**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 profile (refer to the guide)
* Log in and navigate to your name on the top right and select My Organisations.
* Click on Create organisation.
* Provide a name and short description for the organisation.
* Enter the physical address, postal address, phone number and email address of the organisation.
* Enter the name, phone number and email address of the administrator
* Click continue

**Access Groups**

* Click add access group to give portfolio access
* Enter their name (ideally they should have first created their individual profiles).
* Click continue.

**Adding Members**

* Click add member
* Add member details
* Select which access group to add this member to
* Add their phone number and email address
* Click continue

**Review and Submit**

Review the details you have provided and make any amendments.

Click create organisation

**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.**