

Beneficial ownership submissions - Using the 'Add/remove BO Entity Details' form

Guernsey companies, limited liability partnerships and foundations ("relevant legal persons") are required by The Beneficial Ownership of Legal Persons (Guernsey) Law, 2017 ("the Law") to file their beneficial ownership information using the Registry's Online Services Portal (www.greg.gg).

Entities which are resident agent exempt are not required to file beneficial ownership information.

Beneficial ownership information is required to be entered at the time of registration for new entities, and any subsequent changes must be notified within 14 days of the resident agent becoming aware of the change.

Guernsey companies registered pre-August 15 2017 (except resident agent exempt companies) are required to make a submission to input their beneficial ownership information before **28 February 2018**.

Guernsey foundations and limited liability partnerships are required to file their beneficial ownership information by **31 October 2017**.

Definition of 'Beneficial Owner'

The Beneficial Ownership (Definition) Regulations, 2017 ("the Regulations") set out the definition of 'beneficial owner' for the purposes of the Law.

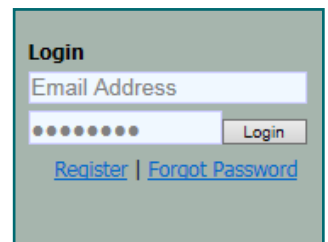
For the full definition of beneficial ownership in relation to companies, limited liability partnerships and foundations, please see the [Regulations](#) and [our guidance notes](#).

Logging into the system

All beneficial ownership register submissions are made online at www.greg.gg.

If you do not already have an online account, information on how to register is available here: [Introduction to the Online Services Portal](#).

Enter your email address and password on the top right of the page to log in.



Completing the submission form

When you have logged in, select 'Create Submission' from the left side of the page, then select 'Add/Remove BO Entity Details' to open the form.

Create Submission

Below are the list of forms available for you. Click on the form name to start filing.

Entity Submissions	Intellectual Property Submissions
Add/Remove BO Entity Details ?	Change Proprietor Name and Address ?
Add/Remove Company Directors ?	Trade Mark Registration / Supported Registration ?
Add/Remove Company Resident Agent ?	Trade Mark Renewal ?
Annual Validation - Company ?	
Annual Validation - Limited Partnership ?	
Annual Validation Amendment – Company ?	
Change Company Details ?	
Change Company Name ?	
Change Company Registered Office Address ?	
Change Personal Details (Director, Guardian, Councillor) ?	
Change Service Address for a Director ?	
Company Incorporation ?	
General Rectification - Company ?	
Guernsey Finance Levy ?	
Limited Partnership Registration ?	
Register Entity Officials (Director, Guardian, Councillor) ?	
Registered Office Not Effective – Company ?	
Registered Person (Director, Guardian, Councillor) PIN or Entity PIN request ?	

The submission form will display some guidance text.

Click 'Next Page' to continue:

Guernsey Registry

Add/Remove Entity BO Details

Progress Tracker

- Start Page
- Entity Details
- Add Beneficial Owners
- Remove Beneficial Owners
- Presenter Details
- Summary Page
- Payment Details
- Successful Confirmation

Add/Remove Entity BO Details Form Start Page

User Guide

Under section 12 of The Beneficial Ownership of Legal Persons (Guernsey) Law, 2017, the resident agent of a legal entity must give notice to the Registrar within 14 days of any change to the record of beneficial owners of that entity.

This form allows resident agents to add or remove beneficial owners from an entity, or file a full new statement of beneficial ownership if there is any doubt as to the current contents of the register.

Should you require any further information on how to file this submission, please contact the Registry at enquiries@guernseyregistry.com.

Next Page

Select the type of entity from the 'Register' drop down, enter the registration number and click 'Verify Entity Details'.

The screenshot shows the 'Add/Remove Entity BO Details' form. On the left is a 'Progress Tracker' with links: Start Page, Entity Details (highlighted), Add Beneficial Owners, Remove Beneficial Owners, Presenter Details, Summary Page, Payment Details, and Successful Confirmation. The main area is titled 'Validate Entity Details' and contains a sub-section 'Validate Entity Details' with the following fields: 'Register*' with a dropdown menu showing 'Guernsey Registered Company', and 'Entity Reg Number*' with an empty text box. Below these fields is a button labeled 'Verify Entity Details', which is circled in red. At the bottom of the form are three buttons: 'Previous Page', 'Save', and 'Next Page'.

Requirement to use PINs

If you are logged in as a Corporate Services Provider (CSP) and your presenter group matches the resident agent of the entity being filed for, the system will allow you to file without entering an Entity PIN.

If the resident agent of the entity is an individual, or a different CSP, the system will require the Entity PIN to be entered to continue.

[Details on how to request an Entity PIN are available here.](#)

When you have verified the entity you will need to enter the date on which the resident agent was made aware of the changes, and the date the changes took effect.

Please note: Where entering beneficial ownership data for the first time on a pre-existing entity there is no requirement to backdate the date of changes/date on which resident agent was made aware.

The screenshot shows the 'Validate Entity Details' form with the following data entered: 'Register*' is 'Guernsey Registered Company', 'Entity Reg Number*' is '62527' with a 'Change' button next to it, 'Entity Name' is 'Test Beneficial Ownership Ltd.', 'Registered Office Address' is 'PO Box 451 Market Building Fountain Street St Peter Port GUERNSEY GY1 3GX', 'Entity Status' is 'Normal', 'Resident Agent' is 'Test CSP Ltd.', 'Date on which resident agent made aware of the changes*' is an empty date field, and 'Date of Changes*' is '12/07/2017'. Below the fields is a note: 'Note: All changes must be effective as at the above date'. At the bottom, there is a green message: 'Company has been verified' and 'Resident Agent matches presenter group'. At the bottom of the form are three buttons: 'Previous Page', 'Save', and 'Next Page', with the 'Next Page' button circled in red.

Add Beneficial Owners

This page allows you to add beneficial owners, if you need to do so.

If you only need to remove beneficial owners, leave all fields blank and select 'Next Page'.

The system will display the definition of beneficial ownership in relation to the entity type selected.

File a full new statement of beneficial ownership

If you are unsure as to the current contents of the beneficial ownership register in relation to the entity, you can elect to file a full new statement of beneficial ownership.

This option will remove all current beneficial owners from the entity and replace them with the beneficial owners entered on the form.

Add Beneficial Owner

Beneficial Ownership Options

Under The Beneficial Ownership (Definition) Regulations, 2017, the beneficial owner of a company is -

- the natural person who ultimately controls the company through ownership; or, if no such person exists or can be identified,
- the natural person who ultimately controls the company through other means; or, if no such person can be identified,
- the natural person who holds the position of a senior managing official of the company.

The regulations also specify that where a listed company, States trading company or another relevant legal person controls a relevant legal person through ownership, that company or other relevant legal person shall be treated as a natural person, and shall be referred to as a "corporate beneficial owner".

Ownership of a company means that the person, trust or legal arrangement

- (i) holds, directly or indirectly, more than 25% of the company's shares,
- (ii) holds, directly or indirectly, more than 25% of the voting rights in the company, or
- (iii) holds the right, directly or indirectly, to appoint or remove a majority of the board of directors of the company.

Click here to view The Beneficial Ownership (Definition) Regulations, 2017.

If you are unsure of the records held on the beneficial ownership register you can file a new declaration. This will remove any existing beneficial ownership details associated with the entity and replace them with the details entered on this submission.

File a full new statement of beneficial ownership* Yes ☐ No ☒

In the next section you will need to select between 'Person' or 'Corporate' beneficial owner.

The majority of beneficial owners will be 'Person' - a natural person.

However, there are some circumstances where a beneficial owner can be a corporate entity (where a listed company, States trading company or another relevant legal person controls an entity through ownership).

Where 'Corporate' is selected, the information collected in relation to that beneficial owner will be different and the fields on the form will change accordingly.

[Further information on corporate beneficial owners is available here](#)

Choose Beneficial Ownership Type

Note: Multiple beneficial owners can be added to the company on the same submission form - click 'Add Beneficial Owner' after entering the details of each beneficial owner to keep adding more records.

Applying the definition of Beneficial Ownership options above:

Select Beneficial Ownership Type Person ☒ Corporate ☐

The beneficial owner's details need to be added in the next section.

Please note: beneficial owners must be registered with an ID number using the Register Entity Officials form on the portal or the paper [Person/Director Registration form](#) to be able to be added.

If the beneficial owner to be added is a director of the company you can select the name from the drop down list of directors and click 'Display Details' to automatically populate most of the fields with information already held by the Registry.

Please note that changing any personal director information on this form will not change personal director information on the company records as the beneficial ownership data is held separately. If you need to update your personal details, you may wish to update your information first using the ['Change Personal Details'](#) submission and come back to this form once that has been completed.

Individual Beneficial Owner Details

Note: Multiple beneficial owners can be added to the company on the same submission form - click 'Add Beneficial Owner' after entering the details of each beneficial owner to keep adding more records.

Is the beneficial owner to be added also a director of the company? Yes ☒ No ☐

Please select from the list of Directors: Please select ▼

Display Details

Title*


First Name*

Middle Name

Surname*

Former/Previous Name

Nationality* Please select ▼

Date of Birth* 

Are you aware of any other nationality held by the individual? Yes ☐ No ☒

Beneficial ownership category* Please select ▼

Residential Address Line 1*

Residential Address Line 2

Residential Address Line 3

Residential Address City/Town

Residential Address County/State

Residential Address Country* Please select ▼

Residential Address Postcode

Are any shares or rights held in a nominee relationship?* Yes ☐ No ☒

Further information on the 'Beneficial ownership category' can be found in the 'Beneficial Ownership Categories' guidance.

Depending on which option is selected, further options may become available, including 'Capacity in which shares or rights held' and 'Percentage of shares or voting rights held'.

Once the information has been entered, click 'Add to List' to confirm.

If there are more beneficial owners to be added to the entity you can keep adding more beneficial owners by going back to the top of the page and completing the fields again in the same way.

Remove Beneficial Owners

The next page allows you to remove beneficial owners from the entity if you need to do so.

If you do not need to remove any beneficial owners you can leave all fields blank and click 'Next Page' to continue.

The system will not show who the currently recorded beneficial owners of the entity are, due to the register being confidential information. If you are unsure of the current contents of the register you will need to [file a full new statement of beneficial ownership](#).

To remove a beneficial owner, enter their first name, surname and date of birth and click 'Add to list'.

You can remove multiple beneficial owners at the same time by adding several to the list to be removed.

When you have entered the details of all beneficial owners to be removed, click 'Next Page' to continue.

Remove Beneficial Owner

Beneficial Owners to be Removed


Please enter details of any beneficial owners to be removed

Select Beneficial Ownership Type Person ☒ Corporate ☐


Person Number (if known)

First Name*

Surname*

Date of Birth* 

Displaying 1...1 of 1 records

BO First Name	BO Surname	Date of Birth	BO Person Ind	Corporate BO Name	Delete
Test	Owner	01/01/1980	Y		

The next page displays your presenter details.

Click 'Next Page' to continue to the summary page.

Presenter Details

Presenter Details

Name Joe Le Page

Email Address joe.lepage@guernseyregistry.com

Presenter Group Test CSP Ltd.

Address PO Box 451, Market Building, Fountain Street, St Peter Port, , GUERNSEY

Postcode GY1 3GX

The system will show a summary of the information entered into the form.

Check that the information is complete and tick the declaration tick boxes to confirm, then click 'Next Page'.

Summary Page

Previous Page

Entity Details

Register	Guernsey Registered Company
Entity Reg Number	62527
Entity Name	Test Beneficial Ownership Ltd.
Date of Changes	12/07/2017

Beneficial Owners added

Displaying 1...1 of 1 records

BO Title	BO First Name	BO Surname	Residential / Reg. Office Address	Date of Birth	BO Person Ind	Corporate BO Name
Mr	Test	Director	PO Box 451 Market Building Fountain Street St Peter Port GUERNSEY GY1 3GX	01/01/1990	Y	

I confirm that the above individuals are beneficial owners of the entity* ☐

Beneficial Owners removed

Displaying 1...1 of 1 records

BO Title	BO First Name	BO Surname	Date of Birth	BO Person Ind	Corporate BO Name
	Test	Owner	01/01/1980	Y	

I confirm that the above individuals are no longer beneficial owners of the entity* ☐

I am the resident agent of the entity, or an authorised officer thereof. I declare that all reasonable steps have been taken to verify the information provided on this form and the information is true to the best of my knowledge and belief. I further declare that I am aware of the penalties for providing false or misleading information under the Companies (Guernsey) Law, 2008 as amended and under the Beneficial Ownership (Guernsey) Law, 2017.* ☐

Previous Page

Save

Next Page

Click 'Submit' on the next page to submit the form.

Payment Details

Previous

No Payment

No Fee Related with This Form

Previous

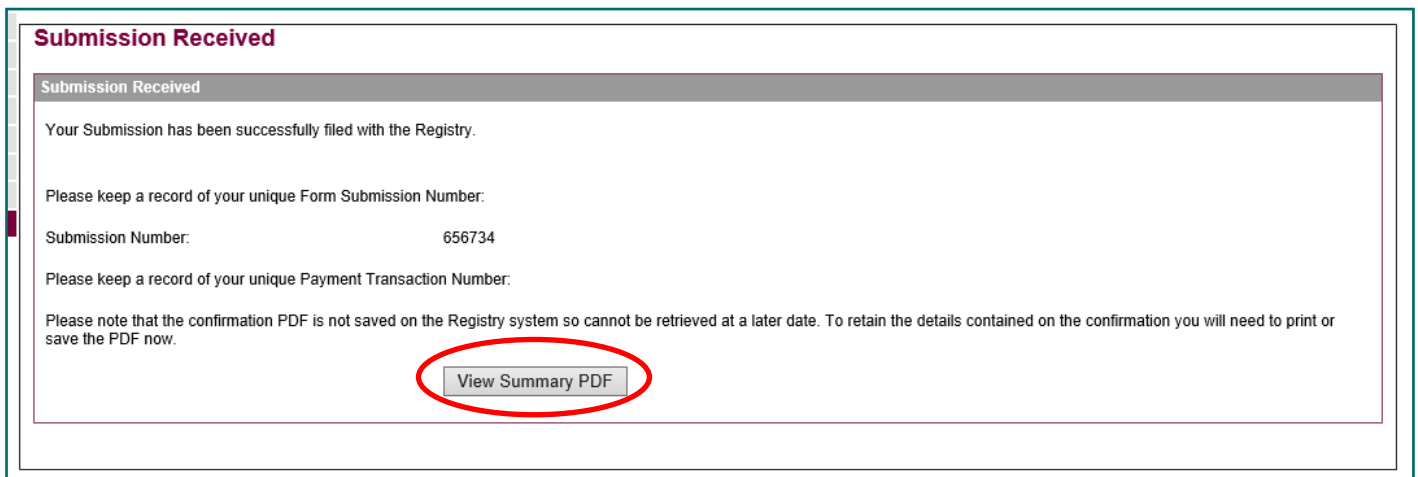
Submit

Print Draft PDF

The form is now complete and has been submitted to the Registry.

The system will automatically check the submission and enter the information into the beneficial ownership register.

If any errors are found with the submission (for example a beneficial owner to be removed is not currently recorded on the beneficial ownership register) the system will automatically return the submission to your 'My Workspace' and send a notification email to your login email address.



Submission Received

Submission Received

Your Submission has been successfully filed with the Registry.

Please keep a record of your unique Form Submission Number:

Submission Number: 656734

Please keep a record of your unique Payment Transaction Number:

Please note that the confirmation PDF is not saved on the Registry system so cannot be retrieved at a later date. To retain the details contained on the confirmation you will need to print or save the PDF now.

[View Summary PDF](#)

Summary PDF

A PDF summary document is generated at the end of the submission and can be viewed by clicking 'View Summary PDF'.

This PDF should be printed or saved for your records.

Please note that the confirmation PDF is not saved anywhere on the Registry system and cannot be retrieved at a later date.

Office opening hours & contact details

If you need any more information please contact the Registry.

Our office opening hours and contact details can be found through the 'contact' section of our website here: <http://www.guernseyregistry.com/contact>

Date issued:

09/11/2022