



Industry Circular No. 15 of 2020

Cheque Payments for Deposit Accounts and Update on Collection of Hard Copies of Certificates from the Registry of Corporate Affairs

The BVI Financial Services Commission (“the Commission”) further advises all Registered Agents that hard copies of certificates requested through VIRRGIN will be available for pick up by appointment only on Wednesday and Thursday (22 and 23 April 2020) between the hours of 10:00 a.m. and 2:00 p.m.

Registered Agents should call 284-541-3443 from 8:00 a.m. to 4:00 p.m. on Wednesday, 22 April 2020, to arrange for the collection of hard copies of certificates.

Registered Agents should also note that VIRRGIN Lite users can now request certifications to be printed in the Asia Representative Hong Kong office only. The Commission will inform Registered Agents when our service capacity to print and process certifications in the British Virgin Islands office are available.

- As usual, the Commission requests that Registered Agents attend only at their confirmed collection time and observe the [Contactless Certificate Collection Guidelines](#).

Payment Drop-Box Facility - Administration Building

Registered Agents are to take note that cheque payments will be accepted through our temporary drop-box facility at the Commission’s Administration building on Wednesday, 22 April 2020, and Thursday, 23 April 2020. These cheque payments will be collected to enable replenishing of deposit accounts (VIRRGIN and others) and will be processed on the same day delivered. These services will be available between the hours of 9:00 a.m. and 2:00 p.m. each day.

- The Commission is advising Registered Agents to follow the instructions for [Making Cheque payments through our Drop-Box Facility](#).

For questions regarding the Commission’s temporary drop-box facility or other account queries, please contact the Finance Division at finance@bvifsc.vg.

BVI Offices

As a result of the recent extension and subsequent curfew guidelines issued by the local Government, our physical offices in the British Virgin Islands remain closed.

HK Office

Our Asia Representative Office in Hong Kong is open with reduced hours from 10:00 a.m. – 4:00 p.m. with usual services available.

We are committed to continuing to provide as many of our usual services where possible through initiatives like these and our remote work arrangements. Please visit our website for up to date information on our operations and [division email contacts](#) during this time.