

Online Services Portal - My Companies & Data Download

The Online Services Portal allows users to put companies they administer into the 'My Companies' watch list. Notifications will be sent to the 'My Events' section every time a submission is made on a company in the watch list.

The data held by the Registry for these companies can also be exported into an Excel spreadsheet or CSV file.

Adding companies to 'My Companies'

1. Log in to the www.greg.gg website and click on 'My Companies' on the left side of the page
2. Click the 'Add Company' button
3. Enter the company's registration number and click 'Search'.
4. The company will appear below in a table. Click in the 'select' tickbox next to the registration number and click 'Add Company'.



Add Company

To add a new Company to your portal, search for it by Registered Number.
To view all the Companies you can add, just press the Available Companies button.

You can only add 1 company at a time to your portal and you will need to know the Registered Entity PINs for each company you add.

Registered Number

Select	Reg Num	Company Name	Company Type	Company Status
<input checked="" type="radio"/>	50000	THE COCK AND BULL LIMITED	Non Cellular Company	Normal

5. **If you are signed in as a Corporate Service Provider:** the company will now be added to your 'My Companies'.
6. **If you are NOT signed in as a Corporate Service Provider:** you will need to enter the company PIN, and click 'OK'. The company will then be added to your 'My Companies'.
7. This process can be repeated until all companies have been added.

Exporting data to an Excel or CSV file

The 'My Companies' page allows users to export the data held by the Registry for each of the companies on their 'My Companies' watch list.

This export file can be used to ensure that all company information held by the Registry is up to date before making annual validation filings.

Please note: The exported data is 'real time' and will change if similar data is exported again after submissions have been processed by the Registry.

Data can be exported in CSV format, which is designed to be machine-readable, or in Excel format which is a more user-friendly format designed to be viewed and checked manually.

To export data from 'My Companies':

1. Ensure that all the companies to be exported are in the watch list (see page 1 for details on how to add companies)
2. Click 'My Companies' on the left side of the www.greg.gg website
3. Select the export type (Excel or CSV) by clicking the circle next to your choice
4. Click 'Export'
5. The export file will be downloaded/opened.

The following information is included within the data download:

Company details (for each watched company):

- Company number
- Company name
- Company status
- Company type
- Company classification
- Economic activity code
- Number of guarantee members
- Aggregate value of guarantee
- Number of cell companies
- Registered office address
- Registered office email address
- Audit exemption
- AGM exemption

Director details (associated with each watched company for each director):

- Director ID number
- Director name
- Director type
- Service address
- Email address
- Alternate director

Resident agent details (associated with each watched company for each resident agent):

- Resident agent number
- Resident agent name

Incorporated cells (associated with each watched company for each IC):

- Incorporated cell number
- Incorporated cell name

Office opening hours & contact details

If you need any more information please contact the Registry:

Opening hours for telephone enquiries: Mon-Fri 9:30am - 5pm (10am - 5pm on Wednesdays)

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