

Nominated Person Submission

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Entity and Individual PIN numbers are no longer required in the new Guernsey Registry Portal. Instead, if you wish to be assigned Resident Agent access, to allow you to submit Beneficial Ownership filing submissions for an individual, you will need to register as a nominated person.

This guidance is not applicable to Corporate Service Providers who are authorised in a different manner.

What will I need to file a Nominated Person submission online?

To make a nominated person submission online you will need the following:

- The 6 digit person registration number, last name and date of birth.
- A declaration authorising you as resident agent signed by the individual.
- A certified copy of your photo ID (e.g. passport or driving licence) from within the last 6 months.
- A proof of your address (e.g. utility bill) from within the last 3 months.

This is so that we can identify that your login details match your identification, and so that we can verify that you have been nominated as the Resident Agent.

Guidance on certified documentation requirements is available [here](#).

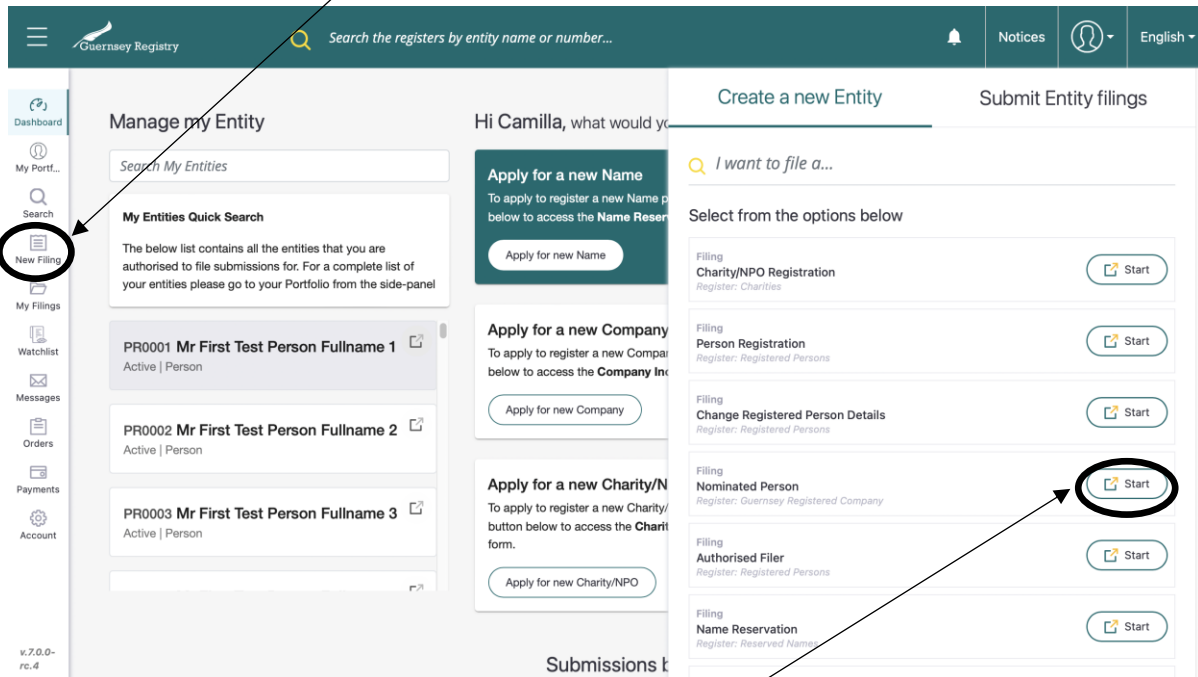
Logging into the Portal

In order to file a nominated person form, you will need go to www.guernseyregistry.com, click on the portal button, and log in to the system.

If you have not used the Guernsey Registry portal before, please see our guidance document which provides an introduction to the Guernsey Registry portal for more information on how to register with and use the portal available [here](#).

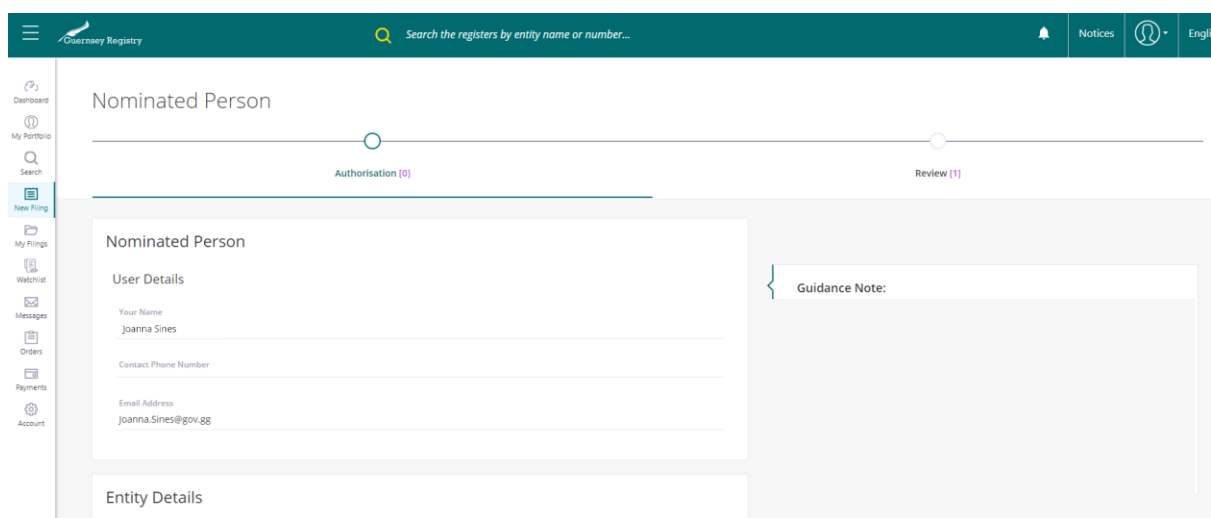
Filing the submission

Once logged in, click on 'New Filing' in the menu on the left hand side of the page.



The tab that appears on the right-hand side click 'Start' on the 'Nominated Person' filing.

This will take you to the Nominated Person form as per the below. The first part will be pre-populated with your user details, this is your login account details.



Completing the Entity details

The second part under this will be the Entity Details,

You will need to enter your 6-digit person registration number, last name and date of birth in the boxes which appear underneath.

The screenshot shows the 'Entity Details' page in the Guernsey Registry system. The form is divided into two main sections. The top section contains three input fields: 'Registration Number' with the value 'PR0001', 'Last Name' with the value 'Last Name', and 'Date of Birth' with the value '01/01/1981'. Below these fields is a 'Person Look Up' button. The bottom section displays the results of the lookup: 'Entity Reg Number' is 'PR0001' and 'Entity Reg Name' is 'Mr First Test Person Fullname 1'. A sidebar on the left contains navigation icons for Dashboard, My Portfolio, Search, New Filing, My Filings, Watchlist, Messages, Orders, Payments, and Account. The top header features the Guernsey Registry logo and a search bar with the text 'Search the registers by entity name or number...'. Arrows and circles highlight the input fields and the 'Person Look Up' button.

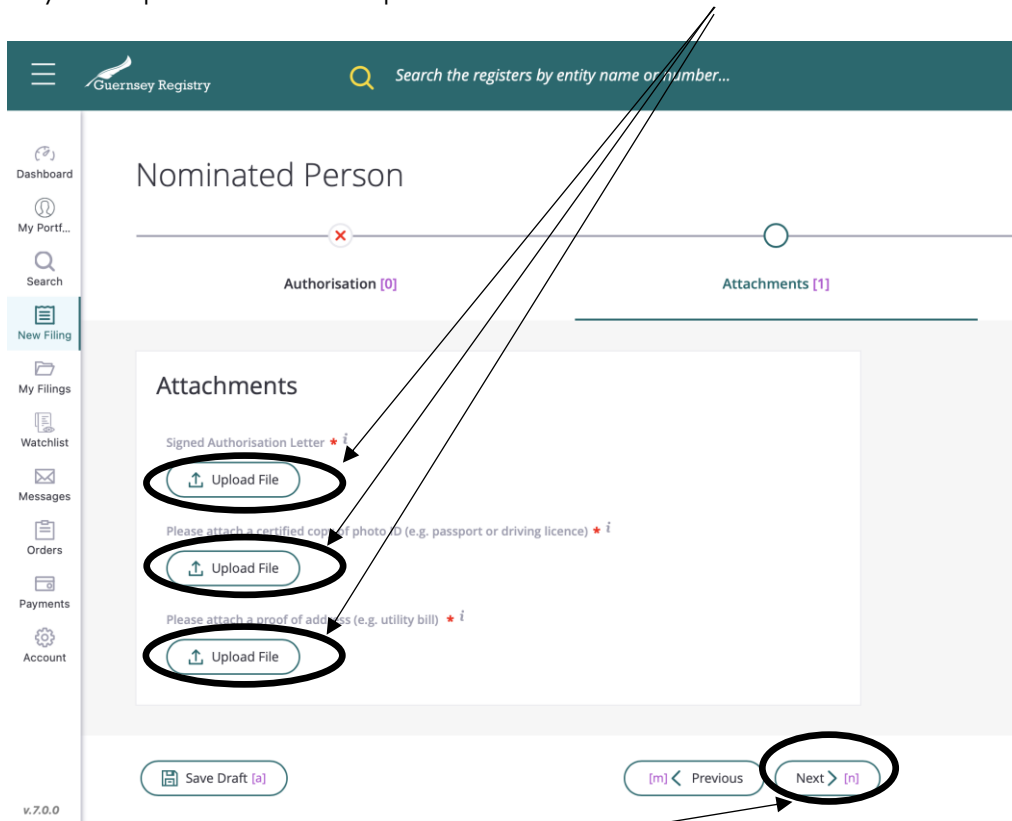
Then click the person look up button. This should then show your details underneath.

Continuing the submission – Uploading attachments

Once you have completed the entity details you will be asked to upload:

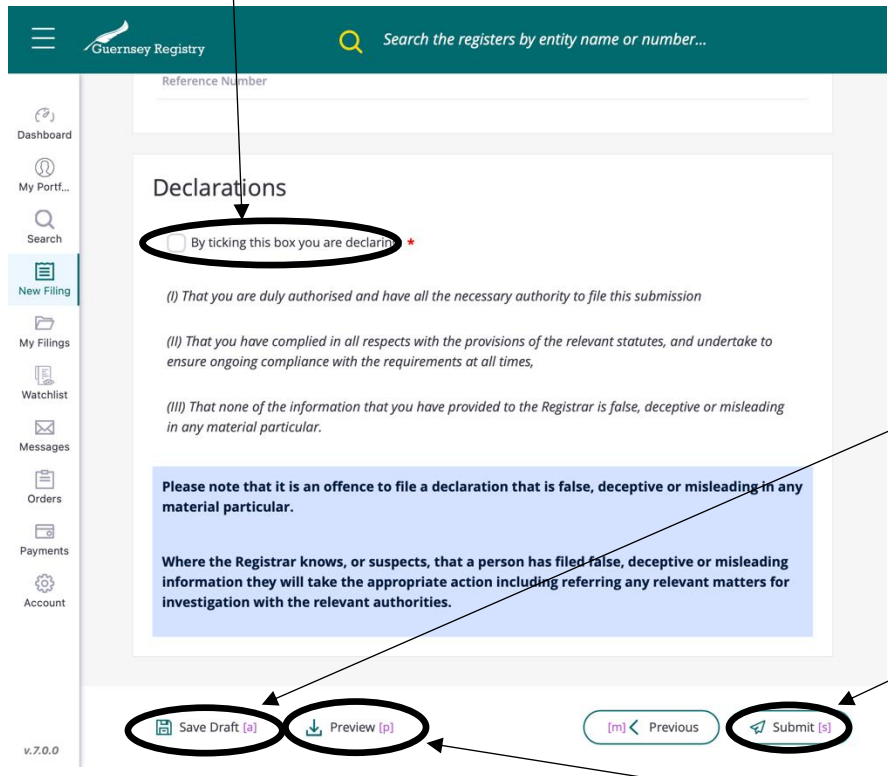
- An authorisation letter/declaration authorising you as the Resident Agent
- a certified copy of photo ID (e.g. passport or driving licence) from the last 6 months, and
- a proof of address (e.g. utility bill) from the last 3 months.

To do this you will need to click the upload file button, then click the select file button and find the pdf saved to your computer. **Please note:** that the system will only accept documents in pdf format.



Once this is done click 'Next' at the bottom of the page and you will be taken to a review page.

If you are content that the details are correct, and you have read the declaration, tick the declaration box.



You can save a draft of the submission to come back to later by clicking 'Save Draft' at the bottom of the page at any time during drafting the submission.

To file the submission click the 'Submit' button at the bottom of the page

You can download a pdf of the submission by using the 'preview' button.

Once the submission is submitted a 'submission received' page will appear with confirmation of the submission number. You will also receive a filing confirmation by email that your submission has been received, it will be reviewed and processed by the Registry. You will receive an email once it is processed.

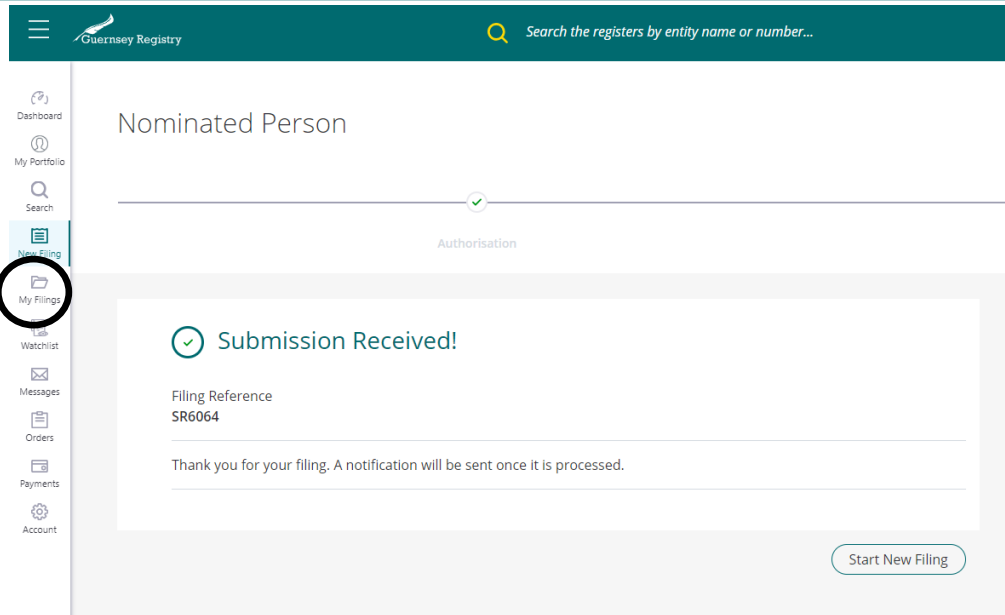
You will need to wait for the submission to be registered, you will not be able to submit beneficial owners filings until it has been approved and processed by the Registry.

Assigning Resident Agent Permissions

Authorised Filer

Once your nominated person filing has been processed, you may need to become an authorised filer for this entity/person if you have not already done so. Guidance on how to do this is available [here](#).

You can view the status of your submitted filings or draft filings by clicking on 'My Filings' on the left-hand menu bar.



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>