

Director Registration

All company directors must complete a registration form in order to be provided with a unique director ID number.

Corporate Service Providers (CSPs) or Regulated Presenters (RPs) can complete director registrations using the online services portal.

Once the director registration has been processed, the director will be issued with a unique director number and a Director Registration Certificate is generated. The certificate IS NOT sent to the directors address—it is sent electronically to your 'my events' section of the portal where it can be downloaded.

PLEASE NOTE: REGISTERING AS A DIRECTOR **DOES NOT** AUTOMATICALLY LINK THAT PERSON AS A DIRECTOR TO A SPECIFIC COMPANY. THIS NEEDS TO BE DONE **AFTER** THE REGISTRATION PROCESS USING THE 'CHANGE DIRECTOR' SUBMISSION TYPE

Directors should be appointed to a company within 14 days of their appointment in order to avoid late fees being charged.

Please call the office for further information +44 1481 743800;
or email enquiries@guernseyregistry.com.