



*Easy*  
**Company Registry**

The online portal of the Jersey Companies Registry





Jersey Financial  
Services Commission





[www.easycompanyregistry.je](http://www.easycompanyregistry.je)

**EasyCompanyRegistry.je** offers a simple, anytime, anyplace solution to manage your interaction with the Jersey Companies Registry.

 **FILE** your Registry documents online, including Annual Returns, Company Name Reservations and Change of Registered Address.

 **SEARCH** through all Jersey companies and get their registration details direct from our database.

 **MONITOR** any company and be instantly informed when it files a publicly accessible document.

 **RETRIEVE** documents and have a scanned copy of the original sent to you.

# Getting started...

1. Go to [easycompanyregistry.je](http://easycompanyregistry.je)
2. Click **Register Now**
3. Fill in your details and click **Register**

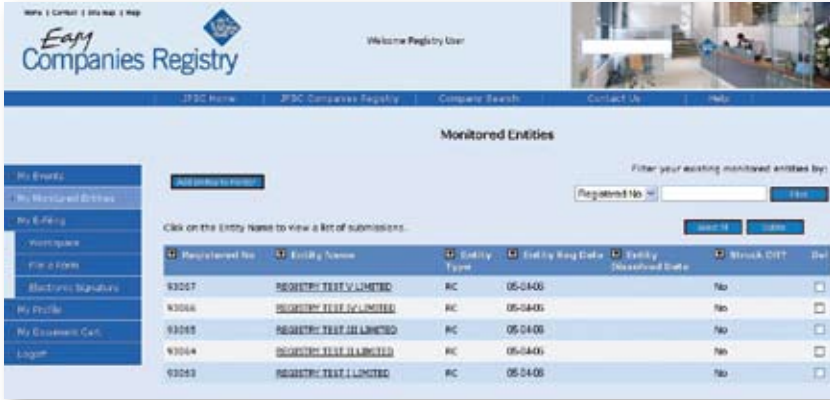


# Filing a form...

Under **My E-Filing**, click on **File a Form** then select the relevant form you wish to submit to us, such as an Annual Return. Follow the wizard and fill in the different sections required. Once submitted, you will be informed via email when the form has been processed by our Registry staff. Some forms will require payment, in which case you'll need your credit card handy.



# Monitoring a company...



Click **My Monitored Entities** and then press **Add Entities to Monitor**. You can then put a watch on any company by adding its registration number. Once added, you will be informed by email of any new public documents filed by that company. A copy of these documents can then be purchased.

# Searching company details...



Click on **Company Search** on the top menu bar to retrieve details for any Jersey registered company. You can search either by company name or registration number. As well as basic registration information, you can review documents that have been filed against that entity. A scanned copy of these can be purchased at a nominal cost using a credit card. The documents will be sent out instantly to the email address you specify.

# Electronic signature explained...

Some of the electronic forms you submit to us, such as the Annual Return, need to be signed using our electronic signature process. Providing your electronic signature is the equivalent to signing a document with your hand written signature; it identifies you as the person submitting that particular information and means you take legal responsibility for its contents.

An electronic signature consists of two elements, your **PIN**, which we send to your email address and your **PASS CODE** that you decide upon when applying for a signature. You must not share your pass code with anyone!

**APPLICATION FOR AN ELECTRONIC SIGNATURE**

**IMPORTANT:** this is an application for a personal electronic signature. Details submitted may be verified by the Commission. Misuse of this service will result in legal action.

PASS CODE:  CONFIRM PASS CODE:

All pass codes must be **8 characters** in length. Please **re-confirm** in box above.

Forenames:

Surname:

Date of birth:

Email:

Confirm email:

Daytime Tel:  -

Address Type: Jersey

**Address Finder** (*Jersey residents only*)

Post Code:

1st line (optional):

Select:

Home Address:

Line 1:

Line 2:

Line 3:

Line 4:

Parish:

I have read and agree to the **terms of use** - [view now](#)

Click on **Electronic Signature** when logged into EasyCompanyRegistry and follow the on screen instructions to apply for your signature.

[www.easycompanyregistry.je](http://www.easycompanyregistry.je)

File  Search  Monitor  Retrieve 

Training sessions available - check the website for availability.

14-18 Castle Street  
St Helier  
Jersey JE4 9QD  
Channel Islands

Telephone: +44 (0)1534 822030  
Facsimile: +44 (0)1534 822003  
Email: [registry@jersefsc.org](mailto:registry@jersefsc.org)  
[www.easycompanyregistry.je](http://www.easycompanyregistry.je)



Jersey Financial  
Services Commission