RWANDA BUSINESS REGISTRY PROJECT

REGISTER OF COMPANIES, ENTERPRISES AND BUSINESS NAMES
USER MANUAL

Online user

Version: 1.0
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NORWAY REGISTERS DEVELOPMENT AS

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1 INTRODUCTION

This document is designed for users of Rwanda Business Registration System – new system for company and enterprise registration, name reservation and annual returns filing. It is referred as the **system** further in the document.

System performs these main functions:

- Business name reservation;

- Application of new enterprise or company registration:

    o   Foreign company

    o   Enterprise

    o   Domestic company

- Amendment registration;

- Filing annual returns

Searching, editing, reviewing, deleting or printing of entered data.

2 WORKING WITH SYSTEM

2.1 ENTER BUSREG ONLINE SYSTEM

An internet browser is necessary to work with the system. Write the ORG home page address in the address bar and press button [Go] in the internet browser, or button [Enter] in the keyboard. The ORG home page window appears on the screen (**Error! Reference source not found.**).

1. Click on menu "Registration > Business registration" on the left of the page.

2. Online business registration information window will be opened on the right of the page (Figure 2).

3. Click on the link "To start using the online services proceed here.".

4. System login window will be opened (Figure 3).

5. In this window you can log in the system with your e-signature (Please see chapter "2.2 Log in and out"). If you don't have the e-signature, request it (Please see chapter "2.3 Request e-signature").

SERVICES

- Registration
  - Business Registration
  - Security Interests in Movable Property
- Information service
  - Business Register
  - Security Interests in Movable Property
  - Intellectual Property Rights

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Fee tariff

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THE OFFICE OF THE REGISTRAR GENERAL.

ORG was established in 2008 for the continuation of the roles and functioning of the Rwanda Commercial Registration Agency and is today administratively organized as a department within the Rwanda Development Board (RDB). RDB is a public institution charged with the development of the country. It's composed of different departments and units. The mandates, duties and tasks of ORG and the procedures to be followed as well as the legal capacity of the decisions of the ORG are identified by the various laws assigning registration and other tasks to the registrar,

Figure 1.   ORG Homepage

Figure 2.   Register Business in Rwanda information

2.2 LOG IN AND OUT

Internet browser is necessary to work with the system. Write the system address in the address bar and press button [Go] in the internet browser, or button [Enter] in the keyboard. System login window appears on the screen (Figure 3).

To log in the system follow these actions:

6. Enter your e-signature username and password in field {Username} and {Password}.

7. If you don't have e-signature, you can request for new e-signature using function described in chapter "2.3 Request e-signature". If you forgot your e-signature use function "2.4 Reset e-signature" to disable your account and get a new e-signature.

8. Click the button [Log in].

Table 1. Description of Login window

Name	Description
{Username}	Enter your username in this field
{Password}	Enter your password in this field. Data is encoded in this field, so you will see star symbol instead of each symbol of your password.
Button name	**Description**
[Log In]	Click this button to log in the system after username and password are entered.
[Forgot your e-signature?]	Click this link if you forgot your e-signature. Detailed description of this function is in chapter "**Error! Reference source not found.** Reset e-signature".
[Request for e-signature]	If you don't have e-signature, you can create a new e-signature with this button. Detailed description of new user creating is in chapter "2.3 Request e-signature".

Figure 3.   Login window

9. If data you entered are not valid, information message appears: "*Your login attempt was not successful. Please try again.*"

10. If you forgot the password-signature, click link "Forgot your e-signature?" in order to get a reminder in email. Detailed description of this function is in chapter "**Error! Reference source not found.** Reset e-signature".

11. If the data you entered are valid, you are logged in. Main system window appears on the screen (Figure 4). On the right top of the window, there is user information presented. Next to user first and last name, username that was used to log in the system is shown.
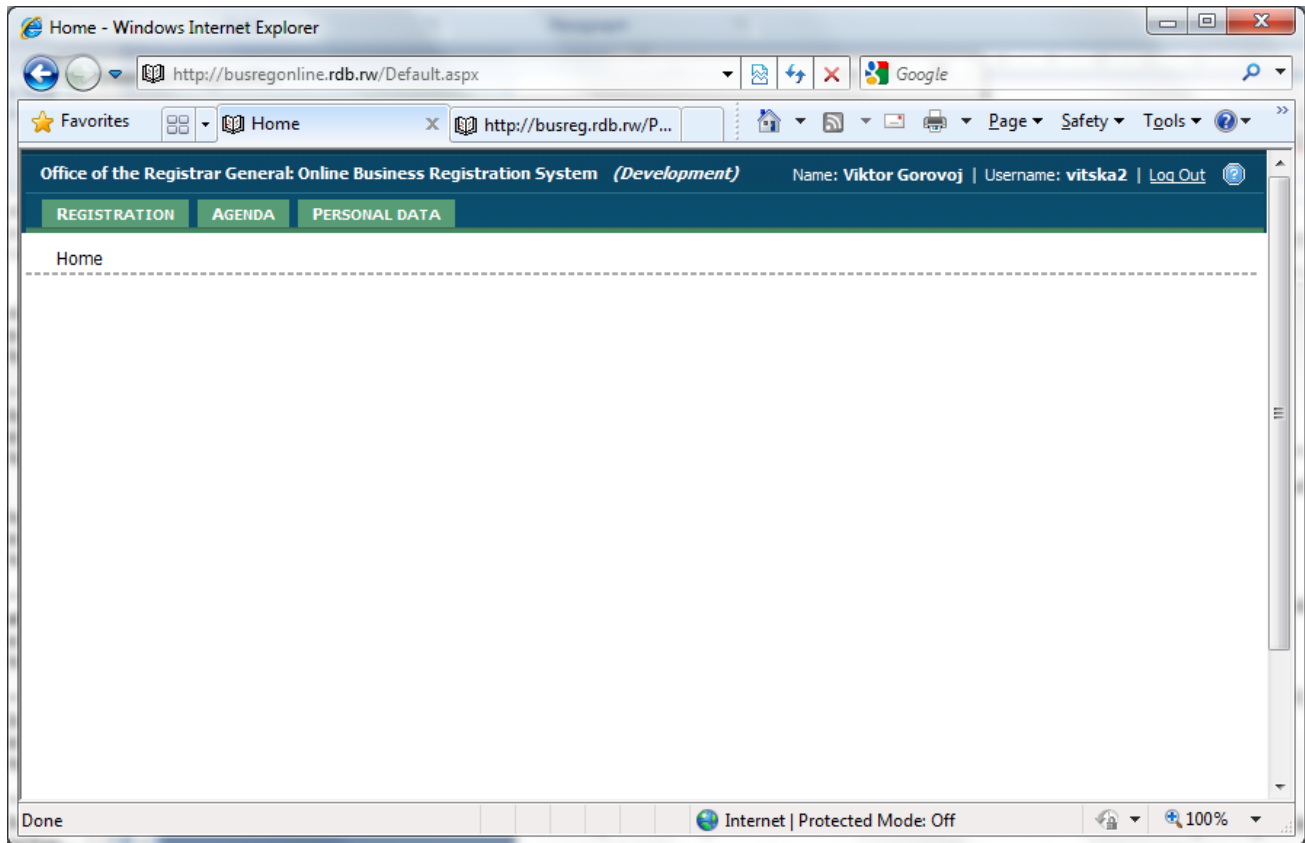
Figure 4.   System main window

12. When actions in the system are finished, click the link "Log Out" in the right corner of the system window. You will be logged out and the login window will be opened.

2.3 REQUEST E-SIGNATURE

A new E-signature can be created by receiving it by email. Follow these steps in order to request for e-signature:

1. Click button [Request for e-signature] in system login window (Figure 3). New create new e-signature window will be opened (**Error! Reference source not found.**).

2. Enter user information in given fields.

3. Upload the files in data block "Attachments". Attachment uploading is detailed described in chapter "**Error! Reference source not found. Error! Reference source not found.**". Attachment copy of ID document is mandatory.

4. Click link [terms and conditions]. New window with terms and conditions will be opened. Read it and close.

5. Mark checkbox "I agree to terms and conditions" if you have read and agree to them.

6. Verification field will be opened (Figure 7).

7. Enter verification text in field {Verification text}.

8. Click button [Save] when all data are filled in.

9. If all fields are filled in correctly, complete registration window is opened (Figure 8). The letter with the username and password data will be sent to the given email.

10. Check your email. Find a letter from system administrator with your e-signature.

11. You can log in the system with your e-signature, using function, described in chapter "2.2 Log in and out".

Table 1. Description of create new signature window

Name	Description
{ID Document}*	Choose the ID document. If you choose "Personal ID card", country will be automatically set to "Rwanda". If you choose "Passport", you can choose any country from the list in field {Country}. The field is mandatory.
{Country}*	Country can be selected from drop-down list, if selected document is "Passport". The field is mandatory. If selected document is "ID card", country will be automatically set to "Rwanda" and the field is read-only.
{ID document no}*	Enter ID document number. The field is mandatory.
{First name}*	Enter user first name in this field. This field is mandatory.
{Middle name}	Enter user middle name in this field.

Name	Description
{Last name}*	Enter user last name in this field. This field is mandatory.
{Phone number}	Enter user's phone number in this field.
{Email address}*	Enter email address in this field. This field is mandatory. E-signature will be send to this email address.
Address	
{Country}*	Choose country from drop-down list. If document is "Personal ID card", the country is set to "Rwanda" and the field is read-only. If document is "Passport", the field is editable and you can choose country from the list. The field is mandatory.
{Province}*	Province can be selected from drop-down list, if selected country is Rwanda. Field is mandatory.
{District}*	District can be selected from drop-down list, if selected country is Rwanda. The field is mandatory.
{Sector}*	Sector can be selected from drop-down list, if selected country is Rwanda. The field is mandatory.
{Cell}	Enter cell in this field, if selected country is Rwanda.
{Street name and number}	Enter street name and number of apartment in this field, if selected country is Rwanda.
{P.O. Box}	Enter P.O Box number in this field, if selected country is Rwanda.
{Address line 1} {Address line 2} {Address line 3}	Fields are shown if selected country is not Rwanda. You can enter address or several addresses into these fields (Figure 6).
☑ I agree to terms and conditions	This checkbox must be marked if you agree to terms and conditions and want to request for e-signature.
{Verification text}*	Enter verification text, presented above in this field. This field is mandatory and appears only when checkbox "I agree with terms and conditions" is marked.

Name	Description
Column name	**Description**
Attachments	
Attachment	Attachment is shown in this column of the list.
File size	File size is shown in this column of the list.
File name	File name is shown in this column of the list.
Button Name	**Description**
[New]	Click this button to upload a new attachment in the table.
[Download file]	Click this link to download attached file to your computer.
[Edit]	Click this link to edit a record in the table.
[Delete]	Click this link to delete a record from the table.
[terms and conditions]	Click this link to review the terms and conditions. New window with terms and conditions will be opened. Read it.
[Save]	Click this button to save account's information and to get username and password by email. If fields are filled in correctly, complete registration window is opened (Figure 8).
[Log in here]	Click this link to open log in window
[]	Click this button in order to see help information about the particular field.

Request for e-signature

ID document*:	Personal ID card
Country name:	RWANDA
ID document no*:	
First name*:	
Middle name:	
Last name*:	
Phone:	
Email*:	

Address

Country*:	RWANDA
Province*:	
District*:	
Sector*:	
Cell:	
Street name and number:	
P.O. Box:	

Attachments

List is empty!

New

☐ I agree to Terms and Conditions

Save

If you already have an e-signature you can Log in here

Figure 5.   New account window

Address

Country*:	INDIA
Address line 1:	
Address line 2:	
Address line 3:	

Figure 6.   Address window if country is not Rwanda

Verification

Verification text*:   Type the characters you see in the picture below.

945110

☑ I agree to Terms and Conditions

Figure 7.   Verification text

Figure 8.   Complete registration window

2.4 RESET E-SIGNATURE

If you forgot your e-signature, use this function to disable your old e-signature and request for a new. Follow these steps to request new e-signature:

1. Click link [Forgot your e-signature?] in system login window (Figure 3).

2. E-signature resetting window will be opened (Figure 9).

3. Enter you e-mail address and verification text in given fields.

4. Click button [Request new].

5. If you enter wrong verification text, the message is displayed: "The characters you entered didn't match the word verification. Please try again".

6. If entered information is correct, new e-signature will be requested. When system administrator confirms new e-signature, the old e-signature is automatically disabled. User will receive new e-signature via e-mail.

Table 2. Description of e-signature resetting window

Name	Description

Name	Description
{Email}*	Enter your e-mail address in this field (the same e-mail address that was used to create e-signature). This field is mandatory.
{Verification text}*	Enter verification text, presented above in this field. This field is mandatory.
Button name	**Description**
[Request new]	Click button [Request new] to request new e-signature.
[🔵]	Click this button in order to see help information about the particular field.

Forgot your E-signature? Enter your email below. We will
send you an email with new E-signature.

Email: vgor@nrd.lt

[Request now] or go back to login page
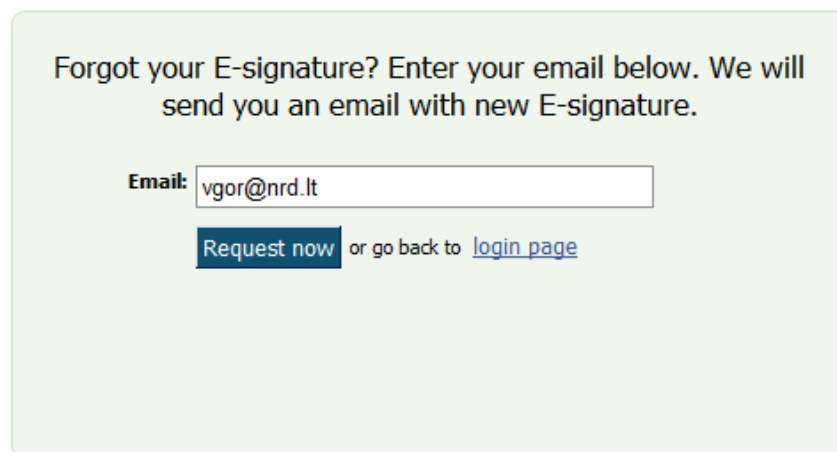
Figure 9.   E-signature resetting window

2.5 LOG IN AND LOG OUT

Internet browser is necessary to work with the system. Write the system address in the address bar and press button [Go] in the internet browser, or button [Enter] in the keyboard. System login window appears on the screen (Figure 10).

To log in the system follow these actions:

7. Enter your username in field {Username} and password in field {Password}. If you don't have E-signature, you can request it using function described in chapter "2.3 Request e-signature".

8. Click the button [Log in].

Table 1.Description of Login window

Name	Description
{Username}	Enter your username in this field
{Password}	Enter your password in this field. Data is encoded in this field, so you will see dot symbol instead of each symbol of your password.
Button name	**Description**
[Log In]	Click this button to log in the system after username and password are entered.
[Forgot your password?]	Click this link if you forget your password. Detailed description of this function is in chapter "2.4 Reset e-signature".
[Request for e-signature]	If you don't have an E-signature, you can request for e-signature with this button. Detailed description of how to request an E-signature is described in chapter "2.3 Request e-signature".

Figure 10.   Login window

9. If data you entered are not valid, information message appears: "The username or password you entered is incorrect".

10. If you forgot the password, click link "Forgot your E-signature?" in order to request a new E-signature. Detailed description of this function is in chapter "2.4 Reset e-signature".

11. If the data you entered are valid, you are logged in. Main system window appears on the screen (Figure 11 **System main window**)

12. On the right top of the window, there is user information presented. Next to user first and last name, username that was used to log in the system is shown.
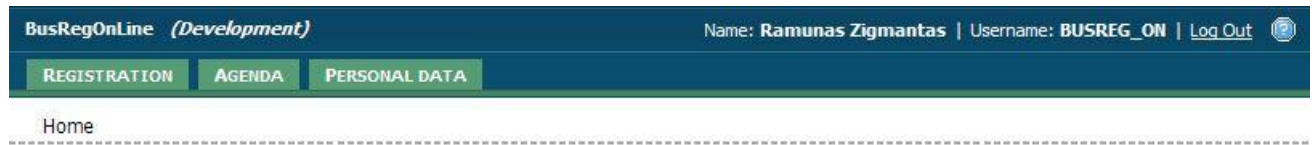
Figure 11. System main window

13. When actions in the system are finished, click the link "Log Out" in the right corner of the system window. You will be logged out and the login window will be opened (Figure 10).

2.6 USER MENU

Only a user who has valid user data and is logged to the system can perform actions using online application menu.

All functions of the system are accessible through menu. The list of available menu is opened by putting mouse pointer on menu label ([**Registration**], [**Agenda**] or [**Personal data**]). Sub menu items are shown in the list under the main menu label (Figure 12).

Figure 12. Opening sub menu

On the top of the page you can see Navigation information:

It shows the address and location of the opened active window. The names of the system object shown in blue can be used as an active links to navigate in the system, i.e. you can click on the "*Data blocks*" to open the enterprise data block menu.

Following functions are accessible in the application:

[**Registration**] –start new registration or amendment registration for enterprise/company or submit annual return.

[Agenda] – View user registration record list and their status.

[Personal data] –view or change personal information.

3 REGISTRATION

This module aggregates functionality on online registration services including registration of a new enterprise/company/annual return, name reservation, registration of an amendment, searching, editing, reviewing, deleting or printing of entered data.

3.1 CREATE ONLINE DOCUMENT

This function describes steps performed by online user in order to enter an online document into the system.

3.1.1 Create new enterprise/company

Follow these steps to create a new online document:

1. Move your mouse indicator over "Registration" menu and click. registration selection window will be opened (Figure 13).
2. Mark document type "New registration" in a radio and click button [Next].

Table 2. Description of registration selection window

Name	Description
{Select registration}	Select "New registration" to create a new enterprise/company record.
Button name	**Description**
[Next]	Click button [Next] to move to the next window..
[🔵]	Click this button in order to see help information about the particular field.

Figure 13. Registration window

3. Registration issue selection window will be opened (Figure 14). Select registration issue and click button [Next]. If registration issue is subordinate unit (Branch or Place of business), please look at the chapter "**Error! Reference source not found. Error! Reference source not found.**". If registration issue is "Name reservation", please look at the chapter "**Error! Reference source not found. Error! Reference source not found.**"

Table 3. Description of enterprise selection window

Name	Description
{Select among the following}	You have to select one of possible values: • Domestic company • Enterprise • Foreign company; • Name reseravtion • Branch; • Place of business
Button name	**Description**
[Previous]	Click button [Previous] to come back to previous window..
[Next]	Click button [Next] to move to the next window..
[ⓘ]	Click this button in order to see help information about the particular field.

Figure 14.   Enterprise/Company selection window

Table 4. Description of category window

Name	Description
Category	You have to select registered company category
Button name	**Description**
[Previous]	Click button [Previous] to come back to previous window.
[Next]	Click button [Next] to move to the next window..
[🔵]	Click this button in order to see help information about the particular field.

Home > Registration

Figure 15.   Domestic company category select window

4. If registration issue is Domestic company the company category selection window is opened (Figure 15). Select the Domestic company category and click button [Next].

5. Confirm window is opened (Figure 16).

6. Click button [Confirm]. Enterprise data block window is opened (Figure 31-**Error! Reference source not found.**). System creates online document. Online document state is set to "Saved". You cannot change document or enterprise type of this record.

7. You can continue entering enterprise data in enterprise data blocks from this window (detailed description of each window is presented in chapter "3.4 Enter online document (New registration)") or you can find this document and continue registration later in user agenda (chapter "3.3 view agenda record").

Table 5. Description of confirmation window

Name	Description
Registration	Selected registration is presented in this field. Field is read-only, you cannot edit data.
Registration issue	Selected registration issue is presented in this field. Field is read-only, you cannot edit data.
Name reservation number	Enter name reservation number if you have a name reserved and click button [Search] to load the name reservation information
Button name	**Description**
[Previous]	Click button [Previous] to come back to previous window.
[Confirm]	Click button [Confirm] to create online document. You can continue registration, or find document with the state "Saved" in user agenda list after clicking this button and continue registration later.
[🔵]	Click this button in order to see help information about the particular field.

Figure 16. Confirmation window

3.1.2 Error! Reference source not found.

Follow these steps to create a new online document:

8. Move your mouse indicator over "Registration" menu and click. registration selection window will be opened (Figure 13).

9. Mark document type "New registration" in a radio and click button [Next].

10. Registration issue selection window will be opened (Figure 14). Select registration issue (Branch or Place of business) and click button [Next]. If registration issue is "Name reservation", please look at the chapter "**Error! Reference source not found. Error! Reference source not found.**"

11. Search for Enterprise/Company window is opened (Figure 17).

12. Enter Enterprise or Company code for what subordinate unit must be registered. Click [Search] to load information about parent Enterprise/Company and click button [Next].

13. Information to approve window is opened (Figure 16).

14. Click button [Confirm]. Enterprise data block window is opened (Figure 31-**Error! Reference source not found.**). System creates online document. Online document state is set to "Saved". You cannot change document or enterprise type of this record.

Table 6. Description of search for Enterprise/Company window

Name	Description
Enterprise/Company code	The code of the Enterprise/Company to search must be entered
Button name	**Description**
[Search]	Click button [Search] to load a Enterprise/Company information

Name	Description
[Previous]	Click button [Previous] to come back to previous window.
[Next]	Click button [Next] to move to the next window..
[🔵]	Click this button in order to see help information about the particular field.

Figure 17. Search for Enterprise/Company window

3.1.3 Error! Reference source not found.

Follow these steps to create a new name reservation:

1. Move your mouse indicator over "Registration" menu and click. registration selection window will be opened (Figure 13).

2. Mark document type "New registration" in a radio and click button [Next].

3. Registration issue selection window will be opened (Figure 14). Select name reservation and click button [Next].

4. Confirm window is opened (Figure 16).

5. Click button [Confirm]. Enterprise data block window is opened (Figure 31-**Error! Reference source not found.**). System creates online document. Online document state is set to "Saved". You cannot change document or enterprise type of this record.

3.1.4 Create amendment

1. Move your mouse indicator over "Registration" menu and click. registration selection window will be opened (Figure 13).

2. Mark document type "Amendment" in a radio and click button [Next].

3. Enterprise/Company search window will be opened (Figure 18). Enter subordinate unit ID or enterprise/company code in field {Enterprise/Company code} and click button [Search].

4. If the enterprise is found system loads the enterprise data from the registration database and shows it to the user in read-only mode (Figure 19).

5. Click button [Next]. Amendment selection window will be opened (Figure 20). Mark appropriate amendment check boxes and click button [Next].

Figure 18.   Enterprise/Company search window
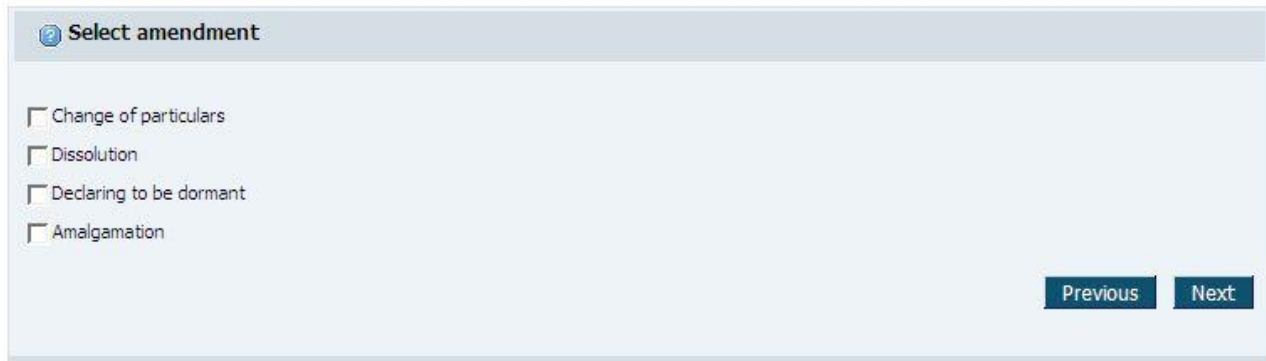
Figure 19.   Amendment information to approve window

Figure 20.   Select amendment type window

Figure 21.   Amendment information confirmation window

6. Amendment information confirmation window will be opened. Check the information presented. If the information presented is not correct click [Previous] to go to previous windows and correct.

7. If the information presented is correct click button [Confirm]. Enterprise data block window is opened (Figure 31-**Error! Reference source not found.**). System creates online document. Online document state is set to "Saved". You cannot change document or amendment type of this record. Current enterprise information is copied to an online document for a change.

8. You can continue entering enterprise data in enterprise data blocks from this window (detailed description of each window is presented in chapter "3.4 Enter online document (New registration)"), or you can find this document in user agenda (chapter "0 Follow these steps to submit an annual return:

1. Move your mouse indicator over "Registration" menu and click. Registration selection window will be opened (Figure 13).

2. Registration issue selection window will be opened (Figure 14). Select Annual return and click button [Next].

3. Search for company window will be opened (Figure 26).

4. Type in a company code and click button [Search]

5. The company information will be presented in read only mode (Figure 27). If the company information is correct click button [Next]. If the company information is not correct enter correct company code and click button [Search] again.

6. The applicant position selection window will be presented.

7. Select the applicant position and click button [Next]

8. The information confirmation window will be presented (Figure 29). If the information presented in the window is correct click button [Confirm]. If the information is not correct click the button [Previous] to go to the previous windows and correct the information.

9. Annual return data window is opened. System creates online document. Online document state is set to "Saved". You cannot change document type of this record. Current annual return information is copied to an online document for a change.

Figure 22.   Search for company window

Figure 23.   Search for company window

Figure 24.   Select applicant position window

Figure 25.   Information confirmation window

10. View agenda") and continue registration later.

3.1.5   Submit an Annual return

Follow these steps to submit an annual return:

11. Move your mouse indicator over "Registration" menu and click. Registration selection window will be opened (Figure 13).

12. Registration issue selection window will be opened (Figure 14). Select Annual return and click button [Next].

13. Search for company window will be opened (Figure 26).

14. Type in a company code and click button [Search]

15. The company information will be presented in read only mode (Figure 27). If the company information is correct click button [Next]. If the company information is not correct enter correct company code and click button [Search] again.

16. The applicant position selection window will be presented.

17. Select the applicant position and click button [Next]

18. The information confirmation window will be presented (Figure 29). If the information presented in the window is correct click button [Confirm]. If the information is not correct click the button [Previous] to go to the previous windows and correct the information.

19. Annual return data window is opened. System creates online document. Online document state is set to "Saved". You cannot change document type of this record. Current annual return information is copied to an online document for a change.

Figure 26.   Search for company window

Search for company

Company information

Company code:		Search
Registration issue:	Domestic company	
Company code:	T0583360086X	
Company name:	RWANDA	

Previous   Next

Figure 27.   Search for company window

Select position

Position

Position*:   Managing director

Previous   Next

Figure 28.   Select applicant position window

Confirmation

Registration:	Annual return
Position:	Managing director

Registration issue information

Registration issue:	Domestic company
Company code:	T0583360086X
Company name:	RWANDA

Previous   Confirm

Figure 29.   Information confirmation window

3.2 VIEW AGENDA

User agenda – not completed registration processes list. User agenda contains records with the state "Saved". "Prepared" and "Submitted". Registration process can be opened for the data entry, correcting, deleting and reviewing.

This function describes steps performed by online user in order to view his agenda list.

1. Move your mouse indicator over "*Agenda*" menu and click. Agenda list will be opened (Figure 30).

2. System shows online transaction document list. Rows in the list can be ordered by pressing the header of the corresponding column which is displayed in the list. By pressing first time on the column rows will be ordered in ascending order according to the selected column and by pressing second time on the column rows will be ordered in descending order according to the selected column.

3. User may filter online document list and find required record. Enter or select one or several search criterions into given filter fields and click button [Filter].

4. Records that match selected criterions will be presented in the list. If there are entered several search criterions, system searches for the records that matches all of them.

5. Use button [Show all] to clear filter fields and to load a complete list of all the records.

Figure 30. User agenda list

3.3 VIEW AGENDA RECORD

Figure 31. Document data window

3.4 ENTER ONLINE DOCUMENT (NEW REGISTRATION)

This function describes steps performed by an online user in order to enter or modify online document data. When document was saved for the first time, user can continue online document registration and fill in required information. To enter new registration data, document data window must be opened (Figure 31 - **Error! Reference source not found.**).Online user has to enter each data block, fill in information or edit it and save changes.

3.4.1 Company name

This data block is for Enterprise/Company name entering. On the top of the window registration information is presented (**Error! Reference source not found.**). Follow these steps to enter the name of the Enterprise/Company:

1. Click on the menu "Company name". Enterprise/Company name entering window is opened (Figure 32). On the top of the window, enterprise main information is presented.

2. You can enter or edit Enterprise/Company name in this window.

3. Click button [Save] to save the changes. No data is saved to the database until button [Save] is clicked. When data is saved the same window still remains opened. You can navigate to the other information blocks using menu or click button [Back] to return to document data window.

Table1. Description of Enterprise/Company name entering window

Name	Description
{Company name}	Enter Enterprise/Company name into that field.
{Abbreviation}	Select an abbreviation for the company by selecting an appropriate radio buttons.
Button	**Description**
[Save]	Click this button to save the changes. No data is saved to the database until button [Save] is clicked.
[Back]	Click button [Back] to return to the data block window.
[🔵]	Click this button in order to see help information about the particular field.

Figure 32. Company name window

3.4.2 Registered office address

This data block is for registered office address information entering. On the top of the window registration information is presented (**Error! Reference source not found.**). Follow these steps to enter registered office address:

4. Click on the menu "Registered office address". Registered office address window is opened (Figure 33). On the top of the window, enterprise main information is presented.

5. You can enter or edit registered office address in this window.

6. Click button [Save] to save the changes. No data is saved to the database until button [Save] is clicked. When data is saved the same window still remains opened. You can navigate to the other information blocks using menu or click button [Back] to return to document data window.

Table2. .Description of registered office address window

Name	Description
Address	
{Country}	This field is read-only. Country is set to Rwanda.
{Province }	Select address province from drop-down list.
{District}	Select address district from drop-down list.
{Sector}	Select address sector from drop-down list.
{Cell}	Enter address cell from drop-down list.
{Street name and number}	Enter street name and number in this field
{E-mail}	Email address can be entered in this field. This field is optional
{Phone number}	Contact phone number can be entered in this field. This field is optional.
{P.O. Box}	P. O. Box can be entered in this field. This field is optional
Working hours	
{From}	Enter working hours start in this field.
{To}	Enter working hours end in this field.
Button	**Description**

Name	Description
[Save]	Click this button to save the changes. No data is saved to the database until button [Save] is clicked.
[Back]	Click button [Back] to return to the data block window.
[🔵]	Click this button in order to see help information about the particular field.

Figure 33. Registered office address window

3.4.3 Representative

This data block contains information about company legal representative. Follow these steps to enter representative:

1. Click on the menu "Representative". Natural person information window is opened (Figure 64). On the top of the window, enterprise main information is presented (**Error! Reference source not found.**).

2. Enter legal representative information. Detailed description how to fill in natural person field block is presented in chapter "3.4.21 Enter contact person information".

3. Click button [Save] to save the changes. No data is saved to the database until button [Save] is clicked. When data is saved the same window still remains opened. You can navigate to the other information blocks using menu or click button [Back] to return to document data window.

3.4.4 Business activities

This data block contains information about company/enterprise business activities. Follow these steps to enter representative:

1. Click on the menu "Business activities". Business lines window is opened (Figure 34). On the top of the window, enterprise main information is presented (**Error! Reference source not found.**).

2. You can add enterprise business line or several of them by code, or browsing in the list. If there are no business lines added, list is empty.

3. To add new business line by code, enter business line code in given field and click [Add business lines by code]. The record will appear in the list. If business line with given code is not found, message appears "Business activities <entered code> not found!".

4. If code is found, business activity appear in the. Information message "Business activities inserted/removed successfully." is shown

5. To add new business line from the list, click button [Add/remove business line from the list], business activities list is shown (Figure 35). Click button [+] to expand business lines list. Click button [-] to collapse the list.

6. Mark the checkboxes of chosen records. After you click second time on the next checkbox, it is unmarked.

7. Click button [Save]. Information message "Business activities inserted/removed successfully." is shown and new business activities appear or are removed from the list (Figure 36).

Figure 34. Business activities list

Figure 35. Business line list

Figure 36. Business line list with a record

8. You can delete business activity with the link [Delete] next to the business line record. Click the link [Delete], confirmation window will appear. Click button [OK] to delete record or [Cancel] to cancel deletion.

3.4.5 Owner

This data block contains information about enterprise owner. This data block is shown only if registration issue is "Enterprise". Follow these steps to enter owner:

1. Click on the menu "Owner". Owner information window is opened (Figure 37). On the top of the window, enterprise main information is presented (**Error! Reference source not found.**).

2. Enter owner information in given fields or choose person from the list. Detailed description how to choose person from the list is presented in chapter "3.4.21 Enter contact person information".

3. If person is already in person list, information can also be loaded by ID document number. Enter person ID document number in field {ID document number} and click button [Search].

4. Click button [Save] to save the information. No data is saved to the database until button [Save] is clicked. When data is saved the same window still remains opened. You can navigate to the other information blocks using menu or click button [Back] to return to document data window.

Table3. Description if owner information window

Name	Description
Owner information	
{First name}	Enter person first name in this field.
{Middle name}	Enter person middle name in this field.
{Family name}	Enter person family name in this field.
{Gender}	Mark person gender in radio eye.
{Marital status}	Mark person marital status in radio eye.
{Spouse name}	Enter person spouse name in this field.
{Birth date}	Enter person birth date in this field.
{Nationality}	Select person nationality from drop-down list.
Identification	

Name	Description
{ID document}	Choose the person ID document. If you choose "ID card", person country will be automatically set to "Rwanda". If you choose "Passport", you can choose any country from the list in field {Country}. The field is mandatory.
{ ID document number}	Enter person ID document number in this field.
{Date of Birth}	Enter the date of birth of the legal representative
Address	
{Country}	Choose person country. If person document is "ID card", the country is set to "Rwanda" and the field is read-only. If person document is "Passport", the field is editable and you can choose country from the list. The field is mandatory.
{Province }	Select address province from the list. This field is shown, if country is Rwanda.
{District}	Select address district from the list. This field is shown, if country is Rwanda.
{Sector}	Select address sector from the list. This field is shown, if country is Rwanda.
{Cell}	Enter address cell from the list. This field is shown, if country is Rwanda.
{Street name and number}	Enter street name and house number in this field.
{Phone number}	Enter contact phone number in this field.
{E-mail }	Enter contact e-mail address in this field.
{P.O. Box}	Enter address P.O. box in this field.
{Address line 1} {Address line 2} {Address line 3}	This field is shown only if selected country is not Rwanda. Enter contact address information in given fields.
Button	**Description**

Name	Description
[Save]	Click this button to save the changes. No data is saved to the database until button [Save] is clicked.
[Back]	Click button [Back] to return to the previous window.
[Search]	Click this button to load person information according to ID document number
[Choose]	Click button [Choose] to choose person from the list.
[]	Click this button in order to see help information about the particular field.

Figure 37.   Owner information window

3.4.6 Employment

This data block contains information about enterprise/company number of employees and date of hiring. Follow these steps to enter employment information:

1. Click on the menu "Employment". Employment information window is opened (Figure 38). On the top of the window, enterprise main information is presented (**Error! Reference source not found.**).

2. Enter employment information in given fields.

3. Click button [Save] to save the information. No data is saved to the database until button [Save] is clicked. When data is saved the same window remains opened. You can navigate to the other information blocks using menu or click button [Back] to return to document data window.

Table4. Description if employment information window

Name	Description
Employment information	
{Date of hiring the first employee}	Enter date of hiring the first employee in this field, or click button [🖩] next to the field to select date from calendar.
{Number of employees}	Enter number of employees in this field.
Button	**Description**
[Save]	Click this button to save the changes. No data is saved to the database until button [Save] is clicked.
[Back]	Click button [Back] to return to the previous window.
[⊘]	Click this button in order to see help information about the particular field.

Figure 38.   Employment information window

3.4.7   Place of business address

This data block is for place of business address information entering. This data block is shown only if registration issue is "Place of business". On the top of the window registration information is presented (**Error! Reference source not found.**). Follow these steps to enter place of business address:

1. Click on the menu "Place of business address". Place of business address window is opened (Figure 39).

2. You can enter or edit place of business address in this window.

3. Click button [Save] to save the changes. No data is saved to the database until button [Save] is clicked. When data is saved the same window remains opened. You can navigate to the other information blocks using menu or click button [Back] to return to document data window.

Table5. .Description of place of business address window

Name	Description
Place of business	
{Country}	This field is read-only. Country is set to Rwanda.
{Province }	Select address province from drop-down list.
{District}	Select address district from drop-down list.
{Sector}	Select address sector from drop-down list.
{Cell}	Enter address cell from drop-down list.
{Street name and number}	Enter street name and number in this field
{E-mail }	Email address can be entered in this field. This field is optional
{Phone number}	Contact phone number can be entered in this field. This field is optional.

Name	Description
{P.O. Box}	P. O. Box can be entered in this field. This field is optional
Button	**Description**
[Save]	Click this button to save the changes. No data is saved to the database until button [Save] is clicked.
[Back]	Click button [Back] to return to the data block window.
[⊙]	Click this button in order to see help information about the particular field.

Figure 39.   Place of business address window

3.4.8   Capital information

This data block contains information about company capital information. This data block is shown only if registration issue is "Domestic company" or "Foreign company". Follow these steps to enter capital information:

1. Click on the menu "Capital information". Capital information window is opened (Figure 40). On the top of the window, enterprise main information is presented (**Error! Reference source not found.**). Fields may vary depending on different categories of Domestic company.

Shares:

2. Click button [New] in field block "Share information". Share information window is opened (Figure 41). Enter share information in given fields and click button [Save]. Click button [Back] to return to capital information window.

3. Click button [New] in field block "Founding shareholders". Founding shareholders window is opened (Figure 42). Mark person or organization in radio eye. Enter shareholder information in given fields. Detailed description how to enter person information is presented in chapter "3.4.21 Enter contact person information". Detailed description how to enter organization information is presented in chapter "3.4.22 Person list

4. Click button [Save]. Shareholder shares information fields appear in the bottom of the window (Figure 43). Click button [New] to enter shareholder shares information. Shares editing window is opened (Figure 44). Enter shareholder shares information and click button [Save]. Shareholder shares are presented in the list.

5. Enter total shareholder number of shares in field {Total shareholder number of shares} and click button [Save].

6. Click button [Back] to return to capital information window.

7. Enter total share capital of the company in field {Total share capital of the company}

8. Enter total number of the shares of the company in field {Total number of the shares of the company} and click button [Save]. Shares information entering is finished.

Figure 40. Capital information window

Figure 41. Share information window

Figure 42. Founding shareholder/Guarantor window

Figure 43. Shareholder shares information

Figure 44. Editing shares

Guarantee:

9. Click button [New] in field block "Guarantee information". Guarantee information window is opened (Figure 45). Enter guarantee information in given fields and click button [Save]. Click button [Back] to return to capital information window.

10. Enter total amount of guarantee in field {Total}.

11. Click button [New] in field block "Guarantors". Guarantors window is opened (Figure 42). Mark person or organization in radio eye. Enter guarantor information in given fields. Detailed description how to enter person information is presented in chapter "3.4.21 Enter contact person information". Detailed description how to enter organization information is presented in chapter "3.4.22 Person list

12. Click button [Save]. Guarantor guarantee information fields appear in the bottom of the window (Figure 46). Click button [New] to enter guarantor guarantee information. Guarantee editing window is opened (Figure 45). Enter guarantor guarantee information and click button [Save]. Guarantor guarantee will be presented in the list.

13. Enter total amount per guarantor in field {Amount per guarantor} and click button [Save].

14. Click button [Back] to return to capital information window.

15. Enter total guarantee amount in fields {Total}

16. Click button [Save] to save the information. No data is saved to the database until button [Save] is clicked. When data is saved the same window still remains opened. You can navigate to the other information blocks using menu or click button [Back] to return to document data window.

Figure 45.   Guarantee information window

Figure 46.   Guarantor guarantee window

3.4.9   Board of directors

This data block contains information about company board of directors. Follow these steps to enter board of directors information:

1. Click on the menu "Board of directors". Board of directors window is opened (Figure 47). On the top of the window, enterprise main information is presented (**Error! Reference source not found.**).

2. Board of directors list is empty, if there is no board of directors entered.

3. To enter new director of board, click button [New].

4. Natural person information window is opened (Figure 64). On the top of the window, enterprise main information is presented (**Error! Reference source not found.**).

5. Enter legal board of director information. Detailed description how to fill in person field block is presented in chapter "3.4.21 Enter contact person information".

6. Click button [Save] to save entered information.

7. Click button [Back] to return to board of directors window. Entered record appears in the list (Figure 48).

8. Click [Edit] next to the record in the shareholders list to edit director of board information.

9. Click [Delete] next to the record in the shareholders list to delete shareholder record.

10. You can navigate to the other information blocks using menu or click button [Back] to return to document data window.

Figure 47.   Board of directors list (empty)

Figure 48.   Board of directors list (filled).

3.4.10 Managing director

This data block contains information about company managing director. Follow these steps to enter managing director:

1. Click on the menu "Managing director". Natural person information window is opened (Figure 64). On the top of the window, enterprise main information is presented (**Error! Reference source not found.**).

2. Enter managing director information. Detailed description how to fill in person field block is presented in chapter "3.4.21 Enter contact person information".

3. Click button [Save] to save the changes. No data is saved to the database until button [Save] is clicked. When data is saved the same window still remains opened. You can navigate to the other information blocks using menu or click button [Back] to return to document data window.

3.4.11 Chairman of the board

This data block contains information about chairman of the board. Follow these steps to enter chairman of the board:

1. Click on the menu "Chairman of the board". Natural person information window is opened (Figure 64). On the top of the window, enterprise main information is presented (**Error! Reference source not found.**).

2. Enter chairman of the board information. Detailed description how to fill in person field block is presented in chapter "3.4.21 Enter contact person information".

3. Click button [Save] to save the changes. No data is saved to the database until button [Save] is clicked. When data is saved the same window still remains opened. You can navigate to the other information blocks using menu or click button [Back] to return to document data window.

3.4.12 Company employee/Secretary

This data block contains information about company employee/secretary. Follow these steps to enter company employee/secretary:

1. Click on the menu "Company employee/secretary". Natural person information window is opened (Figure 64). On the top of the window, enterprise main information is presented (**Error! Reference source not found.**).

2. Enter company employee/secretary information. Detailed description how to fill in person field block is presented in chapter "3.4.21 Enter contact person information".

3. Click button [Save] to save the changes. No data is saved to the database until button [Save] is clicked. When data is saved the same window still remains opened. You can navigate to the other information blocks using menu or click button [Back] to return to document data window.

3.4.13 Auditor

This data block contains information about company auditor. Follow these steps to enter auditor:

1. Click on the menu "Auditor". Auditor window is opened (Figure 42). On the top of the window, registration main information is presented (**Error! Reference source not found.**).

2. ". Mark person or organization in radio eye. Enter auditor information in given fields. Detailed description how to enter person information is presented in chapter "3.4.21 Enter contact person information". Detailed description how to enter organization information is presented in chapter "3.4.22 Person list

3. After button [Choose] clicked, system shows person list window, where you can search for the person data. To find and select person for the registration basis:

4. List of persons with search filter is loaded after clicking button [Choose] (Figure 55). Every person list page contains 20 records. You can walk through enterprise list pages using page number buttons [1], [2] .. [>] at the bottom of the table. List can be sorted by the particular column in the descending and ascending order by pressing the name of the column.

5. Use filter to find a proper record. Enter one or several criterions and click button [Filter]. Records that match criteria will be presented in the list. If there are entered several search criterions, system searches for the record that matches all of them.

6. Click link [Choose] in the list next to the record in order to choose person.

7. Person fields will be filled with the information of record, chosen in enterprise list.

8. Description of person list

9. Name	10. Description
11. {ID document}	12. You can select ID document in this field to make a search by this criterion.
13. {ID number}	14. You can enter ID document number in this field to make a search by this criterion.

9. Name	10. Description
15. {Person first name}	16. You can enter person first name in this field to make a search by this criterion.
17. {Family name}	18. You can enter person family name in this field to make a search by this criterion.
19. Button name	20. Description
21. [Filter]	22. Click button [Filter] to find the record that matches criterions. It will be presented in the list. If there are entered several search criterions, system searches for the record that matches all of them
23. [Show all]	24. Click button [Show all] in order to view all enterprise records.
25. [Choose]	26. Click link [Choose] to choose the enterprise and to come back to registration basis window.
27. [Back]	28. Click this button to come back to previous window.
29. Column name	30. Description
31. Full name	32. Person full name is shown in this field.
33. ID document	34. Person ID document is shown in this field.
35. ID document number	36. Person ID document number is shown in this field.
37. Birth date	38. Person birth date is shown in this field.
39. Gender	40. Person gender is shown in this field.
41. Nationality	42. Person nationality is shown in this field.
43. Country of residence	44. Person country of residence is shown in this field.

45.

46. Person list

47. Enter organization information".

48. Click button [Save] to save the information. No data is saved to the database until button [Save] is clicked. When data is saved the same window still remains opened. You can navigate to the other information blocks using menu or click button [Back] to return to document data window.

3.4.14 Accountant

This data block contains information about company accountant. Follow these steps to enter accountant:

1. Click on the menu "Accountant". Accountant window is opened (Figure 42). On the top of the window, registration main information is presented (**Error! Reference source not found.**).

2. Mark person or organization in radio eye. Enter accountant information in given fields. Detailed description how to enter person information is presented in chapter "3.4.21 Enter contact person information". Detailed description how to enter organization information is presented in chapter "3.4.22 Person list"

3. Click button [Save] to save the information. No data is saved to the database until button [Save] is clicked. When data is saved the same window still remains opened. You can navigate to the other information blocks using menu or click button [Back] to return to document data window.

3.4.15 Place of incorporation

This data block is for place of incorporation information entering. On the top of the window registration information is presented (**Error! Reference source not found.**). Follow these steps to enter place of incorporation:
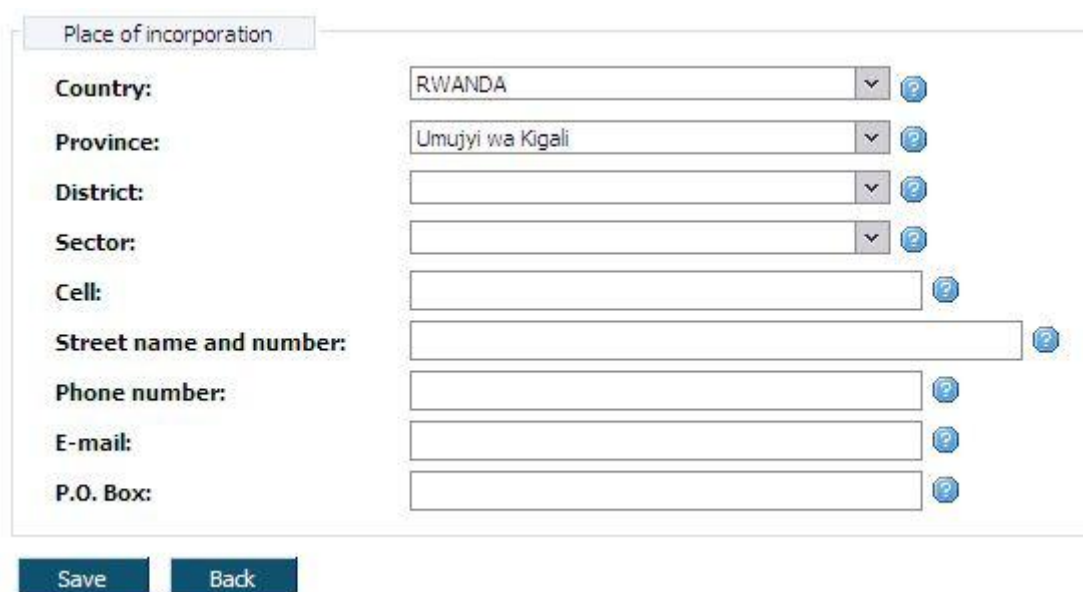
1. Click on the menu "Place of incorporation". Place of incorporation window is opened (Figure 49).

2. You can enter or edit place of incorporation address in this window.

3. Click button [Save] to save the changes. No data is saved to the database until button [Save] is clicked. When data is saved the same window remains opened. You can navigate to the other information blocks using menu or click button [Back] to return to document data window.

Table6. .Description of place of incorporation window

Name	Description
Place of incorporation	
{Country}	This field is read-only. Country is set to Rwanda.
{Province }	Select address province from drop-down list.
{District}	Select address district from drop-down list.
{Sector}	Select address sector from drop-down list.
{Cell}	Enter address cell from drop-down list.
{Street name and number}	Enter street name and number in this field
{E-mail }	Email address can be entered in this field. This field is optional
{Phone number}	Contact phone number can be entered in this field. This field is optional.
{P.O. Box}	P. O. Box can be entered in this field. This field is optional
Button	**Description**
[Save]	Click this button to save the changes. No data is saved to the database until button [Save] is clicked.
[Back]	Click button [Back] to return to the data block window.

Name	Description
[]	Click this button in order to see help information about the particular field.

Figure 49. Place of incorporation window

3.4.16 Authorized agent

This data block contains information about company authorized agent. Follow these steps to enter authorized agent:

1. Click on the menu "Authorized agent". Authorized agent window is opened (Figure 42). On the top of the window, registration main information is presented (**Error! Reference source not found.**).

2. Mark person or organization in radio eye. Enter authorized agent information in given fields. Detailed description how to enter person information is presented in chapter "3.4.21 Enter contact person information". Detailed description how to enter organization information is presented in chapter "3.4.22 Person list".

3. Click button [Save] to save the information. No data is saved to the database until button [Save] is clicked. When data is saved the same window still remains opened. You can navigate to the other information blocks using menu or click button [Back] to return to document data window.

3.4.17 Shares register address

This data block is for shares register address entering. On the top of the window registration information is presented (**Error! Reference source not found.**). Follow these steps to enter shares register address:

1. Click on the menu "Shares register address". Shares register address window is opened (Figure 49).

2. You can enter or edit shares register address in this window.

3. Click button [Save] to save the changes. No data is saved to the database until button [Save] is clicked. When data is saved the same window remains opened. You can navigate to the other information blocks using menu or click button [Back] to return to document data window.

3.4.18 Reporting information

This data block is for financial year information entering. On the top of the window registration information is presented (**Error! Reference source not found.**). Follow these steps to enter reporting information:

1. Click on the menu "Reporting information". Financial information window is opened (Figure 50).

2. Enter financial year start date in given fields.

3. Click button [Save] to save the changes. No data is saved to the database until button [Save] is clicked. When data is saved the same window remains opened. You can navigate to the other information blocks using menu or click button [Back] to return to document data window.

Figure 50. Financial information window

3.4.19 Branch

This data block is for branch information entering. On the top of the window registration information is presented (**Error! Reference source not found.**). Follow these steps to enter branch information:

1. Click on the menu "Branch". Branch information window is opened (Figure 33).

2. You can enter or edit branch information in this window.

3. Click button [Save] to save the changes. No data is saved to the database until button [Save] is clicked. When data is saved the same window still remains opened. You can navigate to the other information blocks using menu or click button [Back] to return to document data window.

3.4.20 Attachments

In the menu of attachments, list of required attachments for every registration or registration issue is presented.

1. Select required attachment in menu "Attachments". Attachment window is opened (Figure 63). There is attachments list in the window, if there are no attachments, list is empty. You can view, delete or add new attachment in this window.

2. Click [New] to add new document to the list new attachment window will be opened (Figure 51).

3. Enter file number in field {No}.

4. Click [Browse] to choose the attachment you want to add. Choose file window will be opened (Figure 52).

Figure 51.   New attachment window

5. Mark the document you want to add and click [Open]. You will come back to new attachment window. Field {File} will be filled with the directions to document. Click [Save].
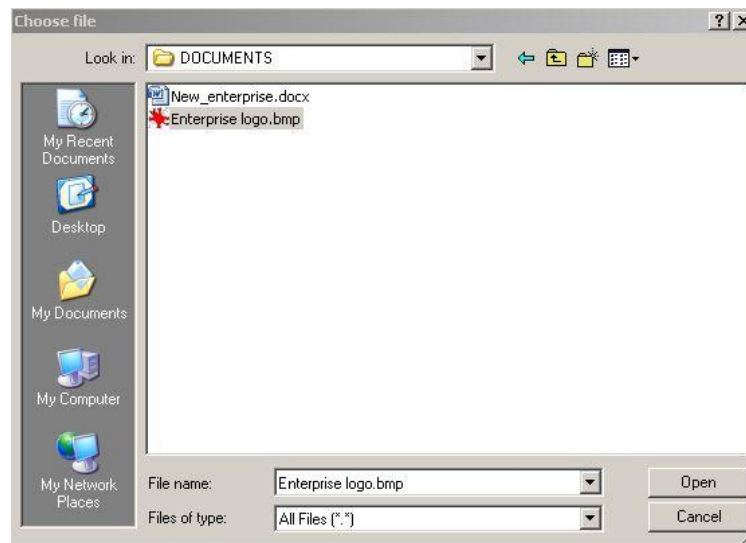
Figure 52.   Choose file window

6. The new attachment appears in the list of attachments.

7. You can view the document using link [View attachment] next to the record in the list.

8. You can delete attachment using link [Delete] next to the record in the list. Confirmation window will appear. Click button [OK] to delete record or [Cancel] to cancel deletion.

9. Click button [Save] to save the changes. No data is saved to the database until button [Save] is clicked. When data is saved the same window still remains opened. You can continue data entering using menu to navigate to the other information blocks or click button [Back] to return to document data window.

Table7. Description of attachments window

Name	Description
Attachment information	
{Attachment type}	Attachment type is shown in this field. Field is read-only.
{Number of files}	Number of files uploaded in this attachment window is shown in this field. Field is read-only.
Button name	**Description**
[New]	Click link [New] to upload a new attachment to the list.
[Back]	Click this button to return to previous window.

Name	Description
[View attachment]	Click this link next to view the attached file.
[Edit]	Click this link next to the record to edit attachment information.
[Delete]	Click this link next to the record in the list to delete attachment.
[🔵]	Click this button in order to see help information about the particular field.
Column name	**Description**
No	Attachment number is shown in this column of the list.
File name	Name of attached file is shown in this column of the list

Figure 53.   Attachments window

3.4.21 Enter contact person information

Contact person information fields block (Figure 64) are presented in various data blocks in order to find required person and fill in person information fields. To fill person information fields, follow the instruction above:

1. Enter contact person information in given fields manually, or click button [Choose] in order to choose person from the list. Detailed description of person list is presented in chapter "3.4.22 Person list".

2. You can also make a search by personal document number. Enter document number in field {ID document number}. Click button [Search.]. If person is not found, information message appears "Person with code "entered code" for type "selected registration" not found". If person is found, contact person fields are filled with person information.

3. Click button [Save] to save the changes. No data is saved to the database until button [Save] is clicked. When data is saved the same window still remains opened. You can continue data entering using menu to navigate to the other information blocks or click button [Back] to return to document data window.

Name	Description
Natural person	
{First name}	Enter person first name in this field.
{Middle name}	Enter person middle name in this field.
{Family name}	Enter person family name in this field.
{Gender}	Mark person gender in radio eye.
{Birth date}	Enter person birth date in this field.
{Nationality}	Select person nationality from drop-down list.
Identification	
{ID document}	Choose the person ID document. If you choose "ID card", person country will be automatically set to "Rwanda". If you choose "Passport", you can choose any country from the list in field {Country}. The field is mandatory.
{ ID document number}	Enter person ID document number in this field.
{Date of Birth}	Enter the date of birth of the legal representative
Address	
{Country}	Choose person country. If person document is "ID card", the country is set to "Rwanda" and the field is read-only. If person document is "Passport", the field is editable and you can choose country from the list. The field is mandatory.
{Province }	Select address province from the list. This field is shown, if country is Rwanda.
{District}	Select address district from the list. This field is shown, if country is Rwanda.

Name	Description
{Sector}	Select address sector from the list. This field is shown, if country is Rwanda.
{Cell}	Enter address cell from the list. This field is shown, if country is Rwanda.
{Street name and number}	Enter street name and house number in this field.
{Phone number}	Enter contact phone number in this field.
{E-mail }	Enter contact e-mail address in this field.
{P.O. Box}	Enter address P.O. box in this field.
{Address line 1} {Address line 2} {Address line 3}	This field is shown only if selected country is not Rwanda. Enter contact address information in given fields.
Button	**Description**
[Save]	Click this button to save the changes. No data is saved to the database until button [Save] is clicked.
[Back]	Click button [Back] to return to the previous window.
[Search]	Click this button to load person information according to ID document number
[Choose]	Click button [Choose] to choose person from the list.
[]	Click this button in order to see help information about the particular field.

Figure 54. Contact person information window

3.4.22 Person list

After button [Choose] clicked, system shows person list window, where you can search for the person data. To find and select person for the registration basis:

1. List of persons with search filter is loaded after clicking button [Choose] (Figure 55). Every person list page contains 20 records. You can walk through enterprise list pages using page number buttons [1], [2] .. [>] at the bottom of the table. List can be sorted by the particular column in the descending and ascending order by pressing the name of the column.

2. Use filter to find a proper record. Enter one or several criterions and click button [Filter]. Records that match criteria will be presented in the list. If there are entered several search criterions, system searches for the record that matches all of them.

3. Click link [Choose] in the list next to the record in order to choose person.

4. Person fields will be filled with the information of record, chosen in enterprise list.

Table8. Description of person list

Name	Description
{ID document}	You can select ID document in this field to make a search by this criterion.
{ID number}	You can enter ID document number in this field to make a search by this criterion.
{Person first name}	You can enter person first name in this field to make a search by this criterion.
{Family name}	You can enter person family name in this field to make a search by this criterion.
Button name	**Description**
[Filter]	Click button [Filter] to find the record that matches criterions. It will be presented in the list. If there are entered several search criterions, system searches for the record that matches all of them
[Show all]	Click button [Show all] in order to view all enterprise records.
[Choose]	Click link [Choose] to choose the enterprise and to come back to registration basis window.
[Back]	Click this button to come back to previous window.
Column name	**Description**
Full name	Person full name is shown in this field.
ID document	Person ID document is shown in this field.
ID document number	Person ID document number is shown in this field.

Name	Description
Birth date	Person birth date is shown in this field.
Gender	Person gender is shown in this field.
Nationality	Person nationality is shown in this field.
Country of residence	Person country of residence is shown in this field.

Figure 55.   Person list

3.4.23 Enter organization information

Information about organization fields block (Figure 66) are presented in various data blocks in order to find required organization and fill in organization information fields. To fill organization information fields, follow the instruction above:

1. Enter organization information in given fields manually, or choose organization from the list, clicking button [Choose.].

2. Enterprise list will be opened. Detailed description of enterprise list is presented in chapter "3.4.24 Enterprise list".

3. You can also make a search by organization code. Enter organization code in field {Enterprise/Company code} and click button [Search.]. If organization is not found, information message appears "Organization with code "entered code" not found in system". If organization is found, organization information fields are filled with information.

Table9. Information about organization window description

Name	Description
Information about organization	
{Enterprise/Company code}	Organization code can be entered in this field or will be automatically filled with data after enterprise data is loaded from enterprise list. Field is mandatory.
{Full registered name}	Organization name can be entered in this field or will be automatically filled with data after enterprise data is loaded from enterprise list. Field is mandatory.
Head of office address	
{Country}	Country of organization can be selected from drop-down list (click on a list, the list will be opened, click with left button of the mouse on the name to select it, use scroll bar of the list to view complete list of the records). The list of the countries is editable by system administrator in predefined data.
{Province}	Province of organization can be selected from drop-down list (click on a list, the list will be opened, click with left button of the mouse on the name to select it, use scroll bar of the list to view complete list of the records). The list of the provinces is editable by system administrator in predefined data. This field is shown, if country name is Rwanda.
{District}	District of organization can be selected from drop-down list (click on a list, the list will be opened, click with left button of the mouse on the name to select it, use scroll bar of the list to view complete list of the records). The list of the districts is editable by system administrator in predefined data. This field is shown, if country name is Rwanda.
{Sector}	Sector of organization can be selected from drop-down list (click on a list, the list will be opened, click with left button of the mouse on the name to select it, use scroll bar of the list to view complete list of the records). The list of the sectors is editable by system administrator in predefined data. This field is shown, if country name

Name	Description
	is Rwanda.
{Cell}	Cell of organization head office address can be entered in this field.
{Street name and number}	Street name and number of head office address can be entered in this field.
{Phone number}	Organization phone number can be entered in this field
{Email address}	Organization email address can be entered in this field.
{P.O. Box}	Organization P.O. Box can be entered in this field.

Figure 56. Information about organization window

3.4.24 Enterprise list

After button [Choose] clicked, system shows enterprise list window, where you can search for the enterprise data. To find and select enterprise for the registration basis:

1. List of enterprises with search filter is loaded after clicking button [Choose] (Figure 57). Every enterprise list page contains 20 records. You can walk through enterprise list pages using page

number buttons [1], [2] .. [>] at the bottom of the table. List can be sorted by the particular column in the descending and ascending order by pressing the name of the column.

2. Use filter to find a proper record. Enter one or several criterions and click button [Filter]. Records that match criteria will be presented in the list. If there are entered several search criterions, system searches for the record that matches all of them.

3. Click link [Choose] in the list next to the record in order to choose enterprise.

4. Enterprise/Company fields will be filled with the information of record, chosen in enterprise list.

Table10.   Description of organization list

Name	Description
{Enterprise/Company/Other name}	You can enter Enterprise/Company name in this field.
{Enterprise/Company/Other code}	You can enter Enterprise/Company code in this field.
Button name	**Description**
[Filter]	Click button [Filter] to find the record that matches criterions. It will be presented in the list. If there are entered several search criterions, system searches for the record that matches all of them
[Show all]	Click button [Show all] in order to view all enterprise records.
[Choose]	Click link [Choose] to choose the enterprise and to come back to registration basis window.
[Back]	Click this button to come back to previous window.
Column name	**Description**
Organization code	Enterprise/Company code is shown in this field.
Organization Name	Enterprise/Company name is shown in this column of the list.
Certificate No.	Certificate number is shown in this field.

Figure 57. Organization list

3.5 REGISTER DATA (AMENDMENT)

This function describes steps performed by data entry clerk in order to enter amendment registration dossier into the system. To enter amendment data, document data window must be opened (**Error! Reference source not found.**). Document data window might be different depending on amendment type. Data entry clerk has to enter each data block, fill in information or edit it and save changes.

3.5.1 Change of particulars/Order of correction

This type amendment allows to change all enterprise data blocks information. This amendment shows the same data blocks as in new registration. This means that document data window might be different, depending on a registration issue (**Error! Reference source not found.** - **Error! Reference source not found.**). Data blocks contain information that was entered during new registration. All fields are editable.

1. Enter or edit required data blocks and save changes. You can find description of each enterprise data block in chapter "**Error! Reference source not found. Error! Reference source not found.**".

2. Further actions are described in chapter "**Error! Reference source not found.Error! Reference source not found.**"

3.5.2 Declaring to be dormant

After this amendment is approved, enterprise gets status "Dormant". Follow these steps to enter declaring to be dormant information:

1. Click data block "Declaring to be dormant". Declaring to be dormant window is opened (Figure 58).

2. Enter information in given fields and click button [Save].

3. Further actions are described in chapter "**Error! Reference source not found.Error! Reference source not found.**"

Table11.   Description of declaring to be dormant window

Name	Description
{Date of dormant resolution}	Enter date of dormant resolution in this field or click button [ ] next to the field to select date from calendar.
{Start date}	Enter dormant start date in this field or click button [ ] next to the field to select date from calendar.
Button name	**Description**
[Save]	Click this button to save entered information.
[Back]	Click this button to come back to previous window.
[ ]	Click this button in order to see help information about the particular field.

20.

21.

Figure 58.   Declaring to be dormant window

3.5.3   Cessation to be dormant

After this amendment is approved, enterprise gets status "Active". Follow these steps to enter cessation to be dormant information:

1. Click data block "Cessation to be dormant". Cessation to be dormant window is opened (Figure 59).

2. Enter information in given fields and click button [Save].

3. Further actions are described in chapter "**Error! Reference source not found. Error! Reference source not found.**"

Table12.   Description cessation to be dormant window

Name	Description
{Date of dormant resolution}	Date of dormant resolution is shown in this field. Field is read-only.
{Start date}	Start of being dormant is shown in this field. Field is read-only.
{Date of cessation resolution}	Enter date of cessation resolution in this field or click button [🖼] next to the field to select date from calendar.
{Cessation date}	Enter cessation start date in this field or click button [🖼] next to the field to select date from calendar.
Button name	**Description**
[Save]	Click this button to save entered information.
[Back]	Click this button to come back to previous window.
[🔵]	Click this button in order to see help information about the particular field.

Figure 59.   Cessation to be dormant window

3.5.4   Dissolution

After this amendment is approved, enterprise gets status "Terminated". Follow these steps to enter dissolution information:

1. Click on the menu "Dissolution". Dissolution window is opened (Figure 70).

2. On the top of the window, registration main information is presented (**Error! Reference source not found.**).

3. Enter dissolution information in given fields.

4. Click button [Save] to save the changes.

5. Further actions are described in chapter "**Error! Reference source not found. Error! Reference source not found.**"

22.

Table13.   Description of dissolution window

Name	Description
Dissolution	
{Resolution date}	Enter date of resolution in this field or click button [🗓] next to the field to select date from calendar.
Button	**Description**
[Save]	Click this button to save the changes. No data is saved to the database until button [Save] is clicked.
[Back]	Click button [Back] to return to the previous window.
[🔵]	Click this button in order to see help information about the particular field.

Figure 60. Dissolution window

3.5.5 Amalgamation

This amendment can only be registered for domestic company. In data block "Amalgamation" another domestic company can be added. After approval of this amendment, company that was added in data block "Amalgamation" will get status "Terminated". Follow these steps to enter amalgamation information:

1. Click on the menu "Amalgamation". Amalgamation window is opened (Figure 71).

2. On the top of the window, registration main information is presented (**Error! Reference source not found.**).

3.5.6 Attachments

In the menu of attachments, list of required attachments for every type of enterprise is presented. If enterprise type is subordinate unit (branch, representative office or business location), attachment menu is not shown.

10. Select required attachment in menu "Attachments". Attachment window is opened (Figure 63). There is attachments list in the window, if there are no attachments, list is empty. You can view, delete or add new attachment in this window.

11. Click [Add attachment] to add new document to the list. New attachment window will be opened (Figure 61).

12. Enter file number in field {No}.

13. Click [Browse] to choose the attachment you want to add. Choose file window will be opened (Figure 62).

Figure 61. New attachment window

14. Mark the document you want to add and click [Open]. You will come back to new attachment window. Field {File} will be filled with the directions to document. Click [Add attachment].
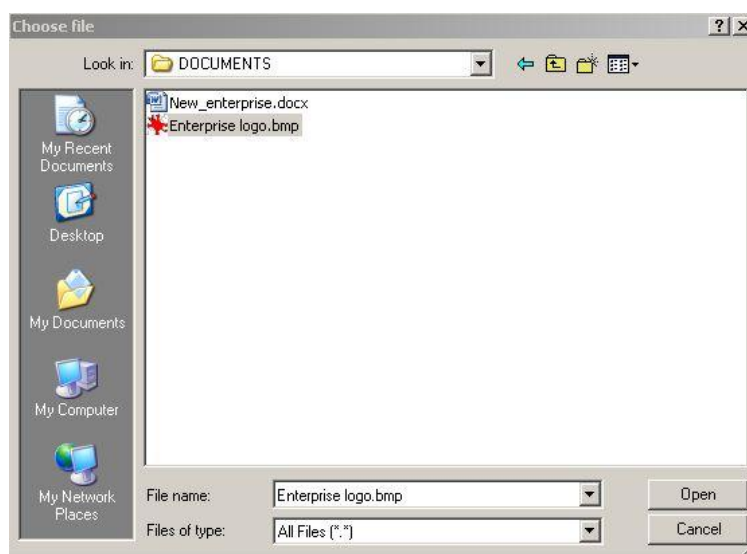
Figure 62. Choose file window

15. The new attachment appears in the list of attachments.

16. You can view the document using link [View attachment] next to the record in the list.

17. You can delete attachment using link [Delete] next to the record in the list. Confirmation window will appear. Click button [OK] to delete record or [Cancel] to cancel deletion.

18. Click button [Save] to save the changes. No data is saved to the database until button [Save] is clicked. When data is saved the same window still remains opened. You can continue data entering using menu to navigate to the other information blocks or click button [Back] to return to document data window.

Table 7. Description of attachments window

Name	Description
Enterprise information	

Name	Description
{Enterprise type}	Enterprise type is shown in this field. Field is read only.
{Enterprise name}	Enterprise name is shown in this field. Field is read only.
{Enterprise name in foreign language}	Enterprise name in foreign language is shown in this field. Field is read only.
{Abbreviated name}	Abbreviated enterprise name is shown in this field. Field is read only.
Attachment information	
{Attachment type}	Attachment type is shown in this field. Field is read-only.
{Number of files}	Number of files uploaded in this attachment window is shown in this field. Field is read-only.

Button name	Description
[New]	Click link [New] to upload a new attachment to the list.
[Back]	Click this button to return to previous window.
[View attachment]	Click this link next to view the attached file.
[Edit]	Click this link next to the record to edit attachment information
[Delete]	Click this link next to the record in the list to delete attachment.
[ ]	Click this button in order to see help information about the particular field.

Column name	Description
No	Attachment number is shown in this column of the list.
File name	Name of attached file is shown in this column of the list

No.	File name			
605	part2.jpg	View attachment		Edit Delete

Figure 63.   Attachments' window

3.5.7   Enter contact person information

Contact person information fields block (Figure 64) are presented in various data blocks in order to find required person and fill in person information fields. To fill person information fields, follow the instruction above:

4. Enter contact person information in given fields manually, or click button [Choose] in order to choose person from the list. Detailed description of person list is presented in chapter "3.4.22 Person list".

5. You can also make a search by personal document number. Enter document number in field {ID document number}. Click button [Search.]. If person is not found, information message appears "Person with code "entered code" for type "selected registration" not found". If person is found, contact person fields are filled with person information.

6. Click button [Save] to save the changes. No data is saved to the database until button [Save] is clicked. When data is saved the same window still remains opened. You can continue data entering using menu to navigate to the other information blocks or click button [Back] to return to document data window.

Name	Description
Natural person	
{First name}	Enter person first name in this field.
{Middle name}	Enter person middle name in this field.
{Family name}	Enter person family name in this field.
{Gender}	Mark person gender in radio eye.

Name	Description
{Birth date}	Enter person birth date in this field.
{Nationality}	Select person nationality from drop-down list.
Identification	
{ID document}	Choose the person ID document. If you choose "ID card", person country will be automatically set to "Rwanda". If you choose "Passport", you can choose any country from the list in field {Country}. The field is mandatory.
{ ID document number}	Enter person ID document number in this field.
{Date of Birth}	Enter the date of birth of the legal representative
Address	
{Country}	Choose person country. If person document is "ID card", the country is set to "Rwanda" and the field is read-only. If person document is "Passport", the field is editable and you can choose country from the list. The field is mandatory.
{Province }	Select address province from the list. This field is shown, if country is Rwanda.
{District}	Select address district from the list. This field is shown, if country is Rwanda.
{Sector}	Select address sector from the list. This field is shown, if country is Rwanda.
{Cell}	Enter address cell from the list. This field is shown, if country is Rwanda.
{Street name and number}	Enter street name and house number in this field.
{Phone number}	Enter contact phone number in this field.
{E-mail }	Enter contact e-mail address in this field.
{P.O. Box}	Enter address P.O. box in this field.

Name	Description
{Address line 1} {Address line 2} {Address line 3}	This field is shown only if selected country is not Rwanda. Enter contact address information in given fields.
Button	**Description**
[Save]	Click this button to save the changes. No data is saved to the database until button [Save] is clicked.
[Back]	Click button [Back] to return to the previous window.
[Search]	Click this button to load person information according to ID document number
[Choose]	Click button [Choose] to choose person from the list.
[]	Click this button in order to see help information about the particular field.

Figure 64.   Contact person information window

3.5.8   Person list

After button [Choose] clicked, system shows person list window, where you can search for the person data. To find and select person for the registration basis:

5. List of persons with search filter is loaded after clicking button [Choose] (Figure 55). Every person list page contains 20 records. You can walk through enterprise list pages using page number buttons [1], [2] .. [>] at the bottom of the table. List can be sorted by the particular column in the descending and ascending order by pressing the name of the column.

6. Use filter to find a proper record. Enter one or several criterions and click button [Filter]. Records that match criteria will be presented in the list. If there are entered several search criterions, system searches for the record that matches all of them.

7. Click link [Choose] in the list next to the record in order to choose person.

8. Person fields will be filled with the information of record, chosen in enterprise list.

Table14.   Description of person list

Name	Description
{ID document}	You can select ID document in this field to make a search by this criterion.
{ID number}	You can enter ID document number in this field to make a search by this criterion.
{Person first name}	You can enter person first name in this field to make a search by this criterion.
{Family name}	You can enter person family name in this field to make a search by this criterion.
Button name	**Description**
[Filter]	Click button [Filter] to find the record that matches criterions. It will be presented in the list. If there are entered several search criterions, system searches for the record that matches all of them
[Show all]	Click button [Show all] in order to view all enterprise records.
[Choose]	Click link [Choose] to choose the enterprise and to come back to registration basis window.
[Back]	Click this button to come back to previous window.
Column name	**Description**
Full name	Person full name is shown in this field.
ID document	Person ID document is shown in this field.
ID document number	Person ID document number is shown in this field.

Name	Description
Birth date	Person birth date is shown in this field.
Gender	Person gender is shown in this field.
Nationality	Person nationality is shown in this field.
Country of residence	Person country of residence is shown in this field.

Figure 65. Person list

3.5.9 Enter organization information

Information about organization fields block (Figure 66) are presented in various data blocks in order to find required organization and fill in organization information fields. To fill organization information fields, follow the instruction above:

4. Enter organization information in given fields manually, or choose organization from the list, clicking button [Choose.].

5. Enterprise list will be opened. Detailed description of enterprise list is presented in chapter "3.4.24 Enterprise list".

6. You can also make a search by organization code. Enter organization code in field {Enterprise/Company code} and click button [Search.]. If organization is not found, information message appears "Organization with code "entered code" not found in system". If organization is found, organization information fields are filled with information.

Table15. Information about organization window description

Name	Description
Information about organization	
{Enterprise/Company code}	Organization code can be entered in this field or will be automatically filled with data after enterprise data is loaded from enterprise list. Field is mandatory.
{Full registered name}	Organization name can be entered in this field or will be automatically filled with data after enterprise data is loaded from enterprise list. Field is mandatory.
Head of office address	
{Country}	Country of organization can be selected from drop-down list (click on a list, the list will be opened, click with left button of the mouse on the name to select it, use scroll bar of the list to view complete list of the records). The list of the countries is editable by system administrator in predefined data.
{Province}	Province of organization can be selected from drop-down list (click on a list, the list will be opened, click with left button of the mouse on the name to select it, use scroll bar of the list to view complete list of the records). The list of the provinces is editable by system administrator in predefined data. This field is shown, if country name is Rwanda.
{District}	District of organization can be selected from drop-down list (click on a list, the list will be opened, click with left button of the mouse on the name to select it, use scroll bar of the list to view complete list of the records). The list of the districts is editable by system administrator in predefined data. This field is shown, if country name is Rwanda.
{Sector}	Sector of organization can be selected from drop-down list (click on a list, the list will be opened, click with left button of the mouse on the name to select it, use scroll bar of the list to view complete list of the records). The list of the sectors is editable by system administrator in predefined data. This field is shown, if country name

Name	Description
	is Rwanda.
{Cell}	Cell of organization head office address can be entered in this field.
{Street name and number}	Street name and number of head office address can be entered in this field.
{Phone number}	Organization phone number can be entered in this field
{Email address}	Organization email address can be entered in this field.
{P.O. Box}	Organization P.O. Box can be entered in this field.

Figure 66. Information about organization window

3.5.10 Enterprise list

After button [Choose] clicked, system shows enterprise list window, where you can search for the enterprise data. To find and select enterprise for the registration basis:

5. List of enterprises with search filter is loaded after clicking button [Choose] (Figure 57). Every enterprise list page contains 20 records. You can walk through enterprise list pages using page

number buttons [1], [2] .. [>] at the bottom of the table. List can be sorted by the particular column in the descending and ascending order by pressing the name of the column.

6. Use filter to find a proper record. Enter one or several criterions and click button [Filter]. Records that match criteria will be presented in the list. If there are entered several search criterions, system searches for the record that matches all of them.

7. Click link [Choose] in the list next to the record in order to choose enterprise.

8. Enterprise/Company fields will be filled with the information of record, chosen in enterprise list.

Table16. Description of organization list

Name	Description
{Enterprise/Company/Other name}	You can enter Enterprise/Company name in this field.
{Enterprise/Company/Other code}	You can enter Enterprise/Company code in this field.
Button name	**Description**
[Filter]	Click button [Filter] to find the record that matches criterions. It will be presented in the list. If there are entered several search criterions, system searches for the record that matches all of them
[Show all]	Click button [Show all] in order to view all enterprise records.
[Choose]	Click link [Choose] to choose the enterprise and to come back to registration basis window.
[Back]	Click this button to come back to previous window.
Column name	**Description**
Organization code	Enterprise/Company code is shown in this field.
Organization Name	Enterprise/Company name is shown in this column of the list.
Certificate No.	Certificate number is shown in this field.

Figure 67. Organization list

3.6 REGISTER AMENDMENT

This function describes steps performed by data entry clerk in order to enter amendment registration dossier into the system. To enter amendment data, document data window must be opened (**Error! Reference source not found.**). Document data window might be different depending on amendment type. Data entry clerk has to enter each data block, fill in information or edit it and save changes.

3.6.1 Change of particulars/Order of correction

This type amendment allows to change all enterprise data blocks information. This amendment shows the same data blocks as in new registration. This means that document data window might be different, depending on a registration issue (**Error! Reference source not found.** - **Error! Reference source not found.**). Data blocks contain information that was entered during new registration. All fields are editable.

3. Enter or edit required data blocks and save changes. You can find description of each enterprise data block in chapter "**Error! Reference source not found. Error! Reference source not found.**".

4. Further actions are described in chapter "**Error! Reference source not found.Error! Reference source not found.**"

3.6.2 Declaring to be dormant

After this amendment is approved, enterprise gets status "Dormant". Follow these steps to enter declaring to be dormant information:

4. Click data block "Declaring to be dormant". Declaring to be dormant window is opened (Figure 58).

5. Enter information in given fields and click button [Save].

6. Further actions are described in chapter "**Error! Reference source not found.Error! Reference source not found.**"

Table17.   Description of declaring to be dormant window

Name	Description
{Date of dormant resolution}	Enter date of dormant resolution in this field or click button [🗓] next to the field to select date from calendar.
{Start date}	Enter dormant start date in this field or click button [🗓] next to the field to select date from calendar.
Button name	**Description**
[Save]	Click this button to save entered information.
[Back]	Click this button to come back to previous window.
[🔵]	Click this button in order to see help information about the particular field.

23.

24.

Figure 68.   Declaring to be dormant window

3.6.3   Cessation to be dormant

After this amendment is approved, enterprise gets status "Active". Follow these steps to enter cessation to be dormant information:

4. Click data block "Cessation to be dormant". Cessation to be dormant window is opened (Figure 59).

5. Enter information in given fields and click button [Save].

6. Further actions are described in chapter "**Error! Reference source not found. Error! Reference source not found.**"

Table18.   Description cessation to be dormant window

Name	Description
{Date of dormant resolution}	Date of dormant resolution is shown in this field. Field is read-only.
{Start date}	Start of being dormant is shown in this field. Field is read-only.
{Date of cessation resolution}	Enter date of cessation resolution in this field or click button [🗓] next to the field to select date from calendar.
{Cessation date}	Enter cessation start date in this field or click button [🗓] next to the field to select date from calendar.
Button name	**Description**
[Save]	Click this button to save entered information.
[Back]	Click this button to come back to previous window.
[❓]	Click this button in order to see help information about the particular field.

Figure 69.   Cessation to be dormant window

3.6.4   Dissolution

After this amendment is approved, enterprise gets status "Terminated". Follow these steps to enter dissolution information:

6.   Click on the menu "Dissolution". Dissolution window is opened (Figure 70).

7.   On the top of the window, registration main information is presented (**Error! Reference source not found.**).

8.   Enter dissolution information in given fields.

9.   Click button [Save] to save the changes.

10. Further actions are described in chapter "**Error! Reference source not found. Error! Reference source not found.**"

25.

Table19.   Description of dissolution window

Name	Description
Dissolution	
{Resolution date}	Enter date of resolution in this field or click button [🖩] next to the field to select date from calendar.
Button	**Description**
[Save]	Click this button to save the changes. No data is saved to the database until button [Save] is clicked.
[Back]	Click button [Back] to return to the previous window.
[🛈]	Click this button in order to see help information about the particular field.

Figure 70. Dissolution window

3.6.5 Amalgamation

This amendment can only be registered for domestic company. In data block "Amalgamation" another domestic company can be added. After approval of this amendment, company that was added in data block "Amalgamation" will get status "Terminated".   Follow these steps to enter amalgamation information:

3. Click on the menu "Amalgamation". Amalgamation window is opened (Figure 71).

4. On the top of the window, registration main information is presented (**Error! Reference source not found.**).

5. Click button [New] to add a new domestic company from the list. Domestic company list will be opened (Figure 72).

9.   Every enterprise list page contains 20 records. You can walk through enterprise list pages using page number buttons [1], [2] .. [>] at the bottom of the table. List can be sorted by the particular column in the descending and ascending order by pressing the name of the column.

10. Use filter to find a proper record. Enter one or several criterions and click button [Filter]. Records that match criteria will be presented in the list. If there are entered several search criterions, system searches for the record that matches all of them.

11. Click link [Choose] in the list next to the record in order to choose domestic company.

6. Domestic company record will appear in the list in amalgamation window.

7. Click button [Back].

8. Further actions are described in chapter "**Error! Reference source not found. Error! Reference source not found.**".

Figure 71. Amalgamation window

Figure 72. Domestic company list

3.7 EDIT ONLINE DOCUMENT

This function describes steps performed by online user in order to edit an online document. Online document can be edited while it is in state "Saved". To edit online document, user agenda list must be opened (Figure 30)

1. Use agenda list filter to find required record.

2. Click link [View] at the record you want to edit, data block window will be opened. Data block window will be opened (Figure 31- **Error! Reference source not found.**).

3. Choose data block from data block menu on the left of the window and enter or upload information. Each data block window is described in chapter "3.4 Enter online document (New registration)" and "3.5.7 Enter contact person information

Contact person information fields block (Figure 64) are presented in various data blocks in order to find required person and fill in person information fields. To fill person information fields, follow the instruction above:

7. Enter contact person information in given fields manually, or click button [Choose] in order to choose person from the list. Detailed description of person list is presented in chapter "3.4.22 Person list".

8. You can also make a search by personal document number. Enter document number in field {ID document number}. Click button [Search.]. If person is not found, information message appears "Person with code "entered code" for type "selected registration" not found". If person is found, contact person fields are filled with person information.

9. Click button [Save] to save the changes. No data is saved to the database until button [Save] is clicked. When data is saved the same window still remains opened. You can continue data entering using menu to navigate to the other information blocks or click button [Back] to return to document data window.

Name	Description
Natural person	
{First name}	Enter person first name in this field.
{Middle name}	Enter person middle name in this field.
{Family name}	Enter person family name in this field.
{Gender}	Mark person gender in radio eye.
{Birth date}	Enter person birth date in this field.
{Nationality}	Select person nationality from drop-down list.
Identification	
{ID document}	Choose the person ID document. If you choose "ID card", person country will be automatically set to "Rwanda". If you choose "Passport", you can choose any country from the list in field {Country}. The field is mandatory.
{ ID document number}	Enter person ID document number in this field.

Name	Description
{Date of Birth}	Enter the date of birth of the legal representative
Address	
{Country}	Choose person country. If person document is "ID card", the country is set to "Rwanda" and the field is read-only. If person document is "Passport", the field is editable and you can choose country from the list. The field is mandatory.
{Province }	Select address province from the list. This field is shown, if country is Rwanda.
{District}	Select address district from the list. This field is shown, if country is Rwanda.
{Sector}	Select address sector from the list. This field is shown, if country is Rwanda.
{Cell}	Enter address cell from the list. This field is shown, if country is Rwanda.
{Street name and number}	Enter street name and house number in this field.
{Phone number}	Enter contact phone number in this field.
{E-mail }	Enter contact e-mail address in this field.
{P.O. Box}	Enter address P.O. box in this field.
{Address line 1} {Address line 2} {Address line 3}	This field is shown only if selected country is not Rwanda. Enter contact address information in given fields.
Button	**Description**
[Save]	Click this button to save the changes. No data is saved to the database until button [Save] is clicked.
[Back]	Click button [Back] to return to the previous window.
[Search]	Click this button to load person information according to ID document number
[Choose]	Click button [Choose] to choose person from the list.

Name	Description
[🔵]	Click this button in order to see help information about the particular field.

Figure 73.   Contact person information window

3.7.1   Person list

After button [Choose] clicked, system shows person list window, where you can search for the person data. To find and select person for the registration basis:

9. List of persons with search filter is loaded after clicking button [Choose] (Figure 55). Every person list page contains 20 records. You can walk through enterprise list pages using page

number buttons [1], [2] .. [>] at the bottom of the table. List can be sorted by the particular column in the descending and ascending order by pressing the name of the column.

10. Use filter to find a proper record. Enter one or several criterions and click button [Filter]. Records that match criteria will be presented in the list. If there are entered several search criterions, system searches for the record that matches all of them.

11. Click link [Choose] in the list next to the record in order to choose person.

12. Person fields will be filled with the information of record, chosen in enterprise list.

Table20.   Description of person list

Name	Description
{ID document}	You can select ID document in this field to make a search by this criterion.
{ID number}	You can enter ID document number in this field to make a search by this criterion.
{Person first name}	You can enter person first name in this field to make a search by this criterion.
{Family name}	You can enter person family name in this field to make a search by this criterion.
Button name	**Description**
[Filter]	Click button [Filter] to find the record that matches criterions. It will be presented in the list. If there are entered several search criterions, system searches for the record that matches all of them
[Show all]	Click button [Show all] in order to view all enterprise records.
[Choose]	Click link [Choose] to choose the enterprise and to come back to registration basis window.
[Back]	Click this button to come back to previous window.
Column name	**Description**
Full name	Person full name is shown in this field.

Name	Description
ID document	Person ID document is shown in this field.
ID document number	Person ID document number is shown in this field.
Birth date	Person birth date is shown in this field.
Gender	Person gender is shown in this field.
Nationality	Person nationality is shown in this field.
Country of residence	Person country of residence is shown in this field.

Figure 74. Person list

3.7.2 Enter organization information

Information about organization fields block (Figure 66) are presented in various data blocks in order to find required organization and fill in organization information fields. To fill organization information fields, follow the instruction above:

7. Enter organization information in given fields manually, or choose organization from the list, clicking button [Choose.].

8. Enterprise list will be opened. Detailed description of enterprise list is presented in chapter "3.4.24 Enterprise list".

9. You can also make a search by organization code. Enter organization code in field {Enterprise/Company code} and click button [Search.]. If organization is not found,

information message appears "Organization with code "entered code" not found in system". If organization is found, organization information fields are filled with information.

Table21.   Information about organization window description

Name	Description
Information about organization	
{Enterprise/Company code}	Organization code can be entered in this field or will be automatically filled with data after enterprise data is loaded from enterprise list. Field is mandatory.
{Full registered name}	Organization name can be entered in this field or will be automatically filled with data after enterprise data is loaded from enterprise list. Field is mandatory.
Head of office address	
{Country}	Country of organization can be selected from drop-down list (click on a list, the list will be opened, click with left button of the mouse on the name to select it, use scroll bar of the list to view complete list of the records). The list of the countries is editable by system administrator in predefined data.
{Province}	Province of organization can be selected from drop-down list (click on a list, the list will be opened, click with left button of the mouse on the name to select it, use scroll bar of the list to view complete list of the records). The list of the provinces is editable by system administrator in predefined data. This field is shown, if country name is Rwanda.
{District}	District of organization can be selected from drop-down list (click on a list, the list will be opened, click with left button of the mouse on the name to select it, use scroll bar of the list to view complete list of the records). The list of the districts is editable by system administrator in predefined data. This field is shown, if country name is Rwanda.
{Sector}	Sector of organization can be selected from drop-down list (click on

Name	Description
	a list, the list will be opened, click with left button of the mouse on the name to select it, use scroll bar of the list to view complete list of the records). The list of the sectors is editable by system administrator in predefined data. This field is shown, if country name is Rwanda.
{Cell}	Cell of organization head office address can be entered in this field.
{Street name and number}	Street name and number of head office address can be entered in this field.
{Phone number}	Organization phone number can be entered in this field
{Email address}	Organization email address can be entered in this field.
{P.O. Box}	Organization P.O. Box can be entered in this field.

Figure 75. Information about organization window

3.7.3   Enterprise list

After button [Choose] clicked, system shows enterprise list window, where you can search for the enterprise data. To find and select enterprise for the registration basis:

12. List of enterprises with search filter is loaded after clicking button [Choose] (Figure 57). Every enterprise list page contains 20 records. You can walk through enterprise list pages using page number buttons [1], [2] .. [>] at the bottom of the table. List can be sorted by the particular column in the descending and ascending order by pressing the name of the column.

13. Use filter to find a proper record. Enter one or several criterions and click button [Filter]. Records that match criteria will be presented in the list. If there are entered several search criterions, system searches for the record that matches all of them.

14. Click link [Choose] in the list next to the record in order to choose enterprise.

15. Enterprise/Company fields will be filled with the information of record, chosen in enterprise list.

Table22.   Description of organization list

Name	Description
{Enterprise/Company/Other name}	You can enter Enterprise/Company name in this field.
{Enterprise/Company/Other code}	You can enter Enterprise/Company code in this field.
Button name	**Description**
[Filter]	Click button [Filter] to find the record that matches criterions. It will be presented in the list. If there are entered several search criterions, system searches for the record that matches all of them
[Show all]	Click button [Show all] in order to view all enterprise records.
[Choose]	Click link [Choose] to choose the enterprise and to come back to registration basis window.
[Back]	Click this button to come back to previous window.
Column name	**Description**
Organization code	Enterprise/Company code is shown in this field.
Organization Name	Enterprise/Company name is shown in this column of the list.
Certificate No.	Certificate number is shown in this field.

Figure 76.   Organization list

4.   Register amendment".

5. Upload or view attachments or documents (for detailed description see chapters "3.4 Enter online document (New registration)" and "3.5.7 Enter contact person information

Contact person information fields block (Figure 64) are presented in various data blocks in order to find required person and fill in person information fields. To fill person information fields, follow the instruction above:

10. Enter contact person information in given fields manually, or click button [Choose] in order to choose person from the list. Detailed description of person list is presented in chapter "3.4.22 Person list".

11. You can also make a search by personal document number. Enter document number in field {ID document number}. Click button [Search.]. If person is not found, information message appears "Person with code "entered code" for type "selected registration" not found". If person is found, contact person fields are filled with person information.

12. Click button [Save] to save the changes. No data is saved to the database until button [Save] is clicked. When data is saved the same window still remains opened. You can continue data entering using menu to navigate to the other information blocks or click button [Back] to return to document data window.

Name	Description
Natural person	
{First name}	Enter person first name in this field.
{Middle name}	Enter person middle name in this field.
{Family name}	Enter person family name in this field.
{Gender}	Mark person gender in radio eye.
{Birth date}	Enter person birth date in this field.
{Nationality}	Select person nationality from drop-down list.
Identification	

Name	Description
{ID document}	Choose the person ID document. If you choose "ID card", person country will be automatically set to "Rwanda". If you choose "Passport", you can choose any country from the list in field {Country}. The field is mandatory.
{ ID document number}	Enter person ID document number in this field.
{Date of Birth}	Enter the date of birth of the legal representative
Address	
{Country}	Choose person country. If person document is "ID card", the country is set to "Rwanda" and the field is read-only. If person document is "Passport", the field is editable and you can choose country from the list. The field is mandatory.
{Province }	Select address province from the list. This field is shown, if country is Rwanda.
{District}	Select address district from the list. This field is shown, if country is Rwanda.
{Sector}	Select address sector from the list. This field is shown, if country is Rwanda.
{Cell}	Enter address cell from the list. This field is shown, if country is Rwanda.
{Street name and number}	Enter street name and house number in this field.
{Phone number}	Enter contact phone number in this field.
{E-mail }	Enter contact e-mail address in this field.
{P.O. Box}	Enter address P.O. box in this field.
{Address line 1} {Address line 2} {Address line 3}	This field is shown only if selected country is not Rwanda. Enter contact address information in given fields.
Button	**Description**

Name	Description
[Save]	Click this button to save the changes. No data is saved to the database until button [Save] is clicked.
[Back]	Click button [Back] to return to the previous window.
[Search]	Click this button to load person information according to ID document number
[Choose]	Click button [Choose] to choose person from the list.
[ ]	Click this button in order to see help information about the particular field.

Figure 77. Contact person information window

3.7.4 Person list

After button [Choose] clicked, system shows person list window, where you can search for the person data. To find and select person for the registration basis:

13. List of persons with search filter is loaded after clicking button [Choose] (Figure 55). Every person list page contains 20 records. You can walk through enterprise list pages using page number buttons [1], [2] .. [>] at the bottom of the table. List can be sorted by the particular column in the descending and ascending order by pressing the name of the column.

14. Use filter to find a proper record. Enter one or several criterions and click button [Filter]. Records that match criteria will be presented in the list. If there are entered several search criterions, system searches for the record that matches all of them.

15. Click link [Choose] in the list next to the record in order to choose person.

16. Person fields will be filled with the information of record, chosen in enterprise list.

Table23.   Description of person list

Name	Description
{ID document}	You can select ID document in this field to make a search by this criterion.
{ID number}	You can enter ID document number in this field to make a search by this criterion.
{Person first name}	You can enter person first name in this field to make a search by this criterion.
{Family name}	You can enter person family name in this field to make a search by this criterion.
Button name	**Description**
[Filter]	Click button [Filter] to find the record that matches criterions. It will be presented in the list. If there are entered several search criterions, system searches for the record that matches all of them
[Show all]	Click button [Show all] in order to view all enterprise records.
[Choose]	Click link [Choose] to choose the enterprise and to come back to registration basis window.
[Back]	Click this button to come back to previous window.
Column name	**Description**
Full name	Person full name is shown in this field.
ID document	Person ID document is shown in this field.
ID document number	Person ID document number is shown in this field.

Name	Description
Birth date	Person birth date is shown in this field.
Gender	Person gender is shown in this field.
Nationality	Person nationality is shown in this field.
Country of residence	Person country of residence is shown in this field.

Figure 78.   Person list

3.7.5   Enter organization information

Information about organization fields block (Figure 66) are presented in various data blocks in order to find required organization and fill in organization information fields. To fill organization information fields, follow the instruction above:

10. Enter organization information in given fields manually, or choose organization from the list, clicking button [Choose.].

11. Enterprise list will be opened. Detailed description of enterprise list is presented in chapter "3.4.24 Enterprise list".

12. You can also make a search by organization code. Enter organization code in field {Enterprise/Company code} and click button [Search.]. If organization is not found, information message appears "Organization with code "entered code" not found in system". If organization is found, organization information fields are filled with information.

Table24.   Information about organization window description

Name	Description
Information about organization	
{Enterprise/Company code}	Organization code can be entered in this field or will be automatically filled with data after enterprise data is loaded from enterprise list. Field is mandatory.
{Full registered name}	Organization name can be entered in this field or will be automatically filled with data after enterprise data is loaded from enterprise list. Field is mandatory.
Head of office address	
{Country}	Country of organization can be selected from drop-down list (click on a list, the list will be opened, click with left button of the mouse on the name to select it, use scroll bar of the list to view complete list of the records). The list of the countries is editable by system administrator in predefined data.
{Province}	Province of organization can be selected from drop-down list (click on a list, the list will be opened, click with left button of the mouse on the name to select it, use scroll bar of the list to view complete list of the records). The list of the provinces is editable by system administrator in predefined data. This field is shown, if country name is Rwanda.
{District}	District of organization can be selected from drop-down list (click on a list, the list will be opened, click with left button of the mouse on the name to select it, use scroll bar of the list to view complete list of the records). The list of the districts is editable by system administrator in predefined data. This field is shown, if country name is Rwanda.
{Sector}	Sector of organization can be selected from drop-down list (click on a list, the list will be opened, click with left button of the mouse on the name to select it, use scroll bar of the list to view complete list of the records). The list of the sectors is editable by system administrator in predefined data. This field is shown, if country name

Name	Description
	is Rwanda.
{Cell}	Cell of organization head office address can be entered in this field.
{Street name and number}	Street name and number of head office address can be entered in this field.
{Phone number}	Organization phone number can be entered in this field
{Email address}	Organization email address can be entered in this field.
{P.O. Box}	Organization P.O. Box can be entered in this field.

Figure 79. Information about organization window

3.7.6 Enterprise list

After button [Choose] clicked, system shows enterprise list window, where you can search for the enterprise data. To find and select enterprise for the registration basis:

16. List of enterprises with search filter is loaded after clicking button [Choose] (Figure 57). Every enterprise list page contains 20 records. You can walk through enterprise list pages using page

number buttons [1], [2] .. [>] at the bottom of the table. List can be sorted by the particular column in the descending and ascending order by pressing the name of the column.

17. Use filter to find a proper record. Enter one or several criterions and click button [Filter]. Records that match criteria will be presented in the list. If there are entered several search criterions, system searches for the record that matches all of them.

18. Click link [Choose] in the list next to the record in order to choose enterprise.

19. Enterprise/Company fields will be filled with the information of record, chosen in enterprise list.

Table25.   Description of organization list

Name	Description
{Enterprise/Company/Other name}	You can enter Enterprise/Company name in this field.
{Enterprise/Company/Other code}	You can enter Enterprise/Company code in this field.
Button name	**Description**
[Filter]	Click button [Filter] to find the record that matches criterions. It will be presented in the list. If there are entered several search criterions, system searches for the record that matches all of them
[Show all]	Click button [Show all] in order to view all enterprise records.
[Choose]	Click link [Choose] to choose the enterprise and to come back to registration basis window.
[Back]	Click this button to come back to previous window.
Column name	**Description**
Organization code	Enterprise/Company code is shown in this field.
Organization Name	Enterprise/Company name is shown in this column of the list.
Certificate No.	Certificate number is shown in this field.

Figure 80. Organization list

6. Register amendment"), or perform further process actions.

7. Click button [Back] to return to the previous window.

You must repeat actions from the first step in order to edit another record.

3.8 PREVIEW ONLINE DOCUMENT

This function describes steps performed by online user in order to view an online document. To view online document, user agenda list must be opened (Figure 30)

1. Use agenda list filter to find required record.

2. Click link [View] at the record you want to edit, data block window will be opened. Data block window will be opened (Figure 31 - **Error! Reference source not found.**).

3. Click button [Preview]. System loads all the online document data from the database and shows it to the user. If the online document isn't found system shows error message "*Online document is not found.*"

4. Click button [Back] to return to the previous window.

You must repeat actions from the first step in order to view another record.
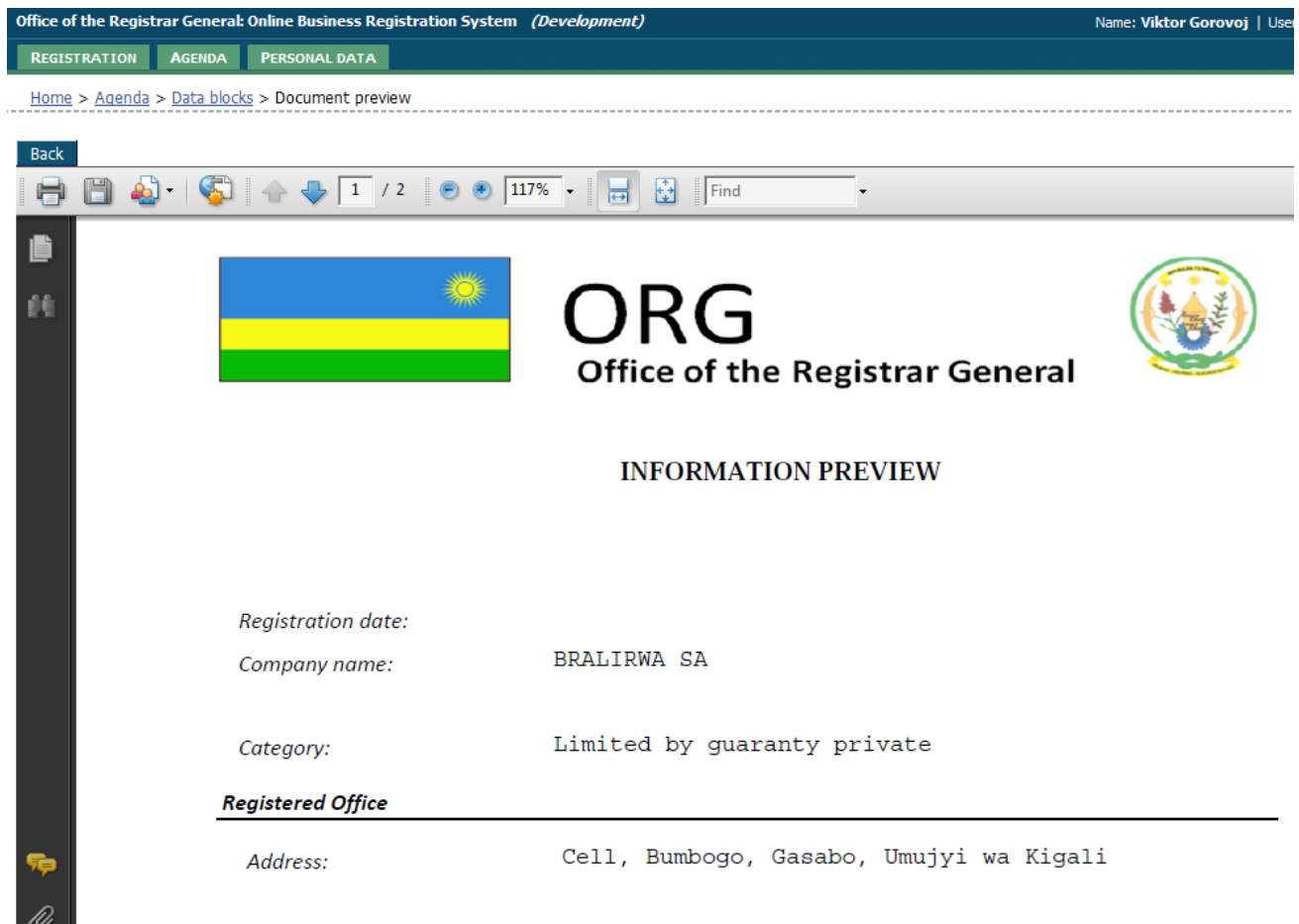
Figure 81. Online document preview window

3.9 VALIDATE ONLINE DOCUMENT

This function describes steps by online user in order to validate entered information. This function helps for online user to see whether all required information was entered.

1. Open data block window (Figure 31 - **Error! Reference source not found.**).

2. Click [Validate] in document data window.

3. System validates data blocks according to validation rules and checks if there are validation errors.

4. If validation errors are found, or information is missing, information message appears on the top of the window, or the specific mark is shown next to the menu name of the block.

5. Enter/correct block information, or continue registration process by preparing online document (chapter "3.11 Signing online document"). Validation is only used to give information for the user, but it doesn't forbid continue registration process, even if there is missing or incorrect data.

Figure 82. Validation information messages

Figure 83. Validation information messages

3.10 DELETE ONLINE DOCUMENT

This function describes steps performed by online user in order to delete an online document. Online document can be deleted only if it is in state "Saved". To delete online document, user agenda list must be opened (Figure 30)

1. Use online document list filter to find required record.

2. Click link [View] at the record you want to delete, data block window will be opened (Figure 31 - **Error! Reference source not found.**).

3. Click [Delete document]. Confirmation message window will appear with the text "Are you sure you want to delete document? If yes, press [OK], if no, press [Cancel]".

4. Click button [OK] to delete record or [Cancel] to cancel deleting action.

5. If button [OK] is clicked this record is no longer available in user agenda list and no further actions with this document are possible.. If button [Cancel] is clicked the record is not removed from the list.

   You must repeat actions from the first step in order to delete another online document.

3.11 **SIGNING ONLINE DOCUMENT**

This function describes steps performed by online user in order to prepare an online document for the submission to the ORG. To prepare online document, online document list must be opened (Figure 30)

1. Use online agenda list filter to find required record.

2. Click link [View] at the record you want to delete, data block window will be opened (Figure 31 - **Error! Reference source not found.**).

3. Click [Submit]. The document signing window will be opened (Figure 84).

4. Read a certification text. If you agree enter your password in order to sign a document and click [Sign].

Verification

Certification

I hereby certify that the information given to the best of my knowledge is true, complete and all signatures in the attachments are made by the persons stated. I also understand that any false declaration may lead to prosecution.

Enter password to confirm

Sign   Back

Figure 84.   Document signing window

4 PERSONAL DATA

4.1 CHANGE PERSONAL DATA

User can view or change his own personal data. In order to view or change a personal data, follow these steps:

1. Move your mouse indicator over "Personal data" menu, sub menu list will be opened.

2. Click on menu "*Change personal data*". Personal data window will be opened (Table 1).

3. You can change personal information, except your E-signature data.

4. Click [Save] to save the changes you made.

Table 8. Description of personal data window

Name	Description
{ ID document}	Select the Person ID document. Passport or ID card.
{ Country}	Select the passport issue country. This field will not be shown in case a ID document is ID card.
{ ID document no}	Enter a passport number or ID card number
{ First name}	Enter your first name here. The field is mandatory.
{ Middle name }	Enter your middle name here.
{ Last name}	Enter your last name here. The field is mandatory.
{ Phone number}	Enter your contact phone number here.
{ Email address}	Enter your email address. The field is mandatory.
Address	
{Country}	Select country from drop-down list.
{Province}	Select a province form a drop-down list. If selected country is not Rwanda, this field is not shown.
{District}	Select district from drop-down list. If selected country is not Rwanda, this field is not shown.

Name	Description
{ Sector}	Select sector from drop-down list. If selected country is not Rwanda, this field is not shown.
{Cell}	Write a cell. . If selected country is not Rwanda, this field is not shown.
{Street name and number}	Street name and number of apartment can be entered in this field.
{Address line 1} {Address line 2} {Address line 3}	Fields are shown if selected country is not Rwanda. You can enter address or several addresses into these fields (**Error! Reference source not found.**).
Button name	**Description**
[Save]	Click this button to save the changes.
[Back]	Click this button to return to previous window.
[ ]	Click this button in order to see help information about the particular field.

Table 1 Personal data window

5 ABBREVIATIONS AND DEFINITIONS

5.1 ABBREVIATIONS

Abbreviation	Explanation
BUSREG	Register of Companies, Enterprises and Business Names
LBRO	Liaison Business Registration Office
NRD	Norway Registers Development AS
ORG	Office of the Registrar General
RBRS	Rwanda Business Registry System, consisting of Business Registration System, Intellectual Property Rights System and Secured Transactions System.
RWF	Rwandan Franc
TIN	Taxpayer Identification Number. The TIN is assigned to a company or enterprise by the RRA.

5.2 DEFINITIONS

Definition	Explanation
Agenda	The list of notices that were started or are assigned to this user. The Agenda is sometimes called to do list.
Amendment	A type of document in the BusReg of the application for registration of an amendment. An amendment refers to a main document, and changes the main document status, extent or content.
Application	A formalized inquiry to the ORG on a paper based form.
Business Registration Form	A registration form which covers all the data required to submit in order to be registered at once in ORG, RRA, SSFR.
Dossier	Business registration form with attachments required by law

Enterprise/Company code	The TIN generated and assigned to a company or enterprise by RRA as the unique identifier of companies and enterprises. The code stays the same along with the company or enterprise through its life-span and will not be used or re-used for any other companies or enterprises.
On-line registration	Web enabled system for the preparation and submission of the business registration form.
On-line registration	Web enabled system for the preparation and submission of the business registration form
Registration office	Location of the remote ORG office