

Voluntary Strike Off – Company Online Submission

Please note: For information about the requirements regarding the voluntary strike off process, please see the separate guidance note '<u>Voluntary strike off process</u>'.

What will I need in order to make the application online?

- Company registration number
- Entity PIN
- Declaration of Compliance (click here for a template)
- Email address and password to log on to the online services portal

Online Services Portal

If you have not used the online services portal on <u>www.greg.gg</u> before, please read our '<u>Introduction to the online services portal</u>' guidance note for more information on how to register with and use the portal.

If you have used the portal before please continue with the steps below.

Log into the online services portal on greg.gg

On the create submission page select the 'Voluntary Strike Off - Company' submission. This will then open the form in a new window.

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The system will display a brief user guide about the process. Click 'Next Page' to advance. /

Voluntary Strike Off – Company Form	
Progress Tracker	
Start Page	Voluntary Strike Off – Company Start Page
Company Details	/
Presenter Details	User Guide
Summary Page	Section 357 to 364 of the Companies (Guernsey) Law, 2008 set out the circumstances where a company day apply to the Registrar for a voluntary strike off. The application must be
Payment Page	made by the Directors of a company for and on behalf of that company. The Directors must certify that within the last 3 months:
uccessful Confirmation	a. the company has not changed its name b. has not traded or carried on business c. has not disposed of property or rights, or d. engaged in any other activity except those necessary for concluding the affairs of the company.
	The Directors must also certify, inter alia, that the company is not prevented from making as application for voluntary strike off by reason of any of the circumstances contained in section 359 (proceedings connected with insolvency). The Directors must also certify that they have in all other respects complied with the provisions of the Law with regard to voluntary strike offs. The Registrar will rely on that declaration and is not obliged to enquire further. It is criminal offence to file a false, misleading or deceptive declaration punishable by a fine of up t £10,000.
	Once the application has been filed the Registrar shall publish the fact that the company has applied for a voluntary strike off for a period of 2 months. During that period the company must notify the Registrar immediately if there is any change to its circumstances such that it no longer satisfies the requirements for a voluntary strike off.
	If you have any queries please contact the Guernsey Registry at <u>enquiries@greenseyregistry.com</u>
	Next Page

Enter the company registration number and click 'Verify Detail'.

The company name will appear. Click 'Upload File' to upload your Declaration of Compliance:

	Guernsey Registry
	Voluntary Strike Off Form
Progress Tracker	
Start Page	Company Detail
Company Details	
Presenter Details	Previous Page
Summary Page	
Payment Page	Company Detail
Successful Confirmation	Company Registered Number* Change
	Company Name
	Upload Declaration of Compliance
	Update File* Declaration of Compliance - Voluntary Strike Off
	No file uploaded
	Previous Page Save Next Page

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On the 'Upload File' page you will need to click 'Browse', then locate the scanned declaration of compliance on your computer. The document must be scanned and saved as a PDF file. When you have selected the document, press 'Upload'.

Guernsey Registry®			
Upload File			
Please enter the file to be uploaded in the box below or press the Browse button to navigate to the file. Then press the Upload button. The maximum file size is 3MB.			
Important: Please ensure that the file you would like to upload is in one of the following formats			
If upload a submission document, Formats: .PDF If upload an trade mark image, Format: .JPG			
File name Browse			
Upload Cancel			
Press Upload to upload the file, Cancel to return			

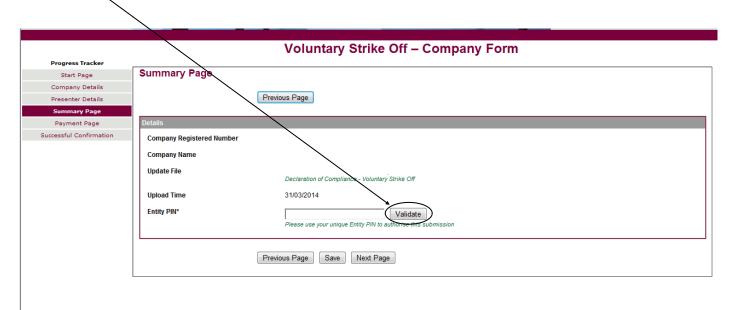
After clicking 'Upload' you will be returned to the previous page. Click 'Next Page' to advance to the presenter details page:

	Voluntary Strike Off Form
Progress Tracker	
Start Page	Presenter Details
Company Details	
Presenter Details	Previous Page
Summary Page	
Payment Page	Presenter Details
Successful Confirmation	Name
	Email Address
	Email Aduless
	Presenter Group
	Address
	Postcode
	Previous Page Save Next Page

This page summarises your presenter details—click 'Next Page' to continue to the summary page.

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The summary page will be displayed. You will need to enter the Entity PIN of the company, then press 'Validate'. The system will then allow you to continue to the next page.



You can then proceed to the next page and click submit, following which you can then print a copy of the summary as confirmation.

Note: There is no fee related to a voluntary strike off submission.

For further information regarding to what happens next, please refer to the '<u>Voluntary strike off</u> <u>process</u>' guidance note.

This guidance note is not intended to be definitive legal advice and should not be relied upon as such.

The interpretation of the Companies (Guernsey) Law, 2008 is a matter on which the Guernsey Registry cannot advise and companies need to form their own view on compliance with the legislation.

Independent legal advice is advised where there is any uncertainty.

Last Updated: October 2021