

## 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—<u>www.guernseyregistry.com</u>

### 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 <a href="www.greg.gg">www.greg.gg</a> before, please read our Introduction to the online service portal guidance note for more information on how to register with and use the portal.

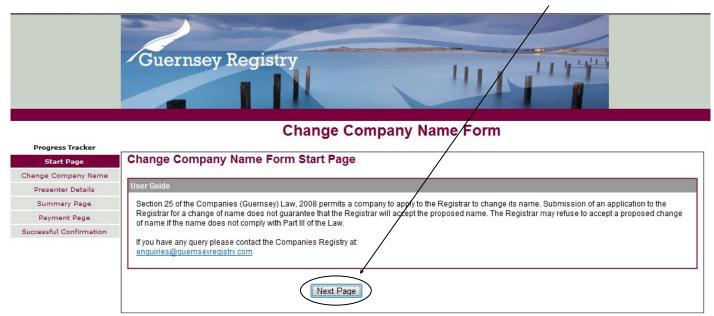
If you have used the portal before please continue with the steps below.

#### 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.



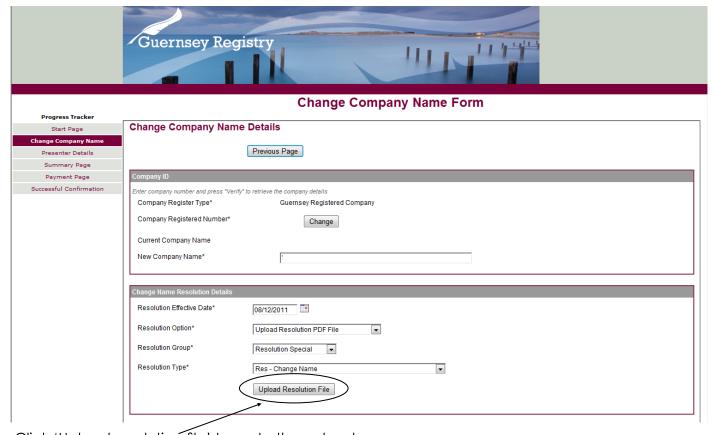
The system will display a brief guidance note about the process. Click 'Next Page' to advance.



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'.

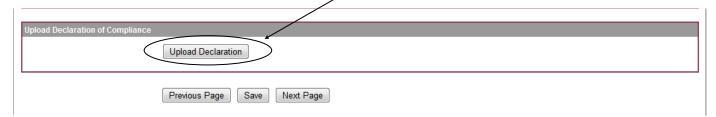


Click 'Upload resolution file' to go to the upload page.

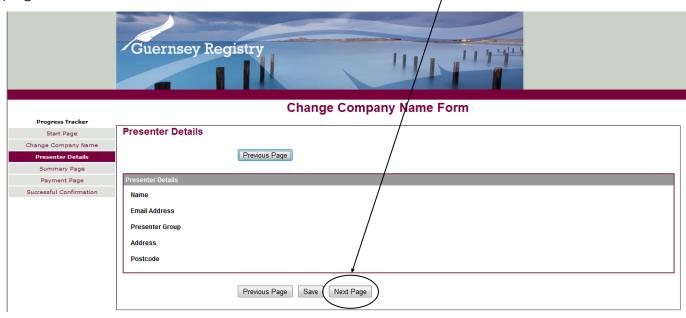
On the 'Upload File' page you will need to click 'Browse', then locate the scanned resolution on your computer. The document must be scanned and saved as either a PDF file or a TIF image file. When you have selected the document, press 'Upload'.



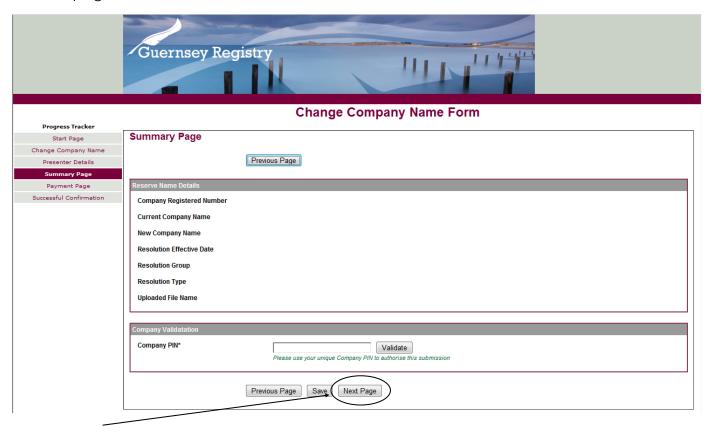
After clicking 'Upload' you will be returned to the previous page. You will then need to upload the Declaration of Compliance by clicking 'Upload Declaration'. The process is the same as for uploading the resolution.



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



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.



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.



Last Updated: April 2016