

Change Company Registered Office Address Submission

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

- Company registered number and Entity Pin
- Email address and password to log on to the online services portal

Online Services Portal

If you have not used the online services 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.

How do I submit the submission?

You will first need to log into the online services portal on www.greg.gg and select 'create submission' from the list on the left hand side.

This will then show the create submission page where you will need to select the 'Change Company Registered Office Address' submission type.

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.

This will then open the first page of the submission in a new window as below:

Guernsey Registry

Change Company Registered Office Address Form

Progress Tracker

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

Change Company Registered Office Address Form Start Page

User Guide

Section 30 of the Companies (Guernsey) Law, 2008 requires all companies to maintain a registered office in Guernsey at all times. Any change to that registered office must be notified to the Registrar of Companies before that change has any effect. A failure to notify the Registrar of a change in registered office will result in that change being of no effect. Where a company has failed to maintain a registered office in Guernsey, or the registered office is no longer effective that may result in the Registrar striking the company from the Register.

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

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You will then need to click on the 'next page'

This will then bring up a page which asks for the details of the company, as below.

Here you will first need to select the company register type from the drop down menu. Then you will need to enter the company registered number.

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Company Details

Company Register Type*

Company Registered Number*

[Verify Detail](#)

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You will then need to click the 'verify detail' button next to the company number box.

This will then bring up the page below, which will confirm the company name and number and will show you the current registered office address of the company.

You will first need to select a date of change from the calendar.

Note: This can not be a date in the past.

Guernsey Registry

Change Company Registered Office Address Form

Progress Tracker

- Start Page
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Company Details

Company Register Type* Guernsey Registered Company

Company Registered Number* [Change](#)

Company Name

Current Registered Office

Current Address

Email Address

New Registered Office

Date of Change* 24/07/2015

Address Line 1*

Address Line 2

Address Line 3

City/town/area

County/parish

Country GUERNSEY

Postcode*

Email Address

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Next you will need to enter the new company address in the correct fields.

Note: Date of Change, Address Line 1 and Postcode are required fields so must have information entered.

Once you have entered the details you will then need to click the 'next page' button.

Guernsey Registry

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Presenter Details

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Presenter Details

Name

Email Address

Presenter Group

Address

Postcode

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This will then bring up the presenter details page. You will need to click 'next page'.

The next page will show a summary of your submission where you can check the details you entered are correct.

At the bottom of the page it will ask you to enter the entity pin number of the company into the box and then click the 'validate' button.

Guernsey Registry

Change Company Registered Office Address Form

Progress Tracker

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Summary Page

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Company Details

Company Registered Number
Company Name

Current Registered Office Address

Current Address

New Registered Office Address

Address Line 1: Test
Address Line 2:
Address Line 3:
City/town/area:
County/parish:
Country: GUERNSEY
Postcode: Test

Entity Validation

Entity PIN* [Validate](#)
Please use your unique Entity PIN to authorise this submission

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If the pin that you enter is correct when you click the validate button the box will disappear and * symbols will appear where the box was and a signature reference number will show underneath, as below.

Entity Validation

Entity PIN* *****
Please use your unique Entity PIN to authorise this submission

Signature Reference Number: 492222

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If however you have entered the incorrect pin into the box, when you then click the validate button the below error message will be displayed.

Entity Validation

The entered company number and PIN do not match

Entity PIN* [Validate](#)
Please use your unique Entity PIN to authorise this submission

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Once the correct pin number has been entered you can then click 'next page' in order to move onto the payment page.

The payment page which then shows up will display the total cost of the submission and the payment method options. The two options for payment are an account or by credit card.

You will then need to select which payment method you would like to use by clicking the relevant circle next to the options.

If you are paying by account this will then bring up a drop down menu where you will need to select the account you would like it allocated to.

Guernsey Registry

Change Company Registered Office Address Form

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Payment

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Item Description	Item Cost
Change Company Registered Office Address	£ 10
Total: £ 10	

Payment Method

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

Select Account to Debit*

Presenter Reference

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For both you can also enter an optional presenter reference in the box underneath.

Once you have either selected the account or chosen the credit card option you will need to click the 'Pay & Submit'.

If you have selected account:

- This will then submit the submission through to the Registry.
- The system will show a submission received confirmation page and give you submission and transaction numbers, as below.
- You will be emailed a receipt.
- You can also print a copy of the submission by clicking the 'View pdf'.

Submission Received

Submission Received

Your Submission has been successfully filed with the Registry.

Please keep a record of your unique submission number

Submission Number:

Please keep a record of your unique Payment Transaction Number:

Payment Transaction Number:

Payment Method
for future correspondence in relation to this submission.

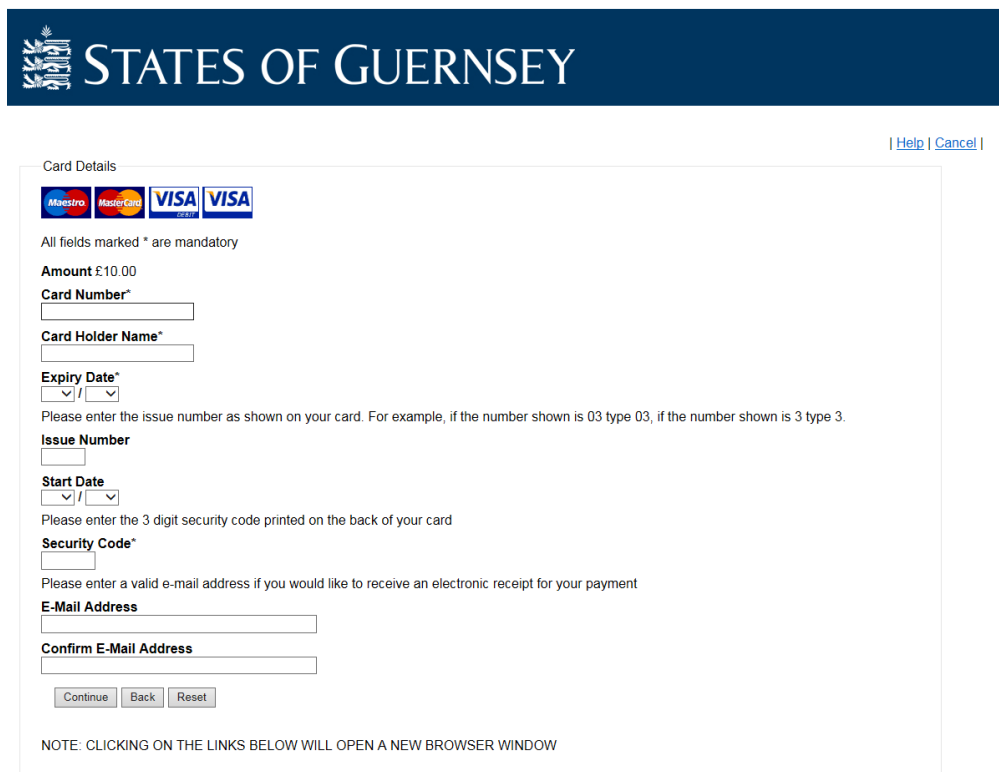
You can track this submission in your presenter portal workspace.

A PDF record of this submission can be saved/printed by clicking the "View PDF" link below.

View PDF

If you have selected credit card:

- This will then bring up a card details page which you will need to complete as below:



The screenshot shows the 'Card Details' form on the States of Guernsey website. At the top is the Guernsey coat of arms and the text 'STATES OF GUERNSEY'. Below this is a header bar with 'Help' and 'Cancel' links. The form itself is titled 'Card Details' and features logos for Maestro, MasterCard, and Visa. It includes a note that all fields marked with an asterisk are mandatory. The form contains the following fields: 'Amount' (pre-filled with £10.00), 'Card Number*' (text input), 'Card Holder Name*' (text input), 'Expiry Date*' (dropdown for month and year), 'Issue Number' (text input), 'Start Date' (dropdown for month and year), 'Security Code*' (text input), 'E-Mail Address' (text input), and 'Confirm E-Mail Address' (text input). There are 'Continue', 'Back', and 'Reset' buttons at the bottom of the form. A note at the bottom states: 'NOTE: CLICKING ON THE LINKS BELOW WILL OPEN A NEW BROWSER WINDOW'.

- Once you have entered all of your details you will then need to click 'continue'.
- A summary page will then appear and you will need to scroll down and click 'make payment'.
- The system will then process the payment through your bank, at this point you may have to answer your bank security questions.
- Once your payment is processed the submission will be submitted through to the Registry.
- The system will show a submission received confirmation page and give you submission and transaction numbers, as with paying by account.
- You will be emailed a receipt.
- You can again print a copy of the submission by clicking the 'View summary pdf'.

Please note:

If you have any problems accessing information or require any further information regarding obtaining copies of documents please email: enquiries@guernseyregistry.com or telephone +44 1481 743800.