

## **New Business Entities and/or Trade Names Online Filing System**

(LLC, Profit Corporation, Non-profit Corporation, Partnership, and Trade Name Registrations)

Instructions for getting started in Catalyst:

1. Contact the office and have the name availability determined prior to submitting filing online.
2. Go to [www.corporationsandtrademarks.vi.gov](http://www.corporationsandtrademarks.vi.gov), 24-hours a day, seven-days a week.
3. Create user account by clicking the **REGISTER** Button. Refrain from uploading government-issued identification as a profile picture.
4. Once redirected to the Welcome to My Dashboard, click on your preferred filing type from **I Would Like To** (quick links) or **ONLINE SERVICES** menus for an extensive list of business entity type.
5. Complete all required area with red asterisks (\*) on all tabs. Review the filing, click the **Submit** button, and remit payment. The acceptable online payment forms are MasterCard, Visa and ATH.
6. Once submitted, the filing is sent to the office for review. Email correspondence will follow confirming receipt and the filing's status. Check the status of the filing on Welcome to My Dashboard.

Needed to complete the process . . .

- Executed and duly notarized resident agent form (All Business Entities)
- Certified charter documents (articles, amendments and merger, if applicable) and a certificate of good standing issued not older than six (6) months (Foreign Business Entities)
- Executed and duly notarized consent letter for use of similar name (if desired name is too similar to an existing registrant)
- Names, physical, mailing, and email addresses of persons associated with entity (including incorporators, president, treasurer, secretary, chairman, vice chairman, directors, organizers, members, managers, resident agent, sole proprietors, and partners)

If there is assistance required, please contact the division at

**Office of the Lieutenant Governor**  
**Division of Corporations and Trademarks**  
**5049 Kongens Gade, St. Thomas, VI 00802 - 340.774.2991(Telephone) – 340.776.4612(Fax)**  
**1105 Kings Street, Christiansted, VI 00820 – 340.773.6449(Telephone) – 340.773.0330(Fax)**  
**Email - <https://ltg.gov.vi/contact-us/>**