



SOLOMON ISLANDS
GOVERNMENT

FACTSHEET: BUSINESS NAME RETURNS

What is a Business Name Return?

Similarly to an 'annual return' for a company, Business Name owners are required to file a 'Business Name Return' to confirm the details of the Business Name, and to confirm the Business Name is still in use.

What are my obligations?

Under the Business Names Act 2014, **Business Name owners must complete a FREE Business Name Return** with Company Haus every **two years**.

How do I file my Business Name Return?

To file your Business Name Return, you must create a user account with Company Haus, and 'request authority' over your Business Name. Once you have authority, the option to file your Business Name Return will become available. **Business Name Returns are free and simple.**

When do I need to file my Business Name Return?

You can find out your 'Return Filing Month' under 'General Details' in your Company Haus online account.

If you registered your Business Name *before 22 November 2016*, your filing month is October. You must complete their first return in **October 2018**, and every two years after that.

If you registered your Business Name *after 22 November 2016*, then your Business Name Return will be due two years after the date of registration. For example, if you registered in February 2017, then your first return will be due in February 2019. Subsequent returns will be due every two years.

What if I do not file my Business Name Return?

Failure to complete the Business Name Return within 6 months of the filing month will result in removal of the Business Name from the Business Names registry. If the Business Name is not restored within six months after the removal, the Business Name will no longer be protected, and another business or person may register that particular name.

Where can I get help?

You can get more information at www.solomonbusinessregistry.gov.sb or feel free to call or visit the Company Haus office. There are computer kiosks and staff available to assist you with any queries.



For enquiries, please call Company Haus on 26812.