



## THE BUSINESS REGULATION PROGRAM IN LAC PHASE II BUSINESS ENTRY REFORM - DOMINICA

### Project Brief

In November of 2012, **Companies and Intellectual Property Office (CIPO)** transitioned from a manual system to the new E-Registry software; Online Company Registration Software.



The system which is now used to process all company and business name registrations is also being used by the **Inland Revenue Division (IRD) and Dominica Social Security (DSS)** to extract data on newly registered companies, produce tax identification/social security numbers and provide these newly created TINS/SSN to CIPO which now incorporates the tax number on the Certificates of Incorporation or Registration. This has effectively eliminated the need to visit IRD or DSS to obtain a TIN or SSN while boosting the authorities' surveillance and compliance capacity.

Users of the software have indicated that operationally, the system is working; however, there is a need for additional technical support/intervention to fix glitches, address key technical and infrastructure issues and enhance the interoperability between and within the IRD & DSS as part of a single window solution.

**In late 2014, Companies and Intellectual Property Office (CIPO) has partnered with the World Bank Group (WBG) in the implementation of Phase II to address these gaps/glitches under the WBG Regional Business Entry Project.**

### Project Objectives

The objectives of Phase II is to enhance and upgrade the online business registration system which will accelerate sustainable business entry of firms in the Commonwealth of Dominica, improve user experience, stability and reliability for the online business registration community. It will streamline procedures to include social security registration, commercial registries, notary registries, operating licenses and tax registries and integrating these processes via electronic platforms at a national level (one stop shop).

**Phase II Business Entry Reform Project duration is from April 2015 to December 2015.**

### Project Benefits



- ✓ Entrepreneur will be able to enter information, payment and obtain business entry certificate online.
- ✓ Eliminated the need for separate registration with the Inland Revenue Division and Dominica Social Security
- ✓ Easy to access information on registered companies and other businesses online
- ✓ There will be seamless interoperability with IRD and DSS, management tools (dashboard and reports) in a technical and organizational environment conducive to confidence and trust.

## Key Stakeholders

### Companies and Intellectual Property (CIPO)



CIPO is responsible for administering laws, the registration and preservation of records relating to intellectual property, companies, business names and international business companies in Dominica.

### Inland Revenue Division (IRD)



IRD is an integral part of the Ministry of Finance & Economic Planning of the Commonwealth of Dominica responsible for the administration of the Income Tax Act, the Value Added Tax Act among others which form part of the laws of the Commonwealth of Dominica for businesses and personal accounts.

### Dominica Social Security (DSS)



**DOMINICA**  
**Social Security**

DSS is responsible for the replacement or supplement income lost by Insured Persons during periods of sickness, maternity, employment injury, and old age.

### The Information & Communications Technology Unit (ICTU)



GoCD to coordinate the planning, implementation and monitoring of e-government and the use of ICTs within the public sector.

ICTU is the central coordinating and executing agency established by the

## Project Highlights

**Implementation of the project plan is in progress where 99% of the Short Term Activities have been completed which includes the following:**

- Steering Committee has been formed and active
- Approved Work Plan
- Approved Communications Plan (includes campaign and methods)
- Test environment developed and active
- Firm TOR developed
- Requirements (business process workflows, forms and reports)
- **Official Project Launch scheduled for July 15<sup>th</sup>, 2015**



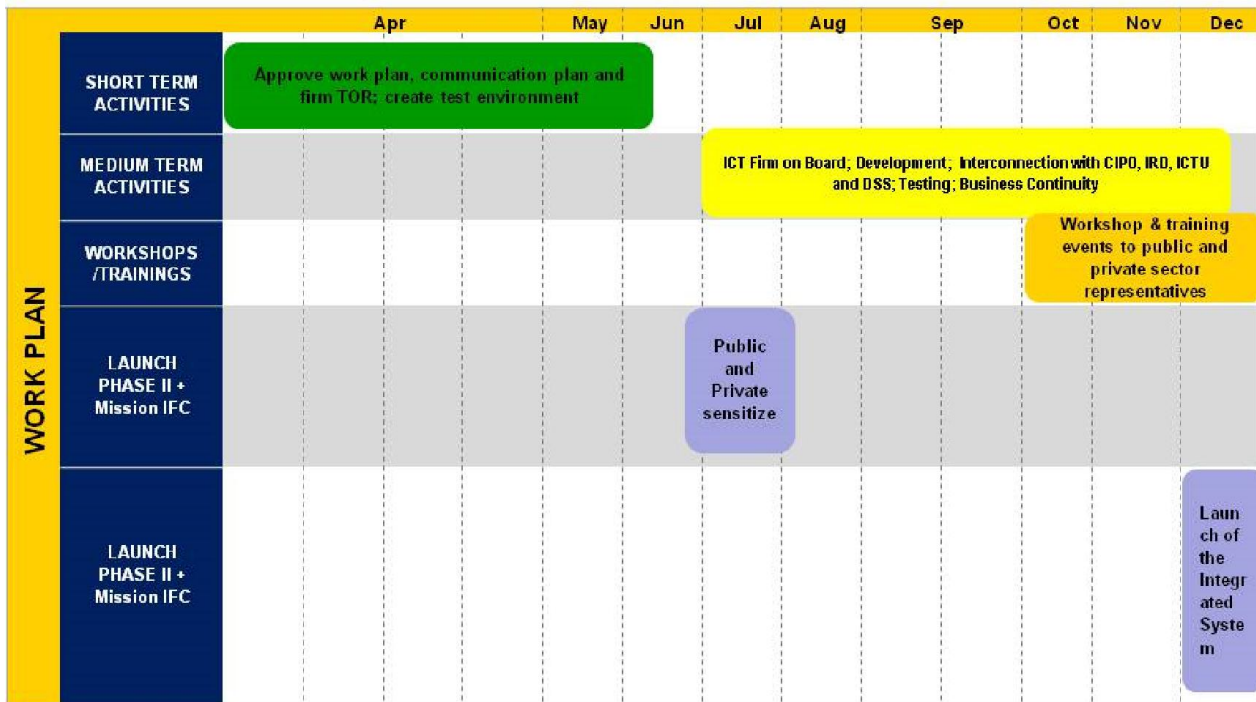
**CARICOM is currently working on a similar initiative** which involves the building of a secure regional database network among the Company Registries in twelve (12) Member states (which Dominica is part of) and connects to a central repository at the CARICOM Secretariat CSME Unit in Barbados. The local Project Team will be working with CARICOM to ensure synergies for the similar initiatives being undertaken by both parties.

For more information on the stakeholders visit:

- CIPO: [www.cipo.gov.dm](http://www.cipo.gov.dm)
- IRD : [www.ird.gov.dm](http://www.ird.gov.dm)
- DSS : [www.dss.dm](http://www.dss.dm)
- IDA: [www.investdominica.com](http://www.investdominica.com)

## Work Plan

### Business Regulation Program in LAC- Phase II Business Entry Reform – Dominica



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### Next Steps



- Finalization of the requirements and business process workflows
- Software Vendor on board
- Execution of Phase II Launch Plan
- Development of enhancement/issues
- Continue working with CARICOM on synergy activities

### Steering Committee Members

- Registrar of Companies and Intellectual Property - CIPO
- Inland Revenue Division – IRD
- Dominica Social Security – DSS
- Information Communication and Technology Unit – ICTU
- Reform Management Unit – RMU
- Dominica Association of Industry and Commerce- DAIC
- Dominica Bar Association
- Invest Dominica Authority - IDA

For further Information, please contact  
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