

## Guernsey registered companies - Incorporation submissions

**Please note: company incorporation submissions can only be filed by a Guernsey Corporate Services Provider (CSP) who holds a full fiduciary licence from the Guernsey Financial Services Commission.**

The Registry has a [directory of CSPs available here](#).

All Guernsey company incorporation submissions are filed online at [www.greg.gg](http://www.greg.gg).

You must be logged in as a CSP to be able to file a company incorporation submission. Further information on CSP access to the system [is available here](#).

### Completing the submission form

Log on to the Online Services Portal at [www.greg.gg](http://www.greg.gg).

Click 'Create Submission' on the left side of the page, then 'Company Incorporation'.

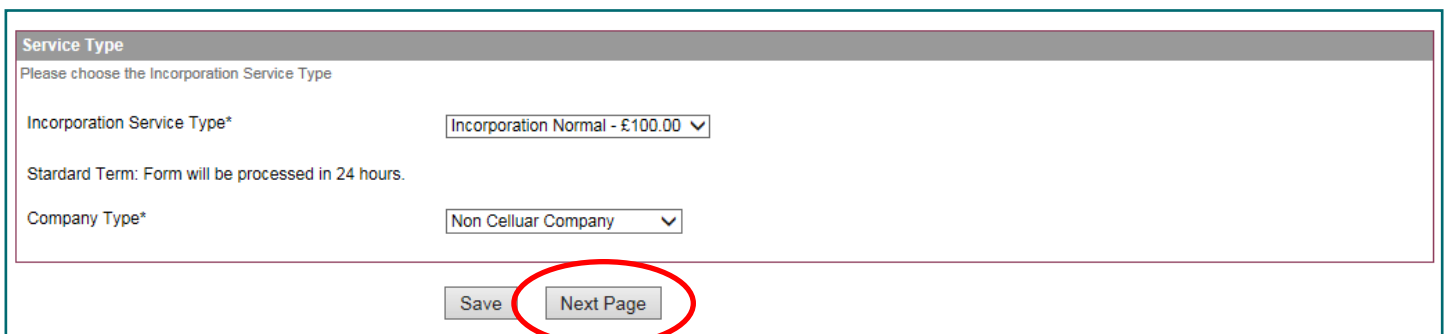
The system displays some guidance text and allows you to select the Incorporation Type:

- **Incorporation Normal** - processed within 24 hours - £100
- **Incorporation Rapid** - processed within 2 hours - £350
- **Incorporation Special** - processed within 15 minutes - £750 (standard Memorandum & Articles only for this incorporation type)

You must then select the Company Type - Non Cellular Company, Protected Cell Company, Incorporated Cell Company or Incorporated Cell.

Further information on company types is available here: [Company Types guidance](#).

Click 'Next Page' to continue.



Service Type

Please choose the Incorporation Service Type

Incorporation Service Type\*

Standard Term: Form will be processed in 24 hours.

Company Type\*


## Company details page

The basic information of the company needs to be entered on the Company Details page:

- **Request Incorporation Date:** A future date can be requested for the incorporation date (please ensure a working day is chosen).
- **Use Reserved Name:** If you have previously reserved a name, tick this box and enter the submission number you received with the name reservation.
- **Company Name:** Enter the proposed name and click 'Validate'. Please note that the validation only checks the compulsory components of the name (e.g. Limited or Ltd.) and does not check previous names, or whether the name is acceptable. [Further guidance on company names is available here.](#)
- **Alternative Name:** If you wish to use an alternative name, enter it here. Please note that alternative names **must** be in foreign characters. [Guidance is available here.](#)
- **Company Classification:** Select the correct classification for the company. Details on which classification to choose are available in the [fee schedule here.](#)
- **Purpose of the Company:** Enter a brief description of the nature of business of the company.
- **Economic Activity:** Enter the economic activity code and click 'Validate' (a list of codes is available on the link on the form).

**Company Details**

Please enter the Incorporation Detail

Request Incorporation Date\*    
The Registrar will endeavour to apply this incorporation to the Company Register as at the requested incorporation date, providing all legal requirements are satisfied.

Company Liability Type\*  ▼

Use Reserved Company Name

Company Name\*

Alternative Name   
An alternative company name, expressed in non-Roman alphabet, characters or script may be registered, subject to the provisions of Section 21A of the Companies (Guernsey) Law, 2008. If an alternative company name is to be registered, an accurate translation of the alternative name must be supplied to the Registrar before the company will be incorporated. Details of the translation should be sent to [enquiries@guernseyregistry.com](mailto:enquiries@guernseyregistry.com). If you do not wish to register an alternative company name, this section should be left blank.

Company Classification\*  ▼  
The company classification will determine the annual validation fee payable. Please take great care when completing this section. For further information on the classes of companies and fees payable please consult the Registry website.

Purpose of this Company\*   
Please provide a brief description of the nature of the business that the company shall undertake once it is incorporated. A failure to provide an accurate description of the purpose of the company may result in your application for incorporation being rejected. A company may not be incorporated for an unlawful purpose.

[Click here to find the Economic Activity Code](#)

Economic Activity\*    
Economic Activity Code Example: 01.1.2

After the company details you will need to enter a registered office address for the company.

The address must be in Guernsey. It may include a PO Box but must also include the rest of the physical address. If a PO Box is included then the PO Box postcode must be used.

[Further information on registered office addresses is available here.](#)

## Director details page

Enter the director information:

- **Director Type:** Select one of the options:
  - Natural person (Individual Registered Person). The system will request the 6-digit person ID number to be entered ([see here for information on director registration](#)).
  - Guernsey-registered corporate director (Corporate Director).
  - Overseas Corporate Director. Overseas corporate directors need to be registered first, and issued with a 4-digit ID number.
- **Alternate Director:** Tick the box if the director is to be an alternate director.
- **Director details:** The required details change depending on whether the director is a natural person, a Guernsey-registered corporate director or an overseas corporate director. Click 'Validate' when the required details have been entered.
- **Service Address Type:** Select the address type. The selected address will show on the public record -
  - Person address - the system will automatically populate the director's service address as their residential address. If their residential address changes in future, the service address will automatically update.
  - Company reg office address - the system will automatically populate director's service address as the company registered office. If the registered office changes in future the service address will automatically update.
  - New service address - the system allows a different service address to be entered. This does not need to be in Guernsey. If the director's service address needs to be changed in future, a 'Change Service Address for a Director' submission must be filed.

**Director Details**

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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 oversea corporate director can NOT be appointed as alternate director.

Director Number 123716

Person Surname Director

Person DOB 01/01/1990 dd/mm/yyyy

**The director is valid**

[Validate](#)

Registered Person Name Test Director

Service Address Type\* Please select ▼

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## Resident agent details page

Enter details of the resident agent(s) or declare that the company is resident agent exempt.

[Further information on resident agent requirements is available here.](#)

### Assign current CSP as resident agent

If the CSP linked to your online login is to be the resident agent, click the 'Appoint CSP as Resident Agent' box. The CSP name attached to your account is displayed below, as 'Current CSP Name'.

### Assign a different resident agent

If the resident agent is to be a locally-resident individual director, select 'Guernsey Resident Director' from the 'Resident agent type' dropdown menu.

The system will show another drop down menu with a list of all Guernsey-resident directors that were added on the 'Director details' page. Select the required director from the list and click 'Assign'.

If the resident agent is to be a different CSP, select 'Corporate Service Provider' from the 'Resident agent type' dropdown menu. Select 'Guernsey Registered Company' and then enter the registration number of the CSP and click 'Assign'.

## Resident agent exempt

In some limited circumstances a company may elect to be resident agent exempt.

If the company is to be resident agent exempt, tick the box and select the relevant reason for claiming the exemption from the drop down list.

Resident agent exempt companies do not need to file beneficial ownership information (the system will skip the 'Beneficial Ownership Details' page).

## Beneficial owner details page

Enter the details of all of the beneficial owners required to be registered.

[Guidance on the definition of beneficial ownership for the purposes of registration is available here.](#)

### Beneficial owners do not need to be registered with an ID number to be added on the form.

If the beneficial owner to be added is a proposed director of the company you can select the name from the drop down list of directors and click 'Display Details' to automatically populate most of the fields with information already entered on earlier on the form.

If the beneficial owner is not a director but has a person ID number, this can be entered to pre-populate the form with information already held by the Registry.

If the beneficial owner is not registered then you can enter the information into the form manually.

**Choose Beneficial Ownership Type**

Note: Multiple beneficial owners can be added to the company on the same submission form - click 'Add Beneficial Owner' after entering the details of each beneficial owner to keep adding more records.

Applying the definition of Beneficial Ownership options above:

Select Beneficial Ownership Type      Person  Corporate

**Individual Beneficial Owner Details**

Note: Multiple beneficial owners can be added to the company on the same submission form - click 'Add Beneficial Owner' after entering the details of each beneficial owner to keep adding more records.

Is the beneficial owner to be added also a director of the company? Yes  No

Please select from the list of Directors:           

Title\*     

First Name\*     

Middle Name     

Surname\*     

Former/Previous Name     

Nationality\*     

Date of Birth\*     

Are you aware of any other nationality held by the individual? Yes  No

Beneficial ownership category\*     

Residential Address Line 1\*     

Residential Address Line 2     

Residential Address Line 3     

Residential Address City/Town     

Residential Address County/State     

Residential Address Country\*     

Residential Address Postcode     

Are any shares or rights held in a nominee relationship? Yes  No

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Once the information has been entered, click 'Add to List' to confirm.

If there are more beneficial owners to be added to the entity you can keep adding more beneficial owners in the same way.

## Founder member details page

Enter the details of the founder members of the company.

After entering each founder member's details, click 'Add Founder Member' to add them to the list.

**Member Page**

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**New Founder Member Detail**

More than one founder can be added by filling the founder member detail and click "Add Founder" button

Founder Member Type\*

Member Class\*

Address Line 1\*

Address Line 2

Address Line 3

City/town/area

County/parish

Country\*

Postcode

**Add Founder Member**

Displaying 1...1 of 1 records

Edit	Company Number	Name	Address	Member Class	Postcode	Delete
	12345	Test Founder Ltd.	Test GUERNSEY	Shareholders Only		

## Class of share details page

Enter the share details relating to each founder member.

Select the founder member from the 'Founder member list' drop down and enter the details, then click 'Add Share'. You will need to repeat this for all founder members added on the previous page.

**Class of Share**

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**Class of share of founder members**

Founder Member List\*  No-Par-Value

Class of Share\*  Number of Shares\*

Share Currency\*

Aggregate Value (CASH)\*  Aggregate Value (Non CASH)\*

Amount Paid Up\*  Amount Unpaid\*

Add Share to New Founder Member **Add Share**

No records to display

Edit	Member Name	Class of Share	No par value	Number of Shares	Aggregate Value (CASH)	Aggregate Value (Non CASH)	Amount Paid Up	Amount Unpaid	Currency	Delete
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The details entered into the founder members and class of shares sections of the form will automatically populate into the Standard Memorandum, if you choose to use it.

## Memorandum of Incorporation

Select between the Standard Memorandum (this is automatically populated by the system based on what has been entered into the incorporation form) or uploading a bespoke memorandum (in PDF format).

**(Standard Memorandum only)** If there are to be any restricted objects on the memorandum, enter the details into the box.

**Please note:** If the rapid (15 minute) incorporation service is being requested, it is only possible to use the Standard Memorandum for the incorporation process.

### Memorandum of Incorporation

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#### Memorandum of Incorporation Options

Please select a type of the Memorandum of Incorporation

Memorandum Source\*  Standard  Bespoke

#### COMMENT FOR THIS INCORPORATION FORM

Restricted Objects

Other Material

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## Articles of Incorporation

Select between the Standard Articles (these is automatically populated by the system based on what has been entered into the incorporation form) or uploading a bespoke set of articles (in PDF format).

**Please note:** If the rapid (15 minute) incorporation service is being requested, it is only possible to use the Standard Articles for the incorporation process.

### Articles of Incorporation

Please select the type of articles of incorporation

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#### AOI Option

Please select the type of articles of incorporation

Article Source\*  Standard  Bespoke

#### Standard AOI

Please select the standard articles of incorporation and click select

Standard List of AOIs\*

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## Presenter details and summary page

The system will display your details as the 'presenter' of the submission.

Click next page to display a summary of all the information you have entered into the form.

At the bottom of the page you will need to read and tick the 'Declaration of Compliance' box before clicking 'Next Page'.

Declaration of compliance\*

By ticking this box you are declaring:

- (a) that you have complied in all respects with the provisions of the Companies (Guernsey) Law, 2008
- (b) that none of the information you have provided to the registry is false, deceptive or misleading in any material particular,
- (c) that you have all necessary authority to file this submission
- (d) the resident agent has taken reasonable steps to verify the beneficial ownership information supplied (as appropriate)

Please note that it is an offence to file a declaration of compliance that is false, deceptive or misleading in a material particular.

Where the Registrar knows or suspects that a person has filed false, deceptive or misleading information he will take appropriate action including referring the matter to the Guernsey Financial Services Commission for investigation under its regulatory laws.

## Payment page

Select the payment method (pre-registered account or credit card) and enter a presenter reference which will show up on your receipt (optional).

Click 'Pay and Submit' to complete the submission.

**Payment**

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**Transaction Summary**

Item Description	Item Cost
Company Incorporation Form	£ 100
<b>Total: £ 100</b>	

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**Payment Method**

Payment Method\*      Pre-Registered Account  Credit Card

Select Account to Debit\*     

Presenter Reference



## Presenter details and summary page

The system will display your details as the 'presenter' of the submission.

Click next page to display a summary of all the information you have entered into the form.

At the bottom of the page you will need to read and tick the 'Declaration of Compliance' box before clicking 'Next Page'.

## Submission received

The system confirms your submission has been received.

PDF copies of the submission summary, Standard Memorandum and Articles (if selected earlier) and the beneficial ownership declaration can all be downloaded from this page.

**Note: You must open and save the beneficial owners PDF at this time. For information security reasons the beneficial owners PDF is not saved on the Registry system and cannot be retrieved at a later date.**

### Submission Received

**Submission Received**

Your Submission has been successfully filed with the Registry.

Please keep a record of your unique submission number:

Submission Reference Number: 720165

Please keep a record of your unique Payment Transaction Number:

Payment Transaction Number: 737512

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.

**Please note that the Beneficial Owners PDF is not saved on the Registry system so cannot be retrieved at a later date. To retain the details contained on the confirmation you will need to print or save the Beneficial Owners PDF now.**

[View Summary Form PDF](#)

[View Standard Memorandum of Incorporation](#)

[View Standard Articles of Incorporation](#)

[View Beneficial Owners PDF](#)

## Next steps

The Registry will check and process the submission within the time period selected at the beginning of the submission.

When the submission is registered, an uncertified electronic copy of the Certificate of Incorporation will automatically appear in your 'My Events' section on the Portal.

The original, certified copy of the certificate will be posted to the registered office address.

## Office opening hours & contact details

If you need any more information on how to make the submission please contact the Registry:

**Opening hours for telephone enquiries:** Mon-Fri 9:30am - 5pm (10am - 5pm on Wednesdays)

**Telephone:** +44 (0)1481 743800

**Email:** [enquiries@guernseyregistry.com](mailto:enquiries@guernseyregistry.com)

**Post:** Market Building, PO Box 451, Fountain Street, St Peter Port, Guernsey, GY1 3GX, Channel Islands

**Date issued:**

21/11/2018



States of Guernsey  
Office of the Registrar