



## **New Hours at Registry of Corporate Affairs**

<b>Service</b>	<b>Available Times</b>	<b>Effective Date</b>
Finance Division	8:30 am – 5:30 pm	23 November
Client Services	8:30 am – 6:00 pm	1 December
Premium Services	7:30 am – 6:00 pm	1 December

As previously announced, the Registry of Corporate Affairs will process all transactions daily 8:30 am – 10:00 pm. The lobby/reception will close to walk-in traffic at 5:30 pm daily.

### **Premium Service Transactions**

The following services may be requested as premium transactions. Premium transactions are those transactions which the Registry has undertaken to expedite within 4 hours of submission. Premium transactions may be submitted at any time. Transactions submitted between 7:30 am and 6:00 pm are eligible for a 4-hour turnaround. Transactions that are submitted as premium transactions outside the window described above will be given priority based on capacity but will not be guaranteed a 4-hour turnaround.

### **Transactions Eligible for Premium Service**

R103 - Application for Continuation

R201 - Amendment of M&As

R210 - Notice of Change in Number of Shares Company is Authorised to Issue

R401 - Application for Registration of Charge

R602 - Registration of Article of Merger

R701 - Notice of Continuation (out of VI)

The Premium transaction fee is \$500 per transaction. (This is in addition to the statutory filing fee)

**Constraints**

1. Premium transactions submissions may be returned for deficiencies. Where this occurs, the 4 hour transaction clock stops until the transaction is re-submitted to the Registry.
2. If premium transactions which have not been returned for deficiencies are not completed within 4 hours, the premium transaction fee will not apply.

## **VIRRGIN Subscription**

Effective 1 January, 2016, the Commission will establish VIRRGIN as a subscription service. VIRRGIN access and use is restricted to those entities and persons who are required to make filings under BVI Financial Services legislation or in some cases to access services provided by the Commission.

Each licensed entity or relevant business must complete an application form and a shorter user profile for each individual/ natural user.

<b>User Blocks</b>	<b>Base Rate</b>	<b>Per user fee</b>
Up to 5 employees	\$750	-
6 to 24 employees	-	\$100
More than or equal to 25 employees	-	\$50

### External User Access (Hong Kong)

Each licensee may request 1 external user per every 5 registered (regular) VIRRGIN users.

External User	\$1,500
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The user is required to sign the individual applications confirming that they have accepted and agree to the terms & conditions of the VIRRGIN User Agreement.