



# **Maintaining Data Integrity in Corporate Registers** *(The Mauritian Experience)*

by  
**State Informatics Limited**

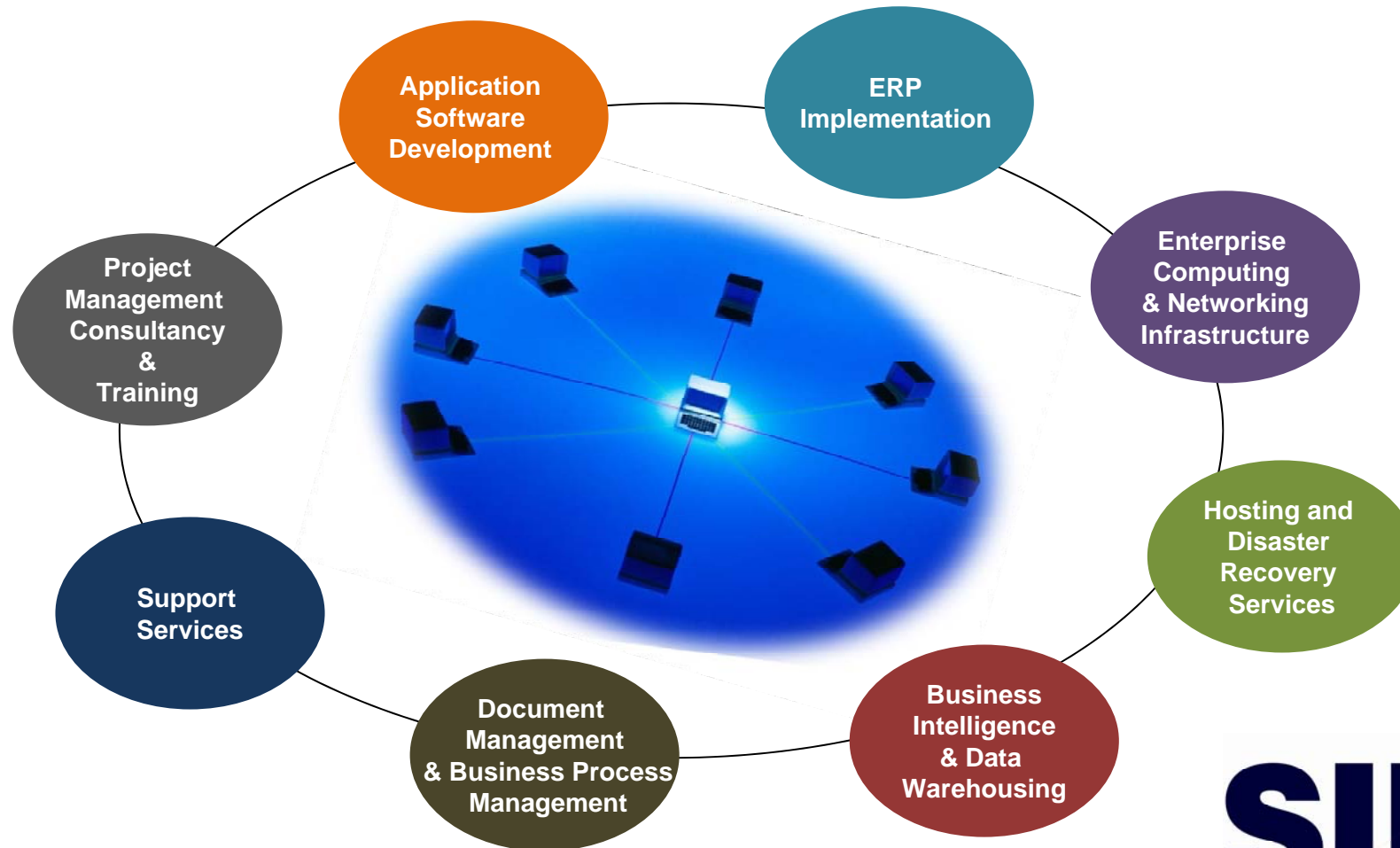
**Takes you to new heights**

# SIL : BRIEF OVERVIEW

- Created in **1989** to develop and implement **IT applications for the Government of Mauritius**
- Since then **SIL** has **diversified** its range of products and services
- **Leading Service Provider** in ICT in Mauritius and the region
- Over **150 major IT projects completed**
- Strong presence in **South, East and Central Africa**
- SIL provides **TURNKEY solutions** of high standard



# OUR CORE BUSINESS LINES ARE:



# REGISTRAR OF COMPANIES (ROC)

*The **Registrar of Companies office** deals with all activities relating to a company, from incorporation to dissolution, including shares transactions, change in office bearers, filing of returns, payment of licenses, prosecution, etc.*

*It also acts as an information provider through the disclosure and dissemination of information to the public and regulatory bodies.*

# ROC CHALLENGES

*Some of the Challenges faced by a Registrar of Companies:*

- **Submission of Documents**
- **Name Reservation of Companies or Businesses**
- **Incorporation of Companies**
- **Changing of Company Particulars**  
*(Changing Addresses, Changing Directors, Issue of Shares, etc.)*
- **Dealing with Voluminous Documents**
- **Tracking Defaulters of Annual Returns**
- **Fees Monitoring**
- **Indexing/Searching and Retrieval of Documents**

# ROC CHALLENGES

*Without a proper computerized system, the volume of work that needs to be carried out makes it difficult for the Registrar of Companies to provide services efficiently and effectively. In Some cases, it has been observed that the collected data is not readily available for consolidation purposes. Where manual data is available, the consolidation is always tedious and takes too much time to complete. The consolidated data lacks integrity and thus may be of little meaning to the ROC's management.*

# OUR OFFERINGS

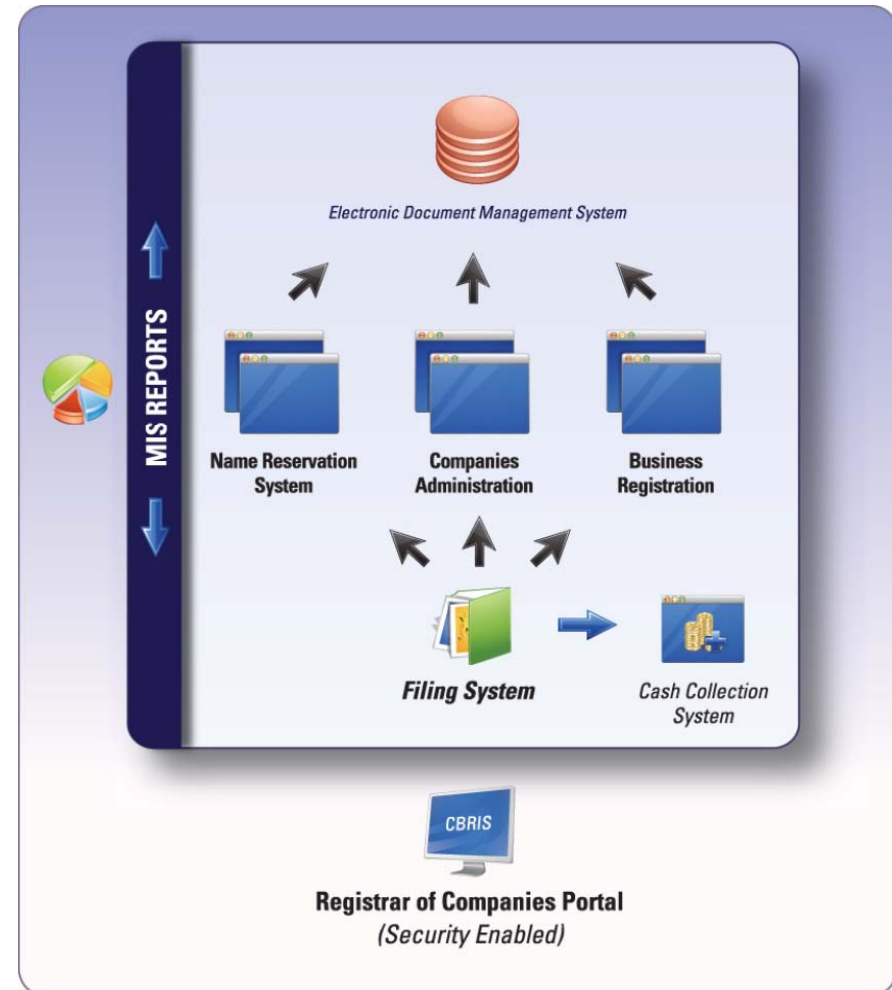
*SIL can provide the following solutions to the Registrar of Companies:*

- **Custom-Developed ROC Application**
- **Electronic Document Management System**
- **Online Application**
- **Deployment of the Entire System**  
*(High-availability Clustered Environment  
with a Disaster Recovery Site)*
- **Data Capture and Data Migration**
- **Adhoc Reporting Tool**

# COMPANIES & BUSINESS REGISTRATION INTEGRATED SYSTEM (CBRIS)

*SIL first developed and implemented the **Companies & Business Registration Integrated System (CBRIS)** for the **Republic of Mauritius**.*

*Having acquired the core business competencies, and following its success with Registrar of Companies Mauritius, SIL went on to develop the CBRIS for the **Registrar of Companies of Botswana** and the **Registrar of Companies of Namibia**.*



# CBRIS - FILING SYSTEM

*The **Filing System** Is the entry point to the CBRIS. Some of its features are:*

- It **Records** the submission of documents for any type of application submitted
- This system is **Enforced** with many controls to **prevent fraudulent activities** and **incomplete applications** submitted for processing
- A filing will **not be created** into the system until all **mandatory documents** for the application have been submitted by the applicant
- The system will also generate the **Fees** associated for each application and **Prints** the Applicants Receipt

# CBRIS – CASH COLLECTION SYSTEM

*The **Cash Collection System** records receipts of payments made for applications submitted by customers. Some of its features are:*

- **Tight integration** with the **Filing System**
- Display of **Associated Cost** for application with simple input of filing number. Cashier can then process the payment.
- Payments are processed in **less than one minute**

# CBRIS – NAME RESERVATION SYSTEM

*The **Name Reservation System** allows the reservation of company names and approval of company names while ensuring non-duplication of company names.*

*The system matches name in the database in the following ways:*

- **Match Name** to check if the **Proposed Name** is being used by another company.
- **Match Sound** to check if the proposed name has the same **phonetic representation** of already used names The system will retrieve name(s) which are spelled differently but sound alike. *(e.g. if the applicant has applied for SONIE, names like SONY, SONI, SONEE will be displayed)*
- **Match Pattern** to check if the proposed name contains **patterns** of already used names *(e.g. if the applicant has applied for SONY names like VIEWSONY, SONYVIEW will be prompted)*

# CBRIS – COMPANIES ADMINISTRATION

*Companies Administration* module allows users to capture and store information related to companies. The main functions in this system:

- **Incorporation Company and Printing of Certificate of Incorporation**
- **Changing Names of Companies**
- **Changing Addresses of Companies**
- **Shares Transactions (Issue/Allotment and Redemption)**
- **Appointment / Retirement of Directors**
- **Winding up and Dissolution of Companies**
- **Annual Return and Fees Monitoring**
- **Query Company Details**

At the time of approval, *the system will not approve an application whose payment is outstanding.*

# CBRIS – AUDIT AND SECURITY FUNCTIONS

*The **Audit and Security Functions** module provides the **necessary security and audit features** to ensure the **integrity of system data**. It contains features such as, but not limited to, **user account management, password management and data access procedures**.*

# CBRIS – MANAGEMENT REPORTING

*The **Management Reporting** system provides **timely and useful reports** suitable for different levels of management within the Registrar of Companies and to aid in the **strategic management decision making process**.*

*Using an **adhoc reporting tool** , the Oracle Discoverer reporting tool can be used to display **graphical reports** in the form bar charts, pie charts, dash boards, etc. The entire integrated system and reporting tools permit the Management of ROC to take **timely and effective decisions**.*

# DOCUMENT MANAGEMENT SYSTEM

*One of the major difficulties faced by ROC staff is the **searching of documents** in the **Registry**. Often the registry contains millions of documents which makes searching very tedious. To alleviate this problem the CBRIS caters for an **Electronic Document Management System (EDMS)** with tight integration to the **Core Application**. With the EDMS the user is able to view and search documents from the core application with ease.*

# DATA CAPTURE AND DATA MIGRATION

*SIL has a **proven methodology** for both **capturing** and **migrating** of data while the ensuring **integrity** and **validity** of the data captured.*

*To ensure **transparency**, our Methodology consists of several phases and deliverables that involve the participation of the client in the process.*

# INFRASTRUCTURE

*For **Operational Continuity** and unhindered productivity, SIL can deploy the entire CBRIS in a **High-Availability Cluster Solution** together with a **Disaster Recovery Site**. This model caters for **Hardware failure**, **System failure** as well **Database failure**.*

*Benefits of such a proposed infrastructure include:*

- **Less Downtime** through hardware/software failure
- **Faster Recovery** in case of disaster
- **Improved Performance** of business-critical applications
- **Greater Resource Utilization**

# BENEFITS

*SIL's CBRIS presents a number of benefits including: :*

- **Easy Access to Company Information**
- **Integrity and Validity of Data**
- **Improved Revenue Collection** for the government
- **Reduced turn around time, Enhanced Efficiency and Effectiveness of Operations**
- **Reduced paperwork** in the ROC
- **Detects defaulters** of Annual Returns
- **Generation of reminders, Management Reports** (for decision-making), **Correspondence Letters, Certificates**
- **Online Retrieval** of documents using an **Electronic Document Management System**
- **Storing of Audit Trails** for Sensitive Transactions where specified
- **Security implementation** at the **application** and **database** level
- **Efficient, User Friendly Web Based Online System** for Customers/Stakeholders
- **Easy Access** to Information for Stakeholders/Customers

Dear Shyam,

I will be working on a quote for the below mentioned training and the number of users. Please confirm the list is complete.

Regards,

# REFERENCES – ROC MAURITIUS



- *First system implemented in 1992.*
  
- *In 2005, the Registrar of Companies decided to revamp the application and the project was awarded to SIL after a tendering process.*
  
- *The new ROC system addresses the following functional areas:*
  - *Companies Division*
  - *Partnership Division*
  - *Business Registration*
  
- *The System has now showed significant improvement in the **processing time of incorporation of companies and registration of businesses and partnership.***

*To promote **electronic submission of corporate information and electronic payments**, our system interfaces with **Mauritius Network Services (MNS)**. The MNS is an intermediary body between the **Registrar of Companies and Business Organizations** in Mauritius.*

*Business Organizations submit their applications to MNS who in turn submit the applications to the Registrar of Companies **electronically**.*

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# REFERENCES – ROC NAMIBIA



*Another major achievement for the State Informatics Limited was the implementation of the ROC system in the **Republic of Namibia**.*

*The ROC project for Namibia started in **June 2005** and the system became operational as from **March 2006**.*

*A web-based Application accessed by a browser*

*The core architecture of the Companies Information System for the Ministry of Trade and Industry of Namibia has been built around a Central Register of Companies consisting of Close Corporations, Defensive Names, Private, Public, Para-Statal, Conglomerate Corporations, Partnerships and Companies.*

*The ease of customization of the ROC package permitted the customization of our software to meet the specifics of the ROC Namibia.*

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# REFERENCES – ROC BOTSWANA



- *The computerization of the Registrar of Companies of Botswana started in **June 2007** and was completed in **December 2008**.*
- *The system is running live successfully and has been very effective and efficient for the Registrar of Companies Office.*
- *It was observed that human errors, processing time for incorporation of companies and registering Business Names have been drastically reduced.*
- *The system has been implemented using **web technology** and deployed on a **high-availability cluster environment** with a **Disaster Recovery site**. It is being accessed by offices of different regions in Botswana.*

*SIL implemented a Business Turnkey Solution in Botswana that includes:*

- **Data capture of 90,000 Business Names and 80,000 Companies with Annual Return Details, Directors Details and Shares information**

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# REFERENCES – ROC BOTSWANA



- In addition to the Implementation of the CBRIS, the following specific developments were made for Botswana Registrar of Companies:
  - *The Name Reservation interfacing Registered Trademarks Database*
  - *The Business Names Registration*
  - *The Cash Collection System interfacing with the Ministry of Finance Department (GABS Revenue Collection)*
  - *The Copyrights and Neighboring Rights Administration System*
  - *Oracle Discoverer reporting tool to produce adhoc reports*
  
- Implementation of an **Electronic Document Management System**
- **Online Applications**