

Voluntary Wind Up - Part 1 Appointment of a Liquidator

Please note: For information about the requirements regarding the voluntary winding up process, please see the separate guidance note 'Voluntary Winding Up' in the 'Limited Companies' section of the guidance notes on our website - www.guernseyregistry.com.

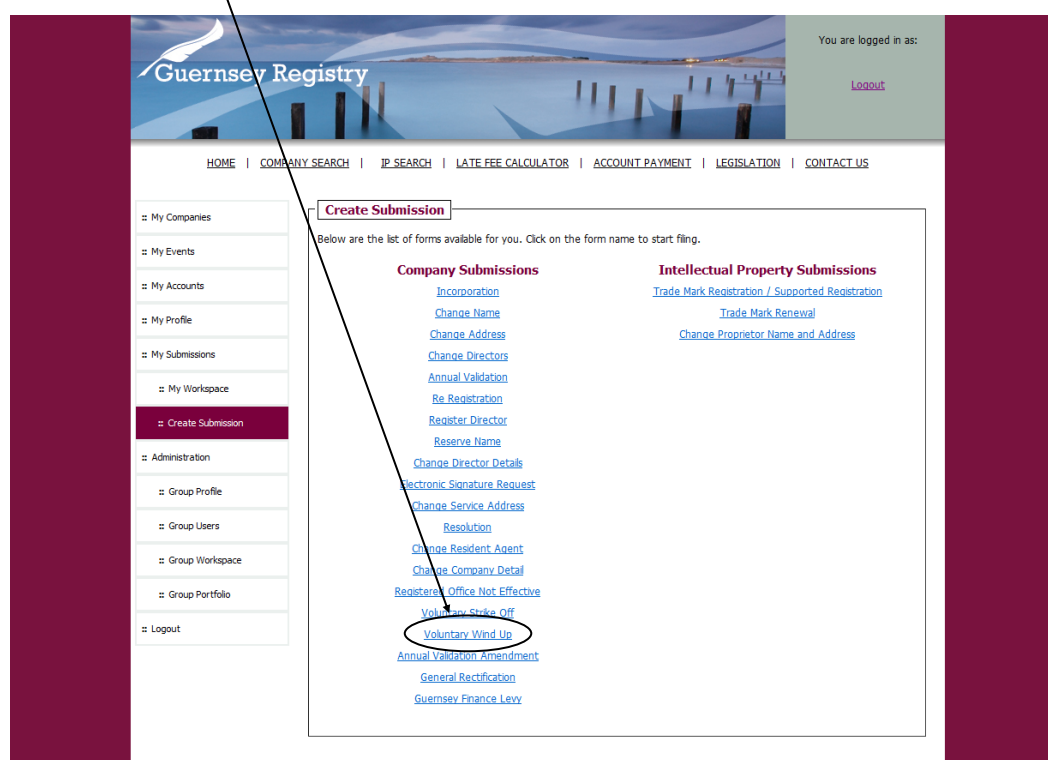
What will I need in order to make the application online?

- Company registration number
- Company PIN
- Scanned copy of the winding up resolution of the company/notice of final meeting
- Email address and password to log on to the online services portal

How do I apply for voluntary wind up online?

Go to www.greg.gg and log in by using the boxes at the top right of the page to enter your email address and password.

Click on 'Create Submission' on the left side of the page. You will see the list of all possible submissions. Click 'Voluntary Wind Up'.



The screenshot shows the Guernsey Registry website interface. On the left, a sidebar contains a list of navigation options: 'My Companies', 'My Events', 'My Accounts', 'My Profile', 'My Submissions', 'My Workspace', 'Create Submission' (highlighted), 'Administration', 'Group Profile', 'Group Users', 'Group Workspace', 'Group Portfolio', and 'Logout'. The main content area is titled 'Create Submission' and includes a 'Logout' link in the top right. Below the title, it states: 'Below are the list of forms available for you. Click on the form name to start filing.' There are two columns of links: 'Company Submissions' and 'Intellectual Property Submissions'. The 'Company Submissions' column includes links for Incorporation, Change Name, Change Address, Change Directors, Annual Validation, Re Registration, Register Director, Reserve Name, Change Director Details, Electronic Signature Request, Change Service Address, Resolution, Change Resident Agent, Change Company Detail, Register Office Not Effective, Voluntary Strike Off, Voluntary Wind Up (circled), Annual Validation Amendment, General Rectification, and Guernsey Finance Levy. The 'Intellectual Property Submissions' column includes links for Trade Mark Registration / Supported Registration, Trade Mark Renewal, and Change Proprietor Name and Address.

Note: The 'Voluntary Wind Up' submission should be used for both placing a company into voluntary winding up (appointing a liquidator) and notifying the Registry that a final meeting of the company has been held upon completion of the liquidation. The online process is the same for both stages of winding up.

The system will display a brief guidance note about the process. Click 'Next Page' to advance.

Guernsey Registry

Voluntary Wind Up Form

Progress Tracker

- Start Page
- Company Details
- Presenter Details
- Summary Page
- Payment Page
- Successful Confirmation

Voluntary Wind Up Form Start Page

User Guide

Section 391 of the Companies (Guernsey) Law, 2008 permits a company be wound up voluntarily. Any resolution that the company be wound up voluntarily (either ordinary or special) must be notified to the Registrar within 30 days of its being passed. A failure to file such a resolution with the Registry is:

- (a) a criminal offence punishable by a fine of up to £10,000, and
- (b) a civil penalty of £[insert figure] per day.

If you have any query please contact the Companies Registry at: enquiries@guernseyregistry.com

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Enter the company registration number and click 'Verify'. The company name will appear.

Select the Wind-up Reason from the drop down menu, and enter the effective date of the resolution/notification of final meeting in the 'Resolution Effective Date' Box.

If a resolution regarding the winding up of the company has already been filed, select 'Enter Resolution Submission Number' and enter the submission number in the box that appears.

If you have not filed the resolution already, this can be done at the same time. select 'Upload Resolution PDF File', select the correct type from the drop down menu then click 'Upload Resolution File'.

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Company Details

Company Detail

Company Registered Number*

Company Name

Resolution

Wind-up Reason*

Resolution Effective Date*

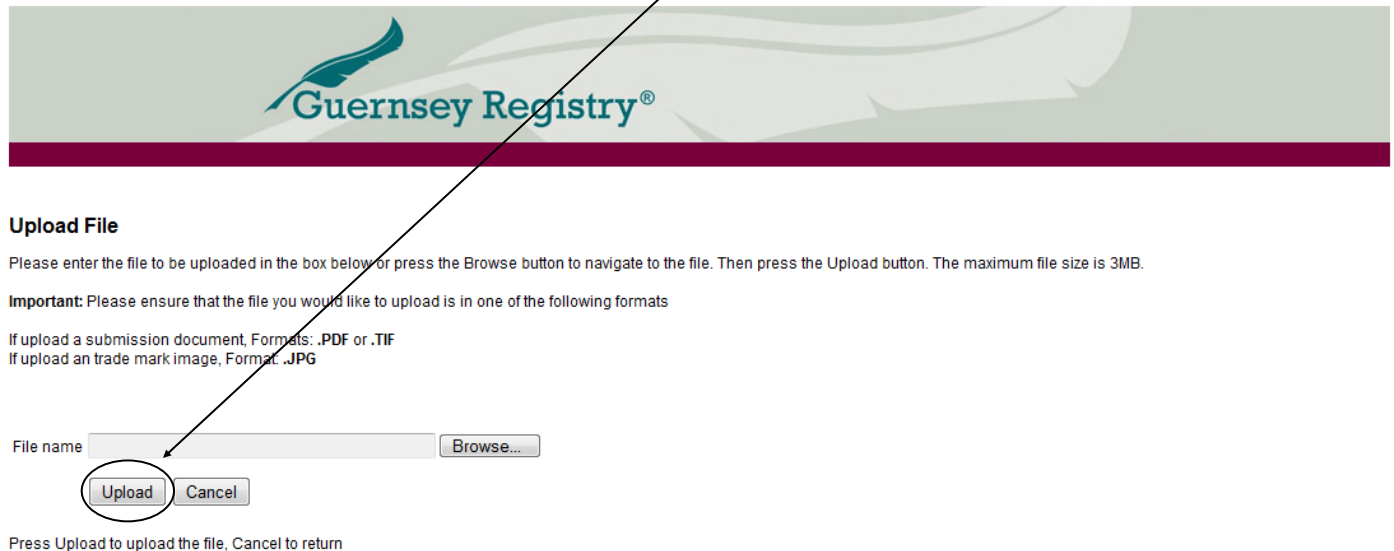
Resolution Option* ☒ Upload Resolution PDF File ☐ Enter Resolution Submission Number

Resolution Type*

Upload Resolution File

Note: The upload stage of the submission is not necessary if a voluntary winding up resolution has already been filed and the submission number entered on the previous page.

On the 'Upload File' page you will need to click 'Browse', then locate the scanned document on your computer. The document must be scanned and saved as either a PDF file or a TIF image file. When you have selected the file, press 'Upload'.



Upload File

Please enter the file to be uploaded in the box below or press the Browse button to navigate to the file. Then press the Upload button. The maximum file size is 3MB.

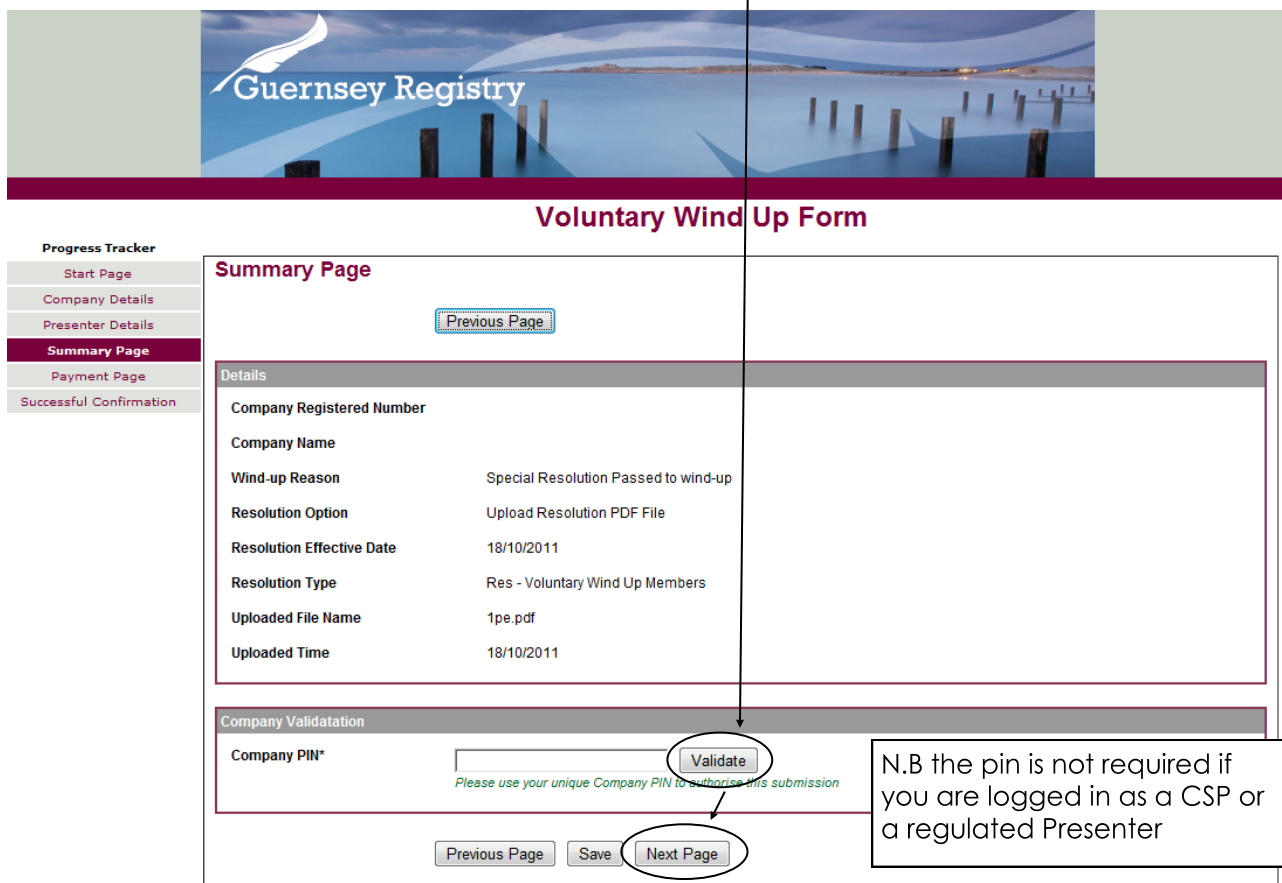
Important: Please ensure that the file you would like to upload is in one of the following formats

If upload a submission document, Formats: .PDF or .TIF
If upload an trade mark image, Format: .JPG

File name

Press Upload to upload the file, Cancel to return

After clicking 'Upload' you will be returned to the previous page. Click 'Next Page' to advance to the presenter details page, then click 'Next Page' again to view a summary of the submission. You will need to enter your Company PIN and press 'Validate'. If the PIN is accepted, the box will turn yellow. Click 'Next Page'.



Guernsey Registry

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Summary Page

Details	
Company Registered Number	
Company Name	
Wind-up Reason	Special Resolution Passed to wind-up
Resolution Option	Upload Resolution PDF File
Resolution Effective Date	18/10/2011
Resolution Type	Res - Voluntary Wind Up Members
Uploaded File Name	1pe.pdf
Uploaded Time	18/10/2011

Company Validation

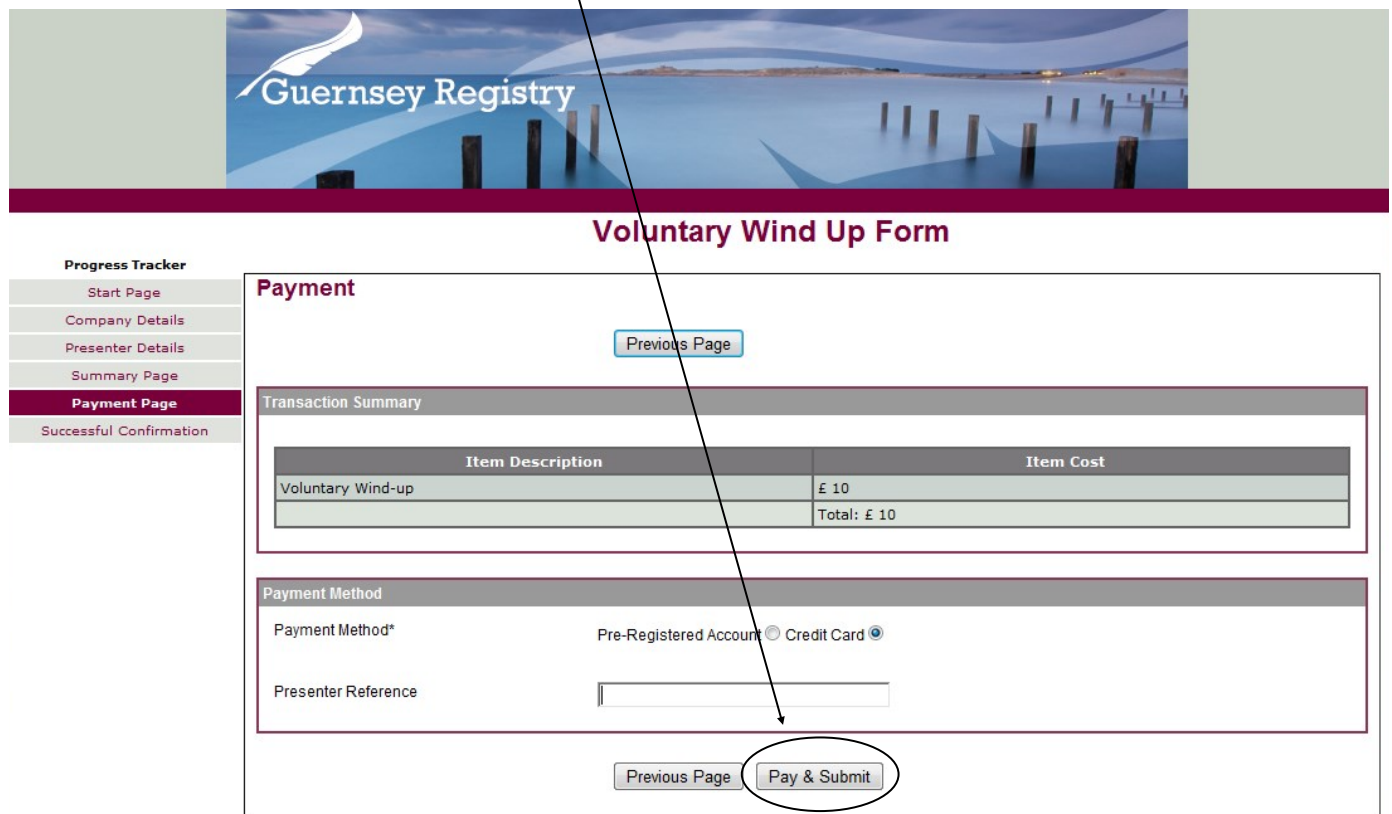
Company PIN*

Please use your unique Company PIN to authorise this submission

N.B the pin is not required if you are logged in as a CSP or a regulated Presenter

The fee for making a voluntary winding up application is £10. If paying by account, select the account option and then the account to debit from the drop down menu that will appear.

If paying by credit/debit card, select 'Credit Card'. You can then enter a personal reference for use later, but this is optional. Click 'Pay and Submit'.



Guernsey Registry

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Payment

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Transaction Summary

Item Description	Item Cost
Voluntary Wind-up	£ 10
Total: £ 10	

Payment Method

Payment Method* ☐ Pre-Registered Account ☒ Credit Card

Presenter Reference

[Previous Page](#) [Pay & Submit](#)

After selecting pay and submit, if you are paying using a card you will be 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.

For further information on what happens after submitting, please see separate voluntary winding up guidance on the Guernsey Registry website (www.guernseyregistry.com).

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.