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 Reserve Name submission using the Registry on-line services portal.

Before submitting a Reserve Name application please check using our company search that the name is not already being used.

A Reserve Name Submission is able to be used for an Incorporation or for a Change of Name submission.

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

- Email address and password to log onto the online services portal
- To be set up as a company service provider

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.
Go to ‘create submission’ for the list of on-line submissions available

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 ‘Reserve Name—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 more detail regarding the proposed name.

Enter the name you want to reserve in the Proposed Name box. Make sure you use the correct capital letters.

The Owner Details box is not a required field however it is possible to enter the name of the CSP in this box.

The next page will display Presenter details.

Your details will be presented here.
On to the Summary Page

Payment method

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 Page).

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