

Company Registration and Filings

1. Introduction & Purpose

This Corporate Formation, Registration & Filings Handbook provides a consolidated framework governing:

- Company formation and registration
- Issuance of official corporate certificates
- Name reservation services
- Post-incorporation changes and amendments
- Annual statutory reporting for licensed companies

The handbook applies to individuals, corporations, licensed entities, SPVs, trusts, and authorized agents seeking corporate and administrative services from the Bougainville Offshore Financial Authority (“the Administrator”).

2. Scope of Services

The Administrator provides the following service categories:

A. Corporate Formation & Registration

- Name reservation
- Legal incorporation / registration
- Issuance of incorporation documents
- Entry into official corporate registry

B. Certificates & Corporate Records

- Issuance of statutory certificates
- Certified copies of corporate documents

C. Post-Incorporation Changes

- Amendments to corporate particulars

- Updates to governance and capital

D. Statutory & Annual Filings

- Annual reports for licensed entities
- Maintenance of good standing

3. Corporate Formation & Registration Fees

Service	Fee (USD)
Application Fee (Non-Refundable)	400
Company Registration Fee	900
Annual Renewal Fee	600
Late Renewal Penalty	100 / month

Registration is completed only after full payment and verification of submitted documents.

4. Official Certificates & Certified Documents

The following certificates may be issued upon request:

Certificate / Document	Fee (USD)
Certificate of Good Standing	200
Certificate of Incumbency	200
Certificate of Incorporation	200
License Certificate	200
Certified Copy of Bylaws	200

Certificates are issued only for entities that are compliant and in good standing, unless otherwise approved.

5. Name Reservation Services

Reservation Period	Fee (USD)
Name Reservation – 3 Months	100
Name Reservation – 6 Months	400
Name Reservation – 12 Months	600

Reserved names expire automatically if not used or renewed.

6. Corporate Changes & Amendments

The Administrator processes the following post-incorporation changes:

Change / Amendment	Fee (USD)
Change of Company Name	600
Change of Capital	600
Amendment of Bylaws	400
Change of Directors	400

All amendments require:

- Proper resolutions
- Updated supporting documents
- Verification by the Administrator

7. Annual Reporting (Licensed Companies)

Filing	Fee (USD)
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Annual Report (Licensed Companies)	3,000
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Failure to file annual reports may result in:

- Loss of good standing
- Administrative penalties
- Suspension or revocation of license

8. Processing Timelines

- Standard processing: **5–10 business days**
- Processing begins only after:
 - Complete submission
 - Payment confirmation

Expedited processing may be available at the Administrator's discretion.

9. Applicant Responsibilities

Applicants must:

- Provide true, accurate, and complete information
- Maintain compliance and timely renewals
- Notify the Administrator of material changes
- Submit requests via authorized signatories

Misrepresentation or non-compliance may result in rejection, suspension, or cancellation of services.

10. Confidentiality & Records

All corporate records, filings, and certificates are handled confidentially and maintained in accordance with applicable corporate and regulatory rules.

End of Consolidated Handbook

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