

## Person/Director Registration

**All** entity directors/officials must complete a registration form in order to be provided with a unique identity number.

In many cases, person/director registration is carried out by Corporate Service Providers (CSPs), however, entity directors/officials are more than welcome to visit the Guernsey Registry offices in order to complete the application themselves.

In order to register, you will need to call into the office with the following:

- A completed application form
- A valid form of identification e.g. passport or driving license.

The photographic identification will be scanned and the form taken for processing.

If you wish to send in the application by post then you will need to send a certified copy of the form of identification—this should be certified by an Advocate, Doctor, Accountant or similar professional.

Once the application has been processed, the director/official will be issued with a unique number and a Person/Director Certificate is generated and sent to the address provided.

If you have ticked the box on the application form to request an electronic pin, this will be sent to the address provided separately to the certificate. (This pin will allow persons/directors to make certain submissions using the online services portal—see separate guidance).

**PLEASE NOTE:** REGISTERING AS A PERSON/DIRECTOR **DOES NOT** AUTOMATICALLY LINK YOU AS A PERSON/DIRECTOR TO A SPECIFIC ENTITY. THIS NEEDS TO BE DONE **AFTER** THE REGISTRATION PROCESS. Please call the office for further information—+44 1481 743800 or email [enquiries@guernseyregistry.com](mailto:enquiries@guernseyregistry.com).