

Guernsey Registry Newsletter - November 2020

You have received this newsletter because you either submitted an annual validation in 2020, or you submitted the most recent submission filed for a non-regulated company in 2020.

Please feel free to share this information with your co-directors/resident agent.

Introduction

The Registry is issuing this update to make you aware of some important changes and remind you of key dates and information. This newsletter includes details of new regulations which amend the annual validation content and deadline.

Limited Companies Annual Validation Content and Filing Deadline

[The Companies \(Annual Validation\) Regulations, 2020](#) were made on 1st September 2020, and [The Companies \(Annual Validation\) \(No. 2\) Regulations, 2020](#) were made on 24th November 2020.

These regulations amend the content and filing dates of the company annual validation.

A new annual validation form is currently in development. In order to provide companies and their administrators sufficient time to collect the additional information required the annual validation period has been amended.

Instead of filing between 1 January and 28 February, the annual validation period will now take place between 1st June and 31st July 2021. The information contained in the annual validation will need to be current as at 31 May 2021.

The filing fee is unchanged, and the deadline for filing the annual validation will be 31st July 2021.

The annual validation forms will be available for drafting in May 2021, you will not be able to submit until 1st June 2021.

We will issue further information and guidance on how to complete the new annual validation form in the first quarter of 2021.

Please note: The Guernsey Registry is able to help you submit the annual validation yourself over the phone however we are unable to do the annual validation for you. If you are not going to be on the island we would strongly suggest you either take everything you need to do it with you (company number, company PIN, login details for www.greg.gg) or arrange for someone else to do it for you. The Registry is not able to email company PINs, all PIN reminders are sent to the company's registered office address in Guernsey.

**Guernsey Company
Annual Validations:
1 June to 31 July
2021**

Data Protection

The Office of the Data Protection Authority would like to remind Registry users of the requirement to register and pay an annual fee during **January-February 2021**.

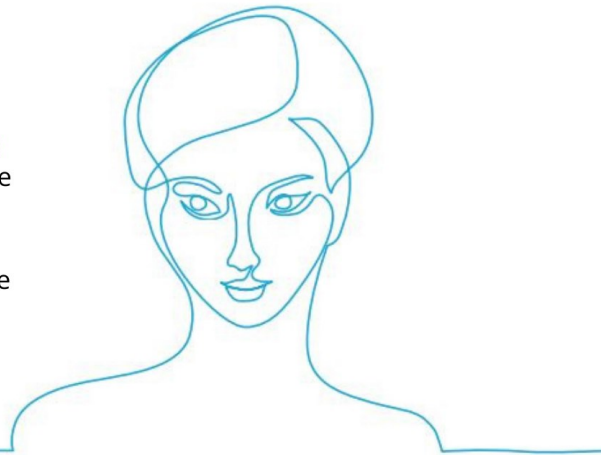
Please see their website for more information.

NEW REGISTRATION REQUIREMENTS

- OFFICE OF THE DATA PROTECTION AUTHORITY (ODPA)

If you use personal data in your work, you need to be aware of important changes coming in 2021.

You will need to complete a new registration with the ODPA **during January-February 2021**, and pay an annual fee.



Visit odpa.gg/2021 for more details.



Economic Classification Codes

The economic classification codes are used to categorise all entities by the type of economic activity they perform. The codes are applied to data held by several States of Guernsey service areas including Revenue Service and the Registry.

To assist the Revenue Service with their work on the economic substance requirements, the coding system was updated and the new codes became available in the Registry system on 7 October 2019.

The Registry requests that where their company's classification code on our system shows 'discontinued' next to it the code is updated in our system by the end of 2021.

To check your current classification code you will need to do a company search on www.greg.gg. [Guidance on how to do company searches can be found here.](#)

If your code needs changing you will need to file a change company details submission, guidance on how to file can be found in our guidance note – [Filing Change Company Details submissions](#).

If you need further guidance on how to file this submission please contact the Registry using the contact details on the last page of this newsletter.

If you have any queries on the economic classification codes or need assistance choosing the correct code please see the guidance available here: www.gov.gg/ecodes or contact Data and Analysis:

Telephone: 01481 717292

Email: dataandanalysis@gov.gg

Charity and NPO Renewals Reminder

The Registry administers the Register of Non-Profit Organisations under the Charities and Non Profit Organisations (Registration) (Guernsey) Law, 2008.

Every registered charity/NPO must apply to renew its registration on an annual basis, at the commencement of each calendar year.

Pre-populated charity/NPO renewal forms will be sent to the contact address of all registered charities/NPOs from early December 2020.

Completed renewal forms can be returned to the Registry by post or email (enquiries@guernseyregistry.com) from **1 January 2021**.

**Charity/NPO renewal
deadline:
31 January 2021**

The deadline for filing charity/NPO renewals is 31 January 2021.

Failure to file a charity/NPO renewal can result in the organisation being struck off of the register.

Office opening and contact details

Please note: The office is not open to the public, therefore we are not open for drop ins and we cannot provide a document collection service. We ask that documents are emailed or sent via the island's postal service.

In the first instance we would encourage all of our customers to review the guidance and information available on www.guernseyregistry.com before contacting us. Where there are still queries we request that they are emailed.

Email address: enquiries@guernseyregistry.com

Address: Market Building, PO Box 451, Fountain Street, St Peter Port, Guernsey, GY1 3GX

Telephone: Due to the reduced telephone service we would ask that calls are only made where absolutely necessary.

44 (0)1481 743800 (Monday to Friday 10am - 2pm only)

****IT IS ANTICIPATED THAT OUR PHONE NUMBER WILL BE CHANGED TO +44 1481 222800 WITH EFFECT 1ST FEBRUARY 2021. HOWEVER OUR OLD NUMBER WILL CONTINUE TO BE AVAILABLE UNTIL 31ST MARCH 2021****

Website: www.guernseyregistry.com

Disclaimer: *The purpose of this document is to provide information and guidance for Registry users.*

However, the interpretation of the legislation is a matter on which the Guernsey Registry cannot advise and individuals will need to form their own view on compliance.

Independent legal advice is advised where there is any uncertainty.

Date issued:

27/11/2020