

**18.11.3 CORPORATE AND BUSINESS REGISTRATION DEPARTMENT**

- 18.11.3.1 The Corporate and Business Registration Department (CBRD) falls under the *aegis* of the Ministry of Finance. Its functions are, among others, the incorporation, registration and striking-off of companies; registration of documents under the Companies Act 2001; provision of company information to the public; and enforcement of compliance with legal requirements.
- 18.11.3.2 The Registrar of Companies heads the CBRD and is responsible for its general administration and smooth running of the Department. She is assisted by officers in the Compliance Officer and Official Receiver Cadres along with those in the General Services grades and employees of the Workmen's Group.
- 18.11.3.3 Representations from the staff side pertain mainly to review of the salary scales and schemes of service of certain grades; and grant of specific allowances. Submissions of Management included, *inter alia*, creation of grades. During consultations, parties were provided with relevant explanations on certain requests which cannot be acceded to.
- 18.11.3.4 Management also advocated for a review of the salary scale of the grade of Compliance Officer, stating that additional duties are being performed. However, the grade has been re-assessed on the basis of newly filled-in Job Description Questionnaires and thus has been taken into account in arriving at the recommended salary.
- 18.11.3.5 Given that the existing structure is appropriate, we are not making any change to it.

**Office of the Official Receiver**

- 18.11.3.6 The Office of the Official Receiver comprises the grades of Official Receiver and Deputy Official Receiver. For this review exercise, Management requested the creation of a grade of Assistant Official Receiver to support the Official Receiver and Deputy Official Receiver in their duties and to cope with the increase in the load of work.
- 18.11.3.7 According to Management, the nature of work of the officers has changed considerably, necessitating a review of the schemes of service of the two above-mentioned grades. The Bureau was equally apprised that the Insolvency Act would be amended to cater for the proposed new grade of Assistant Official Receiver and subsequent amendments would also be brought to the schemes of service of the other grades. In the given circumstance, we consider that pending the proclamation of the amended Insolvency Act, the present structure should be maintained.

**Document Processing Officer (Personal)**

18.11.3.8 Management informed that the grade of Document Processing Officer would no longer be required due to technology advancement. **The Bureau is, therefore, recommending that the grade of Document Processing Officer be made evanescent.**

**CORPORATE AND BUSINESS REGISTRATION DEPARTMENT****SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
18 000 113	<b>Rs 154000</b> Registrar of Companies
18 093 104	<b>Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000</b> Deputy Registrar of Companies
01 064 094	<b>Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750</b> Manager, XBRL
18 074 092	<b>Rs 51200 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 82250</b> Assistant Registrar of Companies
18 071 089	<b>Rs 47950 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500</b> Online Systems Coordinator
18 070 087	<b>Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700</b> Chief Compliance Officer
18 064 083	<b>Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200</b> Principal Compliance Officer

Salary Code	Salary Scale and Grade
18 040 073	<b>Rs 28225 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 50100</b> Compliance Officer
18 075 094	<b>Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750</b> Official Receiver
18 063 090	<b>Rs 40110 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750</b> Deputy Official Receiver
08 027 066	<b>Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 43020</b> Document Processing Officer (Personal)
24 027 060	<b>Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290</b> Driver

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