

Add / Remove Company Directors Submission

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

- Company Registered number/ Person ID, information and Entity Pin
- Email address and password to log onto the online services portal

Online Services Portal

If you have not used the online services portal on www.greg.gg before, please read our Introduction to the online service portal 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.

How do I submit the submission?

You will first need to log into the online services portal on www.greg.gg and select 'create submission' from the list on the left hand side.

This will then show the create submission page where you will need to select the 'Add / Remove Company Directors' submission type.

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.

This will then open the first page of the submission in a new window as below:

Guernsey Registry

Add/Remove Company Directors Form

Progress Tracker

- Start Page
- Company Details
- Add Directors
- Remove Directors
- Presenter Details
- Summary Page
- Payment Page
- Successful Confirmation

Add/Remove Company Directors Form Start Page

User Guide

All Guernsey companies must have at least one Director. The position of Director is one of great responsibility and the Director may be exposed to personal liability for his or her actions.

- Section 137 of the Companies (Guernsey) Law, 2008 determines a person's eligibility to become a company director. A person is only eligible if:
 - a) He or she is not a minor
 - b) He or she has not been disqualified under the Companies (Guernsey) Law, 2008 or the Companies (Guernsey) Law, 1994
 - c) He has not been found disqualified from being a Director by a court of competent jurisdiction outside Guernsey

Directors will be required to certify that they are eligible to be added as a Director and making a false, deceptive or misleading declaration is an offence.

If you have any queries please contact the Guernsey Registry at enquiries@guernseyregistry.com

Next Page

You will then need to click 'next page'.

This will then bring up a page which asks for more details of the submission.

Guernsey Registry

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Company Details

Previous Page

Company Details

Company Registered Number* **Verify Detail**

Date of Changes*

* Note all changes must be effective as at the above date

Previous Page **Save** **Next Page**

First you will need to enter the company number and press 'verify detail' to confirm the company details.

The system will then show you the details of the company underneath, as below.

You will then need to enter the date on which the change of director became effective using the calendar.

Guernsey Registry

Add/Remove Company Directors Form

Progress Tracker

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Company Details

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Change

Company Details

Company has been verified
Company Registered Number*

Company Name

Registered Address

Company Status

Date of Changes* 30/07/2015

* Note all changes must be effective as at the above date

Previous Page Save Next Page

You can then click 'next page'.

The add directors page will then come up. If your not adding a director you will need to just click next page, for guidance on this see page 7.

Adding a new director:

If you are adding a new director you will first need to choose a director type from the drop down menu.

Guernsey Registry

Add/Remove Company Directors Form

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Add Directors

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Add New Director

Director Type* Please select

No records to display

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The director type can be either:

- Corporate Director-this is a Guernsey registered company which will be a director of the company you have already added the details of. When adding this type of director you will need to use its Guernsey entity registered number.
- Overseas Corporate Director-this is a company which is registered in another jurisdiction who has registered as a director with us. **Note:** when adding this type of director you will need the director number the Registry has issued for the overseas corporate director and not its registered number in another jurisdiction.
- Individual Registered Person-This is a person resident in Guernsey or overseas who has registered as a director with us and has been issued a person number.

Note: This guidance note gives the example of adding an individual registered person as a director to a company. All three director types are similar and ask for the same type of information.

Once you have selected the director type you will need to complete the information in the boxes provided.

If the director is going to be an alternate director you will need to tick the box.

Note: an overseas corporate director can not be appointed as an alternate director.

The screenshot displays the 'Guernsey Registry' logo at the top. Below it is the title 'Add/Remove Company Directors Form'. On the left is a 'Progress Tracker' with links: Start Page, Company Details, Add Directors (highlighted), Remove Directors, Presenter Details, Summary Page, Payment Page, and Successful Confirmation. The main form area is titled 'Add Directors' and includes a 'Previous Page' button. Below this is the 'Add New Director' section. It contains a 'Director Type*' dropdown menu set to 'Individual Registered Person'. Below that is an 'Alternate Director' checkbox, which is checked. A note below the checkbox states: 'By ticking this checkbox, this director will be appointed as alternate director. Notice: An overseas corporate director can NOT be appointed as an alternate director.' Below the checkbox are input fields for 'Person ID*', 'Person Surname*', and 'Person DOB*' (with a date format 'dd/MM/yyyy'). A 'Validate' button is located below the DOB field. At the bottom of the form are 'Previous Page', 'Save', and 'Next Page' buttons. Two red arrows originate from the 'Validate' button: one points to the 'Individual Registered Person' dropdown, and the other points to the 'Validate' button itself.

Once you have completed all of the relevant information you will then need to click the 'validate' button.

This will then confirm the directors full name underneath and you will need to select a service address type from the drop down menu.

Guernsey Registry

Add/Remove Company Directors Form

Progress Tracker

- Start Page
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- Add Directors**
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Add Directors

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Add New Director

Director Type* Individual Registered Person

Alternate Director ☐
By ticking this checkbox, this director will be appointed as alternate director.
 Notice: An overseas corporate director can NOT be appointed as an alternate director.

Person ID*

Person Surname*

Person DOB* dd/MM/yyyy

The director is valid

[Validate](#)

Person Name

Service Address Type* Please select

No records to display

[Previous Page](#) [Save](#) [Next Page](#)

The service address type can be:

- Company registered office –this is the registered office of the company you are adding the director to.
- Person address–this is the address of the individual registered person as held on our register
- New Service Address–this is any address which you will need to fill in.

Note: If you select Company Registered office or person address these should automatically change if their addresses are ever changed on our system. However, the new service address will only change if you change it by submitting a change service address submission.

Once you have selected the service address the system will bring up the option to add an email address, if required, and if the director is going to be resident agent you can tick the box.

Guernsey Registry

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Add Directors

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Add New Director

Director Type*

Alternate Director ☐

By ticking this checkbox, this director will be appointed as alternate director.
Notice: An overseas corporate director can NOT be appointed as an alternate director.

Person ID*

Person Surname*

Person DOB*

[Validate](#)

Person Name

Service Address Type*

Service Address

Email Address

Director Resident Agent ☐

[Add Director](#)

No records to display

[Previous Page](#) [Save](#) [Next Page](#)

You will then need to click the 'add director' button. This will then add the director to a table underneath, as below, and if required you can add more directors by following the same process.

Guernsey Registry

Add/Remove Company Directors Form

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Add Directors

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Add New Director

Director Type*

Alternate Director ☐

By ticking this checkbox, this director will be appointed as alternate director.
Notice: An overseas corporate director can NOT be appointed as an alternate director.

Director has been added

[Add Director](#)

Displaying 1...1 of 1 records

Edit	Director Type	Name	Address	Email	Resident Agent	Alternate Director	Delete
	PERSON				N	N	

[Previous Page](#) [Save](#) [Next Page](#)

Once you have added all of the required directors you will then need to click 'next page'.

This will then bring up the remove directors page. If you are not removing a director you will need to just click 'next page'.

Removing a director:

If you are removing a director you will need to select a director to be removed from the drop down menu.

Guernsey Registry

Add/Remove Company Directors Form

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Remove Directors

Previous Page

Add Director to be Removed

Current Directors: (Please select) Add

No records to display

Previous Page Save Next Page

Note: if you remove a director who is also resident agent they will automatically be removed as resident agent.

Once you have selected the director to be removed you will need to click the 'add' button. This will then add the director to a table underneath, as below, you can then, if required, add more directors to this to be removed.

Guernsey Registry

Add/Remove Company Directors Form

Progress Tracker

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Remove Directors

Previous Page

Add Director to be Removed

Director to be removed has been added to the table

Current Directors: (Please select) Add

Displaying 1...1 of 1 records

Name	Service address	Alternate Director	Delete
		N	

Previous Page Save (Next Page)

Once you have added all of the directors to be removed you will then need to click 'next page'.

The next page will be the presenter details page where you can click 'next page'.

Guernsey Registry

Add/Remove Company Directors Form

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Presenter Details

Previous Page

Presenter Details

Name

Email Address

Presenter Group

Address

Postcode

Previous Page Save Next Page

This will then show a summary page where you will need to confirm the Entity pin number in the box and click 'validate'. If the pin number is correct the box will disappear and will be replaced with * symbols. If the pin number is incorrect the following message will appear in red: 'The entered company number and PIN do not match'

Guernsey Registry

Add/Remove Company Directors Form

Progress Tracker

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Summary Page

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Company Details

Company Registered Number

Company Name

Date of Changes 30/07/2015

Entity PIN* Validate

Please use your unique Entity PIN to authorise this admission

Director to be added to Company

Displaying 1...1 of 1 records

Director Type	Name	Address	Resident Agent	Alternate Director
PERSON			N	N

☐ The director to be added has, in accordance with section 138:

(i) Given his written consent to being a director, and

(ii) Made a written declaration that he is not ineligible under section 137 to be a director.

Please note: the Registrar may at any time request a copy of that written consent and written declaration and the copy shall be provided by the company to the Registrar within a period of 14 days immediately following the day of the request.

Director to be Removed

Displaying 1...1 of 1 records

Name	Service address	Alternate Director
		N

The following director you have removed is also the resident agent of this company and therefore their resident agent relationship will also be removed. Section 484 of the Law requires all companies to have a resident agent - removal of this director may result in the company not complying with the Law. For further information please email enquiries@guernseyregistry.com.

☐ I declare that the contents of the form are correct and I have authority to file on behalf of company

Previous Page Save Next Page

If you are adding a new director you will need to tick the box to confirm the director has met the requirements listed.

If you are removing a director you will need to tick the box to confirm the declaration.

You will then need to click 'next page'.

Making payment:

The payment page which then shows up will display the total cost of the submission, which for this submission is £10.00, and the payment method options. If this has not been submitted within 14 days of the director being appointed late fees will be charged. Details of the late fees can be found on the fee schedule [here](#).

The two options for payment are an account or by credit card.

You will then need to select which payment method you would like to use by clicking the relevant circle next to the options.

Guernsey Registry

Add/Remove Company Directors Form

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Payment

Previous Page

Transaction Summary

Item Description	Item Cost
Add/Remove Company Directors	£ 10
Total:	£ 10

Payment Method

Payment Method* ☒ Pre-Registered Account ☐ Credit Card

Select Account to Debit*

Presenter Reference

Previous Page **Pay & Submit** Print Draft PDF

If you are paying by account this will then bring up a drop down menu where you will need to select the account you would like it allocated to.

Once you have selected the payment type the optional reference box will come up.

Once you have either selected the account or chosen the credit card option you will need to click the 'Pay & Submit'.

If you have selected account:

- This will then submit the submission through to the Registry.
- The system will show a submission received confirmation page and give you submission and transaction numbers, as below.
- You will be emailed a receipt.
- You can also print a copy of the submission by clicking the 'View summary pdf'.

Submission Received

Submission Received

Your Submission has been successfully filed with the Registry.

Please keep a record of your unique Form Submission Number:

Submission Number:

Please keep a record of your unique Payment Transaction Number:

Payment Transaction Number:

for future correspondence in relation to this submission.

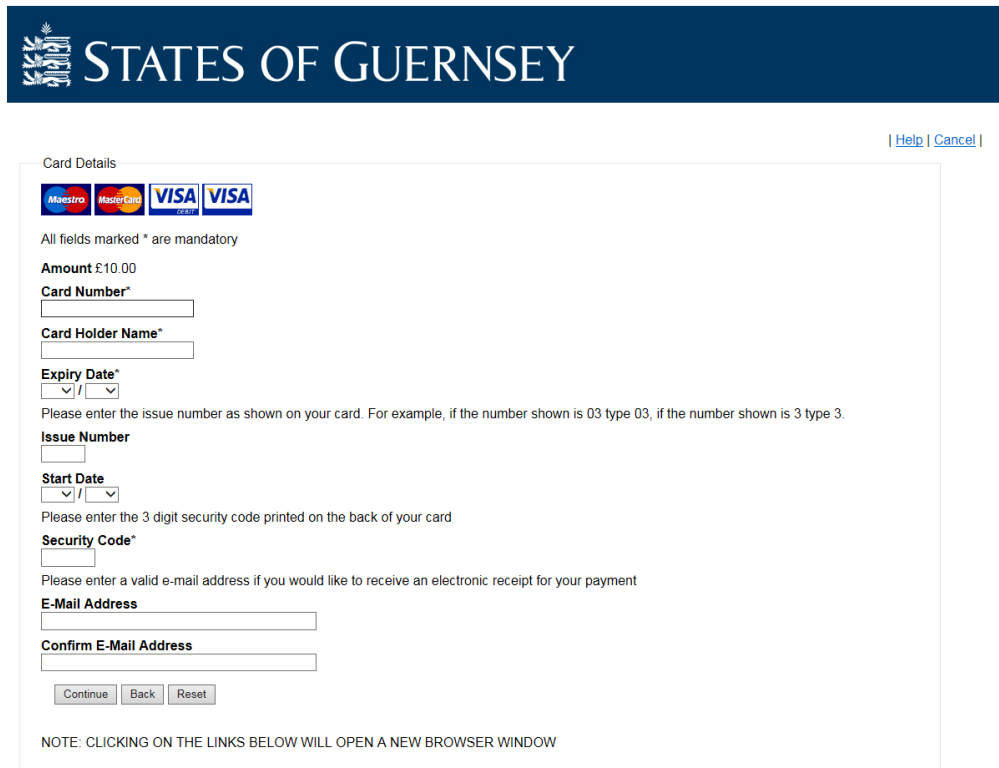
You can track this submission in your presenter portal workspace.

A PDF record of this submission can be saved/printed by clicking the "View PDF" link below.

View Summary PDF

If you have selected credit card:

- This will then bring up a card details page which you will need to complete as below:



The screenshot shows the 'Card Details' form on the States of Guernsey website. At the top is the Guernsey coat of arms and the text 'STATES OF GUERNSEY'. Below this are logos for Maestro, MasterCard, and VISA. The form includes the following fields and instructions:

- Amount** £10.00
- Card Number*** (text input)
- Card Holder Name*** (text input)
- Expiry Date*** (dropdown menu for month and year)
- Instruction: Please enter the issue number as shown on your card. For example, if the number shown is 03 type 03, if the number shown is 3 type 3.
- Issue Number** (text input)
- Start Date** (dropdown menu for month and year)
- Instruction: Please enter the 3 digit security code printed on the back of your card
- Security Code*** (text input)
- Instruction: Please enter a valid e-mail address if you would like to receive an electronic receipt for your payment
- E-Mail Address** (text input)
- Confirm E-Mail Address** (text input)
- Buttons: Continue, Back, Reset
- NOTE: CLICKING ON THE LINKS BELOW WILL OPEN A NEW BROWSER WINDOW

- Once you have entered all of your details you will then need to click 'continue'.
- A summary page will then appear and you will need to scroll down and click 'make payment'.
- The system will then process the payment through your bank, at this point you may have to answer your bank security questions.
- Once your payment is processed the submission will be submitted through to the Registry.
- The system will show a submission received confirmation page and give you submission and transaction numbers, as with paying by account.
- You will be emailed a receipt.
- You can again print a copy of the submission by clicking the 'View summary pdf'.

If you need any more information please contact the Registry.

Our office opening hours and contact details can be found through the 'contact' section of our website here: <http://www.guernseyregistry.com/contact>