

My Registry Relationships

Companies registered in Guernsey must comply with the requirements of the Companies (Guernsey) Law, 2008.

The purpose of this guidance note is to take the user step by step through finding their Registry relationships using the Registry on-line services portal.

What will I need in order to use this tool?

- Email address and password to log onto the online services portal
- Person Identification Number
- Person PIN

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.

Go to 'My Profile'

Guernsey Registry

You are logged in as: [Logout](#)

[HOME](#) | [COMPANY SEARCH](#) | [FOUNDATION SEARCH](#) | [IMAGE RIGHT SEARCH](#) | [LIMITED LIABILITY PARTNERSHIP SEARCH](#) | [LIMITED PARTNERSHIP SEARCH](#) | [NPO/CHARITY SEARCH](#) | [PATENT SEARCH](#) | [REGISTERED DESIGNS](#) | [RESERVED NAME SEARCH](#) | [TRADE MARK SEARCH](#) | [LEGISLATION](#) | [CONTACT US](#)

Online Services Portal Overview

Online services portal user

Once you have been registered as a user for the online services portal you will be able to make a number of electronic submissions. However, you will require either a Registered Entity PIN or Registered Person PIN to make these submissions.

Registered Person/Entity PINs are requested by going to 'create submission' and clicking on **Registered Person (Director, Guardian, Councillor) PIN** or **Entity PIN Request**.

Registered Entity PINs are requested and allocated to Registered Entities.

They are used to authenticate submissions filed by an Entity (e.g. a company). The PIN will need to be used in conjunction with the Registered Entity's registration number.

The PIN is used by the entity when making on-line submissions where the onus is on the entity to submit.

A Registered Entity PIN can also be issued to overseas registered entities that will be acting as corporate directors to Guernsey registered entities.

The PIN will be delivered, by post, to the entity's registered office address.

It is recommended that the PIN is held by the company secretary or person/s responsible for making the filings on behalf of an entity.

Registered Person PINs are requested by entity officials and are to be used when individuals need to update their personal details held by the Guernsey Registry.

The PIN will need to be used in conjunction with the Registered Persons 6 digit ID number.

The PIN will be delivered, by post, to the registered person's residential address as recorded at the Guernsey Registry.

Home > My Profile

Enter your 'Person Number' (formerly know as 'Director Number') and 'Person' PIN

Guernsey Registry

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My Profile

Name

Phone

Email Address

[Change Password](#)

[Save](#)

My Registry Relationships

Person Number

Person PIN

[Verify Detail](#)

If you have forgotten your person number or person pin please contact the registry - enquiries@guernseyregistry.com

Home > My Profile

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Click 'Verify Detail'

Guernsey Registry

You are logged in as: [Logout](#)

HOME | COMPANY SEARCH | FOUNDATION SEARCH | IMAGE RIGHT SEARCH | LIMITED LIABILITY PARTNERSHIP SEARCH | LIMITED PARTNERSHIP SEARCH
NPO/CHARITY SEARCH | PATENT SEARCH | REGISTERED DESIGNS | RESERVED NAME SEARCH | TRADE MARK SEARCH | LEGISLATION | CONTACT US

Home > My Profile

My Profile

Name

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[Change Password](#)

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My Registry Relationships

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Click Verify Detail

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This screen will display your person details.

Guernsey Registry

You are logged in as: [Logout](#)

HOME | COMPANY SEARCH | FOUNDATION SEARCH | IMAGE RIGHT SEARCH | LIMITED LIABILITY PARTNERSHIP SEARCH | LIMITED PARTNERSHIP SEARCH
NPO/CHARITY SEARCH | PATENT SEARCH | REGISTERED DESIGNS | RESERVED NAME SEARCH | TRADE MARK SEARCH | LEGISLATION | CONTACT US

My Registry relationships

Person Details

ID Number:

Name:

Former Name:

Occupation:

Date Of Birth:

Telephone Number:

Email Address:

Residential Address:

Place of Residence:

[Amend Person Details](#)

Your details will be displayed here.

If your details are incorrect please click here to change. This will open the 'Change Personal Details' submission

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Relationships held will show your current and past relationships.

The screenshot shows the Guernsey Registry website. The top navigation bar includes links for HOME, COMPANY SEARCH, FOUNDATION SEARCH, IMAGE RIGHT SEARCH, LIMITED LIABILITY PARTNERSHIP SEARCH, LIMITED PARTNERSHIP SEARCH, NPO/CHARITY SEARCH, PATENT SEARCH, REGISTERED DESIGNS, RESERVED NAME SEARCH, TRADE MARK SEARCH, LEGISLATION, and CONTACT US. The user is logged in as 'You are logged in as: [Name]' with a Logout link.

The main content area is titled 'My Registry relationships'. It has two tabs: 'Person Details' and 'Relationships Held'. The 'Relationships Held' tab is active. Below the tabs, there is a text box stating: 'The relationships held by Your name and number here are shown below.' To the right of this text is an 'Export' button. Below the text is a table with the following columns: Relationship Type, Reg No, Company Name, Date From, and Date To. The table is currently empty. Below the table, it says 'Displaying 1-5 of 673 records.' and 'Page 1 of 135'. At the bottom of the page, there is a footer with contact information and a logo for 'COMMERCE AND EMPLOYMENT'.

My Registry relationships

Person Details Relationships Held Export Type: ☒ Excel ☐ CSV

The relationships held by Your name and number here are shown below. Export

Show 5 records per page

| Relationship Type | Reg No | Company Name | Date From | Date To |
|-------------------|--------|--------------|-----------|---------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Displaying 1-5 of 673 records. Page 1 of 135

If you believe that any of the above relationships are incorrect you can make the necessary changes by clicking on the 'Change relationships' button. In order to make any changes you will need to have the Entity PIN. If you do not have the necessary PIN please contact the Registry at enquiries@guernseyregistry.com or call +44 1481 743800.

Change relationships

Your relationships will be displayed here.

To export your details, click export.

This screenshot is identical to the previous one, showing the 'My Registry relationships' page. The callout box now points to the 'Export' button and the 'Export Type' radio buttons, with the text: 'Select your file type and click export.'

My Registry relationships

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Change relationships

Select your file type and click export.

To remove or add yourself to a company click 'Change Relationships'

The screenshot shows the Guernsey Registry website. The header includes the Guernsey Registry logo and a navigation menu with links like HOME, COMPANY SEARCH, FOUNDATION SEARCH, etc. The user is logged in, as indicated by 'You are logged in as:'. The main content area is titled 'My Registry relationships' and contains a sub-section 'Person Details' and 'Relationships Held'. There is an 'Export' button and a table showing relationships. The table has columns: Relationship Type, Reg No, Company Name, Date From, and Date To. Below the table, it says 'Displaying 1-5 of 673 records.' and 'Page 1 of 135'. A callout box points to the 'Change relationships' button with the text: 'This will open 'Add/Remove Company Directors' submission'.

Related Guidance Notes

Change Personal Details

<http://guernseyregistry.com/CHttpHandler.ashx?id=2097&p=0>

Add/Remove Company Directors

<http://guernseyregistry.com/CHttpHandler.ashx?id=2150&p=0>