 1.34.

Figure 1.34

The stakeholder creation option provides three subsections to create Directors, Secretary and Shareholders under the respective subsections. Applicants can commence creation by clicking on the 'ADD NEW' option.

Note:

If a stakeholder functions in multiple designations (Example: Mr. Shamil Ranatunga has been designated as Director cum Secretary, then the applicant has to simply click on the check box displayed as depicted in figure 1.35 to make Mr. Shamil Ranatunga as Director cum Secretary for the company).

   I.   *Applicants will not be permitted to add/remove Directors or Secretaries during re-submission. Thus, applicants are recommended to peruse the initial application carefully prior to submission.*
   II. *In the case of Overseas / Offshore companies, the applicant has to submit details for verification and upon verification the applicant will be requested to make the payment. Upon making the payment the registration would be effected.*

Figure 1.35

Similarly a stakeholder can be created as Director, Secretary and Shareholder.

Note:

Minimum required number of natural persons for a company to be incorporated is displayed in the bottom of the stakeholder menu.

Once the stakeholders of the company are successfully created the applicant can click on the 'NEXT' option to move to the next menu. (**Note:** Until the minimum required stakeholders are created, the 'NEXT' button will not be enabled to proceed). Figure 1.36 depicts the position after successfully adding the stakeholders that are required for a PRIVATE LIMITED company.

Figure 1.36

The 'Download Documents' menu prompts the forms that are required to be downloaded by clicking the 'DOWNLOAD' option as depicted in figure 1.37.

Figure 1.37

The applicants will be directed to the 'UPLOAD DOCUMENTS' menu upon clicking the 'NEXT' option available in the bottom of the 'Download Documents' menu.

Applicants are required to upload the required documents / forms in order to proceed to the next menu. The figure 1.38 depicts a successfully uploaded screen to proceed to the next menu. The applicants are provided with the 'View' and 'Delete' options to view and uploaded document and delete an uploaded document and re upload the correct document respectively.
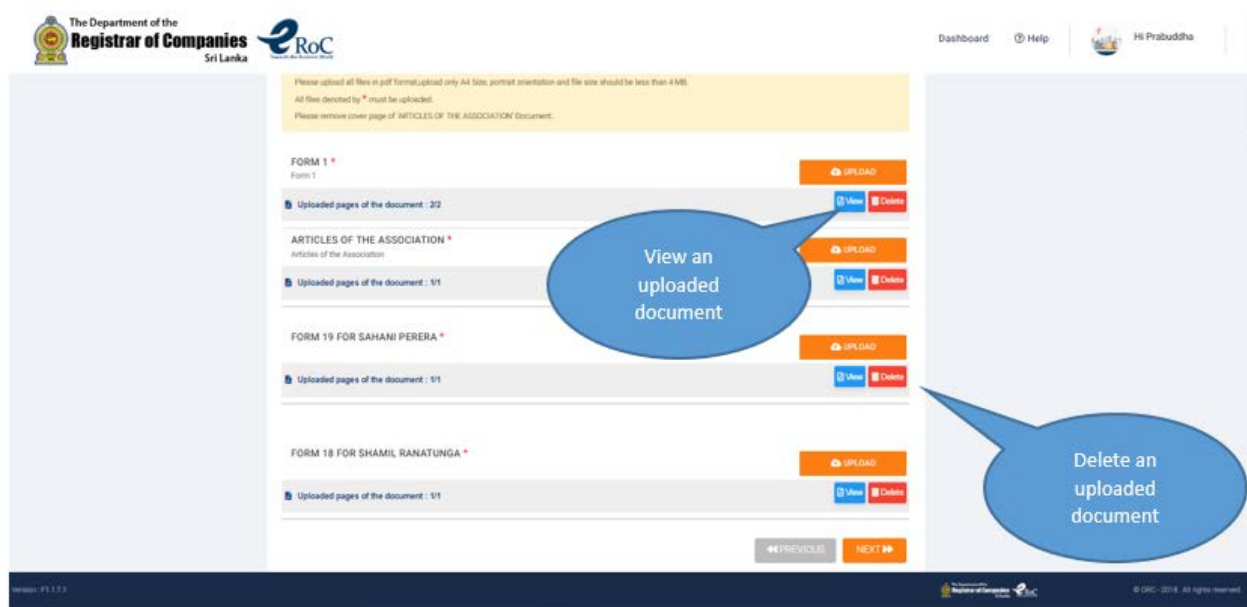

Figure 1.38

Upon clicking the 'NEXT' option, the applicant will be prompted the below alert depicted in figure 1.39 prior to proceeding to the next menu 'Inland Revenue'.

Figure 1.40

Applicant has to click on the 'YES' option if all the details furnished in the application are correct, else will have to click on the 'NO' option to effect necessary corrections.

Upon clicking the 'YES' option, the applicants will be prompted the menu to enter details that are required by the Department of Inland Revenue. The menu followed by this is the location in the system where details pertaining to the labour department is captured when incorporating a company. These two menus are optional, thus, the applicants can skip these by clicking on the 'SKIP' option.

Subsequently the applicant will be directed to the 'Payments' section where the eROC system shall display the total fee that is to be paid by the applicant to submit the 'INCORPORATION' application.

Upon clicking on the 'PAY' option, the system shall prompt an alert requesting the applicant's confirmation to pay for the incorporation as depicted in figure 1.41.
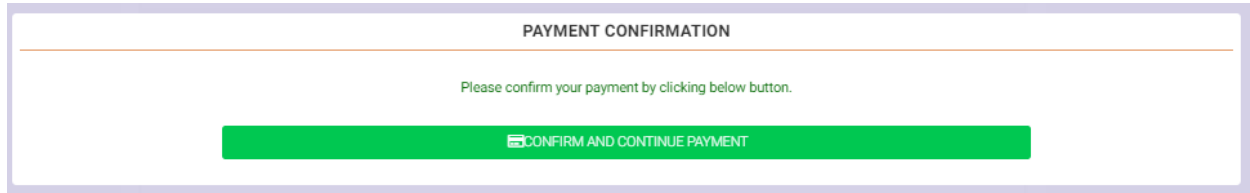

Figure 1.41

Once the applicant clicks on the 'CONFIRM AND CONTINUE PAYMENT' option the system shall prompt the following menu options to the applicant to make the online payment.

Upon successfully making the online payment the applicant will be prompted the following option to obtain a receipt for the payment made in lieu of the Incorporation application as depicted in figure 1.42.
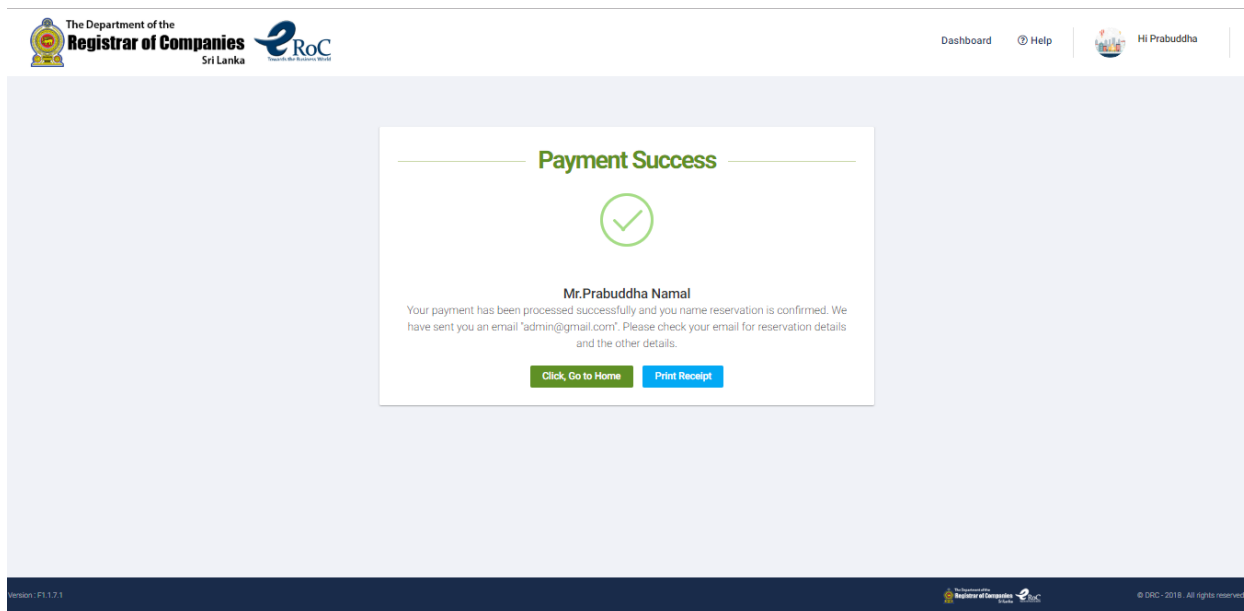
Figure 1.42

The applicant will be directed to the dashboard upon clicking the 'Click, Go to Home' option.

12. Incorporation Re-Submission

The applicant will be notified in the dashboard on the respective incorporation application, if there are any shorting comings identified by the ROC officer as depicted in figure 1.43.
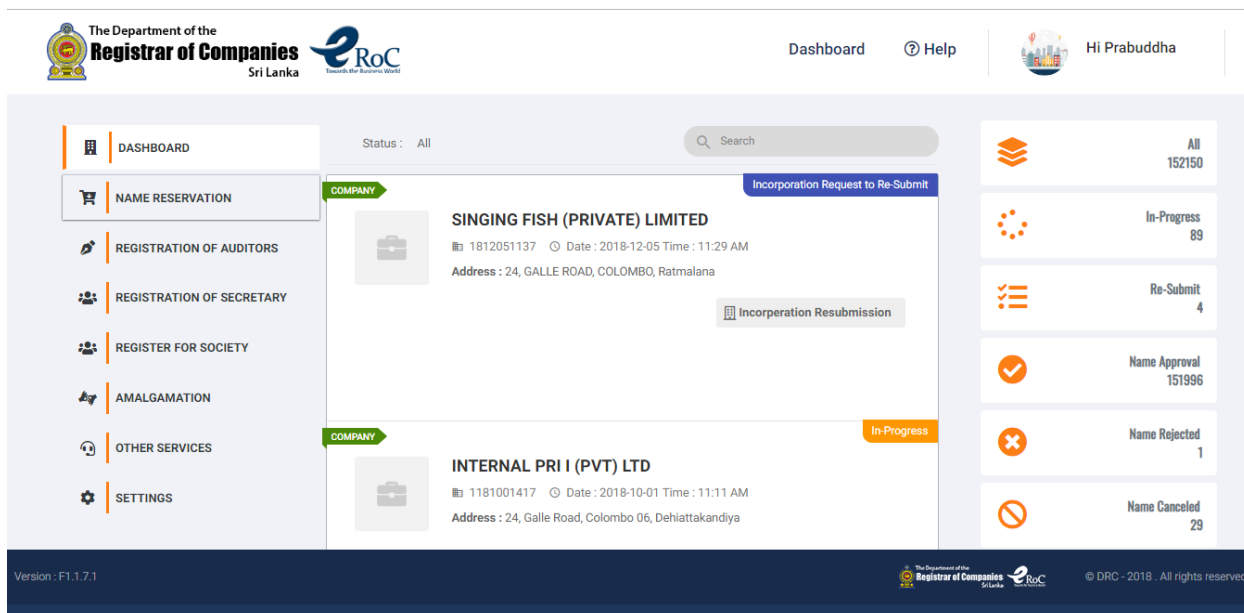
Figure 1.43

Applicant has to click on the 'Incorporation Resubmission' option to proceed to effect necessary corrections / changes.

Upon clicking the 'Incorporation Resubmission' option, the application will be displayed together with the comments as depicted in figure 1.44.

Figure 1.44

Details submitted by the applicant in the initial incorporation application will be displayed and the applicant is provided with option to edit the Company Details and certain Stakeholder details (Only the details displayed in figure 1.45 are permitted for editing).

Figure 1.45

The applicants will be allowed to upload only the forms / documents requested by ROC to be **re-submitted** as depicted in figure 1.46.

Figure 1.46

The 'NEXT' option in the 'Upload Document' section will be enabled only if the applicant uploads the requested form / document to complete the Re-Submission of the Incorporation application.

Applicants will be prompted the menu depicted in figure 1.47 to complete the Incorporation Re-Submission once the applicant skips / completes Department of Inland Revenue and Labour Department related sections followed after uploading the requested documents.

Figure 1.47

Applicant will have to click on the 'COMPLETE AND RESUBMIT' option to complete the Re-Submission of the Incorporation application.

Upon successful resubmission, the applicant will be directed to the dashboard and the status of the incorporation application will be displayed as 'In-Progress' as depicted in figure 1.48.