

Change Resident Agent Submissions—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 change of resident agent submission using the Registry on-line services portal.

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

- Company ID and PIN
- Email address and password to log onto the online services portal

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.

Online Service Portal

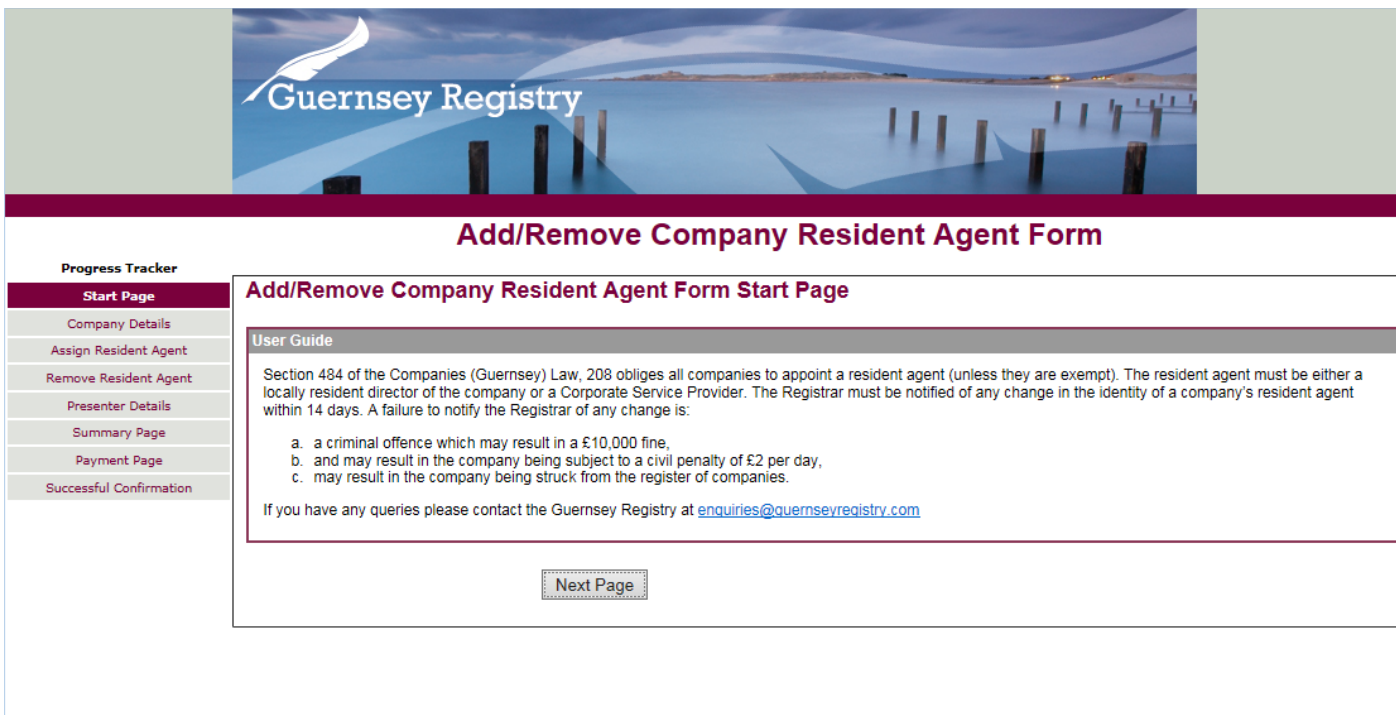
If you have not used the online service portal on www.greg.gg before, please read our Introduction to the online service portal guidance note for more information on how to register with and use the portal.

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 'Add/ Remove Company Resident Agent' submission type. This will then open the form in a new window.

The first page of the Change Resident Agent submission is as follows:



The screenshot shows the 'Guernsey Registry' logo at the top, followed by the title 'Add/Remove Company Resident Agent Form'. On the left is a 'Progress Tracker' sidebar with the following items: 'Start Page' (highlighted), 'Company Details', 'Assign Resident Agent', 'Remove Resident Agent', 'Presenter Details', 'Summary Page', 'Payment Page', and 'Successful Confirmation'. The main content area is titled 'Add/Remove Company Resident Agent Form Start Page' and contains a 'User Guide' section. The 'User Guide' text states: 'Section 484 of the Companies (Guernsey) Law, 2008 obliges all companies to appoint a resident agent (unless they are exempt). The resident agent must be either a locally resident director of the company or a Corporate Service Provider. The Registrar must be notified of any change in the identity of a company's resident agent within 14 days. A failure to notify the Registrar of any change is:'. This is followed by a bulleted list: 'a. a criminal offence which may result in a £10,000 fine, b. and may result in the company being subject to a civil penalty of £2 per day, c. may result in the company being struck from the register of companies.' Below this, it says 'If you have any queries please contact the Guernsey Registry at enquiries@guernseyregistry.com'. At the bottom of the main content area is a 'Next Page' button.

Guernsey Registry

Add/Remove Company Resident Agent Form

Progress Tracker

- Start Page**
- Company Details
- Assign Resident Agent
- Remove Resident Agent
- Presenter Details
- Summary Page
- Payment Page
- Successful Confirmation

Add/Remove Company Resident Agent Form Start Page

User Guide


Section 484 of the Companies (Guernsey) Law, 2008 obliges all companies to appoint a resident agent (unless they are exempt). The resident agent must be either a locally resident director of the company or a Corporate Service Provider. The Registrar must be notified of any change in the identity of a company's resident agent within 14 days. A failure to notify the Registrar of any change is:

- a. a criminal offence which may result in a £10,000 fine,
- b. and may result in the company being subject to a civil penalty of £2 per day,
- c. may result in the company being struck from the register of companies.

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 company



Add/Remove Company Resident Agent Form

Progress Tracker

- Start Page
- Company Details**
- Assign Resident Agent
- Remove Resident Agent
- Presenter Details
- Summary Page
- Payment Page
- Successful Confirmation

Company Details

[Previous Page](#)

Company Details

Company Registered Number*

Entity PIN*

Please use your unique Entity PIN to authorise this submission

[Verify Detail](#)

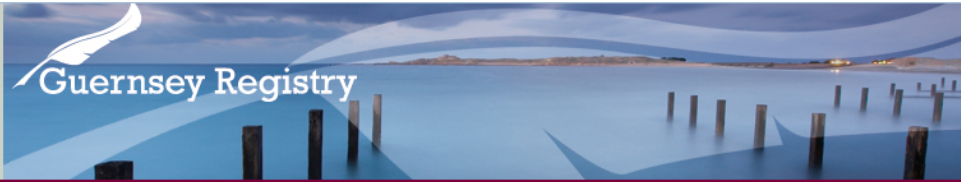
Date of Changes*

* Note all changes must be effective as at the above date

Enter the company register number and PIN and click the 'Verify Detail' button.

[Previous Page](#)
[Save](#)
[Next Page](#)

After you have verified the details the page will look like this



Add/Remove Company Resident Agent Form

Progress Tracker

- Start Page
- Company Details**
- Assign Resident Agent
- Remove Resident Agent
- Presenter Details
- Summary Page
- Payment Page
- Successful Confirmation

Company Details

[Previous Page](#)

Company Details

Company Registered Number*

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

Company has been verified

[Change](#)

Signature Reference Number

Company Name

Registered Address

Company Status

Date of Changes*

* Note all changes must be effective as at the above date

Enter the date that the changes took place here.

[Previous Page](#)
[Save](#)
[Next Page](#)

The next page will enable you to assign a resident agent

Progress Tracker

Start Page

Company Details

Assign Resident Agent

Remove Resident Agent

Presenter Details

Summary Page

Payment Page

Successful Confirmation

Add/Remove Company Resident Agent Form

Assign Resident Agent

Previous Page

Resident Agent Exempt

Resident Agent Exempt

☐

Section 483 lists the exceptions to the resident agent requirement. It includes the following:

1. Companies listed on a stock exchange prescribed by the registrar.

2. Open-ended investment companies

3. Closed ended investment companies

4. Any other companies of a class prescribed by the registrar

By selecting this option, all existing resident agents will be removed from this company. Before making this declaration you must seek appropriate legal advice to ensure you meet the legal requirement under this section.

Assign director to be Resident Agent

Appoint CSP as Resident Agent

☐

By selecting this box you can assign a company service provider as a resident agent

CSP Name

There is no CSP information associated with this company

Existing Directors

Please select

Assign

No records to display

Previous Page

Save

Next Page

You can use this box to assign a director as the resident agent

Removal of Resident Agent

Guernsey Registry

Add/Remove Company Resident Agent Form

Remove Resident Agent

Previous Page

Remove Resident Agent

Current Resident Agent

Please select

Unassign

No records to display

Previous Page

Save

Next Page

Using this box you can select current resident agents to remove from the company

Presenter details

Guernsey Registry

Add/Remove Company Resident Agent Form

Progress Tracker

Start Page

Company Details

Assign Resident Agent

Remove Resident Agent

Presenter Details

Summary Page

Payment Page

Successful Confirmation

Presenter Details

Previous Page

Presenter Details

Name

Email Address

Presenter Group

Address

Postcode

←

Your details as presenter will appear in this section

Previous Page

Save

Next Page

Summary Page

Guernsey Registry

Add/Remove Company Resident Agent Form

Progress Tracker

Start Page

Company Details

Assign Resident Agent

Remove Resident Agent

Summary Page

Payment Page

Successful Confirmation

Summary Page

Previous Page

Company Details

Company Registered Number

Company Name

Date of Changes29/09/2011

Appoint CSP as Resident AgentN

Resident Agent ExemptN

←

The summary of your resident agent chances will be displayed on this page

Director to be assigned as Resident Agent

No records to display

Director or CSP to be unassigned as Resident Agent


No records to display

Previous Page

Save

Next Page

Moving on to payment:



Add/Remove Company Resident Agent Form

Progress Tracker

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

Payment

Previous Page

Transaction Summary

Item Description	Item Cost
Change Register Office	£ 10
Total: £ 10	

Payment Method

Payment Method* ☒ Pre-Registered Account ☐ Credit Card

Select Account to Debit*


Please select

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



Add/Remove Company Resident Agent Form

Progress Tracker

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

Payment

Previous Page

Transaction Summary

Item Description	Item Cost
Change Register Office	£ 10
Total: £ 10	

Payment Method

Payment Method* ☐ Pre-Registered Account ☒ Credit Card

Presenter Reference

Previous Page

Pay & Submit






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

Continuing with payment

You are in: [Home](#) > [Company Registry](#) > [Online Services](#)

[Online Services](#)
[Payment Help](#)
[Cancel](#)

[Card Details](#)

All fields marked * are mandatory

Amount £10.00

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
 /

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

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.