



## Financial Services Regulatory Commission

### **Circular No. 3 of 2019**

**To:** All Corporate Management and Trust Services Providers  
**From:** Bunny Govia-Butler, Manager of IBCs & CMTSPs  
**Date:** September 20, 2019  
**Subject:** Processing of IBC Filing Requests

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In accordance with Section 74 of the International Business Corporations Act, Cap. 222, as Amended, all corporate and trust service providers are reminded that a Notice of Change in relation to the directorship of a corporation must be filed with the Commission within fifteen (15) days of the said change.

Please also be reminded that in cases where filing requests are supported by documentation originating from other jurisdictions, such documentation must be duly certified.

Finally, and in an effort to expedite filing requests as seamlessly as possible, all corporate and trust service providers are invited to upload service requests via the eRegistry portal *only* after ensuring that the supporting documentation is fully complete and/or in place.

The Commission looks forward to your cooperation and our team is committed to providing any assistance with the foregoing.