Person Registration Guidance

Introduction

The following individuals must complete a person registration and be provided with a unique person ID number to be added/linked to an entity:

- All Company Directors

- Foundation Officials

- Limited Liability Partnership (LLP) Members

- Beneficial Owners

- Individual (non-CSP) Resident Agents

Further guidance about these categories of persons is available at www.guernseyregistry.com

If a person is already registered with the registry in any of the above capacities, there is no need to register them again.

What you need to register a person

To make a person you will need to log in to the new Online Services Portal via www.guernseyregistry.com. Information and guidance on how to log in and use the portal is available here: Introduction to the Online Portal

If you are not a corporate services provider or regulated presenter, you will need the following documents in pdf format:

- Certified proof of address within the last 3 months (e.g., utility bill or similar)

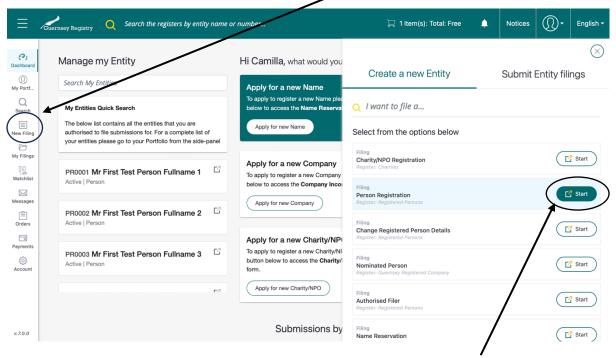- Certified proof of ID (e.g., copy of passport) within last 6 months.

Once registered, an ID number will be provided for the individual that can be used to add them as an official on a Guernsey entity.

Please note that if a CSP is registering a person it is their duty to inform the person of the ID number that has been assigned to that person.
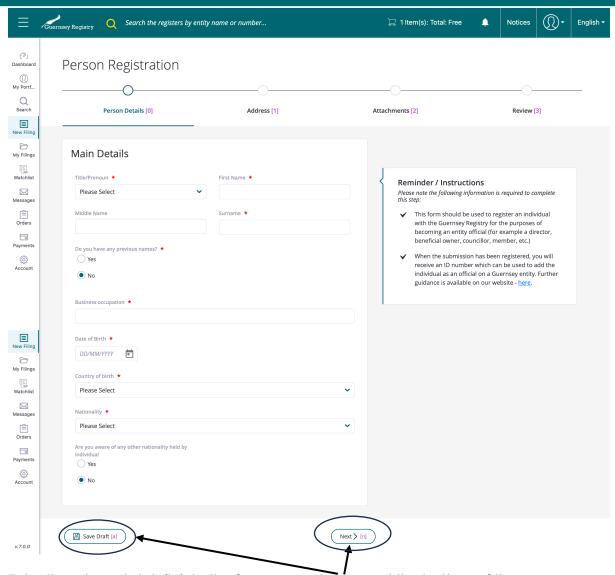
Finding the Person Registration Filing

Once logged into the online services portal click on 'New Filing' on the menu on the left-hand side of the page.

In the tab that opens scroll down to 'Person Registration' and click 'Start'

This will open the Person Registration form which has four pages of information to complete:

- Person Details (including full name, middle names & former names, business occupation, date of birth & nationality)

- Residential Address, (including providing a phone number and email address)

- ID and Proof of Address Attachments (not required for CSPs)

- Review & Declaration

Enter the relevant details into the form on each page. At the bottom of the page, you can save a draft or click next to proceed.

On the Review page, once you have ticked the declaration, click 'Submit'. You will receive a notification with a submission reference number and email confirmation that the submission has been received.

Please Note: the submission reference number is not the person ID number, which will only be sent out once the submission has been processed by the Registry. You will receive another email confirmation once it has been processed.

You can also view the status/progress of your submissions by clicking on the 'My Filings' button on the left-hand side of the page.

What Happens Next?

Once the person registration has been processed, the individual will be issued with a unique ID number and a Registration Certificate is generated.

The certificate IS NOT sent to their address — it is sent electronically to your 'My Filings' section of the portal where it can be downloaded.

If you are submitting a person registration on behalf of the individual it is your responsibility to ensure inform them of their person ID number.

Please Note: submitting a person registration for a director, resident agent, councillor, guardian, member, official or beneficial owner **does not** automatically link that person to a specific entity. This needs to be done **after** the registration process using the following submission types:

- Company - 'add / remove director / resident agent' submission type.

- LLP - 'Limited Liability Partnership Add/Remove Members' submission type.

- Foundation - 'Foundation change of officials' submission type.

- Beneficial Owner - 'Add/Remove Beneficial Owner Details' submission type.

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

Registry contact details

If you need any more information or guidance, please contact the Registry using the details on our website - https://www.guernseyregistry.com/contact