

Annual Validation

Some AV Prerequisites

1. Director Registration and Company Reregistration

All directors must be pre-registered and the company must have filed a re-registration with the Registrar of companies. In the Case of incorporated cell companies the same applies to each individual cell.

2. Requirement of a Corporate Electronic PIN

If Annual Validations are being filed by Individuals or by representatives other than Corporate Service Providers or Regulated Presenters, a Corporate Electronic PIN must be held by the presenter to authenticate their authority to file on behalf of the company. Requests for Corporate Electronic PINs can be made electronically via the Online Services Portal under the Create Submission section.

3. Updating the Register

All information held on the Register of Companies must be valid and up to date as at the period stated by the Annual Validation. Any information identified during pre-submission checks, should be rectified by additional filings retrospectively notifying the registrar of company/director amendments. Any Submissions that have been filed on behalf of the company but have not yet been processed by the registry will be taken into account and considered part of the annual validation. Declarations made during as part of the annual validation submission will include unprocessed submissions.

Submitting an Annual Validation Form

The majority of information that is supplied to the registrar in the Annual Validation submission is information that is pre-populated on the electronic form from data currently held on the register. The presenter is validating that the information that is held on the register is valid as at the 31st December of the previous year, therefore, the majority of information is read only and not editable by the presenter.

The presenter is required to fill in certain information that may have changed since the last Annual Validation was filed with the register. Where appropriate, sections on the form have been made available and the presenter is directed to enter the company information as required.

Use the Online Services Portal (OSP) presenter portal account log in (your email address and password)

Go to My Submissions, Create Submission, Annual Validation

You will need to enter the registered company number and the Corporate or Company PIN. (Note that the PIN does not need to be provided by Regulated Presenters or Corporate Service Providers)

The screenshot shows a web browser window with the URL <https://www.greg.gg> in the address bar. The page header features the Guernsey Registry logo and a background image of a coastal scene. The main heading is "Annual Validation". On the left, a "Progress Tracker" sidebar lists: Start Page, Company Details (highlighted), Presenter Details, Payment Page, and Successful Confirmation. The main content area is titled "Company Details" and contains a "Previous Page" button at the top. Below this is a form section titled "Company Registered Number" with two input fields: "Company Registered Number*" and "Company PIN*". A note below the PIN field reads "Please use your unique Company PIN to authorise this submission". A "Verify Detail" button is positioned below the input fields. At the bottom of the form area, there are three buttons: "Previous Page", "Save", and "NextPage". The browser's status bar at the bottom shows "Done" on the left and "www.greg.gg" on the right.

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Proceed to the next screen, with the following points to note:

1. The information populated on the screen is from the records that are currently on file at the Guernsey Company Registry. If while preparing your Annual Validation for submission you notice that some of this information held on file at the registry is incorrect, you will then need to file subsequent submissions to amend the incorrect data – data can NOT be rectified through the Annual Validation submission.

2. If the Annual Validation is being filed for a Protected Cell Company, the presenter will be prompted to enter the number of cells that currently exist within the company.
3. If the company is exempt from audit in its current financial year, the opportunity to indicate this should be selected.
4. Current share details and totals need to be supplied for each class of share.

Mozilla Firefox
 http://test.greg.gov.gg/ufs/main?sessionid=289938E27D1F7BA9E785FF8526385991_4

Email Address

Audit Exemption
The company must advise whether or not it is exempt from audit

Company Director and Resident Agent

The table contains all the director information of the company
 Displaying 1...1 of 1 records

Director Type	Director ID	Director Name	Service Address	Email Address	Resident Agent
PERSON	107390	John H Smith	124b Main St. St. Peter Port GUERNSEY		N

The table contains all the Resident Agent information of the company
 Displaying 1...1 of 1 records

Reg. Number	Name
107390	John H Smith

Share Details

Class of Share No-Par-Value

Number of Issued Shares

Share Currency

Aggregate Value (CASH) Aggregate Value (Non CASH)

Amount Paid Up Amount Unpaid

Number of share redeemed by company in calendar year Total Redeemed Price

Number of Treasury Share

No records to display

Pending Submission

This table contains any pending submission information of the company
 Displaying 1...1 of 1 records

Submission Ref.Number	Submission Type	Received Date
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Done

5. Any pending submissions that have been filed on behalf of the company, that have an effective date of before the 1st Jan of the Annual Validation year and have not yet been processed by the Company Registry will appear in a pending submissions section. The declaration made by the presenter regarding the validity of company data held on the register as at the 31st of December takes

- into account the changes proposed in the unprocessed submissions.
6. Declaration must be made that the information submitted in this Annual validation is correct as per the points listed on the form in the declarations section.
 7. You can save the details that you have added to your Annual Validation at this point. This is the only point to save the Annual Validation, please note that if you do not chose the save option and close the browser window that all information added will be lost. From the 1st January, the option to submit Annual Validations will be enabled, before this time, it will only be possible to save draft submissions. This facility has been made available from the 1st of December in order to allow early preparation for the Annual Validation period.

Presenter Details Page

Auto-populated details of the person presenting the Annual Validation on behalf of the company.

Payment Page

Annual Validation

Progress Tracker

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

Payment

[Previous](#)

Transaction Summary

Item Description	Item Cost
Annual Validation	£ 1
	Total: £ 1

Payment Method

Payment Method* Pre-Registered Account Credit Card

[Previous](#)

Done

The Payment page provides an itemised list of the fees associated with this annual validation submission. The Annual validation fee due is related to the company's Classification Type. A schedule of fees is available on the registry website at www.guernseyregistry.com, if you believe that your Company Classification Type is incorrect, you may file a Change Company Details submission that will be reviewed by the Registrar.

If a clawback fee for 2008 is due to be paid with the 2009 Annual Validation it will be itemised on this page. Further information regarding the clawback fee can also be found at www.guernseyregistry.com.

Annual Validations that are not filed with the registry within the specified deadline of 31st January, will incur a daily late filing fee. The late fee due will also be itemised on this page.

Payment can be made by Pre-registered Account or Credit Card.

Submission of the Annual Validation will result in the generation of an Annual Validation PDF being presented on the next and final page for presenter records