

Bulk Change of Registered Office Address

The Registry will accept requests from any Corporate Service Provider (CSP) or Regulated Presenter (RP) that is moving registered office to change the registered office details of companies they administer on their behalf.

The Registry will carry out this service where the number of companies whose registered office address needs to be changed exceeds **25**.

The process to request a bulk change of registered office address is as follows:

- Complete the bulk change of company registered office address form which can be found here: [Bulk change of company registered office address form](#)
- Email the form to enquiries@guernseyregistry.com

The bulk change of company registered office address form includes the following information:

- The name of the CSP/RP
- The current registered office address
- The new registered office address to be applied
- The date the change of address will be effective from (changes cannot be backdated)
- The Registry account to which the fee to make the change should be applied.
- The registered number of the companies affected
- The name of the companies affected

The Registry will make the necessary changes and charge a fee of £10 per company to your Registry account.

If the Registry was not able to make the necessary changes on the date required, contact will be made.

Note: Changes of address for limited partnerships, limited liability partnerships and foundations should be submitted to us in the normal way as explained below:

- A Limited partnership change of address is a change of particulars which should be submitted as a notice signed by the general partner. There is a fee of £25. The change is not effective until a new certificate of registration has been issued. If the principal place of business is also changing this will need to be included on the declaration.

- A Limited liability Partnership change of address is a change of particulars. There is a fee of £10. These changes can be submitted by completing the change of registered office-LLP form. If the principal place of business is also changing, a Change of principal place of business - LLP form must also be submitted. Further information including forms can be found here:
<http://www.guernseyregistry.com/article/155380/Change-of-Particulars>
- A Foundation change of registered office address is a change of particulars. There is a fee of £10. These changes can be submitted by completing the change of registered office – Foundation form. A change of registered office does not become effective until the Registrar has issued a new certificate of registration. Further information including forms can be found here:
<http://www.guernseyregistry.com/article/155590/Change-of-Particulars>

Should you require any further information please email enquiries@guernseyregistry.com or call +44 1481 743800.

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