

# **FINANCIAL SERVICES COMMISSION**

## **JOB SPECIFICATION & DESCRIPTION**

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### **JOB SPECIFICATION**

**JOB TITLE:** Registration Officer II - Companies  
**DEPARTMENT:** Registry  
**LOCATION:** Grand Turk

### **JOB SUMMARY**

Processes requests by assigned clients in respect of recording of resolutions and notices of changes, reconciles information provided on annual returns in keeping with the Companies Ordinance, other relevant legislation and guidelines, and the requirements of the Department

### **EDUCATION & EXPERIENCE:**

- Associates Degree in Business Administration or a related field or equivalent qualifications
- Three (3) years' experience in an administrative position

### **SPECIFIC KNOWLEDGE REQUIRED:**

- Sound knowledge of the Companies Ordinance and amendments and the Financial Services Commission Ordinance.
- Knowledge of the FSC's registration requirements.
- Working knowledge of relevant computer packages/applications, including the Companies (K-registry) database Microsoft Word and Excel, and email

### **SPECIALISED TECHNIQUES/SKILLS:**

- Good interpersonal skills
- Good time management skills
- Good written and oral communication skills
- Ability to work with details
- Ability to work as part of a team

**WORKING CONDITIONS:**

- Normal office environment

**JOB DESCRIPTION**

**REPORTING AND ORGANIZATIONAL RELATIONSHIPS**

**Reports To:**

**Nature of Supervision Received:**

**Directly:**

Assistant Registrar II

Periodic supervision based on broad procedures (Weekly or Monthly Review)

**Supervision Given To:**

**Nature of Supervision Given:**

**Directly:**

N/A

**Indirectly:**

N/A

**LIAISES WITH:**

**Internally:**

Insurance Department  
Company Managers and Investments Department  
Finance and Administration Department

**Externally:**

Clients/Agents  
Government Departments  
The General Public

**DUTIES & RESPONSIBILITIES:**

1. Processes notices of changes (registered office, directors, secretary, shareholders, shares issued, etc.), and certain resolutions (change of name, increase in share capital, increase in number of shares, amendment to

memorandum and articles of association, dissolution and re-domiciliation) as requested by clients:

- receives the notices/resolutions from the Registration Supervisor and updates the K- registry System - enters names, date of appointment or date of change and the address at the date of appointment where applicable;
- performs the necessary search and checks to ensure that old search information (company history from incorporation to present) matches information in the new search;
- submits the updated search along with the stamped copies of the notice/resolution, received from the client, to the Registration Supervisor for verification;
- contacts clients to request the submission of revised notices/resolutions if queries arise and update the database to reflect the corrected information
- submits notices/resolutions to the Registrar for his/her signature once all queries, if any, have been resolved;
- maintains a 'file' copy of notices/resolutions and issues the clients' copies by completing the Outgoing mail book and placing them in the dip for collection.

2. Processes resolutions for reinstatements as requested by clients:

- ensures that documents received are correct ;
- checks whether annual returns are outstanding; ensures collection of any outstanding fees; completes/gathers the necessary forms and submits them for authorization;
- sends the relevant documents for scanning;
- prepares Certificates of Reinstatement and gazette notices and submits them for verification;
- contacts clients for clarification if necessary and updates the K-registry database with any new/changed information;
- submits all documents for approval by the Registrar;
- maintains a 'file' copy of the Certificate of Reinstatement and issues the clients' copies by completing the Outgoing mail book and placing them in the dip for collection;
- forwards gazette notices to the Finance and Administration Department for publication.

3. Performs company searches requested by other Departments or clients/agents or assists with company searches assigned to Data Entry Clerks.
4. Reconciles Companies' annual returns to ensure that information provided matches information in the Companies database (K-registry); prepares letters to clients to rectify missing/or incorrect information; issues the finalized annual returns to clients.
5. Prepares annual reconciliation reports for each agent on outstanding annual returns, incorrect notices and related matters; takes action to have the issues resolved, as required.
6. Sorts notice, resolution and name clearance documents and forwards internal copies for filing; records documents for clients in the Outgoing Logbook and ensures they are dispatched.
7. Prepares weekly reports on work done during the previous week.
8. Performs other related functions assigned from time to time by the Registration Supervisor.

**AUTHORITY TO:**

- N/A

**PERFORMANCE CRITERIA:**

This job is satisfactorily performed when:

- Notices are processed within 24 hours of receipt if there are no queries to be resolved and within 48 hours to 120 hours if queries are present
- Resolutions are to processed within 24 hours of receipt
- Companies' annual returns are reconciled and annual reconciliation reports are sent out within the set deadlines
- Relevant documents are sorted for collection by clients within 24 to 48 hours of receipt and for filing within 48 hours of receipt.
- Weekly reports are submitted by Tuesday of each week
- Harmonious relations are maintained with external and internal contacts
- Confidentiality and integrity are maintained in the conduct of duties