

Reserve Name - guidance

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 a Reserve Name submission using the Registry on-line services portal.

Before submitting a Reserve Name application please check using our company search that the name is not already being used.

A Reserve Name Submission is able to be used for an Incorporation or for a Change of Name submission.

What will I need in order to make this application online?

- Email address and password to log onto the online services portal
- To be set up as a company service provider

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 'create submission' for the list of on-line submissions available

Online Service Portal

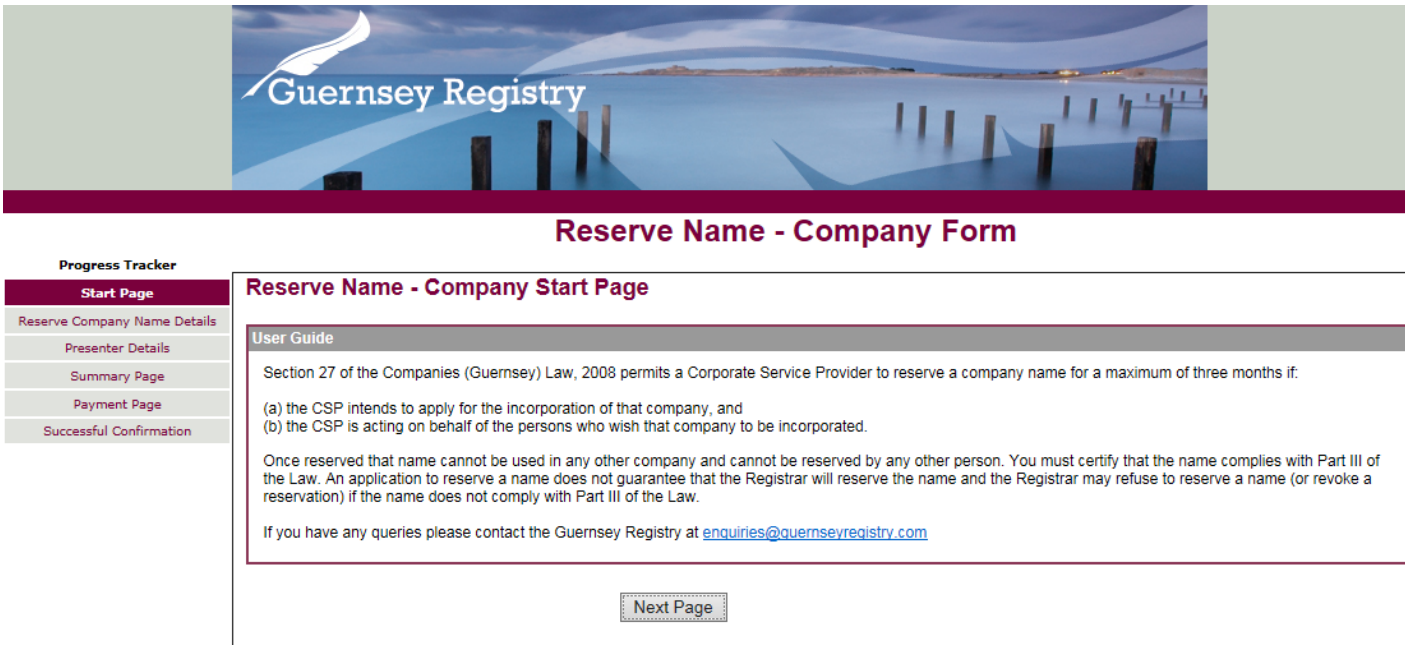
If you have not used the online service portal on www.greg.gg before, please read our Introduction to the online service portal guidance note for more information on how to register with and use the portal.

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 'Reserve Name—Company' submission. This will then open the form in a new window.

The first page of the submission is as follows:



Guernsey Registry

Reserve Name - Company Form

Progress Tracker

- Start Page
- Reserve Company Name Details
- Presenter Details
- Summary Page
- Payment Page
- Successful Confirmation

Reserve Name - Company Start Page

User Guide

Section 27 of the Companies (Guernsey) Law, 2008 permits a Corporate Service Provider to reserve a company name for a maximum of three months if:

- (a) the CSP intends to apply for the incorporation of that company, and
- (b) the CSP is acting on behalf of the persons who wish that company to be incorporated.

Once reserved that name cannot be used in any other company and cannot be reserved by any other person. You must certify that the name complies with Part III of the Law. An application to reserve a name does not guarantee that the Registrar will reserve the name and the Registrar may refuse to reserve a name (or revoke a reservation) if the name does not comply with Part III of the Law.

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

[Next Page](#)

The next page of the submission requires more detail regarding the proposed name

Guernsey Registry

Reserve Name - Company Form

Progress Tracker

- Start Page
- Reserve Company Name Details**
- Presenter Details
- Summary Page
- Payment Page
- Successful Confirmation

Reserve Company Name Details

Previous Page

Proposed Name*

Owner Details*

Previous Page Save Next Page

The Owner Details box is not a required field however it is possible to enter the name of the CSP in this box.

Enter the name you want to reserve in the Proposed Name box. Make sure you use the correct capital letters.

The next page will display Presenter details

Guernsey Registry

Reserve Name - Company Form

Progress Tracker

- Start Page
- Change Registered Office
- Presenter Details**
- Summary Page
- Payment Page
- Successful Confirmation

Presenter Details

Previous Page

Presenter Details

Name

Email Address

Presenter Group

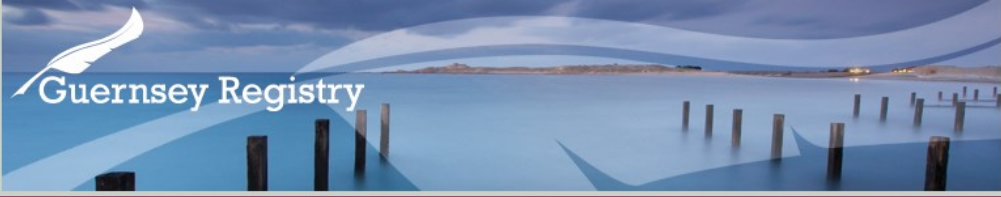
Address

Postcode

Previous Page Save Next Page

Your details will be presented here.

On to the Summary Page



Reserve Name - Company Form

Progress Tracker

- Start Page
- Reserve Name Details
- Presenter Details
- Summary Page**
- Payment Page
- Successful Confirmation

Summary Page

Previous Page

Reserve Name Details

Proposed Name	← The summary of your order will be displayed in this box
Owner Details	

Previous Page Save Next Page

Payment method

Reserve Name - Company Form

Progress Tracker

- Start Page
- Reserve Name Details
- Presenter Details
- Summary Page
- Payment Page**
- Successful Confirmation

Payment

Previous Page

Transaction Summary

Item Description	Item Cost
Reserve Name	£ 25
	Total: £ 25

Payment Method

Payment Method* Pre-Registered Account Credit Card

Select Account to Debit*

Presenter Reference

Previous Page Pay & Submit

The payment page will display the total cost of the submission and the payment method. The two options for payment are by using an account (Above) or by credit card (Next Page).

For both payment types your presenter reference is required. This is the reference that will be displayed on the invoice.

Reserve Name - Company Form

- Progress Tracker**
- Start Page
 - Reserve Name Details
 - Presenter Details
 - Summary Page
 - Payment Page**
 - Successful Confirmation

Payment

[Previous Page](#)

Transaction Summary	
Item Description	Item Cost
Reserve Name	£ 25
Total: £ 25	

Payment Method

Payment Method* Pre-Registered Account Credit Card

Presenter Reference

[Previous Page](#)

[Pay & Submit](#)

Continuing with payment

Guernsey Registry

You are in: Home > Company Registry > Online Services

Online Services

- Payment Help
- Cancel

Card Details

Maestro MasterCard VISA VISA MasterCard

All fields marked * are mandatory

Amount £25.00

Card Number*

Card Holder Name*

Please enter a valid e-mail address if you would like to receive an electronic receipt for your payment

E-Mail Address

Expiry Date*

Please enter the issue number as shown on your card. For example, if the number shown is 03 type 03, if the number shown is 3 type 3.

Issue Number

Start Date

[Continue](#) [Back](#) [Reset](#)

NOTE: CLICKING ON THE LINKS BELOW WILL OPEN A NEW BROWSER WINDOW

MasterCard SecureCode learn more

Verified by VISA learn more

After you select pay and submit, if you are paying using credit card you will be directed to the page above and 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 after submitting.