

Searching the Registers & Ordering Documents

How do I search the registers & request documents?

Anyone can do a search via the Guernsey Registry Website, and it is free, however, you will need to pay for any copies of documents that you order.

You can search the registers for any of the following entity types:

- Companies
- LLPs
- LPs
- Foundations
- Charities

You do not need to be logged in or registered to use the website to search for an entity and request documents unless you wish to use your Registry account to pay for documents (mainly used by corporate service providers or regulated presenters).

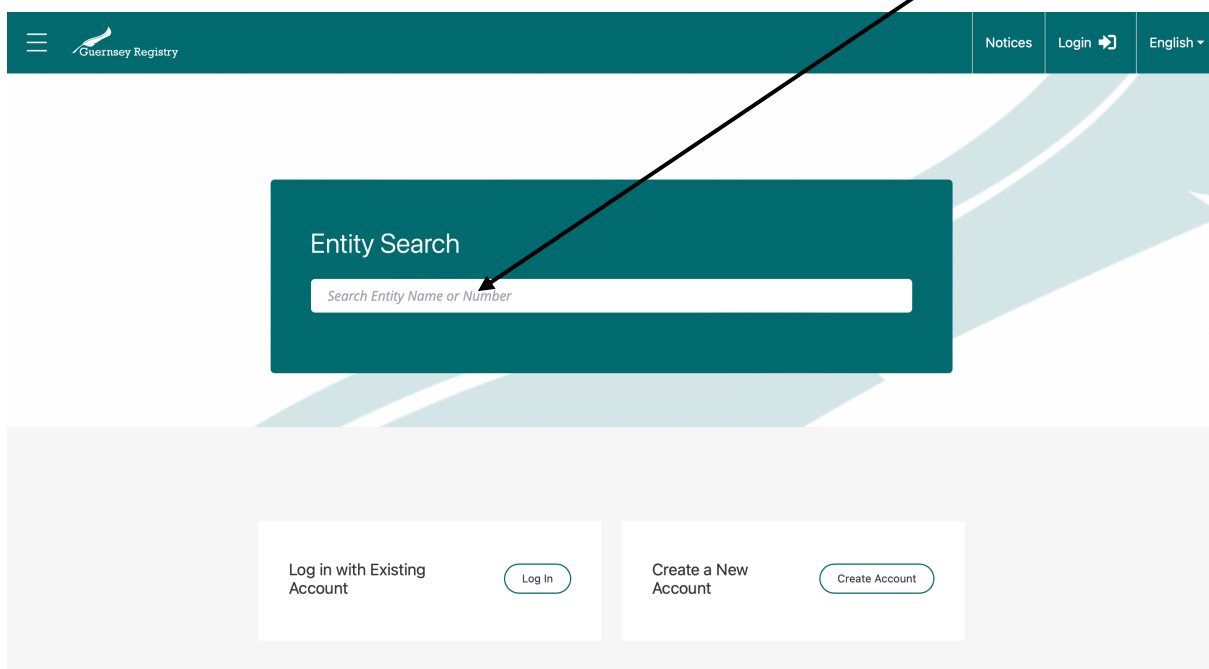
Please note:

- The Registry is unable to perform an entity search on your behalf
- We do not hold financial/account information on companies
- We have no record of the company secretary
- We do not have a current record of the shareholder details. The last document to show shareholder information was the 2008 Annual Return.
- Requests can only be made for documents that contain information that the law states should be publicly available.

How do I access the online public search?

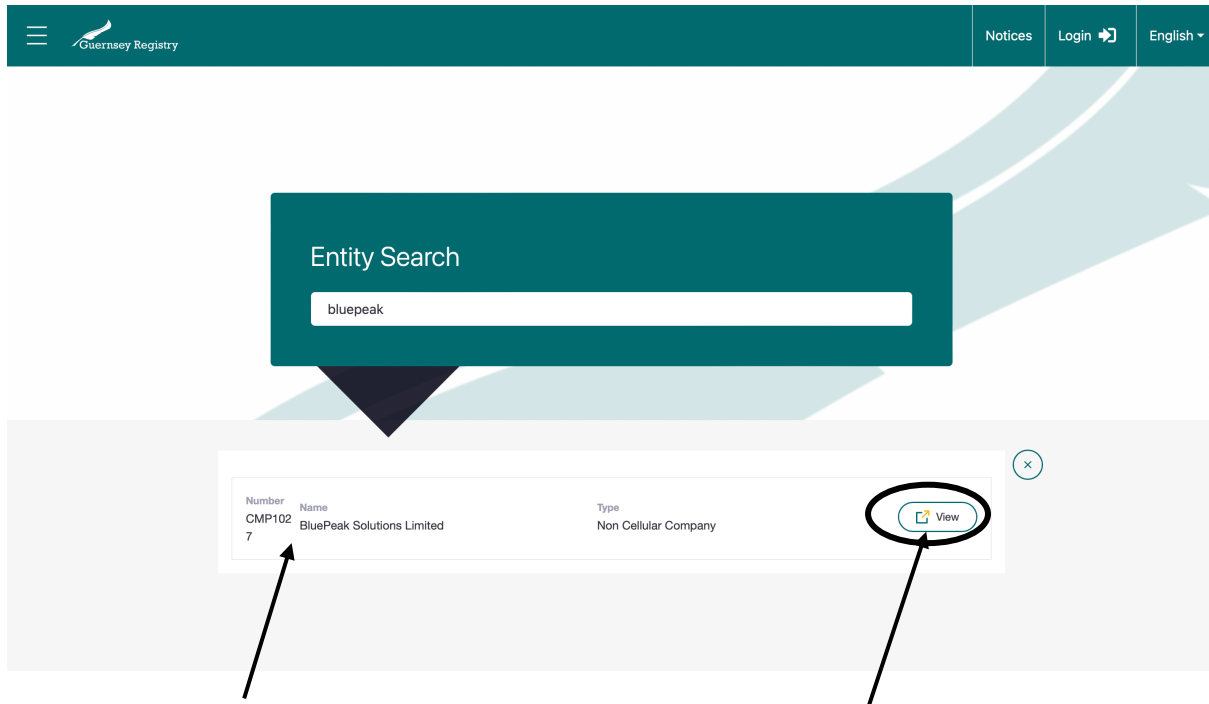
You will need to go to www.guernseyregistry.com and click on the portal button.

This will take you to the portal and you will see a box labelled 'Entity Search'.



The screenshot shows the Guernsey Registry website interface. At the top is a dark teal header with the Guernsey Registry logo on the left and 'Notices', 'Login', and 'English' links on the right. Below the header is a large teal box titled 'Entity Search'. Inside this box is a white search input field with the placeholder text 'Search Entity Name or Number'. A black arrow points from the text 'Entity Search' in the paragraph above to the search input field. Below the 'Entity Search' box, there are two white boxes. The left box is titled 'Log in with Existing Account' and contains a 'Log In' button. The right box is titled 'Create a New Account' and contains a 'Create Account' button.

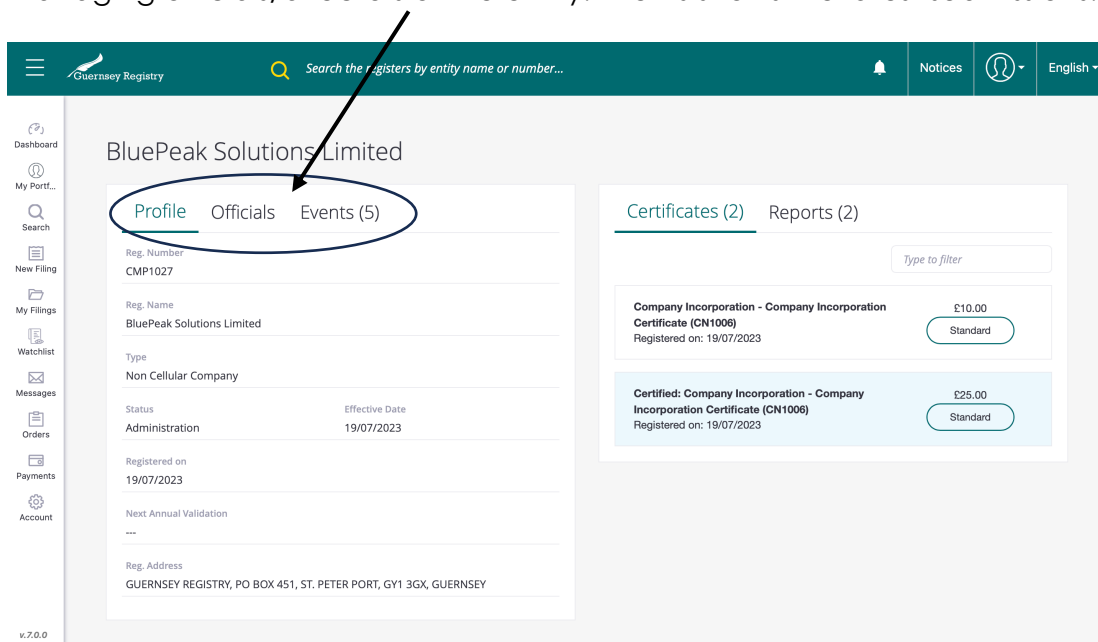
Type the name or number of the entity that you would like to search for into the search bar. *Please note:* you will need to search using at least three characters/letters.



The search results will show below the box. If there are no results the system will show a message "No results for this search".

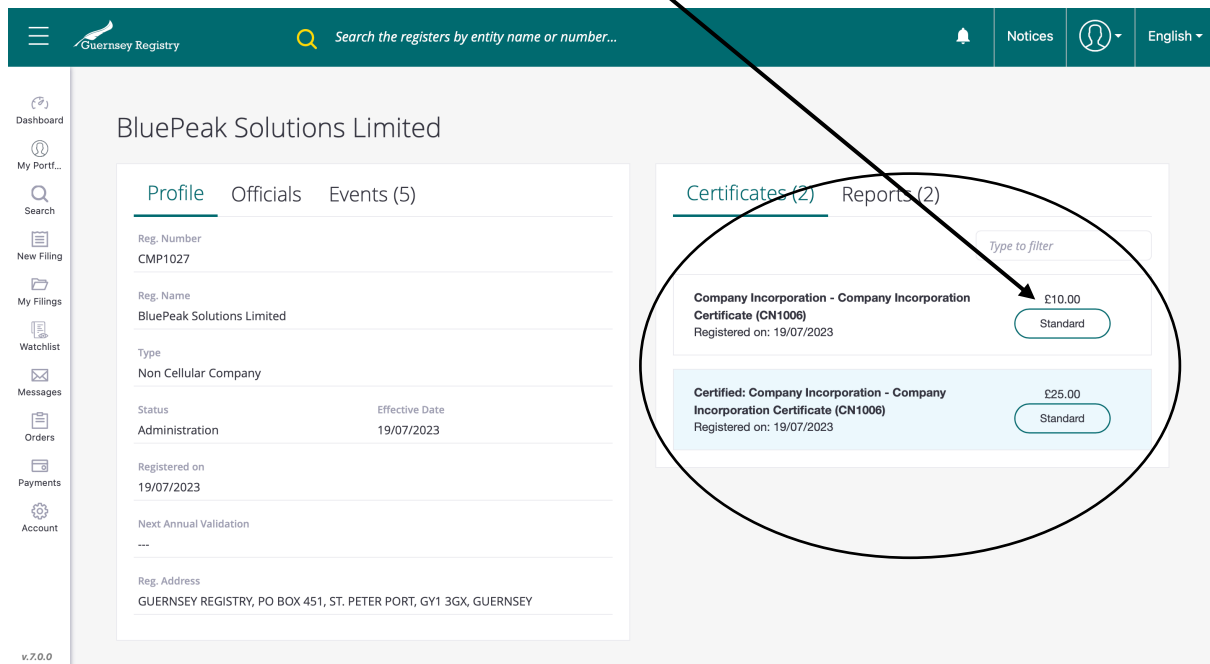
To view the entity details, click on the "view" button. Clicking on 'view' will open the entity details page. There are a number of tabs on this page.

On the left-hand side: 'Profile' will show the basic entity information including name, type, registered number and registered address. Officials contains details of the managing officials/directors of the entity. Events shows the latest submissions.



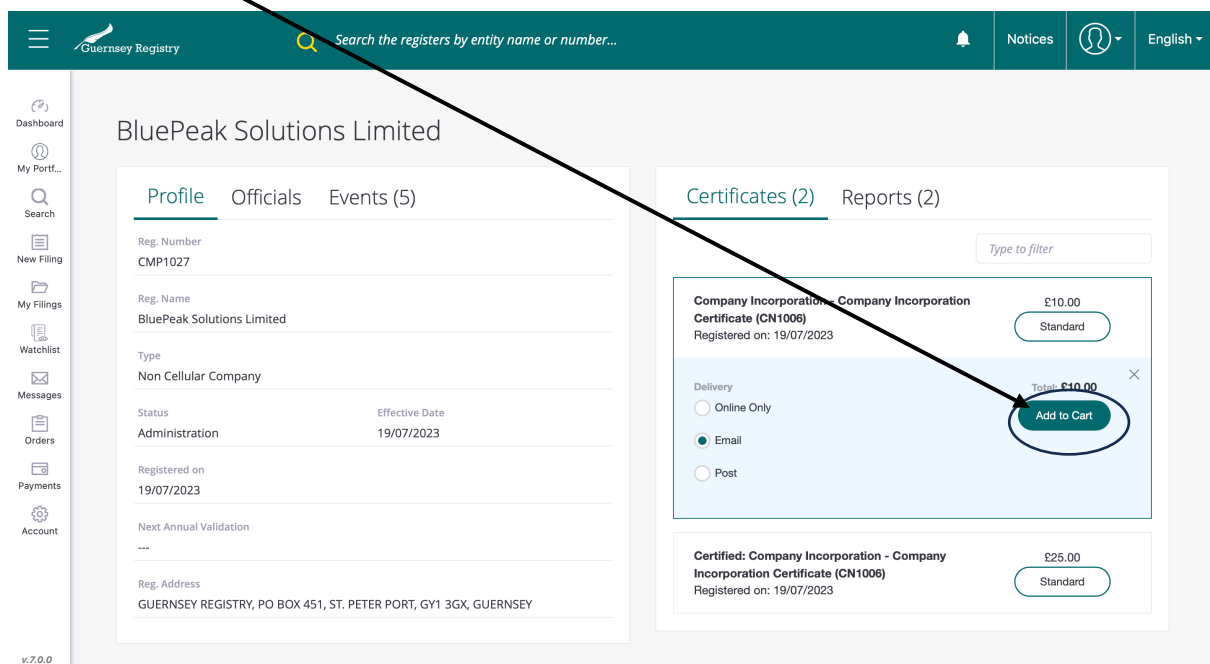
Ordering Documents

You can select documents to order by clicking on documents, certificates or reports on the right-hand side and selecting the document you want to order. In some cases, you can choose to order a normal or certified document.



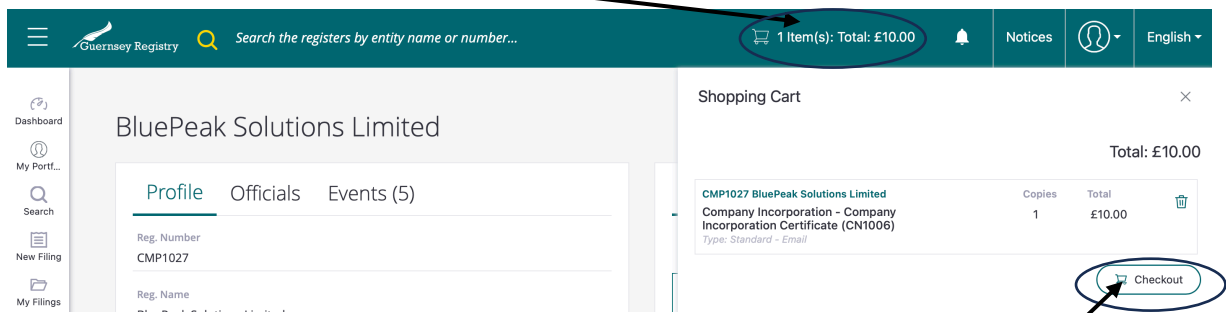
The screenshot shows the Guernsey Registry website interface. The top navigation bar includes the Guernsey Registry logo, a search bar, and links for Notices, user profile, and language. The left sidebar contains various navigation options like Dashboard, My Profile, Search, New Filing, My Filings, Watchlist, Messages, Orders, Payments, and Account. The main content area displays the profile of BluePeak Solutions Limited, including details like Reg. Number (CMP1027), Reg. Name, Type, Status, Effective Date, Registered on, Next Annual Validation, and Reg. Address. On the right, the 'Certificates (2)' section is active, showing two certificate options: 'Company Incorporation - Company Incorporation Certificate (CN1006)' and 'Certified: Company Incorporation - Company Incorporation Certificate (CN1006)'. Both certificates are priced at £10.00 and £25.00 respectively, with a 'Standard' button for each. A black circle highlights these two options, and an arrow points from the text above to the 'Standard' button for the first certificate.

Once you have selected the document and your preferred delivery choice, click "Add to Cart". This will add the document to your shopping cart.



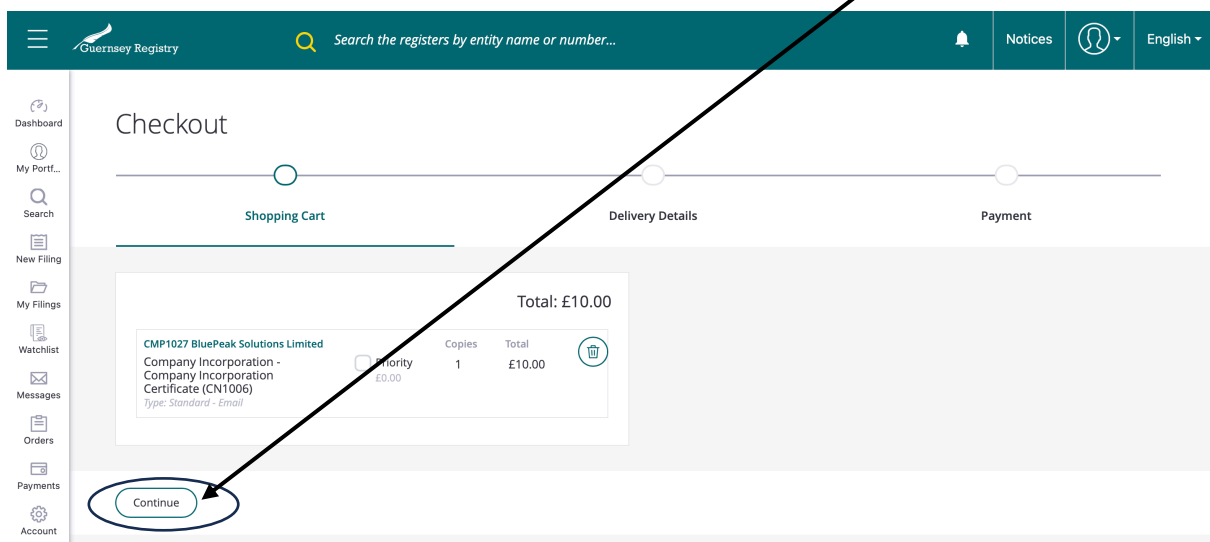
The screenshot shows the same Guernsey Registry website interface as the previous one. The 'Certificates (2)' section is still active. A black circle highlights the 'Add to Cart' button for the 'Company Incorporation - Company Incorporation Certificate (CN1006)' option. An arrow points from the text above to this button. The 'Delivery' section shows 'Email' selected, and the 'Totals' section shows a total of £10.00.

Once you have all the documents you want to order you can click on the shopping cart icon.



This will open your Shopping Cart, to purchase the documents click "Checkout". You can also remove items from the cart by clicking on the  icon.

This will take you to the checkout page, to proceed click "continue"



The next page will ask you to enter your delivery details which might include your postal address or email address depending on the delivery type you chose.

If you have an account with the Registry (e.g. if you are a corporate service provider) then you can choose to sign in and pay by account. Alternatively you can checkout as a guest using your name and email address.

Guernsey Registry

Search the registers by entity name or number...

Notices Login English

Shopping Cart Delivery Details Payment

Sign In

If you already have an account, please log in

Login Name *

Required

Password *

Login

Continue as guest

Enter your details

Name *

Test

Email *

test@test.com

Confirm and Continue

Summary Total: £10.00

	Copies	Total
CMP1027 BluePeak Solutions Limited	1	£10.00

Company Incorporation - Certificate (CN1006)
Type: Standard - Email

← Return to Shopping Cart

v.7.0.0

Enter the relevant details and click either 'Login' if you have an account or 'Confirm and Continue' to proceed as a guest.

If the document you have ordered is free then the process will complete and you will receive a reference number and an email confirmation of your order.

If the document you have ordered is chargeable then you will be taken to a payment page.

Guernsey Registry

Search the registers by entity name or number...

Notices Login English

Checkout

Shopping Cart Delivery Details Payment

I would like to pay by ☒ Credit Card

You will be redirected to our payment provider PayCapita for payment

Proceed to PayCapita Credit Card Payment

Summary Total: £10.00

	Copies	Total
CMP1027 BluePeak Solutions Limited	1	£10.00

Company Incorporation - Certificate (CN1006)
Type: Standard - Email

Click on 'Proceed to PayCapita Credit Card Payment'. This will take you to an external payment page to enter your card details.

Once processed you will be taken to a confirmation page.



The screenshot shows the Guernsey Registry portal with a confirmation page. The left sidebar contains navigation links: Dashboard, My Port..., Search, New Filing, My Filings, Watchlist, Messages, Orders, Payments, and Account. The main content area has two panels. The left panel, titled 'Thank you for your order', states: 'The below items will be soon processed. A notification will be sent once the items are ready.' It lists an order for 'BluePeak Solutions Limited' (IN6004 - Company Incorporation - Company Incorporation Certificate (CN1006)) with the type 'Standard - Email'. The right panel, titled 'Payment Received. Thank you!', shows 'Transaction Number TR6063' and 'Amount Paid £10.00', with a 'Download Receipt' link.

What Happens Next?

If you have ordered the documents online:

- If the document is already scanned it will be emailed or posted to you once the order has been processed.
- If it is not scanned, then we aim to process the order within 24 hours. However, if the company is dissolved or was registered by paper we may need to collect the file from our archives, in this case you will need to allow more time.
- If you have an account and are logged into the portal your document will appear in your "Orders" page on the portal for you to download once it has been processed by the registry.

The screenshot shows the 'Orders' page in the Guernsey Registry portal. The left sidebar is the same as in the previous image. The main content area has a header 'Orders' and tabs for 'Available' and 'Pending'. Below the tabs are filters for 'Start Date', 'End Date', 'Filter', and 'Type'. A table lists the orders:

Ref. No	Order Date	Type	Entity Number	Entity Name	User	
IN5003	19/10/2023 15:58	Charity Statements	CH0001	Test Charity 1	Camilla Moore	 

An arrow points from the 'Orders' link in the sidebar to the 'Orders' page. Another arrow points from the download icon in the table to the text below.

To access the document click on 'Orders' on the left hand side. Find the document you have ordered and then click on the down arrow on the right-hand side.

This will download the document to your downloads folder on your computer.

Other things to consider:

Company Documents

- The system allows copies of forms to be requested but only Annual Validation forms can be certified, except those filed from 2020 onwards which are unavailable.
 - Resolution forms can be requested but these contain NO details of the resolution that has been passed. If you require details, you should request a copy of the resolution attachment.
 - Copies of Incorporation forms cannot be requested.
 - If the documents required are for a company that is no longer 'Live' on the Register the file will have to be requested from archives and may take up to a week to process.
 - The Registry will aim to process requests for copies of documents within 24 hours, however, older files may take longer to process due to the number of documents in the file.
 - In addition, during January and February of each year whilst all companies and charities are making annual validation submissions it may not be possible to process requests as quickly as usual.
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