



Ministry of Commerce, Industry and Labour
Matagaluega o Pisinisi, Alamanuia ma Leipa



Registering as a Business Registry User

Samoa User Manual

Author Sam Long
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**Foster
Moore**
The registry people

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1. Overview

This user manual provides information on how to use set up a user account for the online Samoa Business Registries. The online Companies Registry and Personal Properties Securities registry is the place where you will register, maintain and search companies and notices of security interests in movable property (collateral).

There are two ways in which you can access the registry website. The kind of access to the Filing Office website that you need depends on what you want to do, and on whether you are going to use it to file registrations and amendments.

If all you want to do is to search for existing companies and security notices, on the Welcome screen select the search option from the online services to go to the Search screen. In that case, there is no need to log in, and no fees are charged.

If you intend to submit filings to the registry you must open a client account with the Registry. This will allow you (or your company or financial institution through its authorized users) to log in to the website to file registrations, amendments and notices and to request certified security interest search reports. Fees for registering and for requesting certified search reports are automatically accrued to the client account, and you must have a positive balance in your account to make successful filing. Payments are made by cash or check to the Ministry via one of their approved payment methods. You should check with the Ministry as these payment methods will vary over time.

To set up a client account, return to the Welcome screen and select the “Register” option. It will lead you to the Client Account application, which you can complete and submit on-line. The Registrar will approve your application in due course.

The Registrar is organized under the MINISTRY OF COMMERCE, INDUSTRY AND LABOUR. The is the implementing Ministry for the Companies and PPSA registry.

2. The Welcome Page

All users can view the Business Registry Welcome page. This page has links to register as a new user, login as an existing user and activate a user authorisation code. The Welcome page has links to general information about the PPSA and Company registers, and posting of the latest news from MCIL.

1. Open the Samoa business register website in an internet browser.
The URL is <http://www.businessregistries.gov.ws>

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Logon / Register

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HOME GENERAL INFORMATION ONLINE SERVICES

Welcome to the Samoa Companies Registry

Quick Links

- [How to File an Annual Return](#)
- [How to register a company](#)
- [How to search for a company](#)
- [Request Company Authority](#)

Samoa Company Registry Live And Online

Companies and the public can now access information about companies operating in Samoa through the Online Samoa Company Registry. New company incorporations now take place through this site. If you are a director or agent of an existing company, you must register and request authority to maintain your company. This is especially important for your requirements to file an annual return.

Recent News

CMS Training
We did CMS training at MCIL. Training was conducted by Foster Moore. More notes on company search click here.

Christmas hours
Our offices will be closed for the Christmas break on the 24th December. We will reopen again in January. Please

New online register – PPSR
The new online Personal Property Securities Register allows you to register and maintain security interests and liens. The public may search

LOGIN / REGISTER

Logon
A logon is used to access many online services - you only need to remember one username and password. The logon is designed to protect your privacy and security. If you forget your username or password, the system is able to remind you by email of your forgotten details.
[Logon](#)

Register a New User
You will need to register as a user to enable access to the online services to administer your company(s).
[Register](#)

Activate (User)
If you have received an activation code, activate your account here.
[Activate](#)

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2. Select the “General Information” tab to view information about the Companies or Secured Transactions registers.
3. Select the “Online Services” tab to view the search options available.
There are no registration options as you must be logged in to register companies or securities.
4. Note there are also links at the bottom of the page for contact information, news, FAQs, site map and our privacy policy.

3. Registering as a New User

From the Welcome page you can register as a new user by selecting the “Ligon/ Register” text link at the top right corner or the “Register” button on the right side. There is no fee to register as an online user.

The screenshot shows the Samoa Companies Registry website. At the top, there is a header with the Ministry of Commerce, Industry & Labour logo and name, and a 'Ligon / Register' link. Below the header is a navigation bar with 'HOME', 'GENERAL INFORMATION', and 'ONLINE SERVICES'. The main content area is titled 'Welcome to the Samoa Companies Registry' and features a large image of a beach with a thatched hut. To the right of the image is a 'Quick Links' section with links to 'How to File an Annual Return', 'How to register a company', 'How to search for a company', and 'Request Company Authority'. Below the image is a 'Samoa Company Registry Live And Online' section with text about company registration. To the right of this is a 'Recent News' section with links to 'CMS Training', 'Christmas hours', and 'New online register - PPSR'. On the far right, there is a 'LOGIN / REGISTER' sidebar with three sections: 'Ligon' (with a 'Ligon' button), 'Register a New User' (with a 'Register' button highlighted by a yellow box), and 'Activate (User)' (with an 'Activate' button).

1. Select “Register”.
2. Fill in the user account details.
Fields marked with an asterisk * must be completed.

If you work for an organisation which will have multiple registered users you can create an organisation so that other individuals working for your organisation have the same authority over registered companies and security interest. The users within the organisation will also use the same organisations payment account to pay for services.

A registered user may belong to multiple organisations.

A logged in user can change between working as an individual user or as an organisation user during a session.

Register User

☐ I also want to create an Organisation

Account details

Username *	<input type="text"/>
Password *	<input type="password"/>
Repeat Password *	<input type="password"/>
Secret Question	<input type="text"/>
Secret Answer	<input type="text"/>

3. If you work for an organisation check the box "I also want to create an Organisation".
If you are creating a personal user account on the business register leave the box "I also want to create an Organisation" unchecked.
4. When you have completed the information on the form click the "Create" button at the bottom of the screen.
Any information that is missing and mandatory, along with any errors, will be highlighted in red.
5. If you selected "I also want to create an Organisation" you will next be taken to a screen to fill in the Organisations details.
Fill in the organisations details.
Click the "Create Organisation" button.
6. After your user is successfully created you will be automatically logged in.
Note that your username is case sensitive.

4. The User Dashboard

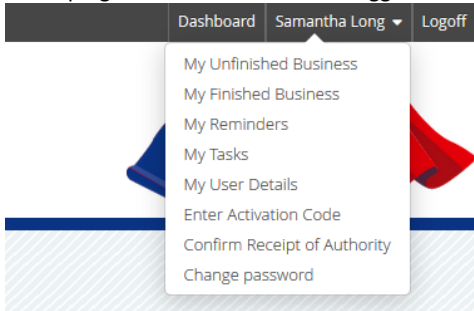
After logging in you will see your dashboard.

This has quick links to common services in the “Do it now” section. Other registration and search options are available through the “Online Services” menu.

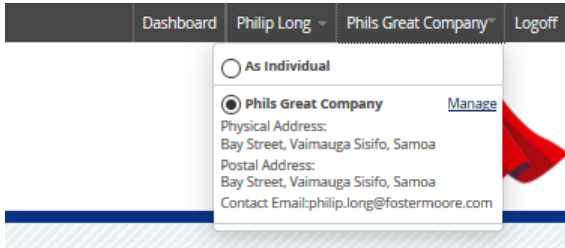
The screenshot shows the user dashboard for the Ministry of Commerce, Industry & Labour. The header includes the ministry's logo and name, a navigation bar with 'HOME', 'INFORMATION', and 'ONLINE SERVICES' (highlighted), and a Samoan flag graphic. The main content area is titled 'Dashboard' and features several sections: a 'Do it now' list with links to register various entities and notices; a row of four tabs ('My Items', 'Watchlist', 'Watched Items', 'My Accounts') all showing '0' results; and a row of four tabs ('My Unfinished Business', 'My Recently Finished Business', 'My Reminders', 'My Service Orders') also all showing '0' results. Each of these tab sections contains a 'No results found' message.

- Do it now - quick links to register a company or secured transaction
- My Items – shows companies and secured transactions a user has authority over
- Watchlist – shows activity for the companies a user is watching or has authority over
- Watched Items – shows companies being watched
- My Accounts – shows payment accounts
- My Unfinished Business – services that are started and saved, or that have been returned or rejected
- My Recently Finished Business – services completed in last 10 days
- My Reminders – Compliance reminders, e.g. an annual return is due.
- Service Orders – Requested reports

- The top right corner shows current logged in user and links to the users options



- A user that belongs to an organisation will have an extra menu here to select who they are working for



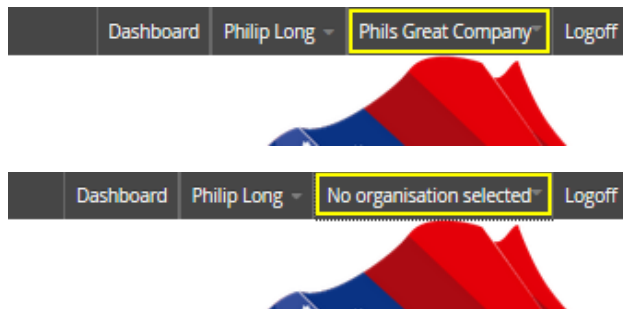
5. Adding Users to Your Organisation Account

If you are the administrator of your organisation's account, you may add and remove users belonging to your organisation.

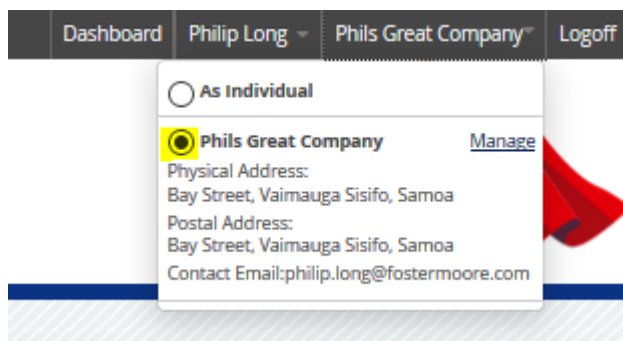
To manage your organisation's users you must be logged in.

1. Open the Samoa business register website in an internet browser and login as a user who is an organisation administrator
The URL is <http://www.businessregistries.gov.ws>

You will see on the top right of the dashboard your organisation name or "No organisation selected".



If "No organisation selected" is showing, then select your organisation.



2. Click on your organisation menu (top right) and click "Manage"
Note from here you can also "Maintain Organisation" to update your organisation details
3. Scroll down the organisation details and click on the "Add organisation user" button
4. Fill in the details of your new organisation user
Check the "Admin User" if they should be able to add and remove users and update the organisations details
5. Click "Create user" to create the new user
They will be emailed an activation code
6. Scroll down to the "List of users for this Organisation" and note your new user now appears on the list
You can click on their name to resend their Activation Code, maintain their details or delete them as a user for your organisation
Note they show as "Pending" as they have not yet actioned their activation code

View Organisation User (Pending)

I want to

- Resend Activation Code
- Maintain organisation user

User Details

Status	Pending
Name	Sam LONG
Admin User	Yes
Contact Email	sam.long@fostermooore.com
Telephone Number	[None specified]
Mobile Number	[None specified]
Fax Number	[None specified]
Physical Address	View Rd, Vaimauga Sisifo, Samoa
Postal Address	Postal address is the same as physical address

- Cancel
- Delete This User

6. Activating an Organisation User Account

When a user is added to an organisation they will receive an email with an Activation Code.


If you do not already have a business registry login you can select “Activate” on the welcome page to set up a new user:

To activate an activation code when you are not a current user of business registries:

1. Open the Samoa business register website in an internet
The URL is <http://www.businessregistries.gov.ws>
2. Click the button on the right side of the page “Activate”

Ministry of Commerce, Industry & Labour5.0.55.0.5 :: unknown :: 2017/02/22 14:01

Logon / Register




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Logon

Register a New User

You will need to register as a user to enable access to the online services to administer your company(s).

Register

Activate (User)

If you have received an activation code, activate your account here.

Activate

3. Copy and paste the activation code from the email
4. Click on the “Continue” button

Activation code

New User Account

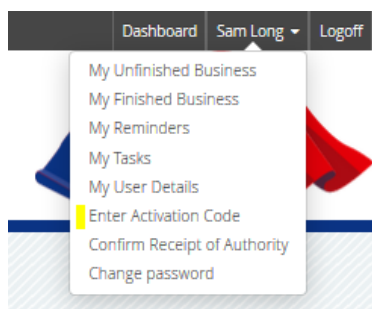
You must enter your activation code to activate your user account.

Activation Code *

5. You will be taken to the “Register User” screen
This is prefilled in with any information the organisation user supplied but may be overwritten
6. Click “Create” to create your new user account

To activate an activation code when you are not a current user of business registries:

1. Open the Samoa business register website in an internet
The URL is <http://www.businessregistries.gov.ws>
2. Login to your existing user account
3. Click on your name in the top right corner to open your user menu



4. Select “Enter Activation Code”
5. Copy and paste the activation code from the email
6. Click on the “Continue” button
7. You will be shown the “View Organisation” screen which you can view details of the organisation
8. Click “Cancel” to exit and return to your dashboard