

## 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.

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 [www.greg.gg](http://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 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:

**Guernsey Registry**

**Registered Office Not Effective – Company Form**

**Progress Tracker**

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

**Registered Office Not Effective – Company Start Page**

**User Guide**

If you have any queries please contact the Guernsey Registry at [enquiries@guernseyregistry.com](mailto:enquiries@guernseyregistry.com)

**Next Page**

This page gives you information regarding the submission

The next page of the submission requires detail regarding the request

### Registered Office Not Effective – Company Form

**Progress Tracker**

- Start Page
- Company Details**
- Presenter Details
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- Successful Confirmation

#### Company Detail

Previous Page

Enter the number of the company.

Company Registered Number\*

Declaration\* ☐


*Ticking this box is a declaration that the company address is no longer effective and that the company may be struck off the register of companies if it does not provide a new address for its registered office*

#### Upload Declaration of Compliance

Click on the upload declaration to be taken to the Upload File page.

Previous Page  Next Page

The page will enable you to upload a declaration



#### Upload File

Please enter the file to be uploaded in the box below or press the Browse button to navigate to the file. Then press the Upload button. The maximum file size is 3MB.

**Important:** Please ensure that the file you would like to upload is in one of the following formats

If upload a submission document, Formats: .PDF or .TIF  
If upload an trade mark image, Format: .JPG

File name

Press Upload to upload the file, Cancel to return

Use the browse button to search for the document you wish to upload and then select upload to upload the file or cancel to return.

## Registered Office Not Effective – Company Form

**Progress Tracker**  
[Start Page](#)  
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### Company Detail

Previous Page

Company Detail

Company Registered Number\*

Change

Company Name

Declaration\*
☒

Ticking this box is a declaration that the company address is no longer effective and that the company may be struck off the register of companies if it does not provide a new address for its registered office

Upload Declaration of Compliance

Uploaded File Name

Uploaded Time
18/10/2011

The file '
' is uploaded successfully

Remove Declaration

Previous Page

Save

Next Page

The details of the company you selected and the document you uploaded will be displayed here.

The next page confirms the presenters details

## Registered Office Not Effective – Company Form

**Progress Tracker**  
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### Presenter Details

Previous Page

Presenter Details

Name

Email Address

Presenter Group

Address

Postcode

Previous Page

Save

Next Page

Your details as presenter will be displayed here.

Moving on to Submission Summary

Progress Tracker

Start Page

Company Details

Presenter Details

Summary Page

Payment Page

Successful Confirmation

Registered Office Not Effective – Company Form

Summary Page

Previous Page

Details

Company Registered Number

Company Name

The summary of your submission will be displayed here.

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Moving on to payment:

Guernsey Registry

Registered Office Not Effective – Company Form

Payment

Previous Page

No Payment

No Fee Related with This Form

This submission is free, so payment details are not required.

Previous Page

Submit