

Company Registered Office

What are the requirements for a registered office ?

A company must have a registered office in Guernsey at all times, to which all communications and notices may be addressed.

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

The registered office of an incorporated cell (IC) must be the same as its incorporated cell company (ICC). See guidance 'Company Types and Liability of Members'.

Where must I display my registered office address ?

The address of the company's registered office (along with its name and registration number) should appear on all formal letters from the company.

If the company has a website, the registered office address should appear reasonably prominently on it.

In addition, the company name must be displayed at the registered office and any other office or place in which its business is ordinarily carried out.

How can I change the registered office of my company ?

The address of the registered office is changed by board resolution.

Notice must then be given to the Registry within 14 days of the change taking place.

The change should be made by completing the online submission 'Change Address'. For further information on how to make submissions online, please see the guidance on creating submissions.

Any document may be served on the company's previous registered office for 14 days after this change has been made.

N.B when changing the registered office you should also advise Guernsey Post Office of the change of address.

What if the registered office is ineffective ?

Please see separate guidance notes on 'ineffective registered office' for details.


Serving notices to a registered office

When serving notices to a registered office it is inappropriate to use a PO Box address, therefore a physical address will be necessary.

If a physical address postcode is required please contact Guernsey Post on tel: 01481 711720.

How can I find out the registered office of a Guernsey company?

The registered office details for Guernsey registered companies can be viewed free of charge by using our online service www.greg.gg and selecting 'Company Search'.

The company can be searched for by name or registration number; once you have found the company you will need to click the 'view details' icon: 

On the next page it is possible to view basic company details including the registered office address.

For more information on company searches please see guidance note 'Company Search'

The purpose of this guidance note is to provide a prompt for directors on registered office requirements.

It 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.