



Registering a business

The government's bizFIJI website (<https://www.business-fiji.com/>) is a good resource and starting point for understanding the registration requirements and processes that apply to your business.

By creating or formalising your business through registration and related processes, your business will be compliant with the Companies Act 2015 and can operate legally within the Fiji economy.

You can engage the help of a reputable lawyer, business advisor, or agent to support you through the various processes to fully create, register and licence your business. You should ensure you understand what you will be charged for this service. It is also possible for you to complete these processes yourself, with the support of the relevant government agencies. What you choose to do will depend on your personal circumstances, the type of business you want to register, and your available resources in finance and time.

How do I register my business?

The simplest way to register your business or company is through the Digital Fiji portal (<https://roc.digital.gov.fj/RocEServices/BusinessMenu>). If you cannot access the portal, you can follow the same steps as set out below by visiting the Registrar of Companies office or by engaging a lawyer or business advisor to do this for you.

Step 1:

- Decide on a business type and your preferred company name and/or business name(s).

Step 2:

- Create an e-Profile through the online portal using your Fiji birth certificate number, and through your e-Profile create a ROC Pass:

(<https://roc.digital.gov.fj/RocEServices/BusinessMenu>)

- If you are a foreign citizen or a citizen by naturalisation contact the Registrar of Companies to set up your ROC Pass.



Step 3:

- From the e-services menu, check the availability of your chosen name(s) by following:
e-Services > Business Name > Business Name Registration > Apply
- Or e-Services > Company > Company Registration > Apply
- Or e-Services > Company > Company Name Reservation > Apply

Step 4:

- If the name is available, you can immediately use your e-Profile to register your business name if you are a sole trader or use your ROC Pass to register a company and/or the business name(s) for the company.
- You will need to have electronic copies of required documents already prepared and ready to be uploaded. If you are not able to immediately register your company, you can reserve the company name for 28 days. When you are ready to register your company you need to enter the reservation number you have been given for your chosen name.

Step 5:

- To register your business or company follow on screen instructions and complete all relevant sections. Once finalised click Proceed and follow the instructions. You will receive an email confirming your application has been lodged.
- You will not be able to proceed until all required details have been provided. It is possible to save a draft. If you have all the information and supporting documents ready, this online process can take approximately between 15 and 60 minutes.

Step 6:

- Your application will be assessed within approximately 5 days. You can monitor its progress through your ROC Pass or e-Profile account. You may be asked to provide additional documentation.

Step 7:

- Once approved, you will be provided with an invoice for the appropriate registration fee. This can be paid via online banking or by presenting the auto-generated invoice to an office of the Registrar along with cash or a cheque.

Step 8:



- After the payment has been processed you will receive an email confirming registration and providing you with a link to your electronic certificate of registration. This certificate contains your unique business name or company number. Your certificate is always available through your ROC Pass account.

If you have registered a company and you want to operate under a business name that is different to your company name, you can now use your ROC Pass and company details to register a business name using the same portal and following the same steps.

As a registered business you have obligations under the Companies Act 2015. These include confirming the registration of your company each year within 28 days after the anniversary of its registration through payment of an annual registration fee, and renewing any business name prior to the period of registration expiring through paying the appropriate fee.

What are the different types of company?

In compliance with the Companies Act 2015 & Companies Regulation 2015

Section 34 for Business Name Registration:

- i) Individual (Sole Trader)
- ii) Firm (Partnership)

Section 20 for Company Registration:

Local Company:-

- i) Private (Limited by Shares)
- ii) Public (Limited by Shares/Guarantee/Guarantee & Shares/Unlimited Liability Company)

How much does it cost to register my business?

Business name registration: \$10.90 to \$109.00

Company name reservation: \$54.50

Company registration: \$49.05 - \$490.50

Where do I go to register my business?



Once you have an e-Profile or ROC Pass, the registration process can be undertaken online. You will need to have a reliable internet connection and your documents in an electronic format. Start by visiting:

<https://roc.digital.gov.fj/RocEServices/BusinessMenu>

If you have any questions, contact the Registrar of Companies or your business advisor before you start the process.

For further enquiries, you can contact the Registrar of Companies office at (+679) 331-2981 or support.roc@justice.gov.fj. You can also visit the Frequently Asked Questions (FAQ) page for more information: <https://mobile.digital.gov.fj/Faq>.

You can also visit the Registrar of Companies for support to register your business or company.

Registrar of Companies (ROC) Office

Location	Opening hours
Level 2, Suvavou House, Victoria Parade, Suva	Monday to Friday

Payments can be made online or in person at the Registrar of Companies office in Suva or at the Births, Deaths and Marriages (BDM) Registry offices around Fiji.

Births, Deaths and Marriages (BDM) Registry

Location	Opening hours
Level 1, Westfield Mall, Tukani Street, Lautoka	Monday to Friday
Keasuna Buildings, Sigatoka	Monday to Friday
Namuka House, Labasa	Monday to Friday
PA Savusavu 's Office, Gulabdas Building, Savusavu	Monday to Friday
Naulumatua House, Nabouwalu	Monday to Friday



What documents do I need to register my business?

To obtain an e-Profile:

- Fiji birth certificate

To obtain a ROC Pass:

- An e-Profile, or
- Provide letter of authorisation and photo ID document to the Registrar of Companies office or over email

For business name registration

- Photo ID with date of birth information of all individuals listed in application (e.g. passport, voter registration card, or driving license)
- TIN card / TIN letter of all individuals listed in the application
- Company TIN letter (for Companies registering a business name)
- A15 notice (only if you are ceasing to operate under another name)
- Foreign investment registration certificate (If you are a foreign investor)
- Letter of authorisation (If an agent is applying for you)
- Approval for exceptional name (if required)

For company name reservation

- Photo ID with date of birth information of all individuals listed in application (e.g. passport, voter registration card, or driving license)
- Foreign investment registration certificate (If you are a foreign investor)
- Letter of authorisation (For agents)
- Letter of authorisation from business owner to reserve a similar company name (If required)

For company registration

- Photo ID with date of birth information of all individuals listed in application (e.g. passport, voter registration card, or driving license)
- TIN card/TIN letter of all individuals listed in the application
- Articles of Association (you can adopt the Standard Form Articles of Association as part of the application process)
- Consent to Act as a Director for all directors
- Beneficial Ownership Declaration (BOD) form and/or shareholder information (if the company has shareholders)



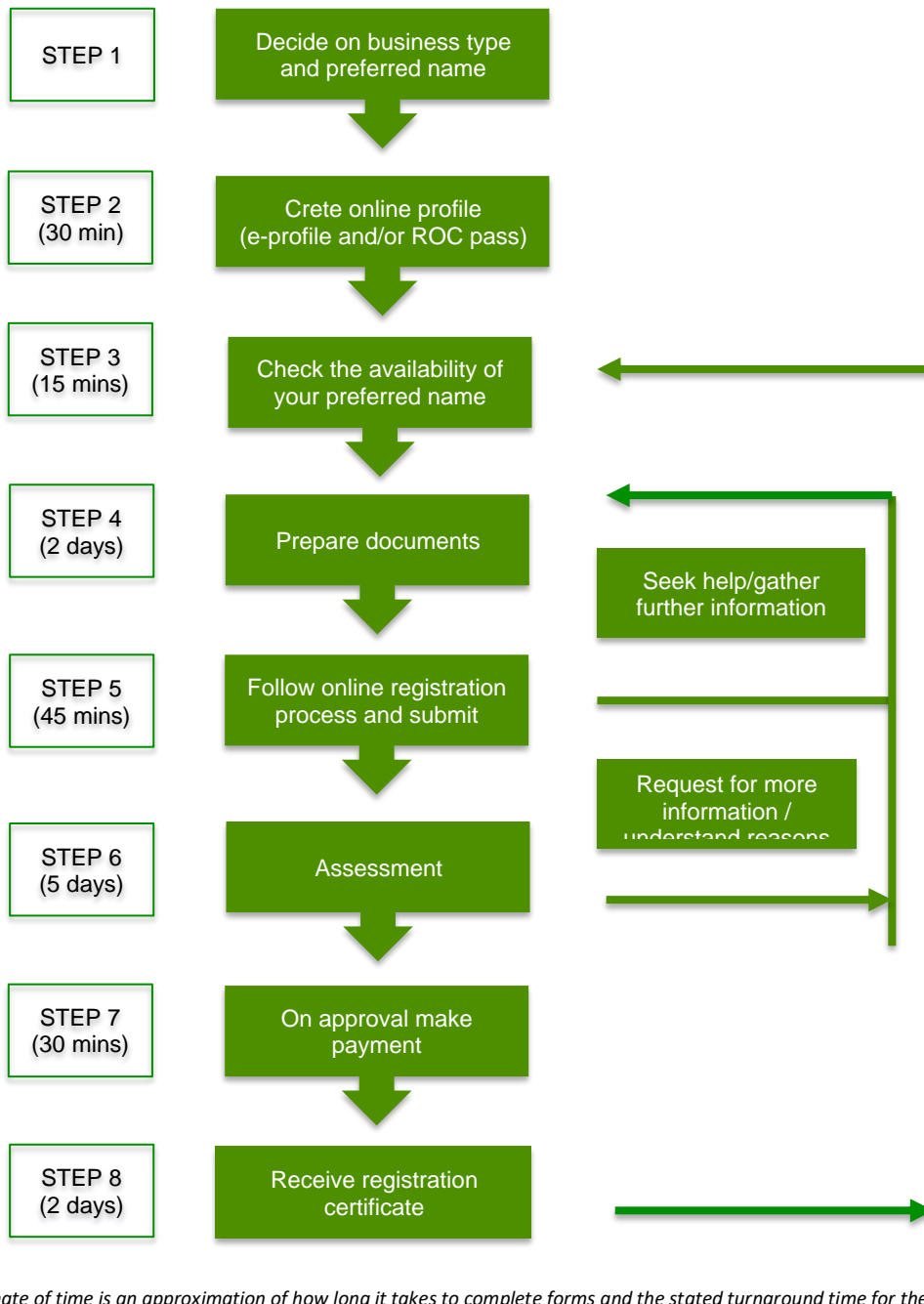
- Foreign investment registration certificate (if you are a foreign investor)
- Letter of authorisation (if an agent is applying for you)
- Approval for exceptional name (if required)

In addition to the above documents you will also need to have your own and any directors contact details, and the address which will be your registered office address.

What is the penalty for operating without a business registration?

If you are carrying on business in Fiji under a business name, but without being registered you can face a maximum penalty of \$6,000.00

Process flow chart: Registering a business or company



Note: The estimate of time is an approximation of how long it takes to complete forms and the stated turnaround time for the Registrar of Companies. It does not include the time it will take for the business to prepare documentation or seek advice.