



**Ministry of Commerce, International Trade, Investment, Enterprise Development &  
Consumer Affairs**

**Small Enterprise Development Unit (SEDU)**  
*(also known as the Small Business Development Centre (SBDC))*

**Checklist for Registering a Business Name**

To ensure the public's and staff's safety, in light of the COVID-19 pandemic, the services of the Small Enterprise Development Unit (SEDU) are being offered via the virtual/e-modality. Walk-ins are not recommended, without an appointment. Therefore, for general information, please visit our website: [www.commerce.gov.lc](http://www.commerce.gov.lc), email: [sbdcstlucia@govt.lc](mailto:sbdcstlucia@govt.lc), or call: 468-4223/453-2891. If you have an assigned Business Development Officer at SEDU, kindly contact him / her for assistance.

**To register a business name:**

1. Download the **Name Search Form: Business Name** on the Government of Saint Lucia website ([www.govt.lc](http://www.govt.lc)) or the Ministry of Commerce website ([www.commerce.gov.lc](http://www.commerce.gov.lc)). Complete the form and email it to the Registry of Companies (ROCIP), [info@rocip.gov.lc](mailto:info@rocip.gov.lc), for approval.
2. Upon receiving ROCIP's approval notification email, complete the Client Intake Form on SEDU's page on the Ministry of Commerce website ([www.commerce.gov.lc](http://www.commerce.gov.lc)).

**Note:** Use the Client Intake form labelled "*Individual*" - if the business has one owner, or "*Partnership*", if the business has two or more owners.

3. Forward ROCIP's Name Search approval email, along with a scanned copy/photograph of the Intake form and the owner(s) ID(s) to SEDU at [sbdcstlucia@govt.lc](mailto:sbdcstlucia@govt.lc).
4. SEDU Staff will be in contact with you (the owner) to continue the process, i.e. prepare the Application for Registration and Statutory Declaration that ROCIP requires, in triplicate, to issue the business name certificate.
5. Upon receiving the documents from SEDU, please have them notarised by a Justice of Peace (JP) or lawyer. Return to ROCIP with the notarised documents, a \$2.50 stamp, and **\$125.00** to be paid to ROCIP for the certificate.

**Note:** *ROCIP does not sell stamps. Also, do not affix the stamp to the documents.*

6. After collecting the certificate at ROCIP, scan/photograph the certificate and the Statutory Declaration (2-page document) and email them to SEDU.
7. The Business Name Registration Certificate should also be submitted to:
  - Inland Revenue Department (IRD) - to be issued a Tax Account Number
  - National Insurance Corporation (NIC) - for employer registration
  - Your bank – to open a bank account for the business.