

Resolution Filings - Company

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 Resolution submission using the Registry on-line services portal.

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

- Company registered number
- Entity PIN
- Resolution document
- 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.



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Online Service Portal

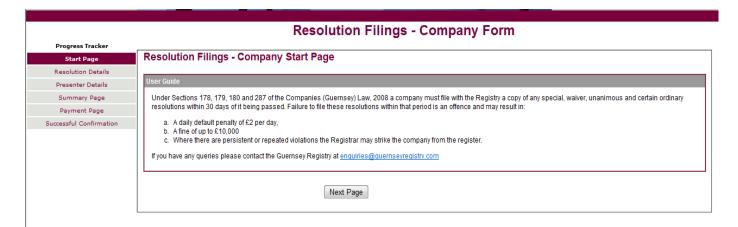
If you have not used the online service portal on www.greg.gg before, please read our Introduction to the online service portal guidance note for more information on how to register with and use the portal.

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 'Resolution Filings—Company' submission. This will then open the form in a new window.

The first page of the submission is as follows:

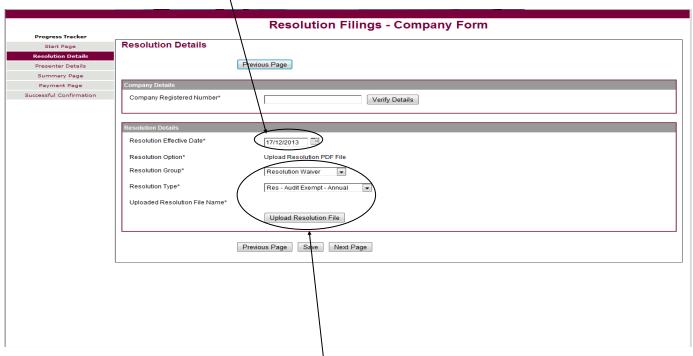


The next page of the submission requires detail regarding the company and the type of resolution filing required.

For this example a Resolution Audit Exempt-Annual is being shown.

The company registered number will need to be entered and verified.

The effective date should be the date of the last signature on the written resolution or the date of the meeting (if passed at a meeting).



You are then required to choose the resolution group and type from the drop down menus. You will then need to click the upload resolution file.

The file upload page will then be displayed.

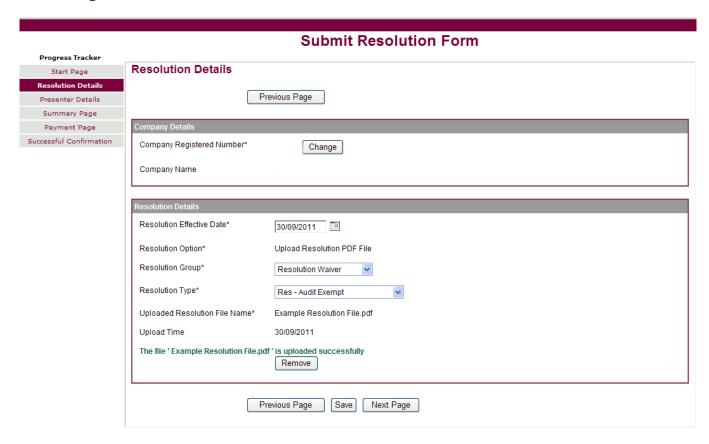
To upload a file click the browse button and select a file from your computer to be uploaded. The file name will then be displayed and then you can click on upload.

Note: The system can only accept documents in pdf format.



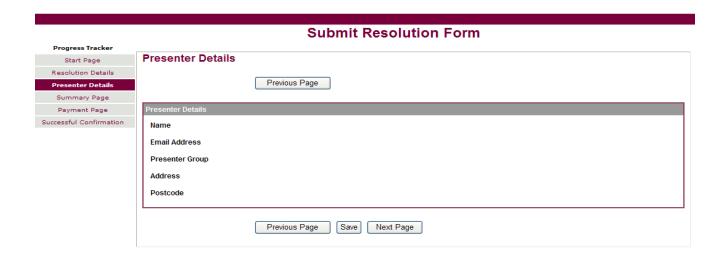
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Continuing on the submission:

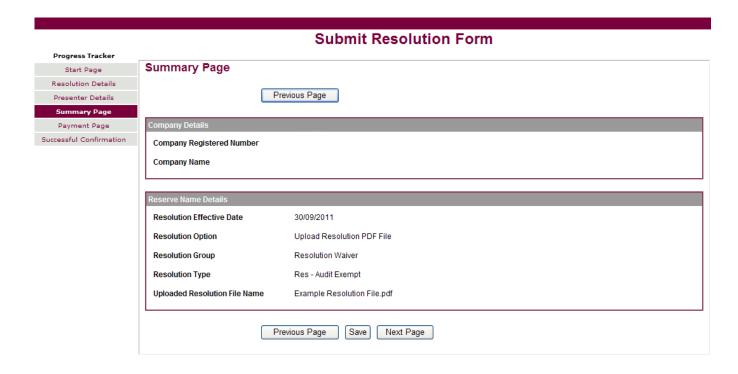


You will be directed back to the resolution details page and the information of the document you uploaded is displayed.

The next page confirms the presenters details.

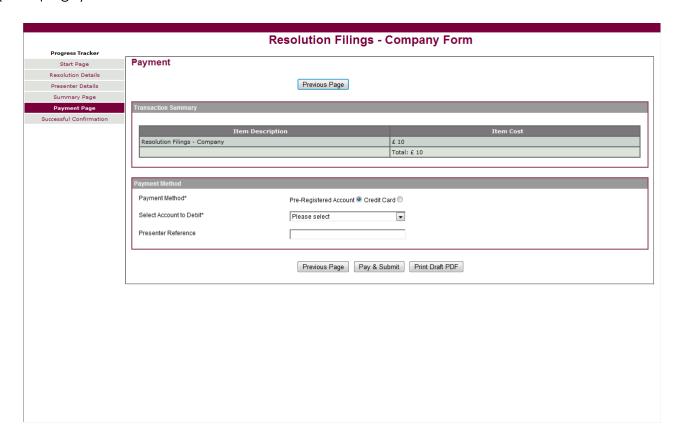


The next page will show a submission summary.



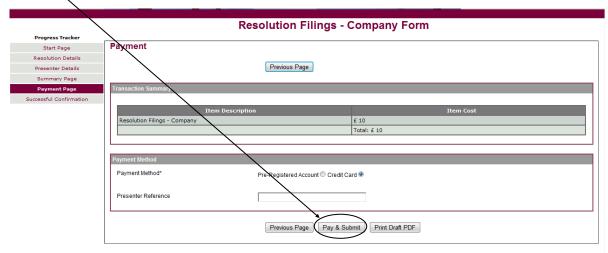
Moving on to payment:

The payment page will display the total cost of the submission and the payment method. The two options for payment are by selecting a pre-registered account (below) or by credit card (Next page).

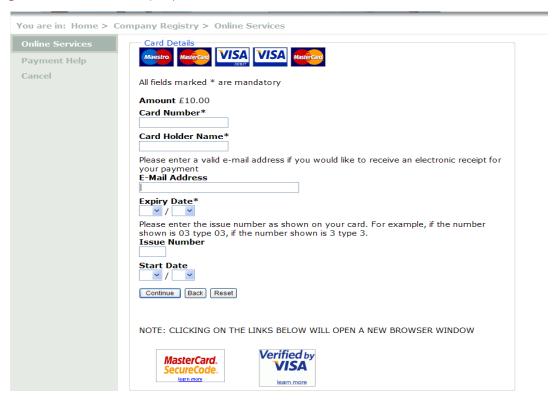


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For both payment types your presenter reference is required. This is the reference that will be displayed on the invoice and can be a reference of your choice. You will then need to click pay & submit.



Continuing with credit card payment:



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.

After completing the payment you will then be able to print a copy of the submission for your records.

Communications Manager Last Updated: March 2014