

Instructions for filing a Joint Overseas Insolvency Practitioner Appointment Application in VIRRGIN

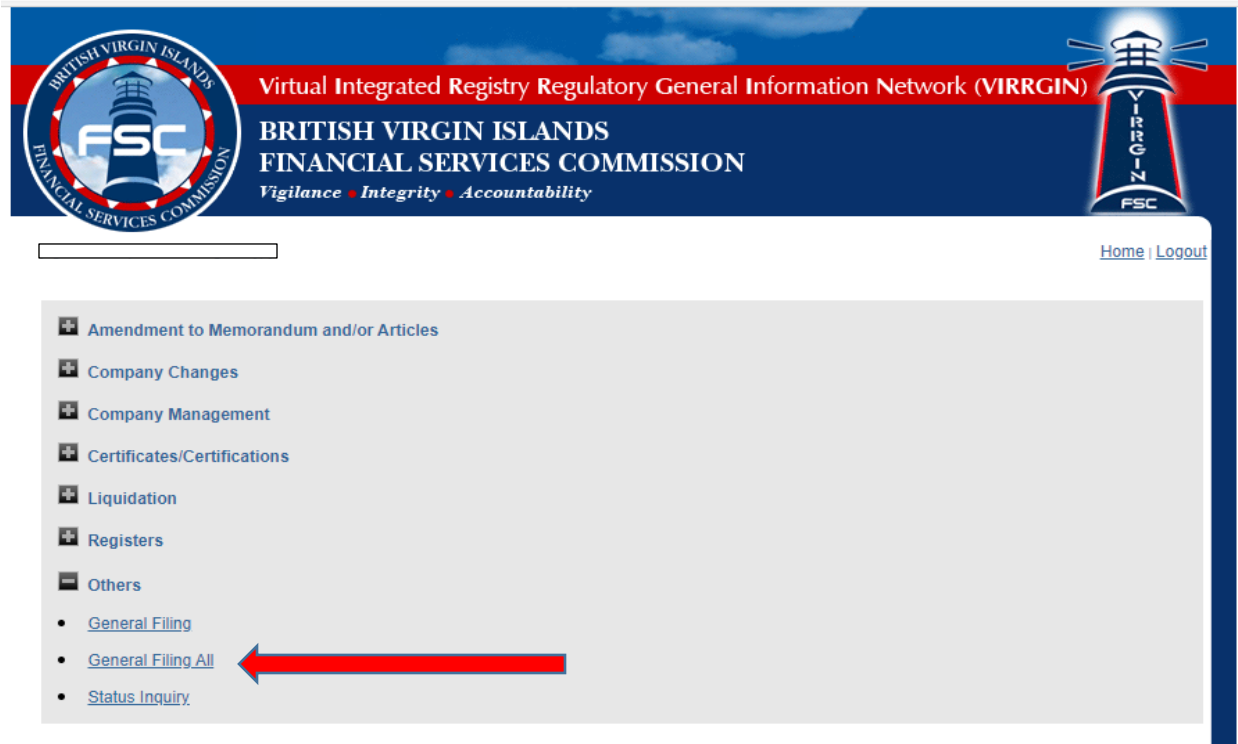
Once logged in, on the Main Menu screen select “**Post-Incorporation (BC)**”



Next click the “+” box next to “**Others**”



Which will display 3 options from which select “**General Filing**”



BRITISH VIRGIN ISLANDS
FINANCIAL SERVICES COMMISSION
Vigilance • Integrity • Accountability

Virtual Integrated Registry Regulatory General Information Network (VIRGIN)

Home | Logout

- Amendment to Memorandum and/or Articles
- Company Changes
- Company Management
- Certificates/Certifications
- Liquidation
- Registers
- Others
 - General Filing
 - General Filing All
 - Status Inquiry

Next enter the **Entity Name** in the text box space and/or the **Entity No.** in the relevant text box space (as indicated below) and click on the “**Next**”



BRITISH VIRGIN ISLANDS
FINANCIAL SERVICES COMMISSION
Vigilance • Integrity • Accountability

Virtual Integrated Registry Regulatory General Information Network (VIRGIN)

Home | Logout

General Filing

Entity Name :

Entity No : *

Note: Please enter the Entity No. with the prefix LP for Limited Partnership No.

Next Reset

If there are existing filings, they would be displayed in a list showing the Company Name and number which once you “General Filing” under the “Others” options. Selected the relevant company by clicking on the circle next to the Company name then and click on “**Next**”. If the company is being newly added and is not on the list existing pending filings then click on “**New**”



Virtual Integrated Registry Regulatory General Information Network (VIRRGIN)
**BRITISH VIRGIN ISLANDS
FINANCIAL SERVICES COMMISSION**
Vigilance • Integrity • Accountability



[Home](#) | [Logout](#)


General Filing

Company Name


BVI Company No.

Confirmed By

Which will bring you to the following screen:



Virtual Integrated Registry Regulatory General Information Network (VIRRGIN)
**BRITISH VIRGIN ISLANDS
FINANCIAL SERVICES COMMISSION**
Vigilance • Integrity • Accountability



[Home](#) | [Logout](#)

General Filing

Entity No:

Entity Name:

Foreign Character Name:

Transaction Description: *

Date of Change:

Change Description: *

Remark:

Attachment (In English):

Attachment (Foreign Language):

Translator's Certificate:

Agent:

Verify it is the correct Entity then proceed to ensure the “**Transaction Description**” selection option of “**A292- Joint Overseas insolvency Practitioner Appointment**” has been selected from the pulldown menu options (it is the 1st option and in the list and defaults to that)

Next, in the “**Date of Change**” field area, click on the calendar icon next to the text box as indicated by the first arrow above and a pop-up calendar will appear for a date to be selected or a date can be manually added in the format of DD/MM/YYYY.

Then left click in the text box area for “**Change Description**” which is a required field indicated by the second arrow. While the field is mandatory to be filed, there currently are no specifications on the contents but we suggest using a brief description meaningful to the filing (i.e the IP’s name, etc).

Please note all files/ documents to be uploaded for this filing will need to be saved as a single file document in pdf format (not exceeding 4MB).

To upload the application and all supporting documentation including Consent to Act forms, they must be in pdf format and saved as a single file document not exceeding 4MB. Right click on “**Choose File**” box next to “Attachment (In English)”. This will prompt for file selection which will be uploaded with a generated document number in blue with a tick box next to it as indicated by the arrow below. Right click on “**Save**” and “**Record updated successfully**” should be displayed under “General Filing”. Click “**Next**”

General Filing
Record updated successfully

Entity No: 122456
Entity Name: Entity Name
Foreign Character Name:
Transaction Description: A292-Joint Overseas Insolvency Practitioner Appointment
Date of Change:
Change Description: * required field- use meaningful description
Remark:
Attachment (In English): Choose File No file chosen
Attachment (Foreign Language): Choose File No file chosen
Translator's Certificate: Choose File No file chosen
Agent: VG1110 VIRGIN ISLANDS, BRITISH

[Home](#) | [Logout](#)

[Save](#) [Next](#) [Reset](#) [Delete Attachment](#)

Select the Payment Option by right clickig on the circle next to the applicable selection then click on "Confirm"

[Agent:]

Home | Logout

General Filing

I / We, Vistra, hereby confirm that information provided is true and correct to our knowledge.

Authorised Signatory Name: FSC Authorised Signatory, Offshore

Payment Option

☐ Pay Now

☐ Pay upfront (batch mode)

Note: Any transaction that requires Premium Services cannot be submitted via batch payment.

[Back](#) [Confirm](#)

Payment Details screen will appear where the Payment Mode can be selected by right clicking on the circle next to the option and finalizing by right clicking on "Submit"

[Agent:]

Home | Logout


Payment

Payment Details


Company Name:	<input type="text" value="Company name"/>
Foreign Character Name:	<input type="text"/>
Payment Description:	Filing a Joint Overseas Insolvency Practitioner Appointment
Filing Fee (US\$):	500.00
Additional Request Fee (US\$):	0.00
Restoration Charges (US\$):	0.00
Penalty (US\$):	0.00
Total Amount (US\$):	500.00
Payment Mode:	<input type="radio"/> Deposit Service Account (60) <input type="radio"/> Credit Card
Deposit Account Balance (US\$):	<input type="text"/>
Payment Date:	<input type="text"/>

[Submit](#) [Cancel](#)

The system will display “**payment in progress**” briefly as it processes the payment transaction and then provides a payment record of the transaction. That completes the transaction. You can opt to click on “**File another general filing transaction**”, “**Home**” or “**Logout**”



Virtual Integrated Registry Regulatory General Information Network (VIRGIN)
**BRITISH VIRGIN ISLANDS
FINANCIAL SERVICES COMMISSION**
Vigilance • Integrity • Accountability



[Home](#) | [Logout](#)

General Filing

Company No.:	<input type="text"/>
Company Name:	<input type="text"/>
Transaction No.:	<input type="text" value="T123456789"/>
Amount (US\$):	500.00

Your general filing is accepted and you will be notified about the outcome via email.

File another general filing transaction