

Change Personal Details (Director, Guardian, Councillor) Submissions—guidance

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 change Director Personal Details (Director, Guardian, Councillor) submission using the Registry on-line services portal.

What will I need in order to make this application online?

- Registered Person Number and Registered Person PIN
- Email address and password to log on to 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 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 'Change Personal Details (Director, Guardian, Councillor)' submission. This will then open the form in a new window.

The first page of the submission is as follows:

The screenshot displays the 'Change Personal Details (Director, Guardian, Councillor) Form Start Page'. On the left, a 'Progress Tracker' sidebar lists the following steps: 'Start Page' (highlighted), 'Personal Details', 'Presenter Details', 'Summary Page', 'Payment Page', and 'Successful Confirmation'. The main content area is titled 'Change Personal Details (Director, Guardian, Councillor) Form Start Page' and contains a 'User Guide' section. The user guide text states: 'An Entity Official (Director, Guardian or Councillor) must notify the Registrar of any change in their particulars. In particular, Section 145 of the Companies (Guernsey) Law, 2008 requires a company to notify the Registrar of any change in the particulars of a Director within 14 days of the date of that change. A failure to notify the Registrar of that change within 14 days is a criminal offence and the company may be liable for: (a) A daily default fine of £2 per day, (b) A fine of up to £10,000, (c) Where there are persistent or repeated violations the Registrar may strike the company from the register. If you have any queries please contact the Guernsey Registry at enquiries@guernseyregistry.com'. At the bottom of the main content area, there is a 'Next Page' button.

The next page of the submission requires more detail regarding the proposed director. Enter the details of the Registered Person whose information you want to change.

Change Personal Details (Director, Guardian, Councillor) Form

Progress Tracker

- Start Page
- Personal Details**
- Presenter Details
- Summary Page
- Payment Page
- Successful Confirmation

Personal Details

[Previous Page](#)

Registered Person Number

Date change(s) take(s) effect*

Registered Person Number*

Registered Person PIN*

Please use your unique Registered Person PIN to authorise this submission

[Verify Detail](#)

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

Enter the date that the change(s) will take effect.

After you have verified the details the page will look like this:

Here you can select and change the details of the Registered Person by selecting the field and entering the new information.

Change Personal Details (Director, Guardian, Councillor) Form

Progress Tracker

- Start Page
- Personal Details**
- Presenter Details
- Summary Page
- Payment Page
- Successful Confirmation

Personal Details

[Previous Page](#)

Registered Person Number

Date change(s) take(s) effect*

Registered Person Number*

Registered Person PIN*

Please use your unique Registered Person PIN to authorise this submission

Signature Reference Number

[Change](#)

Personal Details

Title*

First Name*

Middle Name(s)

Surname*

Former Name

Date of Birth* dd/MM/yyyy

Email Address

Contact Number*

Place of Residence*

Person's Residential Address

Address Line 1*

Address Line 2

Address Line 3

City/town/area

Continuing the submission the next page will display the presenter details

Progress Tracker

Start Page

Personal Details

Presenter Details

Summary Page

Payment Page

Successful Confirmation

Change Personal Details (Director, Guardian, Councillor) Form

Presenter Details

Previous Page

Presenter Details

Name

Email Address

Presenter Group

Address

Postcode

Previous Page

Save

Next Page

Presenter details will be displayed here.

The page below will display the summary of your submission.

Progress Tracker

Start Page

Personal Details

Presenter Details

Summary Page

Payment Page

Successful Confirmation

Change Personal Details (Director, Guardian, Councillor) Form

Summary Page

Previous Page

Personal Details

Title

First Name

Middle Name(s)

Surname

Former Name

Date of Birth

Place of Residence

Email Address

Contact Number

Address Line 1

Address Line 2

Address Line 3

City/town/area

County

Country

Postcode

Business Occupation

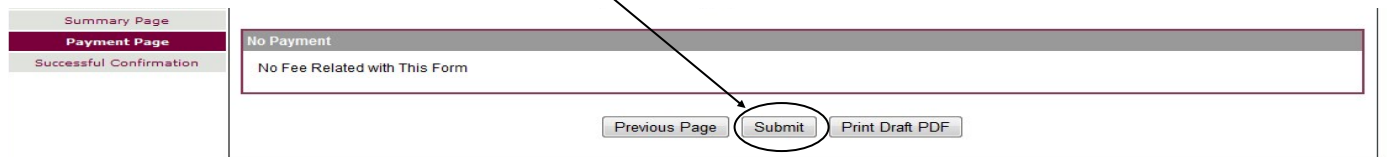
Previous Page

Save

Next Page

There is no fee charged for changing the personal details of a Director, Guardian or Councillor.

Once you press submit you will be shown a summary of the submission you have made along with a reference number.



The screenshot shows a web interface with a sidebar on the left containing three links: 'Summary Page', 'Payment Page' (highlighted in red), and 'Successful Confirmation'. The main content area has a grey header bar with the text 'No Payment'. Below this is a white box containing the text 'No Fee Related with This Form'. At the bottom of the main area are three buttons: 'Previous Page', 'Submit' (which is circled in red), and 'Print Draft PDF'. An arrow points from the 'Submit' button to the text 'Once you press submit you will be shown a summary of the submission you have made along with a reference number.' located above the screenshot.