**Logo:**

Our Office does not have a logo we usually used the Government of Seychelles emblem and keep the wording simple (You can come up with a design for the fonts)



Registration Division

Ministry of Legal Affairs

**Tagline:** We do not have a tagline

**1) Home:**

Header Navigation Pane:

1. Home
2. About Us
3. Our Services
4. Digital Services
5. Resources
6. Legislation
7. Others
8. Contact Us

**Body:**

* pictures of the office
* Available Press Release will be displayed on the homepage
* Images & Wording link to Each Services such as (Land, IP, Business, Mortgage, Search)

**Footer:**

Tel: +248 4280900

Email:regdiv@registry.gov.sc

Address: Independence House, 1st Floor, Victoria, Mahe, Seychelles

*Links to:*

Terms & Condition

Privacy Policy

Vacancies

FAQ

Display Copyrights

**2) Our Services:**

**Land**

1.Pictures of land Staff of anything related to land such as cadastral plan pictures etc…

*2.* ***What is land section about?***

*Under the Land Section and as of the whatever Act, Our Office Registers documents related to Old Land Registries (Click here to view Mortgage Section for Old Land) and New Land Registries. These documentations include Charges, Title Deeds, Transfers, Affidavit, Lease, Discharge and many others. Our main aim is to keep all Land Records up to date with all the latest transactions which have been made upon the selected Land. The Registration Division Office also provides access to the public to Conduct Search and Request copies of documents on any particular Lands, These Information can be retrieved by visiting our Search Section .*

*Click Here to view the List of our Land Section Services and their fees.*

3. **What is Immovable Property Tax?**

Under the Immovable Property Tax Act, 2019, Our Office Registers Documents related to non-Seychellois who wants to own or currently owning a piece of Land in Seychelles.

***Legal Documentation Search***

*1. Small Picture of Search area or someone conducting a search in the search area*

*2. What is Search Area?*

*Search area is an open area to the public on which a person can conduct search on any legal documentation registered within our office.*

* *How to Conduct search on a Registered Land?*

*Clients can come by our office on the 1st Floor, Independence House to the Reception and Inform our staff on what kind of search you will be conducting. If Clients will be viewing green sheet only, you will be directed to the Search Area.*

*In a matter of clients who wants to request a copy of the information they are viewing of any documentation from the files, they will be asked to fill out a Request form on what kind of documents you are requesting for and submit to the Office Reception. Once Our Officers have completed retrieving your copies, you will be contacted for pickup. Download Request Form Now*

*Click Here to View Fees*

* *How to Conduct Search on a* ***Registered Businesses****?*

*Clients can visit our Office on Ground Floor, Independence House, and Request the business name file at the reception for the officer to retrieve the file or they can call prior on +248 4280919 or +248 4280905 and email us on* [*regcompanies@registry.gov.sc*](mailto:regcompanies@registry.gov.sc) *so that the file can be retrieved in advance before the clients come by the office.*

*Clients will be charged 10 Scr per file which they have requested for search.*

*If Clients wants to Request copies of business Certificate or Letter they will have to fill in a Request form and pay a fee of 10 Scr per Pages.*

*Click Here to Download Request Form.*

* *How to Conduct Search on a* ***Registered Companies****?*

*Clients Can fill in a request form on which companies they want to view their file for and submit to the reception or they can send request through email on* [*regcompanies@registry.gov.sc*](mailto:regcompanies@registry.gov.sc) *including request through phone calls on +248 4280919 or +248 4280905. Once the officers receive your request form they will retrieve the file and contact you to come by the office for viewing.*

*Clients Will Be Charges 100 Scr Per file they Request and 50 Scr for Copies per Page.*

*Click Here to Download Request Form.*

* *How to Conduct a search on a* ***Registered Collateral****?*

*Conducting Search On Collateral pledges Registered* ***After 2019*** *Online:* <https://eservice.egov.sc/CollateralRegistrySearch/Default.aspx?frmMode=Objection>

*Conducting Search On Collateral Pledges Registered* ***before 2019*** *Online:*

*Clients are advised to head down the office Victoria , Independence House, 1st Floor, with their registered date of pledge to fill in a form on what you will be conducting search for an additional fee will be charge for those who wants to request a copy.*

Notice: All cliental are advise to provide a functional Contact Number and email address so that once documents are ready for collection we can easily reach out to them.

**Mortgage:**

**1. Display Picture about Mortgage area, anything to do with Pledges**

*Inscription transcription, Mortgage*

**Company & Business Name:**

1. Pictures of the Company Section or Related to Companies

2.About **Company Section.**

*Under the Company Section and as of the whatever Act, Our Office Registers documents related to Legal Company Names Including their members and other Relevant Information based on a company. These documentations incorporate Annual Return, Article of Association, Declaration, Particulars of Directors, Registered Office and many others. Our main aim is to keep all Business and company Records up to date with the latest transactions. The Registration Division Office also provides access to the public to Conduct Search and Request copies of documents on any particular Companies, These Information can be retrieved by visiting our Office on Ground Floor , Independence House or email us on* [*regcompanies@registry.gov.sc*](mailto:regcompanies@registry.gov.sc) *and contact us on +248 4280913 / +428 4280919 .*

4.About **Business Section.**

*Under the Business Section and as of the whatever Act, Our Office Registers documents related to Legal Business Names Including their members and other Relevant Information based on the business. These documentations incorporate Business Owners, Business types, certificates and others. Our main aim is to keep all Business Records up to date with the latest transactions. The Registration Division Office also provides access to the public to Conduct Search and Request copies of documents on any particular Businesses, These Information can be retrieved by visiting our Office on Ground Floor , Independence House or email us on* [*regcompanies@registry.gov.sc*](mailto:regcompanies@registry.gov.sc) *or contact us on +248 4280913 / +428 4280919 .*

**Association:**

**Intellectual Property Rights (IP):**

1.Display Picture Related to Intellectual Property Rights

**2.What is Intellectual Property?**

Intellectual property (IP) refers to creations of the mind, such as inventions; literary and artistic works; designs; and symbols, names and images used in commerce.

IP here in Seychelles is protected in law by the *Industrial Property Act, 2014 & Copyright Act, 2014*. For example, patents, copyright and trademarks, which enable people to earn recognition or financial benefit from what they invent or create. By striking the right balance between the interests of innovators and the wider public interest, the IP system aims to foster an environment in which creativity and innovation can flourish. Our Office aim is to registered all legal documentations and designs of your creations so that it can be protected.

## 3. **Types of intellectual property**

### *Copyright*

Copyright is a legal term used to describe the rights that creators have over their literary and artistic works. Works covered by copyright range from books, music, paintings, sculpture and films, to computer programs, databases, advertisements, maps and technical drawings.

### *Patents*

A patent is an exclusive right granted for an invention. Generally speaking, a patent provides the patent owner with the right to decide how - or whether - the invention can be used by others. In exchange for this right, the patent owner makes technical information about the invention publicly available in the published patent document.

### *Trademarks*

A trademark is a sign capable of distinguishing the goods or services of one enterprise from those of other enterprises. Trademarks date back to ancient times when artisans used to put their signature or "mark" on their products.

### *Industrial designs*

An industrial design constitutes the ornamental or aesthetic aspect of an article. A design may consist of three-dimensional features, such as the shape or surface of an article, or of two-dimensional features, such as patterns, lines or color.

### *Geographical indications*

Geographical indications and appellations of origin are signs used on goods that have a specific geographical origin and possess qualities, a reputation or characteristics that are essentially attributable to that place of origin. Most commonly, a geographical indication includes the name of the place of origin of the goods.

### *Trade secrets*

Trade secrets are IP rights on confidential information which may be sold or licensed.  The unauthorized acquisition, use or disclosure of such secret information in a manner contrary to honest commercial practices by others is regarded as an unfair practice and a violation of the trade secret protection.

6.Service Fees for Intellectual Property:

Application for a **patent**: 3000scr

Application for a **utility model certificate**: 2000scr

Application for registration for each:

(A) **Mark**: (i) Individual- 1000scr

                  (ii) Others- 500scr

(B) **Collective Mark**: 3000scr

(C) **Certification Mark**: 3000scr

Application for registration of an **industrial design**: 2000scr

Application for registration of a **Layout-design**: 2000scr

Application for registration of a **geographical indication**: 2000scr

Application for registration **copyright** - 100scr

**Compliance:**

**3) Digital Services:** (This Area Should Contain URL Links to website sites. Note that DICT is currently working on another system for the business registration, the url below are for the current system which means that it may change during the upcoming months)

*Register Your Business , Company & Association Name Online:* [*https://www.registry.gov.sc/BizRegistration/WebBusinessRegsitration.aspx*](https://www.registry.gov.sc/BizRegistration/WebBusinessRegsitration.aspx)

*Search for Business, Company & Association Name:*

<https://www.registry.gov.sc/BizRegistration/WebSearchBusiness.aspx>

Search for Registered Pledge or Mortgage:

<https://eservice.egov.sc/CollateralRegistrySearch/Default.aspx?frmMode=Objection>

File Notice of Objection for Pledge and Mortgage:

<https://eservice.egov.sc/CollateralRegistrySearch/Default.aspx?frmMode=Objection>

Register for a TIN:

<http://eservice.egov.sc/TinRegistration/pages/SBNRegistration.aspx>

Seychelles Online GIS Map:

<https://www.webgis.gov.sc/introduction.phtml>

Verify Digital Signature:

<https://eservice.egov.sc/eVerification/home.aspx>

Court Schedule:

<https://eservice.egov.sc/Judiciary/>

Ministry of Land & Habitat:

<http://www.luh.gov.sc/>

**4)Resources**

* Documents
* Forms
* Press Release
* Gallery

**5)Legislation:**

This Section will contain all Legal Pdf File of Laws Acts and Regulations

**6)Others**

* Privacy Policy
* Terms and Condition
* Vacancies

(Can be update soon during the maintenance phase)

* FAQ

1. What are the penalties for late submission of Companies Annual Return?
2. How to apply for Restriction or Caution on a piece of land?
3. How to appoint an executor for land?
4. How to apply for an E-ID as an Individual?

Answer: Bring your ID to the office and provide a functional email in which you will used to receive your credential and login with.

1. How to apply for an E-ID as an organization?

**7)Contact Us:**

**Wendy Pierre**

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**About Us:**

About Registration Division

Mission:

RG Message: