

## COMMERCE & INTELLECTUAL PROPERTY OFFICE

### How to Reserve a 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-hand 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. Name Reservation) 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 (e.g. Name Reservation), click on “**Apply for Service**” button.



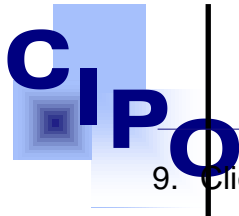
STAGE: APPLICATION

ACTOR: APPLICANT

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1. Start a new case (Form GS-1. Case Details), click **[Next]**.
2. Complete the partially filled Application Form by entering name options and clicking **[Verify]** button next to each of them. The system will check the database for name availability and display a message. Click **[Next]**.
3. Add nature of business for the entity and click **[Next]**.
4. Preview the Application (PDF file), e-sign.
5. Complete the Eligibility Requirements, by uploading supporting documents.
6. Follow the process by clicking on the **[Next]** button at the bottom of the page. System generates Invoice Form that includes a service fee. It is read-only, you can print or download it for your records.
7. Click the [Proceed to Payment] button and 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 for your records.

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9. Click **[Next]** to review the final document (e.g., Notice of Action that confirms acceptance of your application, indicates how long the review process will take and provides instructions on the next steps, if any). Click **[Finish]**.

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

**STAGE: DELIVERY**

**ACTOR: APPLICANT**

1. Once the review process is finished, the System will send an email or notification on the status to the Applicant and, in case of approval, the Action Notice 2 (Form GS-2) with the reserved name option.