

General Rectification-Company Submission

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

- Company Registered number/ Person ID and Entity/ Person PIN
- Email address and password to log onto 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 'General Rectification-Company' 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. You will then need to click 'next page'.

Guernsey Registry

General Rectification - Company Form

Progress Tracker

- Start Page
- Rectification Details
- Presenter Details
- Payment Page
- Successful Confirmation

Start Page

User Guide

Presenters can file a submission of this type in order to apply for the rectification of erroneous or inaccurate data currently residing on the Company Registry.

All rectification requests will be reviewed and applied at the absolute discretion of the Registrar.

Please note that this form is not to be used to seek rectification to the Register when the company to which the submission relates has been struck off.

- By filing this submission you are declaring to the Registrar that:
 - You have complied with all the provisions of the Companies (Guernsey) Law, 2008
 - The information that you have submitted to the Registrar is correct, accurate and not misleading
 - You are authorised by the company to make this submission
 - You are prepared to pay any fees, including late filing fees.
- The Registrar shall consider each application and may:
 - At his absolute discretion accept or reject any such submission
 - Seek further or additional information that he requires
- All such submissions, plus any accompanying or explanatory documents shall be kept on the Register and will be available for public inspection.
- Pursuant to section 509 of the Companies (Guernsey) Law, 2008, it is an offence to file any information with the Registry that is deceptive or misleading in a material particular, punishable by a fine of up to £10,000 or imprisonment for a maximum of 2 years.

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

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The next page of the submission requires more detail regarding the submission. You will first need to choose the type, which can be either company or director, by clicking one of the circles.

Guernsey Registry

General Rectification - Company Form

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Rectification Details

IMPORTANT INFORMATION:

The General Rectification submission is used to make changes to minor errors on the Register relating to either:

- Company details
- Registered Person details

For example, if a change company details submission has been successfully filed and registered with a particular effective date that is subsequently identified as an incorrect date, this submission can be used to amend the incorrect date.

Please note: Only one change request can be made per submission. If multiple changes are necessary separate submissions will need to be filed for each change required.

It is essential that the presenter provides all necessary information in each case (such as original submission number where the error occurred, registered numbers of affected companies or registered persons, etc.) within the change request field on the form.

Each submission will be charged at the fee stated in the published fee schedule as 'All Other Filings' and the Registrar reserves the right to apply any late filing fees that may fall due as a result of the changes.

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Rectification Details

Type* ☒ Company ☐ Director

Effective Date of the Change

Rectification Type*

Change Request

Previous Page **Save** **Next Page**

Note: if you are changing the date of the appointment or removal of a director on a company you need to select 'company' as the type.

Once you have selected the type the system will then ask for either the Company number and Entity PIN or the Director Number and Person PIN.

This example will show a change on a company, however a change on a director will ask for the same kind of details.

You will first need to enter the company number in the box and then click 'verify number'.

The system will then bring up the name of the company below the entity pin box.

You will then need to enter the entity pin number in the box and click 'validate'.

If the pin number matches some * symbols will then appear where the box was and a signature ref number will show underneath, as below. If the pin number is incorrect the following message will appear in red: 'The entered company number and PIN do not match'.

You will then need to enter an effective date of the change using the calendar. Next you will need to select a 'rectification type' from the drop down menu.

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The change request box will then need to be filled in with an explanation of the change. This will need to include all the relevant information available in order for the Registry to process the change.

Rectification Details

Type* Company

Company Number*

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

Signature Ref. Number 492239

Name

Effective Date of the Change 03/08/2015

Rectification Type* Please select

Change Request

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

Guernsey Registry

General Rectification - Company Form

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Presenter Details

Presenter Details

Name

Email Address

Presenter Group

Address

Postcode

The next page will display your presenter details. You can then just click 'next page'.

Making payment:

The payment page which then shows up will display the total cost of the submission, which for this submission is £10.00, 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.

Guernsey Registry

General Rectification - Company Form

Payment

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Item Description	Item Cost
General Rectification - 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

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.

Once you have selected the payment type the optional reference box will come up.

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 summary pdf'.

Submission Received

Your Submission has been successfully filed with the Registry.

Please keep a record of your unique submission number:

Submission Reference Number:

Please keep a record of your unique Payment Transaction Number:

Payment Transaction Number:

for future correspondence in relation to this submission.

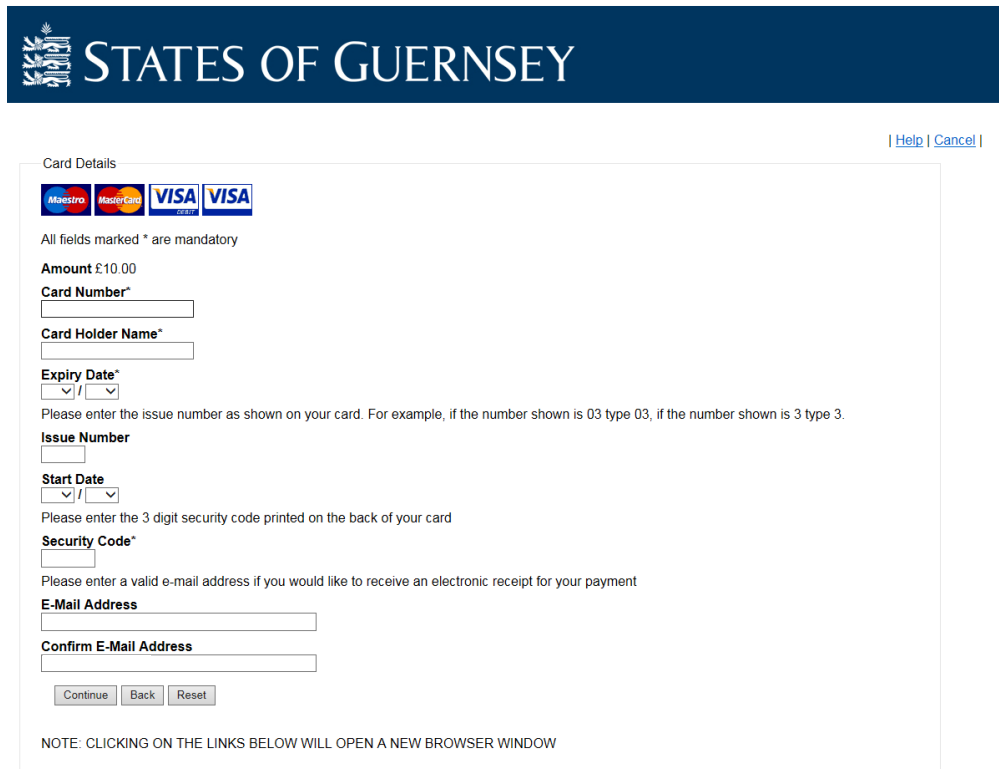
You can track this submission in your presenter portal workspace.

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

View Summary 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 'STATES OF GUERNSEY' logo. Below it, there are links for 'Help' and 'Cancel'. The form itself is titled 'Card Details' and features logos for Maestro, MasterCard, and VISA. It includes a note that 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 menus for month and year), 'Issue Number' (text input), 'Start Date' (dropdown menus 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. 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.