

Change Name Submission

Please note: For information about choosing company names, please see the separate guidance note 'Choosing Company Names' in the 'Limited Companies' section of the guidance notes on our website—www.guernseyregistry.com

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

- Company registration number
 - Company PIN
 - Declaration of Compliance
 - Special Resolution of the company to change the name (see s.25 of the legislation)
 - Email address and password to log on to the online services portal
-

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 Company Name' submission. This will then open the form in a new window.

The system will display a brief guidance note about the process. Click 'Next Page' to advance.

Guernsey Registry

Change Company Name Form

Progress Tracker

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

Change Company Name Form Start Page

User Guide

Section 25 of the Companies (Guernsey) Law, 2008 permits a company to apply to the Registrar to change its name. Submission of an application to the Registrar for a change of name does not guarantee that the Registrar will accept the proposed name. The Registrar may refuse to accept a proposed change of name if the name does not comply with Part III of the Law.

If you have any query please contact the Companies Registry at:
enquiries@guernseyregistry.com

Next Page

Select 'Guernsey Registered Companies' from the 'Company Register Type' drop down list, then enter the registered number of the company. Click 'Verify Detail'.

The current company name will appear. Enter the new company name.

Enter the effective date of the special resolution authorising the change of name, then choose 'Upload Resolution PDF file' from the 'Resolution Option' drop down menu. 'Resolution Group' should be 'Resolution Special' and 'Resolution Type' should be 'Res - Change Name'.

Guernsey Registry

Change Company Name Form

Progress Tracker

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

Change Company Name Details

Previous Page

Company ID

Enter company number and press "Verify" to retrieve the company details

Company Register Type* Guernsey Registered Company

Company Registered Number* **Change**

Current Company Name

New Company Name*

Change Name Resolution Details

Resolution Effective Date* 08/12/2011

Resolution Option* Upload Resolution PDF File


Resolution Group* Resolution Special

Resolution Type* Res - Change Name

Upload Resolution File

Click 'Upload resolution file' to go to the upload page.

On the 'Upload File' page you will need to click 'Browse', then locate the scanned resolution on your computer. The document must be scanned and saved as either a PDF file or a TIF image file. When you have selected the document, press 'Upload'.



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

After clicking 'Upload' you will be returned to the previous page. You will then need to upload the Declaration of Compliance by clicking 'Upload Declaration'. The process is the same as for uploading the resolution.

Upload Declaration of Compliance

The next page summarises your presenter details—click 'Next Page' to continue to the summary page.



Change Company Name Form

Progress Tracker

- Start Page
- Change Company Name
- Presenter Details**
- Summary Page
- Payment Page
- Successful Confirmation

Presenter Details

Name
Email Address
Presenter Group
Address
Postcode

The summary page will be displayed. You will need to enter the company PIN, then press 'Verify PIN'. If the PIN is accepted, the box will turn yellow. The system will then allow you to continue to the next page.

Guernsey Registry

Change Company Name Form

Progress Tracker

- Start Page
- Change Company Name
- Presenter Details
- Summary Page**
- Payment Page
- Successful Confirmation

Summary Page

[Previous Page](#)

Reserve Name Details

Company Registered Number

Current Company Name

New Company Name

Resolution Effective Date

Resolution Group

Resolution Type

Uploaded File Name

Company Validation

Company PIN* [Validate](#)

Please use your unique Company PIN to authorise this submission

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

Click 'Next Page'. You will be taken to the payment page.

Select 'Pre-Registered Account' if you have an account with the Registry, or 'Credit Card' to pay by credit or debit card. Click 'Pay and Submit'.

After selecting pay and submit, if you are paying using a card you will be asked to fill in your card details. After completing this page you will be sent a submission number and an email receipt.

If you select pay with account you will be sent a submission number and email receipt.

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.