

## **CORPORATE AND BUSINESS REGISTRATION DEPARTMENT**

- 18.138 The main functions of the Corporate and Business Registration Department (CBRD) are, among others: the incorporation, registration and striking-off of companies; the registration of documents that must be filed under the Companies Act 2001; Registration of Businesses; registration of Limited Partnerships and Foundations; the provision of company information to the public and the enforcement of compliance with the legal requirements.
- 18.139 The CBRD is headed by the Registrar of Companies, who also cumulates the functions of Registrar of Businesses, Director of Insolvency Services and the Registrar of Limited Partnerships. She is assisted in her duties by officers of the Official Receiver's Cadre, Assistant Registrars of Companies, and officers of the Technical Cadre and General Support Services.
- 18.140 During consultation and through their memorandum, the staff side made the following representations: upgrading the salary scales of all the grades; to waive the roster system and to re-establish the grade of Senior Compliance Officer. On the other hand, Management requested to review the mode of appointment to the grade of Official Receiver; establishment of new grades and changing appellation of existing ones.
- 18.141 Both Management and staff officials were apprised that upgrading of salary scales would depend upon the fresh job evaluation that would be conducted for all grades. Parties were also apprised that the onus rests upon Management to amend scheme of service, create additional levels in an organisation, depending on functional and operational needs. As regards change in appellation, it was explained that this should convey an immediate understanding and identification of the work to be performed by the position. Due clarifications were given for not acceding to other requests.
- 18.142 As the present organisational structure is fit for its purpose, no major change is envisaged. We are however waiving the existing roster pattern of work.

### **Roster System**

- 18.143 In the context of this review, the staff side expressed their concern over the roster system which was introduced years back to facilitate registration of businesses after official hours and which now is not serving its purpose anymore. Management confirmed that with the emergence of e-services at the CBRD, officers work online and even from their residence. The CBRD has already scheduled a pattern of work to ensure continuity of its services without the roster system. Hence Management is in favour to dispense therewith.

18.144 During consultation, the attention of both staff side and Management was drawn to the fact that the waiving of the roster system would have a direct bearing on the salary scales of the Technical Cadre to which they were agreeable.

### Recommendation 29

18.145 We recommend that officers in the grades of Chief Compliance Officer (Roster), Principal Compliance Officer (Roster) and Compliance Officer (Roster) should no longer be classified as officers working on Roster. This has been considered in arriving at the recommended salaries.

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### SALARY SCHEDULE

Salary Code	Salary Scale and Grade
18 000 107	<b>Rs 140000</b> Registrar of Companies (Personal)
18 000 102	<b>Rs 110000</b> Registrar of Companies (future holder)
18 085 095	<b>Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000</b> Deputy Registrar of Companies
18 068 083	<b>Rs 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 59700</b> Assistant Registrar of Companies
18 064 078	<b>Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575</b> Chief Compliance Officer
18 054 074	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b> Principal Compliance Officer

Salary Code	Salary Scale and Grade
18 033 064	<b>Rs 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 33425</b> Compliance Officer
12 069 085	<b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b> Official Receiver
12 057 081	<b>Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b> Deputy Official Receiver
08 022 056	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b> Photocopyist
24 022 051	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b> Driver

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