

### **Bulk Change of Registered Office Address**

The Registry will accept requests from any Corporate Service Provider or Regulated Presenter 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:

- Email [enquiries@guernseyregistry.com](mailto:enquiries@guernseyregistry.com) with the following information:
  - The registered number of the companies affected
  - The name of the companies affected
  - The new registered office address to be applied
  - The date the change of address will be effective from
  - The Registry account to which the fee to make the change should be applied.

The Registry will make the necessary changes and charge a fee of £2.50 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.

Should you require any further information please email [enquiries@guernseyregistry.com](mailto:enquiries@guernseyregistry.com) or call +44 1481 743800.

Communications Manager  
June 2014