

FINANCIAL SERVICES COMMISSION

JOB OPPORTUNITY

JOB SPECIFICATION

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

Reporting to the Assistant Registrar I, the Registration Officer I - 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:

- Diploma in Business Administration or Office Procedures or equivalent professional qualifications
- One (1) year related experience working at a companies registry or in a related area at the supervisory level

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.
 - 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.

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