

Global Integrated Registries

Online Help

TABLE OF CONTENTS

HOW TO USE HELP	1
On-Line Help Toolbar	1
Handy Toolbar Features	1
Document Navigation	1
Help Table of Contents	1
Help Index.....	1
Help Bookmarks	1
Minimize On-Line Help	2
Links	2
Drop-Down Menus	2
DOCUMENT PREPARATION	3
Document Preparation Steps	3
Document Preparation Process for Non Registered Agents	4
Company Search Example.....	6
Document Information Sheets	8
Registered Agent Document Preparation Process	8
Company Search	10
Document Information Sheets	11
INDEX.....	i

HOW TO USE HELP

Click the Help button  to access the Help Document.


The Help Document will be displayed in Adobe PDF format. Two windows will be displayed. The window on the right is the Document Pane and will display the entire On-Line Help document. The window on the left side is the Navigation Pane used to navigate to certain sections of the document.

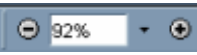
The Adobe Reader offers many navigational tools.


On-Line Help Toolbar



Handy Toolbar Features

Use binocular icon  to quickly locate specific words.

Use  to magnify or shrink the document pane display.

Use  to increase or decrease the navigation pane.

Document Navigation

Help Table of Contents

Click on any subject in the Table of contents to jump to that section or topic in the document.

Help Index

Click on any subject in the Index to jump to that section or topic in the document.

Help Bookmarks

The Bookmark function is automatically displayed in the left-hand navigation pane of On-Line Help. The Bookmark feature displays, in outline form, the various sections of the On-Line Help document. Bookmarks will enable you to quickly navigate through the Help document without returning each time to the Table of Contents.

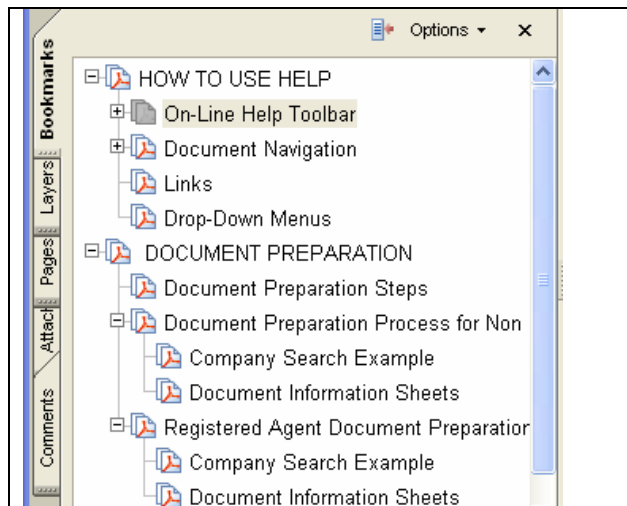
Bookmarks are displayed in outline format. Click on Bookmark main headings to display related topics within that heading. To minimize sub-headings, click on main heading again.

Hide bookmarks window


To hide bookmarks click the Bookmarks tab on the left.

Unhide bookmarks window

To restore bookmarks click the Bookmarks tab again.




Minimize On-Line Help

The help document is opened in a new window. If you think you may need to reference the online help from time to time, minimize the document (click the minimize button  in the upper right corner) to avoid having to reload it each time.


Links

Throughout Help you may see links that will take you automatically to other related sections of Help. These links will appear in **blue**. Simply click on the link to reposition the document to the top of the related page.

To return to your original page click the **browser** Return to Previous View button .

Drop-Down Menus

The drop-down menu feature is used frequently throughout the system. Drop-down menus allow you to automatically view a list of available selections and make your choice from that list.

Drop-down menus can be identified by the down arrow icon . Just click on the down arrow to view the drop-down menu selections.

DOCUMENT PREPARATION

Document Preparation is used to record the basic information about the document you are submitting to the Registry. It also produces a barcoded Document Information Sheet that facilitates the processing of the document.

After you have finished the Document Preparation Process place the Document Information Sheets on each corresponding document and take them to the cashier.

NOTE: Document Information sheets will expire 8 days after preparation if they have not yet been submitted to RGD staff.

Document Preparation Steps

Document preparation is accomplished by completing several steps:

Welcome to the Registrar General's Department Companies Section Document Preparation Centre	
You will be guided through four steps required to prepare your documents for submission to the Registrar General's Department.	
1. Customer Identification:	Describe who is submitting the document(s).
2. Document Type Selection:	Select the document type you are submitting, for example, Resolution.
3. Company Selection:	Select the company for which you are submitting the document. If you are a Registered Agent and are submitting Incorporation Documents you can reserve the company name or select a previously reserved name.
4. Print the Document Information Sheet:	The final step is to print a barcoded Document Information Sheet. This sheet contains information relating to the document, and provides indexing information that will allow it to be processed as quickly as possible.
<small>After you have finished the Document Preparation Process, please take your documents and Document Information Sheets to the Cashier. Please note that Document Information Sheets will expire 8 days after preparation if they have not yet been submitted to RGD staff. You will be notified by email when certified copies or certificates you requested are ready to be picked up.</small>	
<small>If you are NOT an authorised Registered Agent click here to begin the Document Preparation Process. Registered Agents click here to begin.</small>	

1) **Customer Identification**

Describe who is submitting the documents

2) **Document Type Selection**

Select the document type you are submitting, for example Resolution

3) **Company Selection**

Select the company for which you are submitting the document. If you are a Registered Agent and are submitting Incorporation Documents you can reserve the company name or select a previously reserved name.

NOTE: In some cases Company Selection may not be required, therefore you may not be prompted to begin Company Selection.

4) **Print Document Information Sheet**

The final step is to print a barcoded Document Information Sheet. This sheet contains information relating to the document, and provides indexing information that will allow it to be processed as quickly as possible.

Document Preparation Process for Non Registered Agents

If you are not an authorised Registered Agent click the appropriate link to start the preparation process:

If you are NOT an authorised Registered Agent click [here](#) to begin the Document Preparation Process.

The Customer Identification page will be displayed:

The screenshot shows a web form titled "Customer Identification". It has two main sections. The first section asks for a Customer Number and includes a note: "Note: Your Customer Number is printed on RGD receipts". The second section asks for personal and company information, with asterisks indicating required fields. The fields are: Last/Company Name, First Name, Address Line 1, Address Line 2, City/District, State/Island, Postal Cd, Country (a dropdown menu currently showing "Bahamas"), Tel#, Fax#, Email Address, and Confirm Email.

Enter your customer number (if known) in the box provided. Your Customer Number is printed on RGD receipts.

If you do not know your customer number complete all required fields. Fields denoted with a red asterisk * are required fields.

Example:

This screenshot shows the same "Customer Identification" form as above, but with example data entered. The "Country" dropdown is set to "Bahamas". The "Tel#" field contains "555-5555" and the "Fax#" field contains "444-4444". The "Email Address" and "Confirm Email" fields both contain "JS@yahoo.com".

Click [Next](#) to continue. If at any time you wish to return to the prior page, select [Previous](#) in the upper left hand corner.

The Customer Verification page will be displayed.

Customer Verification

Carefully verify the following details:

Last/Company Name: Smith
First Name: Jean Init: P
Address Line 1: Box 99
Address Line 2:
City/District: Nassau State/Island: NP Postal Cd:
Country: Bahamas Tel#: 555-5555 Fax#: 444-4444
Email Address: JS@yahoo.com

Carefully verify the following details and click [Next](#)

The Document Selection page will be displayed:

Registrar General's Department
Companies Section Document Preparation Centre

Jean P Smith
Box 99
Nassau NP Bahamas

Document Selection

Select the type of document you are submitting:

Click Next to continue with document preparation: [Next](#)

Select the type of document you are submitting from the drop down menu:

Example:

If, at any time you wish to return to the preparation log in page, select [Restart](#)

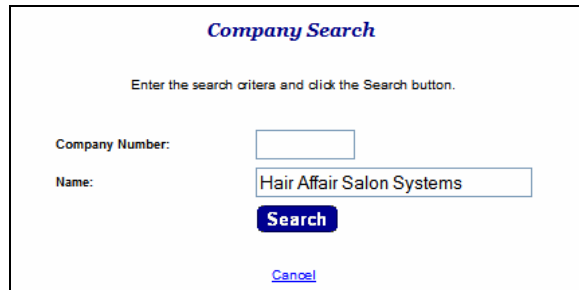
Click [Next](#) to continue.

Company Search Example

NOTE: This may not be required for all documents.

Click the link [here](#) to select the company.

Begin Company Search by entering the company number or a portion of the name in the fields provided and click **Search**

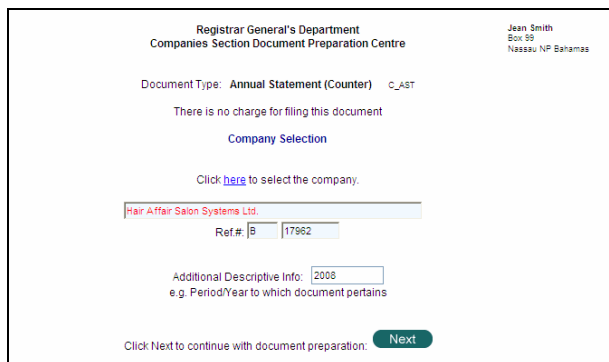


The screenshot shows a web form titled "Company Search". Below the title is the instruction "Enter the search criteria and click the Search button." There are two input fields: "Company Number:" which is empty, and "Name:" which contains the text "Hair Affair Salon Systems". Below the "Name:" field is a blue "Search" button and a blue "Cancel" link.

Verify the company name and click [Select](#)

If a portion of the company name has been entered a listing will be provided. Select the desired name by clicking [Select](#)

The company name will be automatically entered into the Company Selection page:



The screenshot shows the "Company Selection" page from the Registrar General's Department. The page header includes "Registrar General's Department" and "Companies Section Document Preparation Centre". On the right, contact information for Jean Smith is listed. The document type is "Annual Statement (Counter)" with code "c_AST". A note states "There is no charge for filing this document". The "Company Selection" section includes a link to "Click here to select the company." Below this, the company name "Hair Affair Salon Systems Ltd." is displayed in red text. A "Ref#" field contains the value "17962". There is an "Additional Descriptive Info" field with "2008" entered, with a note "e.g. Period/Year to which document pertains". At the bottom, a "Next" button is available, with the instruction "Click Next to continue with document preparation."

If you are requesting certified copies of a document that is priced per page, you will be prompted to enter the number of pages the document contains.

Number of certified copies requested: @ \$ 1.00 Per Page
 Enter the number of pages of the document:

If the document pertains to a specific period of time, for example an Annual Return, enter the period to which the document pertains. Twenty characters are provided for this purpose.

Additional Descriptive Info:
 e.g. Period/Year to which document pertains

Click **Next** to continue

Session #: 112

Registrar General's Department
Companies Section Document Preparation Centre

Jean Smith
 Box 99
 Nassau NP Bahamas

Click to Delete	Document Description	Company Name	Filing Amount	Certified Copies # / Amount	Total Amount
delete	Annual Statement (Counter) 2008	Hair Affair Salon Systems Ltd.	.00		.00
Total:			0	0	0

Document Selection
 Select the type of document you are submitting:

Annual Statement (Counter)

Click Next to continue with document preparation:

When you have finished entering all of your documents, click [here](#) to print the Document Information Sheets.

If you wish to enter further documents click **Next**
 Example:

Session #: 23

Registrar General's Department
Companies Section Document Preparation Center

Jean P. Smith
 Box 99
 Nassau NP Bahamas

Click to Delete	Document Description	Company Name	Filing Amount	Certified Copies # / Amount	Total Amount
delete	Business Name Application (Counter)	Hair Affair Salon Systems Ltd.	.00		.00
delete	Business Name Application (Counter)	Rhone School of Acting Ltd.	.00		.00
delete	Business Name Application (Counter)	Betty's Beauty Salon Ltd.	.00		.00
Total:			0	0	0

If desired you may delete listed documents by clicking **delete**

Document Information Sheets

Document Information Sheets serve as a cover sheet to facilitate processing.

When you have finished entering all of your documents click the link [Click here to print these pages.](#) to print the Document Information Sheet(s).

After the Document Information Sheet(s) have printed, a Document Summary sheet will also print listing the documents. Place the Document Information Sheet(s) on the corresponding document and submit to the Cashier. Retain the Document Summary sheet for your records.

You will be notified by email when certified copies or certificates you requested are ready to be picked up.

NOTE: Document Information sheets will expire 8 days after preparation if they have not yet been submitted to RGD staff.

Example of Document Information Sheet:

 Registrar General's Department Document Information Sheet Session # 112		 000002570
Please place this sheet on the corresponding document and submit to the Cashier. This sheet will expire in 8 days.		
Document Type:	Annual Statement (Counter) 2008	C_AST
Company Number:	B 17962	
Company Name:	Hair Affair Salon Systems Ltd.	
Submitted By:	Jean Smith Box 99 Nassau NP Bahamas	
	Tel#: 555-5555 Fax#: 444-4444 Email: J5@yahoo.com	
Date/Time Prepared:	2009-01-23 08:36:57	
Document will not be returned to customer.		

When you are ready to end your session click [Click here to end your session.](#)

Registered Agent Document Preparation Process

If you are an authorised Registered Agent click the link to begin.

Registered Agents click [here](#) to begin.

The Customer Identification will be displayed. Enter your User ID and Personal Identification Number (PIN) and click [Next](#)

Registrar General's Department
Companies Section Document Preparation Center

Customer Identification - Registered Agent

User ID:

PIN:

[Next](#)

Please enter your User ID and Personal Identification Number (PIN),
then click Next.

The Customer verification page will be displayed. Carefully verify the details as shown and click [Next](#)

NOTE: If your email address is not on file you will be prompted to enter your email address.

If at any time you wish to return to the prior page, click [Previous](#)

Customer Verification

Carefully verify the following details:

Agent Name: World Wide Trust Ltd.
Name: World Wide Trust Ltd.
Address Line 1: P.O. Box 123
Address Line 2: Nassau
Address Line 3: Bahamas
Email Address: WorldWide@Globalisle.com

Click Next to continue with document preparation: [Next](#)

The Document Selection page will be displayed.

Registrar General's Department
Companies Section Document Preparation Center

World Wide Trust Ltd.
P.O. Box 123
Nassau
Bahamas

Document Selection

Select the type of document you are submitting:

Click Next to continue with document preparation: [Next](#)

Select the type of document you are submitting and click

Next

The Company Selection page will be displayed:

Registrar General's Department
Companies Section Document Preparation Centre
World Wide Trust Ltd.
P.O. Box 121
Nassau,
Bahamas

Document Type: IBC Incorporation Documents (Counter) C_001
Filing Fee: \$ 300.00
Company Selection

If the name has previously been reserved, click [here](#) to select the name.
If the name has not been reserved, click [here](#) to reserve the name at this time,
then select the name by clicking the link above.

Ref.#

Share Capital (BSD): Whole dollars

Number of certified copies requested: @ \$ 20.00 ea.

Additional Descriptive Info:
e.g. Period/Year to which document pertains

Click Next to continue with document preparation **Next**

Company Search

Click the link [here](#) to select the company. Or, if the name has not been reserved click the link [here](#) to reserve the name at this time. After reserving the name, select the name by clicking the select link.

The company name will be automatically entered into the Company Selection page:

Registrar General's Department
Companies Section Document Preparation Centre
World Wide Trust Ltd.
P.O. Box 121
Nassau,
Bahamas

Document Type: IBC Incorporation Documents (Counter) C_001
Filing Fee: \$ 300.00
Company Selection

If the name has previously been reserved, click [here](#) to select the name.
If the name has not been reserved, click [here](#) to reserve the name at this time,
then select the name by clicking the link above.

Name has been reserved

Ref.#

Share Capital (BSD): Whole dollars

Number of certified copies requested: @ \$ 20.00 ea.

Additional Descriptive Info:
e.g. Period/Year to which document pertains

Click Next to continue with document preparation **Next**

Enter the Share Capital if prompted:

Share Capital (BSD): Whole dollars

Enter the number of certified copies requested:

Number of certified copies requested: @ \$ 20.00 ea.

If you are requesting certified copies of a document that is priced per page, you will be prompted to enter the number of pages the document contains.

Number of certified copies requested: @ \$ 1.00 Per Page
Enter the number of pages of the document:

If the document pertains to a specific period of time, for example an Annual Return, enter the period to which the document pertains. Twenty characters are provided for this purpose.

Additional Descriptive Info:
e.g. Period/Year to which document pertains

Click next to continue.

If you wish to enter further documents click and continue as previously described.

Example showing three documents entered.

Season # 111 Registrar: General's Department
Companies Section Document Preparation Centre World Wide Trust Ltd.
P.O. Box 123
Vancouver
British Columbia

Click to Delete	Document Description	Company Name	Filing amount	Certified Copies # / Amount	Total Amount
delete	BC Incorporation Documents (Court)	Chang Hai Daga Ltd.	300.00	2 / 40.00	340.00
delete	Operation (Court)	Qi Teqi Services Ltd.	.00		.00
delete	BC Incorporation Documents (Court)	Alpha Beta Ltd.	300.00	1 / 20.00	320.00
		Total:	600.00		660.00

Document Selection
Selected the type of document you are submitting:

Click Next to continue with document preparation.
When you have finished entering all of your documents, click [here](#) to print the Document Information Sheets.

If desired you may delete listed documents by clicking [delete](#)

Document Information Sheets

Document Information Sheets serve as cover sheets to facilitate processing.

When you have finished entering all of your documents click the link [Click here to print these pages.](#) to print the Document Information Sheets.

After the Document Information Sheet(s) have printed, a Document Summary sheet will also print listing the documents. Place the Document Information Sheet(s) on the corresponding document and submit to the Cashier. Retain the Document Summary sheet for your records.

You will be notified by email when certified copies or certificates you requested are ready to be picked up.

NOTE: Document Information sheets will expire 8 days after preparation if they have not yet been submitted to RGD staff.

[Click here to end the session.](#)
111
[Click here to end the session.](#)

Registrar General's Department
Document Information Sheet
Session #: 111

Please place this sheet on the corresponding document and submit to the Cashier. This sheet will expire in 8 days.

Document Type: B/C Incorporation Documents (Counter) C_UBC1
2008
Company Number: B 1888 R
Company Name: Chamo Hot Dogs Ltd.
Share Class: 0000
Certified Copies Required: 2
Submitted By: World Wide Trust Ltd. Agent #: 1
P.O. Box 120
Nassau
Bahamas
Tel#: 242 333 4468
Fax#: 242 468 5078
Email: WorldWide@iolibahamas.com
Customer Number: 1
Date/Time Prepared: 2008-01-23 08:23:46
Filing Amount: 300.00
Certified Copy Amount: 40.00
Total Amount: 340.00
Document will not be returned to customer.

When you have finished your session click [Click here to end your session.](#)

INDEX

DOCUMENT PREPARATION

Document Preparation Steps

Non Registered Agents

Company Search

Doc Information Sheets

Registered Agents

Company Search

Doc Information Sheets

HELP

Document Navigation

Toolbar