

Guernsey Finance Funding - How to make a submission

Guernsey Finance Levy submissions need to be made by all GFSC licenced entities during January every year (unless the entity has previously filed a 'nil' return).

The submission records the number of full time employees (FTE) of each licenced entity and calculates the fee payable under the Guernsey Finance LBG (Levy) (Guernsey) Law, 2010.

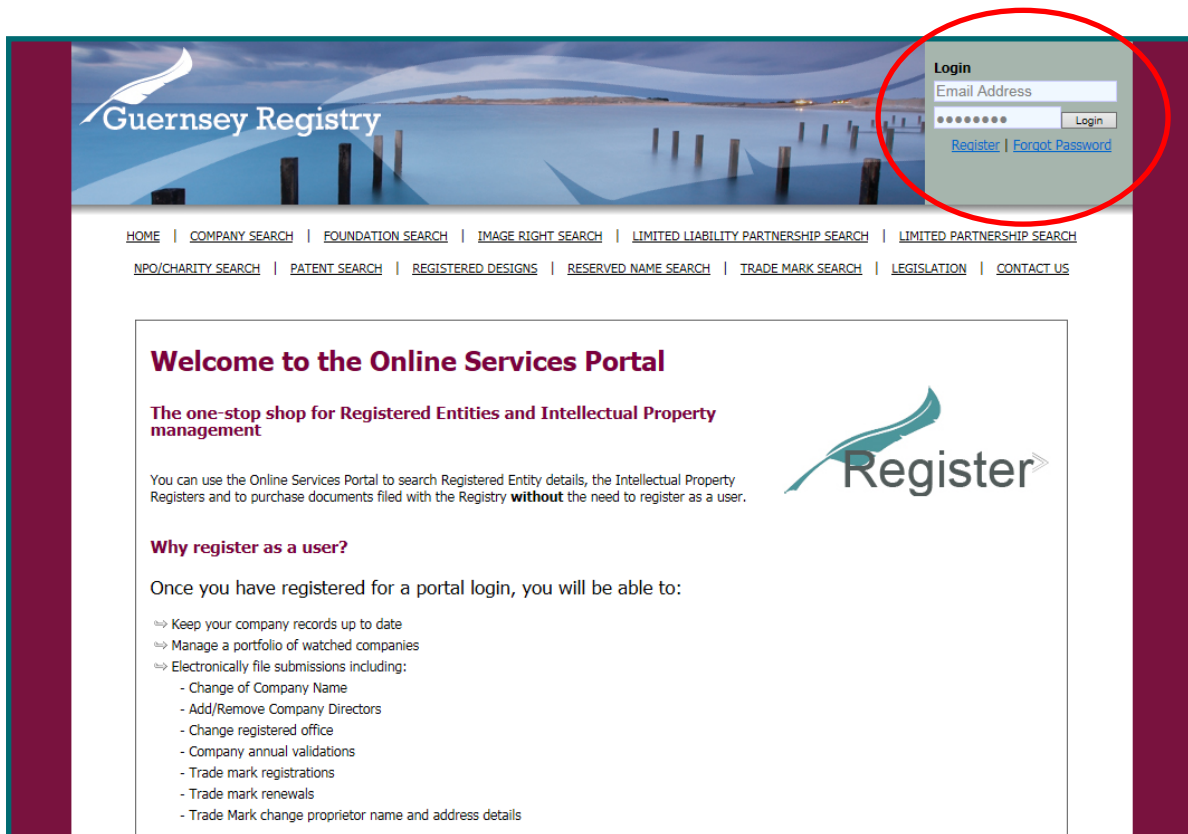
Further information is available on the [Guernsey Finance Funding FAQs here](#).

Logging into the system

All Guernsey Finance Levy submissions are made online at www.greg.gg.

If you do not already have an online account, information on how to register is available here: [Introduction to the Online Services Portal](#).

Enter your email address and password on the top right of the page to log in:



The screenshot shows the Guernsey Registry website. The header features the Guernsey Registry logo and a navigation menu with links: 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 main content area is titled "Welcome to the Online Services Portal" and describes it as "The one-stop shop for Registered Entities and Intellectual Property management". It includes a "Why register as a user?" section with a list of benefits: Keep your company records up to date, Manage a portfolio of watched companies, and Electronically file submissions including: Change of Company Name, Add/Remove Company Directors, Change registered office, Company annual validations, Trade mark registrations, Trade mark renewals, and Trade Mark change proprietor name and address details. A "Register" button is visible on the right. A red circle highlights the login form in the top right corner, which includes fields for Email Address and Password, a Login button, and links for Register and Forgot Password.

When you have logged in, select 'Create Submission' from the left side of the page, then select 'Guernsey Finance Levy' to open the form.

Create Submission

Below are the list of forms available for you. Click on the form name to start filing.

Entity Submissions	Intellectual Property Submissions
Add/Remove Company Directors ?	Change Proprietor Name and Address ?
Add/Remove Company Resident Agent ?	Trade Mark Registration / Supported Registration ?
Annual Validation - Company ?	Trade Mark Renewal ?
Annual Validation Amendment - Company ?	
Change Company Details ?	
Change Company Name ?	
Change Company Registered Office Address ?	
Change Personal Details (Director, Guardian, Councillor) ?	
Change Service Address for a Director ?	
Company Incorporation ?	
General Rectification - Company ?	
Guernsey Finance Levy ?	
Register Entity Officials (Director, Guardian, Councillor) ?	
Registered Office Not Effective - Company ?	
Registered Person (Director, Guardian, Councillor) PIN or Entity PIN request ?	
Reserve Name - Company ?	
Resolution Filings - Company ?	
Voluntary Strike Off - Company ?	
Voluntary Wind Up - Company ?	

Completing the submission form

The submission form will display some guidance text.

Click 'Next Page' to continue:

Guernsey Registry

Finance Levy Submission Form

Progress Tracker

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- Presenter Details
- Summary Page
- Payment Page
- Successful Confirmation

Finance Levy Submission Form Start Page

User Guide

In order to continue to file a submission for the Guernsey Finance Funding Levy you will need to have the following:

1. calculated your FTE for the licensed entity;
2. the Registry GFF reference for the licensed entity;
3. a chosen means of payment - cheque, debit/credit card, account. (please contact the Registry to increase your account credit limit if you wish to select the account option).

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

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Enter the GFF reference number provided to you by the Registry and select 'Verify Detail'.

New licensees will receive the number by post during December, existing licensees will need to use the same number they used in previous years. Please contact the Registry if you do not know your GFF reference number.

If you have not filed a submission for this licensee before, the system will ask you for the licensee type and their registration number. If a submission has been filed in a previous year, [go to page 4](#).

- If the licensee is a Guernsey registered company, select 'Corporate Licensee' and enter their company registration number
- If the licensee is a non-Guernsey registered entity select 'Overseas Corporate Licensee' and enter their director number. Overseas corporate licensees need to be registered with the Registry before the submission can be made.
- If the licensee is a Guernsey registered limited partnership, select 'Limited Partnerships' and enter the LP registration number
- If the licensee is an individual, select 'Personal Fiduciary Licence' and enter their person ID number, surname and date of birth.

When you have entered the relevant information, select 'Validate' and choose the service address type (either 'licensee address' or 'new service address').

When you have entered the required details you will then be asked for the number of Full-time Employees (FTE) as at 31 December in the previous year.

Information on how to calculate the correct number of FTE for the purposes of the submission is available here: [Guernsey Finance Funding - Frequently Asked Questions](#).

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Licence Registered Number

Registry GFF Ref*

Change

Licence Type

Licensee

Licence Status

Active

Licence Registration Date

Registry Data Validation

Licensee Type*

Corporate Licensee

Entity Registered Number*

Validate

Licensee Name

Service Address Type*

Licensee Address

Service Address

Email Address

Current Number of Employees

Please enter the number of full-time employees currently employed by License Holder as of the 31/12/2016. Note a decimal representation of employee numbers are permitted.

Current Number of Full-time Employees*

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Save

Next Page

The next page displays your own presenter details:

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Presenter Details

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Presenter Details

Name

Email Address

Presenter Group

Address

Postcode

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The next page displays a summary of your submission.

Check through the details, tick the declaration and select 'Next Page' if you are happy to proceed.

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Finance Levy Submission Details

Registry GFF Ref

Licence Type: Licensee

Licence Status: Active

Current Number of Full-time Employees: 4

Licence Holder

Licence Holder Address

Licence Registration Date: 04/11/2016

☐ Declares that the contents of the form are correct and has authority to file on behalf of licensee

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The next page displays a summary of the total payable (including any late filing fees, if filing after the deadline of 31 January).

Select your preferred payment method, enter your own reference (optional) and click 'Submit' to complete the process.

If you have selected 'Cheque', write the submission number (which will show on the confirmation page) on the back of the cheque and send it to the Registry within 7 days of making the submission.

Selecting 'Credit card' will take you to the States of Guernsey credit card payment system.

Guernsey Registry

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Payment

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Transaction Summary

Item Description	Item Cost
23 * Employee(s) @ £110	£ 2530
Late Fee for 10 Month(s):	£ 2500
Total:	£ 5030

Payment Method

* Please note, Finance Levy form submissions can be made from 01/01/2016. Draft forms can be saved at any time.

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

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Office opening hours & contact details

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>

Important note:

In accordance with section 17 of the Law:

If a person knowingly makes a statement which is false, deceptive or misleading in a material particular, then they will become guilty of an offence and be liable to imprisonment for a term, or to a fine or both.

In addition, in the event that the Department is unable to obtain the necessary information for the purposes of determining the amount of the levy payable by the licensed person, it may estimate the amount payable on the basis of any information available to it.

Date issued:

07/09/2016