

Beneficial ownership information on registration of paper applications and online LP applications

It is necessary to supply the manual data capture form when completing any of the below submissions (unless the entity being registered/restored will be resident agent exempt):

- Company/foundation/LLP restoration
- Company/foundation/LLP migration in
- Foundation registration
- LLP incorporation
- LP (with separate legal personality) registration

Please note: the Registry will not be able to register any of the above submissions until the manual BO declaration form has been received.

This guidance primarily deals with how to complete the beneficial ownership manual data capture form (*BO Manual Data Capture Form v3.xlsx*) and how to submit it to the Registry with your registration/restoration application.

For further information and guidance on the definition of beneficial ownership, and who should be identified as beneficial owners, please see our website www.guernseyregistry.com/beneficialownership and the legislation.

What is the process for paper applications/online LP applications that require beneficial ownership information?

The following process applies where beneficial ownership information is required to be submitted as part of a paper application:

1. Presenter completes the relevant application form as normal
2. Presenter completes a beneficial ownership manual data capture form (available on the Guernsey Registry website here: www.guernseyregistry.com/beneficialownership)
3. Presenter sends the application form and beneficial ownership manual data capture form to the Registry by a secure means – either Egress secure email or another secure email method (if your organisation uses its own secure email solution it can be sent using that solution)
4. Registry receives the application into the system as usual and uploads the beneficial ownership information into the system as part of the process
5. Registry sends confirmation of the registration and beneficial ownership upload to the presenter

Notes on how to complete the form

- There is a 'Person' sheet for entering natural person beneficial owners and a 'Corporate' sheet for adding corporate beneficial owners. Owners can be added in both the 'Person' and 'Corporate' sheets if necessary.
- Each line in the spreadsheet relates to one beneficial owner.
- If more than one beneficial owner is to be added then a line will need to be completed for each beneficial owner.
- Not all fields are mandatory – some fields are optional, and some are only required based on selections made in previous fields. The tables in this document describe each field, what the possible options are and whether they are mandatory or optional.

- The spreadsheet has conditional formatting that will turn certain fields black based on previous selections. No data is required to be entered in the black fields. To ensure this works correctly it is best to fill in the details in order (i.e. starting with column B).
- If, in relation to a beneficial owner there is a nominee relationship and a Guernsey TCSP is not the nominee or nominator, the form will show a 'Nominee Details' section which should be completed for that beneficial owner.
- Data must be entered in the correct format to be accepted by the system. The spreadsheet validates the information in each field as it is entered and will not allow information to be entered in an incorrect format.
- Some fields in the spreadsheet have drop down options; these are the only options that can be selected for these fields.
- Beneficial ownership information for multiple entities should be submitted using separate forms.

Person BO details tab - fields

Use the 'Person BO Details' tab to record details of natural persons who are beneficial owners of the entity.

Person BO details			
Column	Field	Mandatory?	Possible options
A	BO No.	Yes (pre-filled)	This is pre-completed on the form
B	BO Person ID Number (if known)	No	6 digit ID number
C	BO Title	Yes	Free text
D	BO First Name	Yes	Free text
E	BO Middle Name	No	Free text
F	BO Surname	Yes	Free text
G	BO Former Name (if any)	No	Free text
H	BO Person Date of Birth	Yes	Date
I	BO Residential address – Line1	Yes	Free text
J	BO Residential address – Line2	No	Free text
K	BO Residential address – Line3	No	Free text
L	BO Residential address – City/Town	No	Free text
M	BO Residential address – County/State	No	Free text
N	BO Residential address – Country	Yes	Drop down list of countries
O	BO Residential address – Postcode	No	Free text
P	BO Nationality	Yes	Drop down list of countries
Q	BO Second Nationality (if any)	No	Drop down list of countries
R	BO Category	Yes	Drop down list: <ul style="list-style-type: none"> • Ownership (direct or indirect) • Control through other means • Senior managing official
S	Capacity in which shares or rights held	Only if the following option is selected in column Q - 'BO Category': <ul style="list-style-type: none"> • 'Ownership - direct or indirect' 	Drop down list: <ul style="list-style-type: none"> • Direct ownership of shares or rights in personal capacity (held alone or jointly) • Direct ownership of shares or rights in personal capacity (joint arrangement)

			<ul style="list-style-type: none"> • Direct ownership of shares or rights (through a trust/other legal arrangement) • Indirect ownership (through a chain) of shares or rights in personal capacity (held alone or jointly) • Indirect ownership (through a chain) of shares or rights in personal capacity (joint arrangement) • Indirect ownership (through a chain) of shares or rights through a trust/other legal arrangement • By controlling exercise of rights held directly or indirectly by another person in his/her personal capacity • As holder of shares or rights in the core of a cellular company • As holder of shares or rights in cellular assets of a cellular company
T	Relationship to trust/other legal arrangement	<p>Only if one of the following options is selected in column S - <i>'Capacity in which shares or rights held'</i>:</p> <ul style="list-style-type: none"> • <i>'Direct ownership of shares or rights (through a trust/other legal arrangement)'</i> • <i>'Indirect ownership (through a chain) of shares or rights through a trust/other legal arrangement'</i> 	<p>Drop down list:</p> <ul style="list-style-type: none"> • Beneficiary • Individual trustee/member • Beneficial owner of unlisted non-Guernsey corporate trustee • Power holder • Other person known or believed to be exercising control over the trust

U	Where shares or rights are held by a non-Guernsey corporate trustee, the name of that trustee	Only if the following option is selected in column T - <i>'Relationship to trust/other legal arrangement':</i> <ul style="list-style-type: none"> <i>'Beneficial owner of unlisted non-Guernsey corporate trustee'</i> 	Free text
V	Where shares or rights are held by a non-Guernsey corporate trustee, the jurisdiction of incorporation of that trustee	Only if the following option is selected in column T - <i>'Relationship to trust/other legal arrangement':</i> <ul style="list-style-type: none"> <i>'Beneficial owner of unlisted non-Guernsey corporate trustee'</i> 	Drop down list of countries
W	Percentage of shares or voting rights held	Only if the following option is selected in column R - <i>'BO Category':</i> <ul style="list-style-type: none"> <i>'Ownership - direct or indirect'</i> 	Drop down list: <ul style="list-style-type: none"> Up to 25% More than 25% and up to 50% More than 50% and up to 75% More than 75% and up to 99% 100%
X	Are any shares or rights held in a nominee relationship?	Yes	Yes/No selection
Y	Is a Guernsey licensed TCSP or Guernsey personal fiduciary licensee involved in a nominee relationship as a nominee or nominator?	Only if previous answer (column X) is 'Yes'	Yes/No selection If 'No' is selected then the <i>'Nominee relationships'</i> fields will also need to be completed
Z	Role of the Guernsey licensed TCSP/Guernsey personal fiduciary licensee	Only if previous answer (column Y) is 'Yes'	Drop down list: <ul style="list-style-type: none"> Nominee Nominator
AA	Is the Guernsey licensed TCSP / Guernsey personal fiduciary licensee who is the nominee/nominator also the resident agent?	Only if 'Yes' is selected for column Y	Yes/No selection

AB	Name of Guernsey licensed TCSP/Guernsey personal fiduciary licensee who is the nominee/nominator	Only if previous question (column Z) is applicable and the answer is 'No'.	Free text
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Corporate BO details tab

Use the 'Corporate BO Details' tab to record details of natural persons who are beneficial owners of the entity.

Corporate beneficial owner details			
Column	Field	Mandatory?	Possible options
A	BO No.	Yes (pre-filled)	This is pre-completed on the form
B	Corporate beneficial owner name	Yes	Free text
C	Corporate beneficial owner registration number	Yes	Number
D	Type of corporate beneficial owner	Yes	Drop down list: <ul style="list-style-type: none"> • Listed non-Guernsey corporate trustee/corporate member • Guernsey licenced corporate trustee/corporate member • States trading company • Other relevant legal person • Other listed company
E	Capacity in which shares or rights held	Yes	Drop down list: <ul style="list-style-type: none"> • Direct ownership of shares or rights (sole) • Direct ownership of shares or rights (joint arrangement) • Direct ownership of shares or rights as trustee/equivalent • Indirect ownership (through a chain) of shares or rights (sole) • Indirect ownership (through a chain) of shares or rights (joint arrangement) • Indirect ownership (through a chain) as trustee/equivalent • As holder or shares or rights in the core of a cellular company • As holder of shares or rights in cellular assets of a cellular company
F	Jurisdiction of incorporation	Yes	Drop down list of countries

G	Jurisdiction of listing	Only if one of the following options has been selected in column D 'Type of corporate beneficial owner)': <ul style="list-style-type: none"> Listed non-Guernsey corporate trustee/corporate member Other listed company 	Drop down list of countries
H	BO Registered office address – Line1	Yes	Free text
I	BO Registered office address – Line2	No	Free text
J	BO Registered office address – Line3	No	Free text
K	BO Registered office address – City/Town	No	Free text
L	BO Registered office address – County/State	No	Free text
M	BO Registered office address – Country	Yes	Drop down list of countries
N	BO Registered office address – Postcode	No	Free text
O	Percentage of shares or voting rights held	Yes	Drop down list: <ul style="list-style-type: none"> Up to 25% More than 25% and up to 50% More than 50% and up to 75% More than 75% and up to 99% 100%
P	Are any shares or rights held in a nominee relationship?	Yes	Yes/No selection
Q	Is a Guernsey licensed TCSP or Guernsey personal fiduciary licensee involved in a nominee relationship as a nominee or nominator?	Only if previous answer (column P) is 'Yes'	Yes/No selection If 'No' is selected then the 'Nominee relationships' fields will also need to be completed
R	Role of the Guernsey licensed TCSP/Guernsey personal fiduciary licensee	Only if previous answer (column Q) is 'Yes'	Drop down list: <ul style="list-style-type: none"> Nominee Nominator
S	Is the Guernsey licensed TCSP / Guernsey personal fiduciary licensee who is the nominee/nominator also the resident agent?	Only if 'Yes' is selected for column Q	Yes/No selection
T	Name of Guernsey licensed TCSP/Guernsey personal fiduciary licensee who is the nominee/nominator	Only if previous question (column S) is applicable and the answer is 'No'.	Free text

Nominee details –

(This section is on both the Person BO details and Corporate BO details tabs and is not required for nominee relationships where a Guernsey licensed TCSP/Guernsey personal fiduciary licensee is the nominee or nominator)

This section is only required if the following options have been selected:

- **Are any shares or rights held in a nominee relationship** - Yes
- **Is a Guernsey licensed TCSP or Guernsey personal fiduciary licensee involved in a nominee relationship as a nominee or nominator** - No

Nominee details			
Column	Field	Mandatory?	Possible options
AD	Nature of Nominee relationship	Yes	Drop down list: <ul style="list-style-type: none"> • Non-Guernsey licensed TCSP • Non-licensed TCSP • Family relationship • Non-Profit Organisation • Specified nominee • Other
AE	Date on which nominee relationship established	Only if nominee relationship was established after Beneficial Ownership Law came into force	Date
AF	Is the resident agent a nominee?	Yes	Yes/No selection (Please note that if the nominee is the resident agent or a specified nominee then there is no need to complete columns AS – BI)
AG	Type of Nominee	Yes	Drop down list: <ul style="list-style-type: none"> • Natural Person • Legal Person
AH	Name of nominee (if legal person)	Yes, if nominee is a legal person <i>(not required if the nominee is also the resident agent or specified nominee)</i>	Free text
AI	Name of nominee – Title (if natural person)	Yes, if nominee is a natural person <i>(not required if the nominee is also the resident agent or specified nominee)</i>	Free text
AJ	Name of nominee – First Name (if natural person)	Yes, if nominee is a natural person <i>(not required if the nominee is also the resident agent or specified nominee)</i>	Free text
AK	Name of nominee – Middle Name (if natural person)	No	Free text
AL	Name of nominee – Surname (if natural person)	Yes, if nominee is a natural person <i>(not required if the nominee is also the resident agent or specified nominee)</i>	Free text

AM	Former/previous name of nominee (if natural person)	No	Free text
AN	Principal residential address of nominee – Address line 1 (registered office address if legal person)	Yes <i>(not required if the nominee is also the resident agent or specified nominee)</i>	Free text
AO	Principal residential address of nominee – Address line 2 (registered office address if legal person)	No	Free text
AP	Principal residential address of nominee – Address line 3 (registered office address if legal person)	No	Free text
AQ	Principal residential address of nominee – City/town (registered office address if legal person)	No	Free text
AR	Principal residential address of nominee – County/State (registered office address if legal person)	No	Free text
AS	Principal residential address of nominee – Country (registered office address if legal person)	Yes <i>(not required if the nominee is also the resident agent or specified nominee)</i>	Free text
AT	Principal residential address of nominee – Postcode (registered office address if legal person)	No	Free text
AU	Registration number of nominee if legal person	Yes <i>(not required if the nominee is also the resident agent or specified nominee)</i>	Number
AV	Date of birth of nominee (date of incorporation of legal person)	Yes <i>(not required if the nominee is also the resident agent or specified nominee)</i>	Date
AW	Nationality of nominee (jurisdiction of incorporation of legal person)	Yes <i>(not required if the nominee is also the resident agent or specified nominee)</i>	Drop down list of countries
AX	Any other nationalities of nominee	No	Drop down list of countries
AY	Is the nominator a beneficial owner?	Yes	Yes/No selection

AZ	Name of beneficial owner who is also a nominator (if there is more than one beneficial owner)	Only if the answer to the previous question is 'Yes' and there is more than one beneficial owner.	Free text
BA	Type of Nominator	Yes	Drop down list: <ul style="list-style-type: none"> • Natural Person • Legal Person
BB	Name of nominator (if legal person)	Yes, if the nominator is a legal person <i>(not required if the nominator is also the BO)</i>	Free text
BC	Name of nominator – Title (if natural person)	Yes, if the nominator is a natural person <i>(not required if the nominator is also the BO)</i>	Free text
BD	Name of nominator – First Name (if natural person)	Yes, if the nominator is a natural person <i>(not required if the nominator is also the BO)</i>	Free text
BE	Name of nominator – Middle Name (if natural person)	No	Free text
BF	Name of nominator – Surname (if natural person)	Yes, if the nominator is a natural person <i>(not required if the nominator is also the BO)</i>	Free text
BG	Former/previous name of nominator (if natural person)	No	Free text
BH	Residential address of nominator – Line1 (registered office address if legal person)	Yes <i>(not required if the nominator is also the BO)</i>	Free text
BI	Residential address of nominator – Line2 (registered office address if legal person)	No	Free text
BJ	Residential address of nominator – Line3 (registered office address if legal person)	No	Free text
BK	Residential address of nominator – City/Town (registered office address if legal person)	No	Free text
BL	Residential address of nominator – County/State (registered office address if legal person)	No	Free text
BM	Residential address of nominator – Country (registered office address if legal person)	Yes <i>(not required if the nominator is also the BO)</i>	Free text

BN	Residential address of nominator – Postcode (registered office address if legal person)	No	Free text
BO	Registration number of nominator if legal person	Yes, if the nominator is a legal person <i>(not required if the nominator is also the BO)</i>	Free text
BP	Date of birth of nominator (date of incorporation if legal person)	Yes, if the nominator is a legal person <i>(not required if the nominator is also the BO)</i>	Date
BQ	Nationality of nominator (jurisdiction of incorporate if legal person)	Yes, if the nominator is a legal person <i>(not required if the nominator is also the BO)</i>	Drop down list of countries
BR	Any other nationalities of nominator	No	Drop down list of countries

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