

Online Services Portal - Change company details submission

This guidance note covers how to file a change company details submission using the www.greg.gg portal.

Filing a change company details submission allows you to change any of the following information in relation to a Guernsey company:

- **Economic activity code** (see www.gov.gg/ecodes for more information on the codes)
- **Company purpose**
- **Company classification** (see our [flowchart here](#) for further information on classifications)

Please note that if you are making changes to any of the above details in order for them to be reflected on the company's annual validation you will need to ensure that the effective date is set to on/before 31 December in the previous year.

What will I need to file a change company details submission online?

To file the submission online you will need the following details:

- **Company registration number**
- **Entity PIN number**

An Entity PIN is required when the submission is being made by anyone other than a Corporate Services Provider or Regulated Presenter.

An Entity PIN can be requested online if you cannot find one that has been previously issued or if this is the first time you are completing an online submission. [See here for further information on PINs and PIN requests.](#)

Logging into the Online Services Portal

In order to file the Annual Validation you will need to log in to the Online Services Portal at www.greg.gg with your email address and password.

Please note that the login details for the Online Services Portal are not the same as the company PIN/company number.

If you have not used the online services portal before, please see our [introduction to the online services portal](#) for more information on how to register with and use the website.

Filing the submission

When you have logged into the Online Services Portal, select 'Create Submission'.

From the 'Entity Submissions' list, select 'Change Company Details' to open the form.

The start page will appear. Click 'Next Page' to continue.

Enter the effective date for the changes, and the registration number and select 'Verify detail'.

The system will allow you to choose which details to update by selecting 'Update' next to the relevant detail.

Changing details on the form

The following details can be changed (you can change one, or several of the details using the form):

Economic activity code - The system will ask you to type in the code that is relevant to your company's economic activity. If you do not know what code fits your company's economic activity you will need to click the link on the form which will take you to www.gov.gg/ecodes and check the list of codes. If you have any questions on economic activity codes you can contact the Data and Analysis team using the link on their website.

Company classification - The system will ask you to select the correct classification for your company from a drop down list. If you need more information on how your company should be classified please see the flowchart available here or contact the Registry using the contact details at the end of this guidance note.

Purpose of company - The system will ask you to type a brief description of the company's purpose.

Once you've updated the relevant details, click 'Next Page' to continue.

Filing the submission (continued)

The system will display your presenter details. Select 'Next Page' to continue.

A summary of your changes will be displayed.

Change Company Details Form

Progress Tracker

- Start Page
- Company Details
- Presenter Details
- Summary Page
- Payment Page
- Successful Confirmation

Summary Page

[Previous Page](#)

Details

Company Registered Number 50000

Company Name THE COCK AND BULL LIMITED

Company Economic Activity Retail or wholesale of food, beverages and tobacco

Company Classification Non Regulated Companies - Local Individual Director as Resident Agent

Purpose of Company Trading as a Public House

Update Field(s):

New Economic Activity Asset, property, investment, intellectual property and other holding companies

New Company Classification Financial Product Companies – Licensed Resident Agent

New Purpose of this Company New purpose

[Previous Page](#) [Save](#) [Next Page](#)

When you are happy with the changes, select 'Next Page' to continue.

On the last page, select 'Submit' to file the submission.

There is no fee for filing this submission.

Change Company Details Form

Progress Tracker

- Start Page
- Company Details
- 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](#)

On the confirmation page you can download a PDF copy of the submission for your records.

Next steps

The Registry will review the submission and register the changes, generally within 24 hours.

If there are any problems with the content of the submission the Registry will contact you by email using the email address you logged in with.

Office opening hours & contact details

If you need any more information on how to make the submission please contact the Registry:

Opening hours for telephone enquiries: Mon-Fri 9:30am - 5pm (10am - 5pm on Wednesdays)

Telephone: +44 (0)1481 743800

Email: enquiries@guernseyregistry.com

Post: Market Building, PO Box 451, Fountain Street, St Peter Port, Guernsey, GY1 3GX, Channel Islands

Date issued:

30/09/2019



States of Guernsey
Office of the Registrar