



Jersey Financial
Services Commission
Companies Registry

Guidance to Completing the Registered Business Names (RBN1) Application Form

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Completing the Registered Business Names (RBN1) Application Form

The Registration of Business Names (Jersey) Law 1956 provides for every Individual or body corporate which has a place of business in Jersey and carrying on business under a name which does not consist of their true name or full corporate name.

Complete this form to register your business name whereby you already hold a trading licence.

How does the process work?

The information collected from the Registered Business Names (RBN1) form is processed by the Jersey Financial Services Commission. The Registered Business Names (RBN1) form allows you to apply to register a business name if you have already obtained a business licence from the Population Office.

If you need to apply for a business licence **and** register your business name, please complete Business Names (NB 01 v1) Application Form. If the business name you have applied for has been successful, the JFSC will contact you for a fee payment and then issue a Certificate of Registration within two working days.

Helping you with your application

Before making your application, please consult the [JFSC's Accept guide](#). This guide will help you to make sure that your business name is suitable and complies with policies and procedures. You can also find out if your proposed business name is already registered by checking the [JFSC's Companies Registry](#).

Definitions

Applicant	An Individual who is making an application to obtain a business name in accordance with the Registration of Business Names (Jersey) Law 1956
Affidavit	A legal declaration to verify that they can sign on behalf of the Applicant
JFSC	Jersey Financial Services Commission
Individual	means a natural person and does not include a body corporate, e.g: a sole trader
LP	An applicant which is a Limited Partnership
LLP	An applicant which is a Limited Liability Partnership

Fees

Business Name	Payment methods includes cash, credit or debit card or cheque (to be made payable to the Jersey Financial Services Commission). Please note that payment is required prior to the registration for the Registered Business Name. To find out more about fees payable please click here .
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Guidance Notes

Section 1 – Details of the business

RBN1 Form Reference	Notes
1a	<p>All Individuals or partners or body corporate who carry on business in Jersey which does not consist of their true surname(s) with any addition other than the first name(s) or initials (i.e. John Smith) or full corporate name must register under the Registration of Business Names (Jersey) Law 1956, as amended.</p> <p>Please provide the name under which the business will be trading (i.e. ABC Design).</p>
1b	<p>A full Jersey correspondence address must be provided. Please note that all documents, including legal documents, will be sent to this address.</p> <p>Your address may include a PO Box address. However, you must also include the house name/building number, street address, parish and post code.</p>
1c	<p>If your operating address is different to that stated in 1b, please enter the full Jersey address.</p> <p>Your address may include a PO Box address. However, you must also include the house name/building number, street address, parish and post code.</p>
1d	Enter the date that your business commenced.
1e	Enter the full description of the general nature of the business i.e. florist.
1f	State the total number of applicants.

Section 2 – Details of 1st applicant and additional applicants

RBN1 Form Reference	Notes
2	<p>Enter information for each applicant if an Individual. This should include your names (this must be your full name and cannot include initials), nationality, residential address and if applicable, other business occupation.</p> <p>If you are applying as a body corporate, limited partnership or limited liability partnership, please complete the name and registered office address as requested below the dotted line.</p> <p>Details of additional applicants - please complete information of additional applicants in this section, if applicable, following the same process as above. If there are more than four applicants, please continue on the RBN1a form.</p>

Section 3 – Further details of additional applicants

RBN1 Form Reference	Notes
	<p>Information provided in Sections 1 and 2 will be made available on the public register at the JFSC if you are applying for a business name. Information provided under Sections 3 to 8 will not be publicly available.</p> <p>For Individuals, please complete Sections 3a to 3e and complete Section 3g if applicable. For body corporates, limited partnerships or limited liability partnerships, please complete Sections 3d to 3g.</p>
3a	Enter your date of birth, enter <i>N/A</i> if applicant is not an Individual.
3b	Enter your telephone number.
3c	Enter your email address.
3d	Sign with an original signature. You may sign on behalf of another applicant. Please see 3g for more information.
3e	Enter the date.
3f	If the application includes body corporates, limited partnerships or limited liability partnerships, please provide the capacity of the signatory.
3g	If the application has been signed on behalf of the applicant, please tick to confirm that an affidavit is attached to the application.
3h	Enter your undertaking reference number.
By signing the form you confirm that the data is complete and accurate in all respects.	

Section 4 – Payment details

Please provide a contact name and a telephone number or email address, so the JFSC can contact and collect the fee payment by credit or debit card. Please state how you would like this request to be communicated i.e. by letter, email or telephone.

Returning your form

Please complete and sign this application form and submit it along with any attachments. You may also post or hand deliver the form to:

The Companies Registry
Jersey Financial Services Commission
PO Box 111
14-18 Castle Street
St Helier
JE4 9QD

If you require any further assistance from the Companies Registry you can contact the team by email: registry@jerseyfsc.org or telephone: +44 (0)1534 822030. We wish you all the best with your new business!