

## 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.



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.

Continuing on the submission:

Progress Tracker

Start Page

Resolution Details

Presenter Details

Summary Page

Payment Page

Successful Confirmation

Submit Resolution Form

Resolution Details

Previous Page

Company Details

Company Registered Number\*

Change

Company Name

Resolution Details

Resolution Effective Date\*

30/09/2011

Resolution Option\*

Upload Resolution PDF File

Resolution Group\*

Resolution Waiver

Resolution Type\*

Res - Audit Exempt

Uploaded Resolution File Name\*

Example Resolution File.pdf

Upload Time

30/09/2011

The file ' Example Resolution File.pdf ' is uploaded successfully

Remove

Previous Page

Save

Next Page

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.

Progress Tracker

Start Page

Resolution Details

Presenter Details

Summary Page

Payment Page

Successful Confirmation

Submit Resolution Form

Presenter Details

Previous Page

Presenter Details

Name

Email Address

Presenter Group

Address

Postcode

Previous Page

Save

Next Page

The next page will show a submission summary.

**Submit Resolution Form**

**Progress Tracker**  
Start Page  
Resolution Details  
Presenter Details  
**Summary Page**  
Payment Page  
Successful Confirmation

**Summary Page**  
[Previous Page](#)  
**Company Details**  
Company Registered Number  
Company Name  
**Reserve Name Details**  
Resolution Effective Date 30/09/2011  
Resolution Option Upload Resolution PDF File  
Resolution Group Resolution Waiver  
Resolution Type Res - Audit Exempt  
Uploaded Resolution File Name Example Resolution File.pdf  
[Previous Page](#) [Save](#) [Next Page](#)

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).

**Resolution Filings - Company Form**

**Progress Tracker**  
Start Page  
Resolution Details  
Presenter Details  
Summary Page  
**Payment Page**  
Successful Confirmation

**Payment**  
[Previous Page](#)  
**Transaction Summary**

Item Description	Item Cost
Resolution Filings - Company	£ 10
Total: £ 10	

**Payment Method**  
Payment Method\* Pre-Registered Account ☒ Credit Card ☐  
Select Account to Debit\*   
Presenter Reference   
[Previous Page](#) [Pay & Submit](#) [Print Draft PDF](#)

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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.

Item Description	Item Cost
Resolution Filings - Company	£ 10
Total: £ 10	

Payment Method: ☒ Pre-Registered Account ☒ Credit Card

Presenter Reference:

Buttons: Previous Page, Pay & Submit, Print Draft PDF

Continuing with credit card payment:

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  /

Buttons: Continue, Back, Reset

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

MasterCard SecureCode learn more

Verified by VISA learn more

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.