

FINANCIAL SERVICES COMMISSION

JOB SPECIFICATION & DESCRIPTION

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JOB TITLE: Registration Intern - Companies
DEPARTMENT: Companies Registry
LOCATION: Grand Turk & Providenciales

JOB SUMMARY

Reporting to the Assistant Registrar II, the Registration Intern - Companies is responsible for ensuring that the registration of companies and limited partnerships are recorded in an accurate and timely manner in accordance with the requirements and function of the Registrar under the various Ordinances, processing of annual returns, name reservation request and assisting with processing of notices; ensuring that customers receive prompt and efficient customer service.

EDUCATION & EXPERIENCE:

- High school student in final year or college student, preferably, pursuing a focus in business or law degree or equivalent professional qualifications
- One (1) year related experience working at a companies registry or in a related area, preferably but not required.

SPECIFIC KNOWLEDGE REQUIRED:

- Good knowledge of email, and Microsoft Word and Excel.
- Knowledge of Companies registration policies and procedures, preferably.
- Basic knowledge of the Companies Ordinance, preferably.

SPECIALISED TECHNIQUES/SKILLS:

- Good time management skills
- Good reasoning skills and judgement
- Good data entry skills
- Ability to communicate clearly and effectively, both orally and in writing

- Basic interpersonal skills
- Good customer service skills

WORKING CONDITIONS:

1. Normal working environment

JOB DESCRIPTION

REPORTING AND ORGANIZATIONAL RELATIONSHIPS

Reports To:

Nature of Supervision Received:

Directly:

Assistant Registrar II

Close supervision based on standing instructions and/or detailed procedures

Supervision Given To:

Nature of Supervision Given:

Directly:

N/A

Indirectly:

N/A

LIAISES WITH:

Internally:

Insurance Department
 Compliance Department
 Finance and Administration Department

Externally:

Clients/Agents
 Members of the General Public
 Telephone Callers
 Government Offices

DUTIES & RESPONSIBILITIES:

1. Receives and process all applications for incorporations, registrations and conversion of companies and limited partnerships:
 - checking to ensure that all required documents are submitted (memorandum of association, articles of association, articles of incorporation – as the case may be- and copies of IDs, etc.), and that the provisions of the incorporating documents are not inconsistent with the Companies Ordinance or any related Ordinance and comply in all other respects;
 - checking that the appropriate name reservation was made and conform to policy and the law;
 - checking that the appropriate and correct fees are included with the application for incorporation
 - scan and index all applications to the KRegistry platform.
 - prepare letters and certificates for registered entities within the acceptable time period and submit to the reporting officer for further review and signature
 - addressing matters relating to rejected applications in a timely manner.
2. Process annual returns:
 - checks the returns to ensure that fees are accurate and have been paid
 - enters information from the annual returns into the K-registry database
 - prints a search document for the companies entered and stamps and signs the document
 - submits the search document and client document (annual returns) for verification and then for signing.
 - packages signed annual returns, records them in the outgoing mail book and deposits them in the dip for collection by the client.
 - retains a copy of the signed annual return for the relevant file
 - scans and emails signed annual returns to clients when requested from department email account.
 - addressing matters relating to inconsistencies in a timely manner.

3. Processing of name clearance and reservation requests:
 - ensure that fees have been paid;
 - submit to the appropriate officer for verification and signing.
4. Assist with the processing of notices, restorations and resolutions
 - checking to ensure that all required documents are submitted and fees are paid
 - checking to ensure that documents are consistent with the Companies Ordinance or any related Ordinance and comply in all other respects;
 - addressing matters relating to inconsistencies in a timely manner.
5. Fee check and review documents scanned on K-Registry database
 - Check to ensure that the documents have been assigned to the correct company
 - Check to ensure that the fee paid is correct
 - Complete registration on the database if documents are properly coded and fees are correct
 - addressing matters relating to rejected applications in a timely manner.
6. Prepares and submit weekly report on work completed the previous week.
7. Performs related duties as assigned by the Assistant Registrars or Registrar.

The above duties may be whole or in part to ensure a complete understanding of the Registry's services and responsibilities. The tasks will be assigned to ensure continued learning and growth during time at the Registry.

AUTHORITY TO:

- N/A

PERFORMANCE CRITERIA:

This job is satisfactorily performed when:

- Incorporations are completed within 24 hours of a request.

- Annual returns are processed within 24 to 96 hours of receipt.
- Scanning and indexing of documents are completed with 24 hours of receipt.
- Name reservations are completed within 3 hours.
- Notices are processed within 24-48 hours.
- Weekly reports are completed and submitted by each Monday.

This document is a true and accurate description of the position.

INCUMBENT/S

DATE

HEAD-OF-DEPARTMENT

DATE