

## 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](http://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:

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

**Progress Tracker**

- Start Page
- Request Detail
- Presenter Details
- Summary Page
- Payment Page
- Successful Confirmation

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

**User Guide**

Users of the Online Registry will need an ID and PIN number in order to make submissions. This ID and PIN is your electronic signature for validation of documents.

There are two separate types of PIN

- A Registered Entity PIN – used to authenticate submissions filed by an Entity (e.g. a Company)
- A Registered Person PIN – used to authenticate submissions filed by a person (e.g. a Company Director)

The following submission will allow you to request either a Registered Entity PIN or a Registered Person PIN.

The ID and PIN is issued on the following conditions:

- It will be kept safe and secure at all times and shall only be used with the authority of the registered holder of the ID and PIN
- If for any reason you know or suspect that your ID and PIN is, or may be, used by an unauthorised person you must notify the Registry immediately.

If you have any queries please contact the Guernsey Registry at [enquiries@guernseyregistry.com](mailto:enquiries@guernseyregistry.com)

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

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

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

Progress Tracker: Start Page, **Request Detail**, Presenter Details, Summary Page, Payment Page, Successful Confirmation

Previous Page

Registered Entity or Registered Person Detail

Registered Person/Entity PIN Type\* Please select  
Please select  
Entity  
Person  
Trademark  
Agent

Previous Page Save Next Page

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.

Presenter Details, Summary Page, Payment Page, Successful Confirmation

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Registered Entity or Registered Person Detail

Registered Person/Entity PIN Type\* Entity

Registered Entity Number\*

Verify Detail

Previous Page Save Next Page

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.

Summary Page, Payment Page, Successful Confirmation

Registered Entity or Registered Person Detail

Registered Person/Entity PIN Type\* Entity

Registered Entity Number\* 50000

The details have been verified

Change

Name THE COCK AND BULL LIMITED

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

Start Page

**Request Detail**

Presenter Details

Summary Page

Payment Page

Successful Confirmation

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

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Registered Entity or Registered Person Detail

Registered Person/Entity PIN Type\*

Person

Registered Person Number\*

Person Surname

Person DOB

dd/MM/yyyy

Verify Detail

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

Start Page

**Request Detail**

Presenter Details

Summary Page

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Successful Confirmation

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

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Registered Entity or Registered Person Detail

Registered Person/Entity PIN Type\*

Registered Person Number\*

101571

Person Surname

Bougourd

Person DOB

The details have been verified

Change

Name

Alan Michael Bougourd

The next page confirms the presenters details.

Progress Tracker

Start Page

Resolution Details

**Presenter Details**

Summary Page

Payment Page

Successful Confirmation

Presenter Details

Previous Page

Presenter Details

Name

Email Address

Presenter Group

Address

Postcode

Previous Page

Save

Next Page

Moving on to the submission summary.

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

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

**Progress Tracker**

- Start Page
- Request Detail
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**Summary Page**

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**Form Details**

Registered Person Number

Name

Previous Page Save Next Page

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

**Progress Tracker**

- Start Page
- Request Detail
- Presenter Details
- Summary Page**
- Payment Page
- Successful Confirmation

**Summary Page**

Previous Page

**Form Details**

Registered Entity Number 500000

Name

Previous Page Save Next Page

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.

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

**Progress Tracker**

- Start Page
- Request Detail
- Presenter Details
- Summary Page
- Payment Page**
- Successful Confirmation

**Payment**

Previous Page

**No Payment**

No Fee Related with This Form

Previous Page **Submit** Print Draft PDF