

Registered Person (Director, Guardian, Councillor) PIN or Entity PIN Request

Companies registered in Guernsey must comply with the requirements of the Companies (Guernsey) Law, 2008.

The purpose of this guidance note is to take the user step by step through a Registered Person (Director, Guardian, Councillor) PIN or Entity PIN Request submission using the Registry on-line services portal.

What will I need in order to make this application online?

- Entity/ Registered Person Number
- Email address and password to log onto the online services portal

This guidance note is not intended to be definitive legal advice and should not be relied upon as such.

The interpretation of the Companies (Guernsey) Law, 2008 is a matter on which the Guernsey Registry cannot advise and companies need to form their own view on compliance with the legislation.

Independent legal advice is advised where there is any uncertainty.



Online Service Portal

If you have not used the online service portal on www.greg.gg before, please read our Introduction to the online service portal guidance note for more information on how to register with and use the portal.

If you have used the portal before please continue with the steps below.

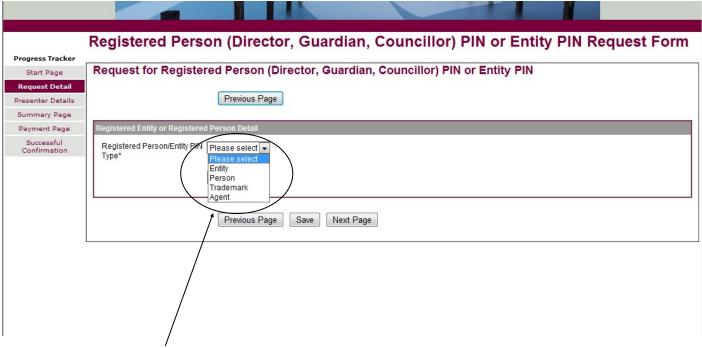
Log into the online service portal on greg.gg

On the create submission page select the 'Registered Person (Director, Guardian, Councillor) PIN or Entity PIN Request' submission. This will then open the form in a new window.

The first page of the Electronic Signature Request is as follows:



The next page of the submission requires detail regarding the request.



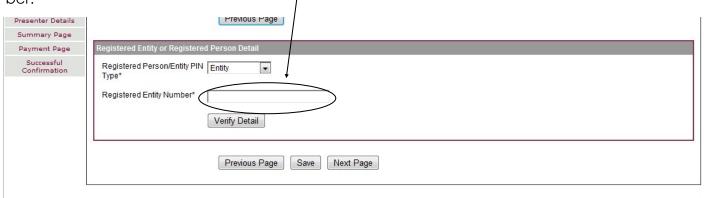
Select which PIN you require using this box.

The Person option is for requesting a PIN for an individual Director, Guardian or Councillor.

The Entity option is for requesting a PIN for a company.

This page will ask you for details about your request

If you require an Entity PIN you will be next asked to enter the registered entity (company) number.



After you click Verify Detail the entity name will be displayed. If this is correct you can continue or use the change button to correct it to the right entity.



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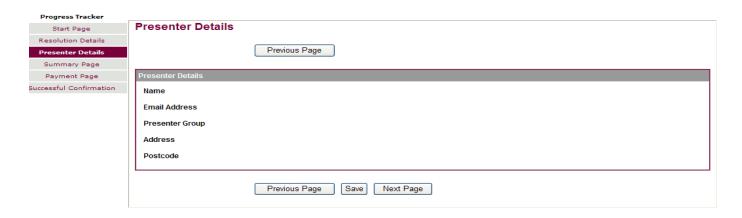
If you require a Registered Person PIN this page will require you to provide details of the person.



Once you have entered the person details and selected Verify Detail, the page will display the registered person information as below.

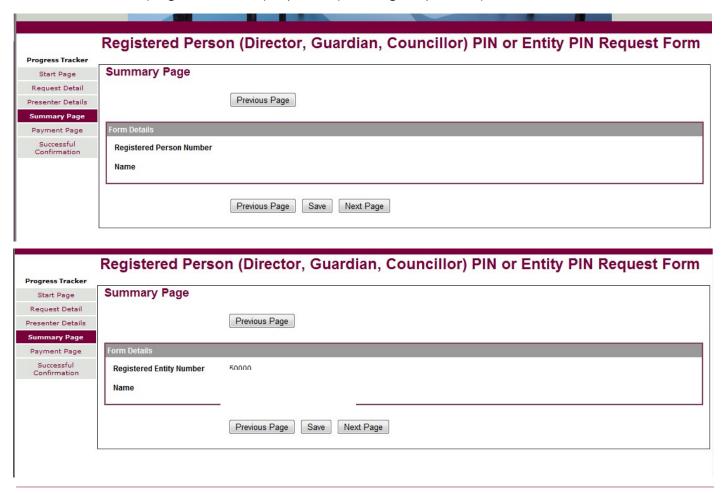


The next page confirms the presenters details.



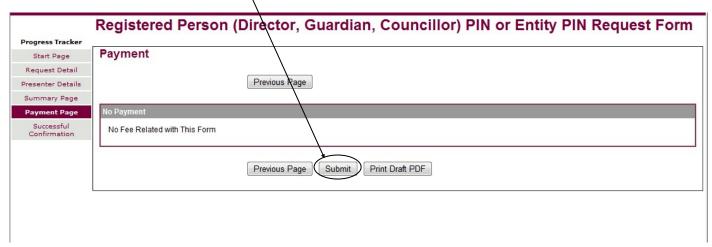
Moving on to the submission summary.

One of these two pages will be displayed depending on your request.



There is no fee charged for requesting a PIN number.

Once you press submit you will be shown a summary of the submission you have made along with a reference number.



Last Updated: April 2016