

# Registered Office Not Effective Submission - 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 Registered Office Not Effective submission using the Registry on-line services portal.

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

- Email address and password to log onto the online services portal
- Company ID and information

# 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.



#### Page 2

Go to 'create submission' for the list of on-line submissions available

#### Online Services Portal

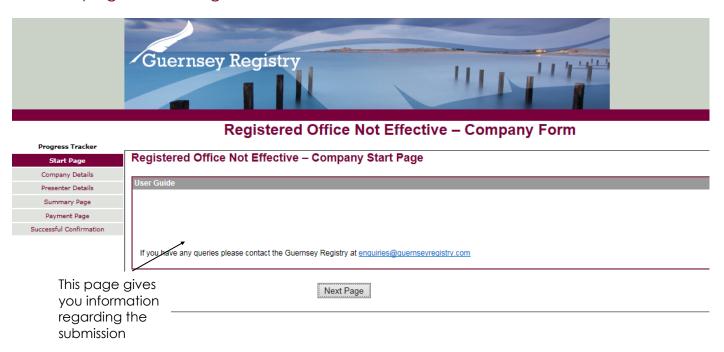
If you have not used the online service portal on <a href="www.greg.gg">www.greg.gg</a> before, please read our <a href="mailto:lntroduction">lntroduction to the online service portal</a> guidance note for more information on how to register with and use the portal.

If you have used the portal before please continue with the steps below.

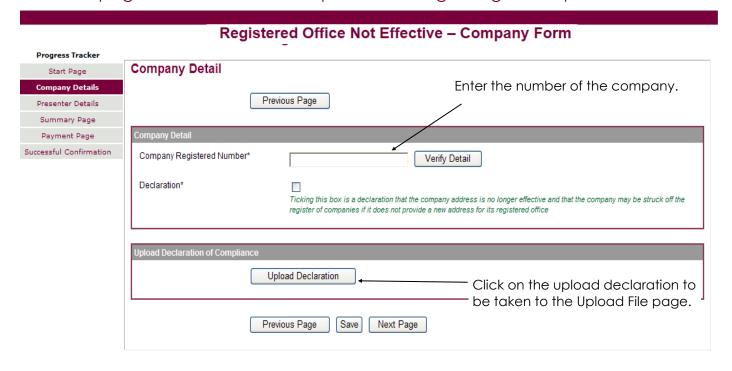
#### Log into the online services portal on greg.gg

On the create submission page select the 'Registered Office Not Effective—Company' submission. This will then open the form in a new window.

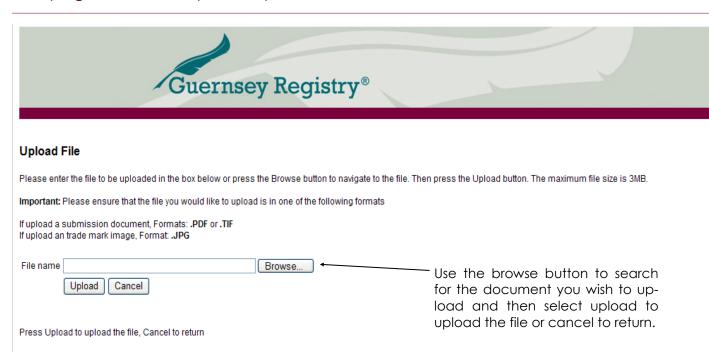
The first page of the Registered Office Not Effective is as follows:

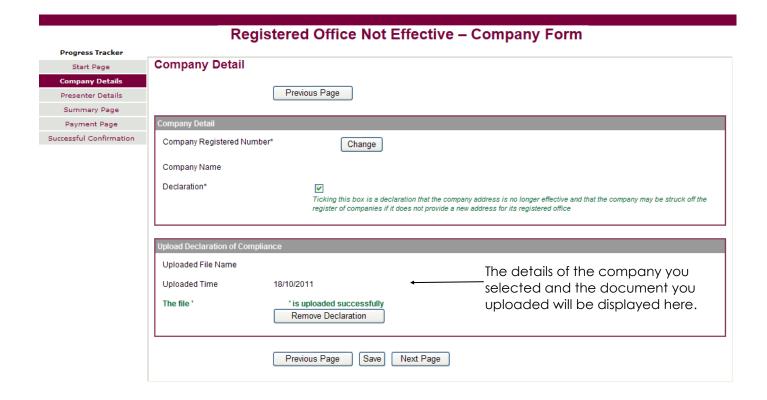


## The next page of the submission requires detail regarding the request

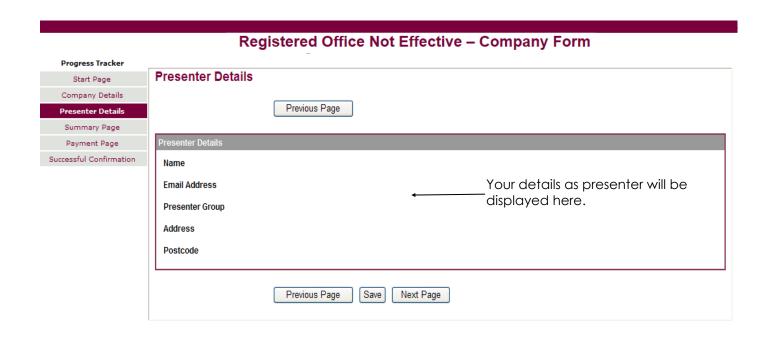


#### The page will enable you to upload a declaration





The next page confirms the presenters details



# Moving on to Submission Summary



# Moving on to payment:

