

COMMERCE & INTELLECTUAL PROPERTY OFFICE

How to Apply for a Business Name Online

Stage: IDENTIFICATION

ACTOR: APPLICANT

1. Go to e-Portal, <https://ecipo.gov.vc/efiler> .
2. Click the “Log In” button at the top right corner of the screen of the e-service page. When asked for the credentials, fill in your **username and password** associated with e-Pass account and login by clicking the “**Log In**” button.
 - a. Note: First-time applicants must register by clicking on Sign Up.
3. Once successfully logged in, the system will automatically redirect you to the e-service page previously displayed.
4. Select an e-service (e.g. Business Name Registration by an Individual) and click the “**Apply for Service**” button.
 - a. Note: if not so, navigate to personal electronic workplace by clicking “**My Workplace**” at the top right-hand corner of the screen. Select an e-service from the list of available services (Business Name Registration by an Individual), click on “**Apply for Service**” button.

STAGE: APPLICATION

ACTOR: APPLICANT

1. Start a new case (Form GS-1. Case Details), click [**Next**].

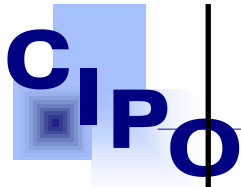
First Floor, Brewster's Bldg
Mc Coy Street
Kingstown

St. Vincent & the Grenadines

Tel: (784) 456-1516/451-2894 Ext:665

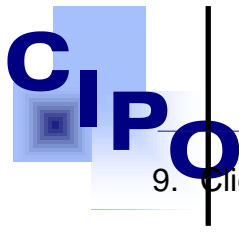
Email: cipovg@vincysurf.com

Website: www.gov.vc/govt/cipo.index.asp



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2. For Proposed Business Name, if you have a reserved name select “**Yes**”, otherwise select “**No**” and input the desired business name(s), click [Verify] for each.
3. Click [**Next**] and complete all parts of the Application Form (Contact Details of Proprietor, Business Address, Business Activities). Click [**Next**].
4. Preview the Application (PDF file), e-sign.
5. Complete the Eligibility Requirements, by uploading supporting documents. Please ensure that you upload the signed copy of the application form and a copy/copies of identification.
6. Follow the process by clicking on the [**Next**] button at the bottom of the page. System generates Invoice Form that includes the service fees. It is read-only, you can print or download it for your records.
7. Select a payment method, follow the process as required by the Payment Processor and pay.
8. Upon confirmation of payment, you will see the Payment Receipt, which is the official proof of the payment you made online. You can download or print it out for your records.



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9. Click [Next]. Note the number of the Application, and click [Finish].

10. Receive Form GS-2. Action Notice 1 with instructions (e.g., case status: application submitted; action: case under review).

- a. Note: To check the status of your application by logging into the e-Services Portal, <https://ecipo.gov.vc/efiler> navigate to My **Workplace / Applications**.

STAGE DELIVERY

ACTOR: APPLICANT

1. Once the review process is completed by the office, the System will send to the Applicant Action Notice 2 (Form GS-2) with the business registration number and links to download the fully executed and e-signed Certificate of Registration.

Note: Copy of the Certificate of Registration will be stored in My Workplace/Completed.

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2. The Applicant can download the authentic electronic copy of the Certificate of Registration and, optionally, schedule an appointment to pick up the paper copies.
3. The System will send Action Notice 3 (Appointment Confirmed), update the audit trail, and close the case.

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