



OFFICE OF THE REGISTRAR OF COMPANIES

Industry Notice

Coronavirus (COVID-19)

March 18, 2020

As the Coronavirus (COVID-19) situation continues to unfold we wish to ensure the health and safety of our employees and customers. For this reason, it is critical to implement a comprehensive plan to prevent infection whilst ensuring business continuity.

In an effort to contain the potential spread of the virus we feel it is necessary to limit physical access to our department at this time, and will be encouraging staff to work from home. Therefore as of March 18th 2020 we will be facilitating the submission of electronic applications in order to reduce physical access to our department. The following changes will take effect until further notice.

General Registration Application Submissions

In order to ensure that your application will be processed as quickly and accurately as possible follow the below instructions exactly as prescribed. Any deviations from this will result in your application being rejected.

- Send via email to rocdailyapplications@gov.bm and rocaccounts@gov.bm . This ensures that both the Registration Division and the Revenue Division receive the application and can process it concurrently.
- Ensure the subject line of your email contains:
 1. the registration number of the entity (for new registrations use “newre” in place of the registration number)

2. entity name,
 3. type of application;
- Attach the following to your email:
 1. PDF of application (must be in the format: RegistrationNumber-NameofEntity-TypeofApplication.pdf)
 2. Payment spreadsheet (see attached) (make sure to highlight relevant payment for application)
 3. Payment verification (screenshot of wire confirmation screen) which must contain:
 - registration number of entity (place this in the reference field when making the wire payment) - **Wire payments will be the only method of payment for submissions via email (wire payment details attached);**
 - Special instructions for the application can be included in the body of the email;
 - Applicants will receive an automatic response stating that their application has been received and will be registered once reviewed and approved;
 - Once the application has been approved a certificate will be sent to the applicant via email. No hard copy of the certificate will be issued at this time.

Once operations have returned to normal hard copies of the applications should be submitted to our office to be placed on entity files. **Be sure to attach the applicable email filing to the application to ensure identical registration dates.**

Compliances and Name Reservations Requests

Requests for compliances and name reservations should be submitted as normal via the ROC website. If the entity is in compliance an electronic certificate will be issued via email. Once operations have returned to normal hard copies of the certificates can be obtained from our offices if necessary.

Account draw down and wire payments will be encouraged at this time. Please ensure that when payment is made via wire transfer the payment spreadsheet along with a screenshot of the

wire confirmation screen is sent via email to rocaccounts@gov.bm and cocrequest@gov.bm with the subject line as:

1. Registration Number
2. Name of Entity
3. Compliance.

You can contact your Registration Agent by email, should you need to communicate with them directly. For Compliance matters only email cocrequest@gov.bm

Sah-Shay Johnstone srjohnstone@gov.bm	Wakeel Ming wdming@gov.bm	Nicole Iris niris@gov.bm
B	A	C
E	D	F
G	K	I
J	L	H
M	P	S
N	R	X
O	U	Misc.
Q	V	
T	W	
Y	Z	

Company Search Requests

Searches of hard copy files will not be facilitated until further notice. All search requests should be sent to rocsearch@gov.bm where we can offer the following options:

Option 1: Company extract form (see attached)

Option 2: Company extract form with accompanying copies of documents when available.

Court Liquidations

For new court liquidations of which the Official Receiver (“OR”) has been appointed as the Provisional Liquidator, the attorney acting for the Petitioner has to send a copy of the Petition to the email account at eplo@gov.bm and glomara@gov.bm. Once the OR is appointed, the attorney has to send a copy of the winding-up Order to the same email accounts.

Bankruptcy Proceedings

A debtor or creditor Petition has to be sent to the Office of the Official Receiver at eplo@gov.bm and glomara@gov.bm.

All liquidation and bankruptcy enquiries with respect to cases of which the OR was appointed can be directed to eplo@gov.bm and glomara@gov.bm.

Real Estate Applications/Filings & Business Licences

We have provided for section 13 licence applications under the Limited Liability Company Act 2016, and section 114B/129A licence applications under the Companies Act 1981 to be made available electronically (including wire transfer instructions) on the government portal: <https://www.gov.bm/conducting-business-bermuda>. All complete application forms and supporting documents may be sent via email to the Assistant Official Receiver, Gladwina O’Mara at glomara@gov.bm and Technical Officer, Shamika Place at sdplace@gov.bm. For technical assistance, please feel free to email Shamika Place at sdplace@gov.bm.

All real estate applications and guidance materials are located on the real estate webpage on the government portal: <https://www.gov.bm/online-services/applying-real-estate-broker-and-agent-licence>. Additionally, real estate applications, supporting documents and broker filing submissions can be sent to realestatelicense@gov.bm.

We encourage all applicable fees for submitted applications be made via wire transfer in accordance with the instructions provided on the government portal at the above links.

We appreciate your cooperation during this challenging time, and will continue to provide a reduced staff presence at our office. Should you have any questions please feel free to email mboodram@gov.bm or ggouterbridge@gov.bm.