

Factsheet 6: What do I need to submit to the company haus and when?

As a Solomon Islands company, you must provide certain information to the registrar of companies.

These are the key documents you need to submit to the registry.

You must:

- File an annual return every year by the date specified by the registrar

You must file a form if you:

- change the company name or type of company
- change registered offices or postal addresses
- change any shareholdings (transfer, issue, redeem etc)
- alter the company's rules
- change directors or any of their details
- change location of the company records
- merge companies

Fees may be applicable to these and must be paid in advance at the treasury counter of the ministry of finance.

FAILURE TO FILE DOCUMENTS MAY RESULT IN THE COMPANY BEING REMOVED FROM THE REGISTER

These are the fees payable in SBD for Solomon Islands Companies

Application to register a company	1250
Submitting an annual return	200
Application to change the name of a company	100
Restoring a company to the register	1000
Certification of a copy of or extract from any Document	150

Copy of, or extract from, a document that is part of the register, in addition to any fee for certifying the copy or extract:-

- if a photocopy is made by a member of the public 5 per page
- if a photocopy is made by the registrar, for each 5 per page

Registration of documents to effect an amalgamation 250

Penalties

Deliver document within 25 days of due date	100
Deliver document more than 25 days after due date	400