

Annual Validation Amendment - Company

What is an Annual Validation?

Every year, before the 31st of January, every company incorporated under the Companies (Guernsey) Law, 2008 on or before the 1st of December of the previous year must submit an annual validation with the Guernsey Registry.

Any company that fails to submit an annual validation or knowingly supplies false information in their annual validation submission is guilty of an offence and is liable to be struck from the register.

For more information regarding Annual Validation, see the 'Annual Validation' guidance note.

What is an Annual Validation Amendment?

If after submitting an Annual Validation you wish to make any amendments to the details originally submitted, it is possible to file an Annual Validation Amendment to change the details of your original submission.

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

- Email address and password to log on to the online services portal
- Company registered number
- Entity PIN (if not filing as a corporate service provider or regulated presenter)
- Method of payment
 - Credit or debit card
 - Registry account
 - Cheque

Please note:

- If the change to be made is in relation to directorships/registered office address, these changes **cannot** be made on the Annual Validation Amendment form itself; you must make the changes using the relevant submission form. In order for these changes to show up on the Annual Validation amendment, the effective dates of any changes must be on or before 31st December.

Online Service Portal

If you have not used the online service 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.

Log into the online service portal on greg.gg

On the create submission page select the 'Annual Validation Amendment' submission type. This will then open the form in a new window.

The system will display the start page. Click 'Next Page' to advance.

The screenshot shows the 'Annual Validation Amendment – Company Form' start page. The header includes the Guernsey Registry logo and the title 'Annual Validation Amendment – Company Form'. On the left, there is a 'Progress Tracker' with the following steps: 'Start Page' (highlighted), 'Company Details', 'Presenter Details', 'Payment Page', and 'Successful Confirmation'. The main content area is titled 'Annual Validation Amendment – Company Start Page' and contains a 'User Guide' section with the text: 'If you have any queries please contact the Guernsey Registry at enquiries@guernseyregistry.com'. At the bottom of the main content area, there is a 'Next Page' button, which is circled and pointed to by a line from the text above.

Enter your company registered number and entity PIN, then click 'Verify Detail'.

Progress Tracker

Start Page

Company Details

Presenter Details

Payment Page

Successful Confirmation

Annual Validation Amendment – Company Form

Previous Page

Company Registered Number

The Year for this Annual Validation2013

Company Registered Number*

Registered Entity PIN*

Please use your unique Registered Entity PIN to authorise this submission

Verify Detail

Previous Page

Save

Next Page

The system will display company details as of 31st December in the year of the Annual Validation.

Company Details

Register Description*

Guernsey Registered Company

Company Name*

Company Classification*

Non Regulated Companies - Local Individual Director as Resident Agent

Company Status*

Normal

Company Type*

Non Cellular Company

Company Liability Type*

Limited by Shares

Economic Activity

Address

Email Address

Has an AGM waiver resolution, as per section 201 of the Companies (Guernsey) Law, 2008 been passed and delivered to the Registry? Y/N

Waive AGMs

N

Has an Audit waiver resolution, as per section 256 of the Companies (Guernsey) Law, 2008 been passed and delivered to the Registry? Y/N

N.B. For the purposes of this year's annual validation, the Registry has assumed that all audit waiver resolutions received between 1 October 2012 and 31 October 2013 were for an indefinite period. Audit waiver resolutions received between 1 November 2013 and 31 December 2013 will identify the period. Should the indicator on this form not be correct, please contact the Registry so that an amendment can be made prior to re-drafting and submission of the annual validation.

Audit Exempt Indefinite

Y

Audit Exempt Annual

N

The company must advise whether or not it is resident agent exempt, as per section 483 of the Companies (Guernsey) Law, 2008.

This only applies to the following companies:

Those listed on a recognised stock exchange, and subsidiaries of companies listed on a recognised stock exchange;

GFSC Supervised Companies;

Open-Ended Investment Companies;

Closed-Ended Investment Companies.

Resident Agent Exempt

N

Company Directors and Resident Agent

The table contains all the Director information of the company

Displaying 1...2 of 2 records

Director Type	Director Name	Service Address	Alternate Director
PERSON			N
PERSON			N

The table contains all the Resident Agent information of the company

Displaying 1...1 of 1 records

Reg. Number	Name

DECLARATIONS

Declarations*

☐

By ticking this box you certify that:

You are a Director or Secretary of the Company, authorised to sign this declaration, or are a Corporate Services Provider acting under the authority of the Director or Secretary of the Company in accordance with the terms and conditions of that authority;

And

- 1. the company's register of Directors has been maintained at its registered office in accordance with section 143 of the Law,*
- 2. the company has notified any changes of the information held under section 143 to the Registrar of Companies,*
- 3. if the address of the Director is a service address that you have notified the Registrar of the directors usual residential address to the Registrar in accordance with section 148 of the Law,*
- 4. the company's register of members is available at its registered office and has been maintained in accordance with section 123 of the Law,*
- 5. unless exempt the company has appointed a resident agent and notified the Registrar of the particulars of the resident agent under section 485 of the Law,*
- 6. in filing this annual validation you have taken all necessary steps to comply with the Law and certify that the contents of the annual validation are correct.*

Making a declaration that is false or misleading in a material particular is a criminal offence punishable by a fine of £10,000.

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Next Page

You will need to read the declaration and tick the box to certify.

Once you have ticked the box, click 'Next Page' to continue.

The next page summarises your presenter details—click 'Next Page' to continue to the payment page.

Progress Tracker

Start Page

Company Details

Presenter Details

Payment Page

Successful Confirmation

Annual Validation Amendment – Company Form

Presenter Details

Previous Page

Presenter Details

Name

Email Address

Presenter Group

Address

Postcode

Previous Page

Save

Next Page

Select 'Pre-Registered Account' if you have an account with the Registry, 'Credit Card' to pay by credit or debit card, or 'Cheque' Click 'Submit'. The presenter reference may be left blank or a personal reference entered.

After selecting pay and submit, if you are paying using a card you will be asked to fill in your card details. After completing this page you will be sent a submission number and an email receipt.

If you select pay with account you will be sent a submission number and email receipt.

When paying by cheque, the submission number will be displayed. This should be written on the back of the cheque and sent to us within 7 days of the submission being made.

Guernsey Registry

Annual Validation Amendment

Progress Tracker

- Start Page
- Company Details
- Presenter Details
- Payment Page**
- Successful Confirmation

Payment

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Item Description	Item Cost
Annual Validation Amendment	£ 10
Total: £ 10	

Payment Method

Payment Method* ☐ Pre-Registered Account ☐ Credit Card ☒ Cheque

Payment by cheque must be received by the Guernsey Registry Office in no less than 7 days. Failure to make payment within this time will lead to the rejection of the submission.

Presenter Reference

[Previous](#) [Submit](#)

The purpose of this guidance note is to provide a prompt for directors on certain issues that should be considered with regard to Annual Validation Amendment submissions.

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.