



## **Existing licences that have been migrated to the new system**

### **Migration of all licences**

All business licences that were existing on the day that the new system went live have been brought over to the new system. You can view your licence and see that all the details are present.

### **Transitional Update**

The information that is expected of a business licence in the new system is different from the way data was collected in the old system. This means that even though your business licences were moved from the old to the new system, there is some information that is missing. You will need to supply this information the first time you login to the system by filing what is called a “Transitional Update.” Filing this update is free and will only take a few minutes.

### **Using the online register**

To file Transitional Update, you will first login to the system. Your client account information will have been migrated over so your login should be valid. If it is not please contact MTED. Once you are logged in you will need to reset your password in the new system. You will then be ready to work in the new system for all your entities. To get started —

1. Select Business Entities from the top navigation bar
2. Select Search on the left of the dashboard
3. Search for the Business licence you wish to file the transitional notice to (note: must have authority)
4. On the entity profile, select ‘Update Notice’
5. Progress through each tab (Owners, Addresses, Primary Business Activity), entering the requested information.
6. Review the information entered and select ‘Checkout’
7. There is no payment required for this filing

### **New information required**

There are three main differences between the data that was collected and stored in the old system vs. what is collected in the new system:

#### Addresses

MTED is now collecting island group, constituency and village on all addresses. These have been pre-set in the new system all you need to do is make your selection from a drop-down list that is displayed for each field.

### Owners

The licence must list all owners. Here is an explanation of how this will work.

- For companies the licence will continue to show the company as the owner and no information will be required on the Transitional Update.
- For sole proprietors that have a licence in their own name, the licence will continue to show that person as the owner and no information will be required on the Transitional Update.
- **For individuals or partnerships that have a business name, the licence will show the business name as the owner of the licence, not the individual persons.** This is a change from the past, but allows for the business licence to be linked to the business name record. This will make the process of obtaining new licences in the future much easier. No longer will applicants have to type information twice into the system when seeking a new licence, all they will need to do is enter the business name registration number and the licence and name will be linked. If you need to prove who the owners of the business name are, you can do a quick, free search online of the registry and retrieve the business name record.

**IMPORTANT:** If the name on your licence has changed from an individual(s) to a business name, you will need to print a new certificate to display at your place of business.

- If the owner is some kind of other entity that is not registered with the new business entity registry, then you may need to enter additional details about them. The system will guide you through this process by indicating what data fields are required.

**NOTE:** if there is any error in the way the owner information appears on the licence it is critical that you contact MTED to address the issue.

### Business Activities

The business licence application must list all the activities that are part of the business. There will be a new way to do this in the new system. Business activities will be using the Pacific Standard Industrial Classification system (PACSIC). This will allow the Ministry to produce meaningful statistics regarding business activities throughout the country that align with how other statistics are gathered. You will need to enter this information on your existing licence.

To update your business activity, navigate to the Business Activity tab on the Update filing. You will see your old activities on that page. You will also see this new data collection area:

The transitional update notice will first display the activities that you listed on your current licence. For example, if your current licence has 4 activities, they might look like this:

Activity
SERVICES
IMPORT
RETAIL
PROFESSIONAL SERVICES

You will not be able to edit these. Instead, **you will need to enter the new business activity codes into the system.** Here is how you do that.

The initial business activity grid will display as follows:

#### 7. Business Activity

*The Kingdom of Tonga certifies business activities according to the Pacific Standard Industrial Classification of All Economic Activities 2014 (PACISIC). A complete list of all activities and codes can be obtained by clicking [here](#). For detailed instructions on how to enter business activities, click [here](#).*

To enter an activity, click on the  button. You will then see the following:

#### General description of business activity \*

Section \*

Click to Select

When you click into this field you will be presented with a long list of business activities to choose from:

Click to Select

Click to Select

- A - Agriculture, forestry and fishing
- B - Mining and quarrying
- C - Manufacturing
- D - Electricity, gas, steam and air conditioning supply
- E - Water supply; sewerage, waste management and remediation activities
- F - Construction
- G - Wholesale and retail trade; repair of motor vehicles, motor cycles
- H - Transport and storage
- I - Accommodation and food service activities
- J - Information and communication
- K - Financial and insurance activities
- L - Real estate activities
- M - Professional, scientific and technical activities
- N - Administrative and support service activities
- O - Public administration and defence; compulsory social security
- P - Education
- Q - Human health and social work activities
- R - Arts, entertainment and recreation
- S - Other service activities
- T - Activities of households as employers; undifferentiated goods- and services-producing activities of households for own use
- U - Activities of extra-territorial organisations and bodies

Click on the category that best describes what your business is doing. You will then see a second field open called Division to further define your activity. Continue clicking into the fields until you find the correct activity. If you make a mistake, you may simply re-click into the initial data field to start over.

Here are some examples of how the activities would look based upon your business.

**Restaurant** owners would first click on I-Accommodation and food service activities, then the next two fields would appear as follows:

**7. General description of business activity \***

Section \*

I - Accommodation and food service activities

Division \*

56 - FOOD AND BEVERAGE SERVICE ACTIVITIES

Group \*

561 - Restaurants and mobile food service activities

**Tour operators** would start by click on “N-Administrative and support service activities” and the final result would appear as follows:

**7. General description of business activity \***

Section \*

N - Administrative and support service activities

Division \*

79 - TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES

Group \*

791 - Travel agency and tour operator activities

Class \*

7912 - Tour operator activities

**Wholesalers** would select "G-Wholesale and retail trade" and then select 46, wholesale trade except of motor vehicles and motorcycles.

**7. General description of business activity \***

Section \*

G - Wholesale and retail trade; repair of motor vehicles, motor cycles

Division \*

46 - WHOLESALE TRADE, EXCEPT OF MOTOR VEHICLES AND MOTORCYCLES

Group \*

464 - Wholesale of household goods

MTED understands that this may be awkward at times, but it will be of great benefit to the country in generating statistics, and thanks you for your patience