

Portal Registration Steps

Registration of your company on the **Centre's Portal** in two steps.

STEP 1 PROFILE CREATION

Company Information

- Company name, website, legal address, date founded, company type, company size, contact numbers, country of incorporation, region

Login Credentials

- Contact information: full name of primary user, designation, email, create password

Ownership Information

- Is the company Guyanese, CARICOM, other?
- Is the company woman-owned?

Products/Services

- A list of goods/services your company provides (select the applicable category)

Once completed, please click **Register**, you will be asked to read and accept the **End-user Licence Agreement (EULA)**. Once accepted, an email will be sent to confirm registration. Once registration has been confirmed, please **login** and **complete** your profile.

STEP 2 PROFILE COMPLETION

Legal Information

- VAT registration Number, Company TIN Number

Certificates

- Any official certificates pertaining to your business/company e.g. Business Registration, Certificate of Incorporation, HSSE Certificates, ISO Certificates

Referrals

- List of previous work experiences

Management Systems

- Questions about your business management

Membership

- Business associations/membership organizations your company is part of e.g. Guyana Chamber of Commerce and Industry

Documents

- Soft copies of documents for upload e.g. company profiles, brochures, image