**Creating an Organisation Profile on the Online Business Registration System**

**(For Company secretaries as well as professionals who register companies on behalf of others).**

* You will need to first create your individual account (refer to the guide)
* Log in and navigate to your name on the top right and select My Organisations.
* Click on Create new organisation.
* Provide a name and short description for the organisation.
* Enter the email address, plot number, postal address and phone number of the organisation.
* Click Save

To add your employees to the organisation

* Click on the organisation name.
* Click add member
* Enter their name (ideally they should have first created their individual profiles).
* Click continue and save (they will be sent an email to approve the request).

**Please note that this guide refers to creating a profile for organisations that register companies on behalf of others, such as company secretarial organisations. This is not the guide for registering a business or a company.**