



Jersey Financial  
Services Commission

# Registry Programme of Work 2020

myRegistry

# Welcome & introduction

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**Registry programme**  
Outreach and engagement

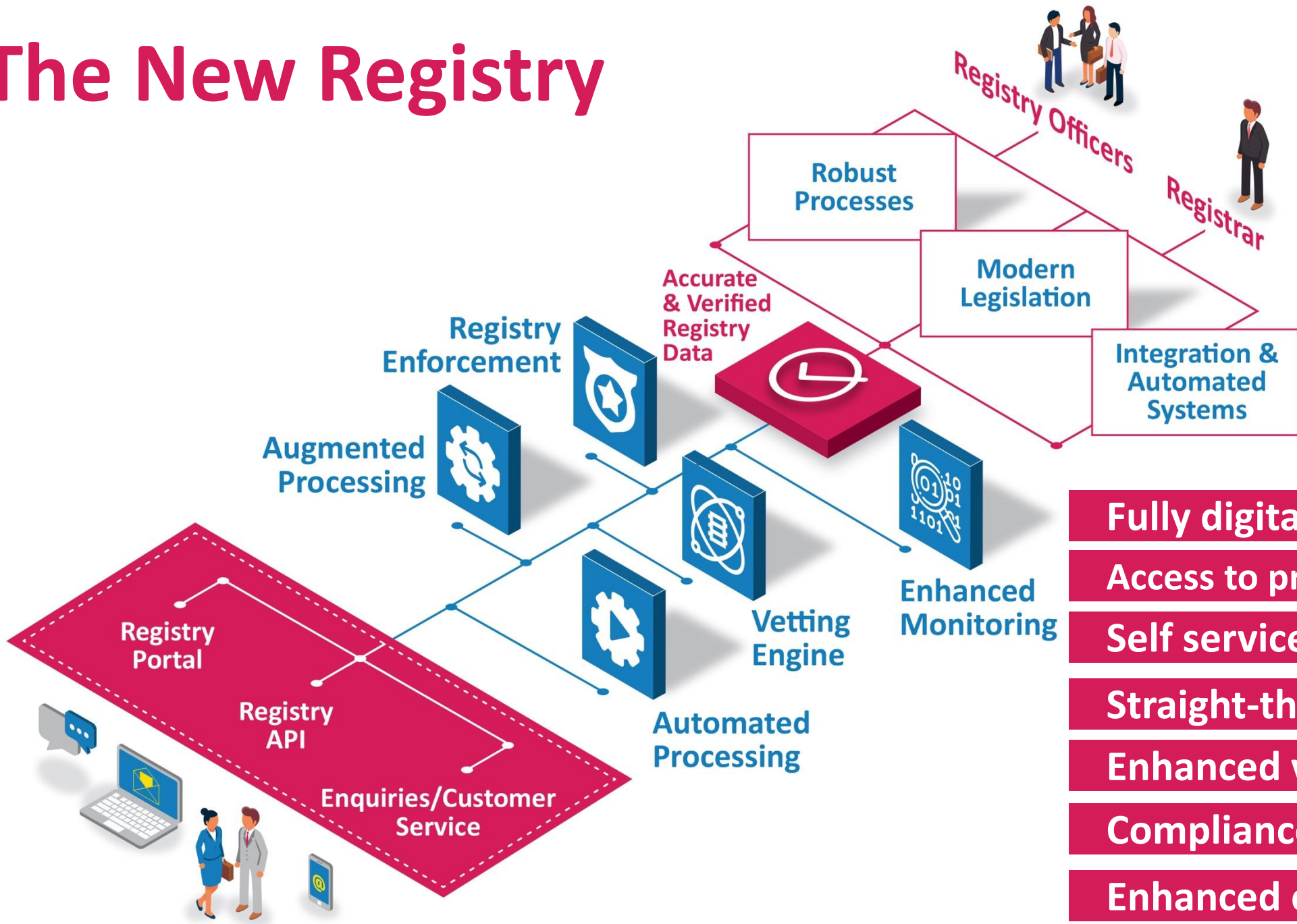


**myRegistry**  
Information and insight

## Structure of this session



# The New Registry

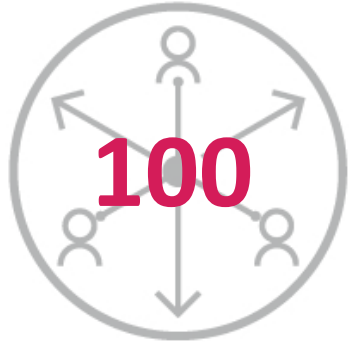


- Fully digital Registry
- Access to private Registry data
- Self service features
- Straight-through processing
- Enhanced vetting
- Compliance monitoring
- Enhanced customer service

# Legislation

- |   |   |  |
|---|---|--|
| 1. Financial Services (Disclosure and Provision of Information) (Jersey) Law 2020         | Sanctioned by Privy Council<br>14 October         | Appointed Day Act<br>01 December             |
| 2. Financial Services (Disclosure and Provision of Information) (Jersey) Regulations 202- | States of Jersey Government Debate<br>17 November | Commencement linked to the Appointed Day Act |
| 3. Financial Services (Disclosure and Provision of Information) (Jersey) Order 202-       | Under final review                                | Commencement linked to the Appointed Day Act |

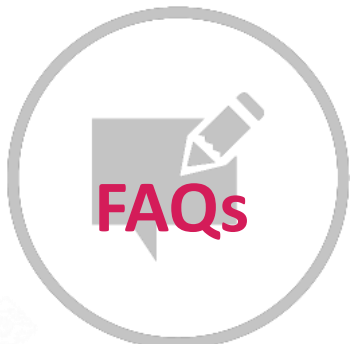
# | Industry outreach activity



Met with more than 100 TCB/FSB service providers in 30+ dedicated sessions.



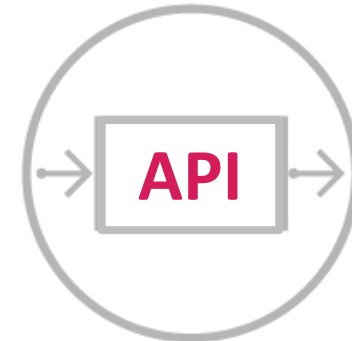
Released our Zoho collaboration portal, now with 251 registered active users.



Published our first draft of programme FAQs on Zoho and will be updating as new information requests received.



Facilitated webinars, produced informational animations, dedicated webpages for Industry and the public.



Hosted webinar with technology service providers where we promoted the API channel.



Further outreach activity planned during November to February.



The West A1 (A2) →  
Ring Road  
The North  
Elizabeth  
Harbour  
Waterfront  
Town  
centre

# Transition planning

# | Nominated Person



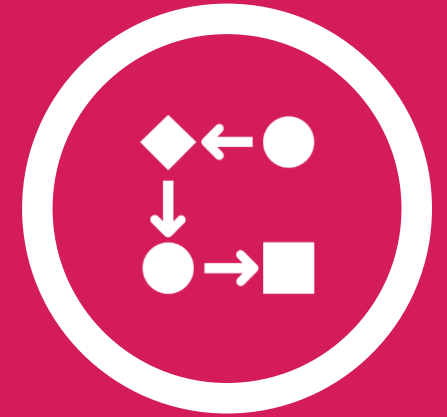
Each entity will need to appoint a Nominated Person



An entity may have more than one Nominated Person



Responsibility does not transfer from the entity to the Nominated Person



Nominated Person will only be able to view private data and file applications with the JFSC.

# Transition planning

2020		2021	
November	December	January	February
06 Nov – Publish getting started guidance	01 Dec – myRegistry live and system available when the Law comes into force		
13 Nov – Application form and Nominated Person list circulated	01 Dec – Transition form available – collection of data commences	01 Jan – Annual Confirmation Statement filing commences	28 Feb – Deadline for the filing of the Transition Form and the Annual Confirmation Statement
25 Nov – Deadline for application forms and final Nominated Person lists			

**25 Nov 17.00 - Easy Company Registry Offline**

Registry will operate on a reduced service basis on the 26, 27 & 30 November

# | System access

- › **Access to the myRegistry portal will be provided from 1 December 2020.**
- › **We will provide further guidance, FAQs and webinars as requested to support your training and preparation for the incoming changes.**

# | Transition support

- › **Dedicated telephone support**
  - › **Technical**
  - › **Processing time sensitive filing**
- › **Dedicated email support**
- › **Access to information via Zoho**
- › **Face to face support (virtual or in-person)**



# myRegistry Overview

# | Getting started



Lead administrator  
creates an account on  
the Registry Portal



Create staff  
accounts and  
allocate portfolio  
and privileges



Staff member is  
invited (by email) to  
complete system  
registration



Hi Julian,

[Search the public register](#)

[Start new submission](#)

### Select an entity

Search by name or number...



Active | Registered Company Private

**1420 New Limited**

Active | Registered Company Private

**1425 AU Limited**

### Notifications

No notifications to display



# Portfolio, manage your entities

[Assign a nominated person](#)

## Search for an entity



RC2001 | Dissolved  
**Acorn Electrical**



RN2209 | Live  
**Channel Software**



RN1039 | Live  
**Pharmacy Direct**



RC1289 | Live  
**Financial 123 Services Ltd**



1073 | Live  
**ABC Services Ltd**



## ABC Services Ltd

**1073** | Live | Registered Company Public

Registered on 3 June 2020

**Address:** 14-18 Castle Street, St Helier, JE4 8TP, Jersey











### Actions available for this entity

- [Transition application](#)
- [Associated parties](#)
- [Annual confirmation](#)
- [Change registered office](#)
- [File special resolution](#)

## Submissions

Start new submission

Drafts Payment Submitted Action needed Declined Registered Cancelled

From	Submission	Entity / Reserved name	User	Started On	
<input type="text" value="dd/mm/yyyy"/> 	Register Partnership	Partnership 40910	Gabriela Sampaio	16/10/2020	 
<input type="text" value="dd/mm/yyyy"/> 	Company Incorporation	Public Company	Gabriela Sampaio	14/10/2020	 
<input type="text" value="Type to filter..."/>	Company Incorporation	Test Draft	Gabriela Sampaio	08/10/2020	 
<input type="text" value="Type to filter..."/>	Company Incorporation	Associated Party Company	Gabriela Sampaio	06/10/2020	 

Clear

# Messages

New Message

Inbox | Sent | Drafts

Search 

23/10/2020 18:43  
**Received Submission SR2959: TEST - Name Reservation - CR3650**

23/10/2020 16:57  
**Received Submission SR2958: TEST R - Name Reservation - CR3649**

22/10/2020 10:38  
**Rejected Submission SR2883: Change found - Name Reservation - CR3644**

21/10/2020 18:28  
**Registered Submission SR2954: Northstar SLP - Name Reservation - CR3643**

21/10/2020 18:26  
**Registered Submission SR2953: Northstar Separate Limited Partnership - Name Reservation - CR3642**

21/10/2020 18:24  
**Received Submission SR2952: Brightstar - Name Reservation - CR3639**

21/10/2020 18:24  
**Received Submission SR2951: Brightstar - Name Reservation - CR3640**

## Received Submission SR2959: TEST - Name Reservation

Reply | Print

Reference  
**CR3650**

Dear Gabriela Sampaio,

The following submission has been received in our office. You will be notified when it has been processed.

Entity Name:	TEST
Submission Reference No:	SR2959
Submission Type:	Name Reservation
Received Date:	23-Oct-2020
Status:	Submitted
Status Date:	23-Oct-2020

Thank you.

The Registry



## **Multi-factor authentication (MFA)**

- › **Every myRegistry user will need to enrol for Multi-factor authentication**
- › **Required at login; when accessing sensitive information; and when filing a submission**
- › **Your team / staff will receive a code or notification on their device via an app, SMS or telephone**



## Portfolio management

- › Portfolio management is about providing your team with access to the companies they administer
- › A staff member can only view private information, or submit an application on a company that is in their portfolio
- › A lead administrator can add a company to a staff member's portfolio (only if your organisation is a nominated person for the company)



## Digital Payments

- › Cash and cheque payments will no longer be accepted
- › Option to pay by corporate credit / debit card
- › Option to pay by direct debit
- › Option to top-up or prepay account (BACs payment)
- › All invoices / receipts / payments will be accessible via the payments screen

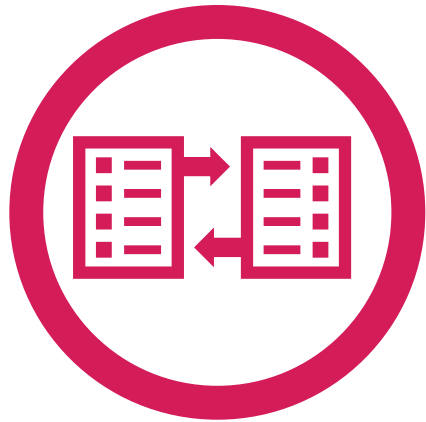
# Technical considerations

- › The latest versions of Microsoft Edge, Chrome or Firefox are supported.
  - › Internet Explorer 11 is not supported.
- › JavaScript must be enabled for myRegistry.
  - › myRegistry is a single page application developed in Angular version 9.
- › Every myRegistry user will need to enrol for Multi-factor authentication.
  - › We have selected an application called Authy by Twilio.
- › Review firewall settings to ensure you can access myRegistry.
  - › Settings will be similar to the existing Easy Company Registry system.
- › Have you considered using the Registry Application Programming Interface (API)?



# Transition application form

# Transition process



Review existing data  
on central register



Populate new data as  
required under the  
Registry law

# Data set

The Financial Services (Disclosure and Provision of Information) (Jersey) Law 2020 and Order, sets out the information that registered entities need to provide to the JFSC.

The Transition Application form allows Nominated Persons to review (and amend) the information that we currently hold centrally and to provide the information introduced under the new Law.

The transition form covers the following information:

Basic company  
details

Share capital  
information

Associated parties

# Associated Parties

In the transition, incorporation, associated parties and annual confirmation forms, you will notice a common component referred to as Associated Parties.

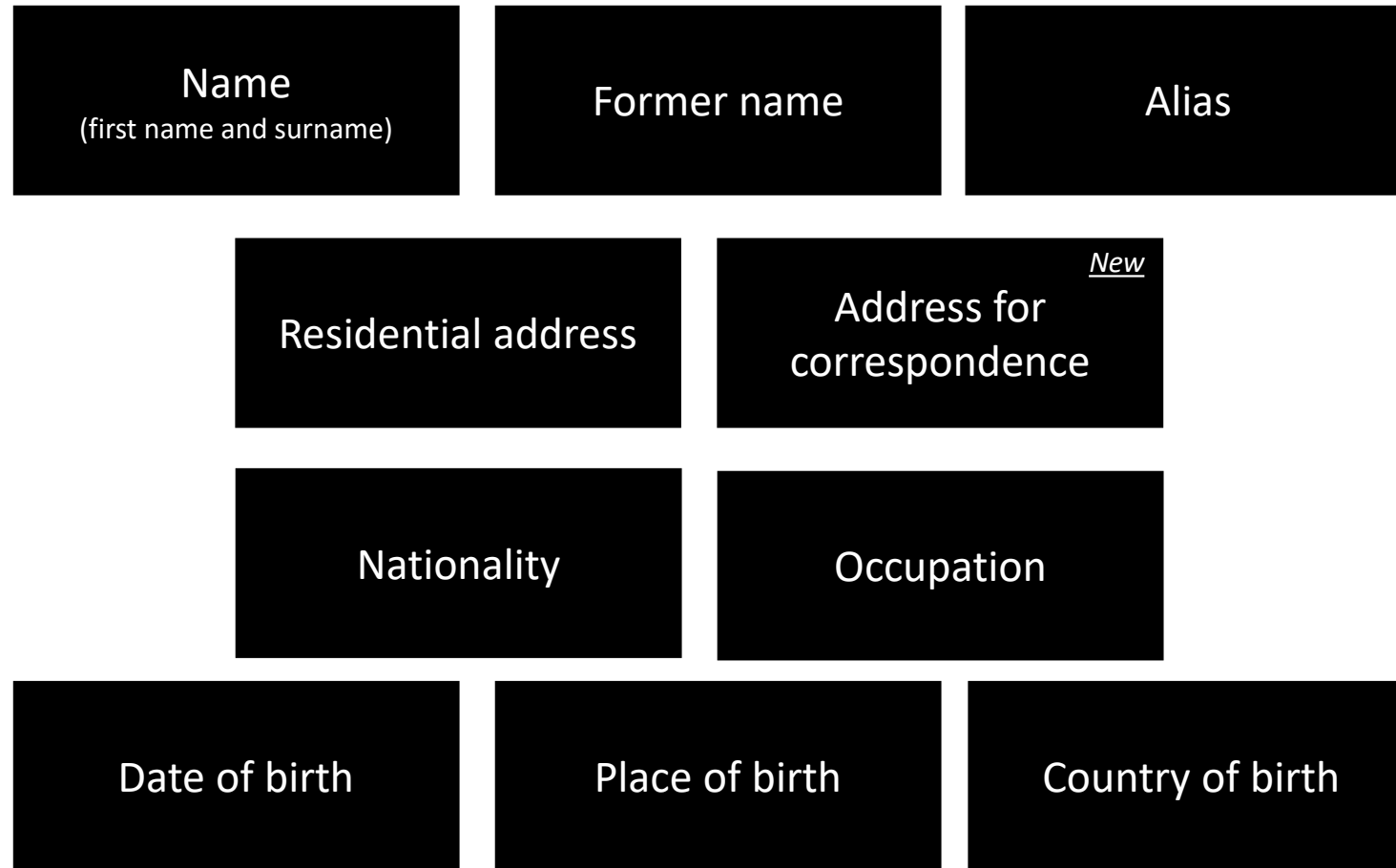
This is a grouping of natural and legal persons that have relationships or roles with an entity, consisting of:

1. Beneficial owners
2. Controllers
3. Significant persons (as defined within the Law)
4. Members (in the instance of Companies and LLCs)

# Data fields – Beneficial Owner

Name (first name and surname)	Former name	Alias
Residential address	Address for correspondence <sup><i>New</i></sup>	
Nationality	Occupation	Gender
Date of birth	Place of birth	Country of birth

# Data fields – Significant Person (individual)



# Data fields – Significant Person (entity)

## Jersey entity

Type of entity	Registered name
Registered office / business address	Registered number
Date of incorporation / establishment	

## Non-Jersey entity

Type of organisation	Registered name
Jurisdiction	Registered number
Date of incorporation / establishment	Registered office / business address

# Data fields – Share capital / member

## Share capital information

Nominal share capital	Number of Members who hold < 1%	Total number of shares held by members owning < 1%
Class of share	Authorised number of shares	Nominal value of each share

## Members not less than 1%

Name (first name and surname)	Residential address	Share class	Number of shares
----------------------------------	---------------------	-------------	------------------

## Transition Application

1. **Details** 2. Associated Parties 3. Confirmation Statement 4. Review 5. Payment

### Company Details

**Entity Name**

ABC Limited

**Entity Number**

1234

**Entity Type**

Private Company

**Entity Status**

Registered

**Registration Date**

01/07/1991

**Expiry Date**

Does this company have more than 30 members?

Yes

No

Public companies, or companies with 30+ members may upload a file containing the members details. Please see the guidance for this form for the prescribed format and required information.

Members List

Browse

What is the total number of members who each hold less than 1% in Nominal Value of each class of issued shares?

5

What is the total number of shares held by those members who each hold less than 1% in Nominal Value of each class of issued shares?

10,000

### Pre-requisite

Transition Application form is available on myRegistry and can only be completed by a Nominated Person.

Registration Date

01/07/1991

Expiry Date

Does this company have more than 30 members?

Yes  No

Public companies, or companies with 30+ members may upload a file containing the members details. Please see the guidance for this form for the prescribed format and required information.

Members List

Browse

What is the total number of members who each hold less than 1% in Nominal Value of each class of issued shares?

5

What is the total number of shares held by those members who each hold less than 1% in Nominal Value of each class of issued shares?

10,000

If the company is authorised to issue shares, indicate if they are authorised to issue par or non par value shares?

Par Value  No Par Value

Par Value Shares

Class	Number of Shares	Currency	Par Value of each Share	Limited	Unlimited
A	100	GBP	£1	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Share Class

Save draft

Next >





# Associated Parties

myRegistry Home | Portfolio | Submissions | Purchases ▼ 2 ▼

## Transition Application

1. Details **2. Associated Parties** 3. Confirmation Statement 4. Review 5. Payment

### Associated Parties

	Beneficial Owner	Controller	Director	Secretary	Member	
John Smith	✓	✓			✓	 <a href="#">Edit Roles</a>
ABC Trustees Limited	✓	✓				 <a href="#">Edit Roles</a>

[Add Associated Party](#)

John Smith	<a href="#">Edit Details</a>
ABC Trustees Limited	<a href="#">Edit Details</a>

## John Smith

First name (s)

John

Previous name (s)

### Residential Address ?

Input your address details below, [or search for it](#)

House number / name

14-18



Street name

Castle Street



Address line 2 (optional)



Town or city

St Helier



Postcode

JE4 8TP



Country

Jersey



Nationality

British

Gender

M

Country of Birth

United Kingdom

Surname

Smith

Alias

Select if you want to provide a different address for correspondence

Input your correspondence address details below, [or search for it](#)

House number / name

1A



Street name

Main Street



Address line 2 (optional)



Town or city

St Helier



Postcode

JE1 1AA



Country

Jersey



Occupation

Financial Consultant

Date of Birth

01 / 01 / 1980

Place of Birth

London

### Beneficial Owner Information

Date of Knowledge

10 / 10 / 2019

End Date

n/a

### Controller Information

Date of Knowledge

10 / 10 / 2019

End Date

n/a



## Director Information

Start Date

End Date

Is nominee director

Is regulated under the registered by the Commission under the Financial Services (Jersey) Law 1998

Nominator first name(s)

Nominator surname

## Secretary Information

Start Date

End Date

Is this person a significant person by virtue only of holding a share in a company, ownership of which, by virtue of the articles of association of the company in which the share is held, confers a right of occupation of land in Jersey (as construed in accordance with Article 3(2) of the Taxation (Land Transactions) (Jersey) Law 2009)."

Yes  No

## Member Information

Share Class	Number of Shares Held	Limited	Unlimited
A	5,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Row

Is the member a Guarantor member?

Maximum amount guaranteed

Is nominee member

Is regulated under the registered by the Commission under the Financial Services (Jersey) Law 1998

Nominator first name(s)

Nominator surname

Application under Regulation 4 of the Financial Services (Disclosure and Provision of information) (Jersey) Law 2020 to make the information on this individual unavailable for public inspection.

Information as required to support application under Regulation 4

Browse

Save draft

Next >

# Confirmation Statement

## Transition Application

1. Details 2. Associated Parties 3. Confirmation Statement 4. Review 5. Payment

### Confirmation Statement Declaration

Do you want to complete the Annual Confirmation Statement for 2021 as part of this transaction?  Yes  No

In accordance with Article 5(1) of the Law, the entity verifies that the information provided to the JFSC is accurate.

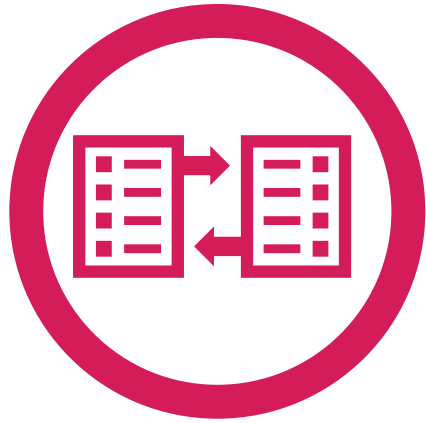
Save draft

Next >



# Annual confirmation statement

# Annual confirmation statement



Declaration by the entity  
that the information on the  
JFSC register is accurate



Collection by the JFSC  
of the annual fees

# Data set

The Financial Services (Disclosure and Provision of Information) (Jersey) Law 202- and Order, sets out the information that registered entities need to provide to the JFSC.

The Annual Confirmation form allows Nominated Persons to review the information that we currently hold centrally and to make a declaration in accordance with Article 5 of the Law.

The Annual Confirmation covers the following information:

Registered address or  
Business address

Share capital  
information

Associated parties

## Confirmation Statement

1. Confirmation Statement 2. Review 3. Payment

### Company Details

**Entity Name**

ABC Limited

**Entity Number**

1234

**Entity Type**

Private Company

**Entity Status**

Registered

**Registration Date**

01/07/1991

**Expiry Date**

### Registered Office Address

**House number / name**

14-18

**Street Name**

Castle Street

**Town or city**

St Helier

**Postcode**

JE4 8TP

**Country**

Jersey

Does this company have more than 30 members?

No

What is the total number of members who each hold less than 1% in Nominal Value of each class of issued shares?

11

What is the total number of shares held by those members who each hold less than 1% in Nominal Value of each class of issued shares?

200

## Associated Parties

	Beneficial Owner	Controller	Director	Secretary	Member
John Smith	✓	✓	✓	✓	✓
ABC Trustees Limited	✓	✓			

### John Smith

**First name**

John

**Previous name**

n/a

**Residential Address****House number / name**

10

**Street Name**

Main Street

**Town or city**

St Helier

**Postcode**

JE4 1TP

**Country**

Jersey

**Nationality**

British

**Gender**

M

**Country of Birth**

United Kingdom

**Surname**

Smith

**Alias**

n/a

**Correspondence Address****House number / name**

10

**Street Name**

Main Street

**Town or city**

St Helier

**Postcode**

JE4 1TP

**Country**

Jersey

**Occupation**

Financial Consultant

**Date of Birth**

01 / 01 / 1981

**Place of Birth**

London

## Beneficial Owner Information

Date of Knowledge 01 / 01 / 2019 End Date n/a

## Controller Information

Date of Knowledge 01 / 01 / 2019 End Date n/a

## Director Information

Start Date 01 / 01 / 2019 End Date n/a

Is a nominee director

Nominator first name(s)

David

Nominator surname

Smith

## Secretary Information

Start Date 01 / 01 / 2019 End Date n/a

This person is a significant person by virtue only of holding a share in a company, ownership of which, by virtue of the articles of association of the company in which the share is held, confers a right of occupation of land in Jersey (as construed in accordance with Article 3(2) of the Taxation (Land Transactions) (Jersey) Law 2009)."

## Member Information

Share Class	Number of Shares Held	Limited
A	5,000	<input checked="" type="checkbox"/>

Is the member a Guarantor member?

Maximum amount guaranteed \* 5,000

Is a nominee member

Nominator first name(s)

David

Nominator surname

Smith

Application under Regulation 4 of the Financial Services (Disclosure and Provision of information) (Jersey) Law 2020 to make the information on this individual unavailable for public inspection.

## ABC Trustees Limited

Registered name

ABC Trustees Limited

Registered number

5678

Registered Office Address / Business Address

Entity Type

## ABC Trustees Limited

**Registered name**

ABC Trustees Limited

**Registered number**

5678

**Registered Office Address / Business Address****House number / name**

14-18

**Street Name**

Castle Street

**Town or city**

St Helier

**Postcode**

JE4 8TP

**Country**

Jersey

**Entity Type**

Private Company

**Incorporation date or date on which the entity was established**

01 / 12 / 2001

**Jurisdiction within which the entity was incorporated or established**

United Kingdom

**Beneficial Owner Information**

Date of Knowledge

01 / 01 / 2019

End Date

n/a

**Controller Information**

Date of Knowledge

01 / 01 / 2019

End Date

n/a

### Confirmation Statement Declaration



In accordance with Article 5(1) of the Law, the entity verifies that the information provided to the JFSC is accurate.

Save draft

Next >



# Definitions and guidance

# Definitions and guidance

- › Requirements to provide beneficial owner & controller information now contained in primary legislation
- › Law includes a new definition of beneficial owner  
*'the "beneficial owner" means an individual who ultimately owns or controls the entity, or the individual on whose behalf a transaction is being conducted by the entity, including an individual who exercises ultimate effective control over the entity'.*
- › Guidance to be published before 1 December 2020

# Beneficial Owner

- › **No change to current position – three tier test still applies**
- › **An individual must be identified unless:**
  - › **Entity listed on a regulated market**
  - › **State owned entity**
- › **Not required to provide information in relation to a Jersey incorporated JFSC-regulated entity whose details we already hold, e.g.**
  - › **Corporate director**
  - › **Corporate trustee**
- › **Updating information – 21 day requirement**

# COBO Consents

- › **COBO consents – no re-issue before 1 December**
- › **New COBO consents in 2021 with revised conditions**
- › **LPs – COBO conditions relating to beneficial owners will remain**
  - › **LPs not subject to requirements of the Law but will need to appoint a nominated person solely for purpose of using myRegistry**

# Regulation 4

(1) A nominated person of an entity may apply to the Commission in the approved form to make information in relation to a person (the “subject”) unavailable for public inspection under the Law –

- (a) if the subject considers that there is a serious risk that the subject, or a person who lives with or is related to the subject, will be subjected to violence, intimidation or physical or mental harm as a result of the information being made available for public inspection;
- (b) if the subject considers that there is a serious risk of damage or threat to property as a result of the information being made available for public inspection;
- (c) if the information relates to a subject who lacks capacity to manage their own affairs; or
- (d) if there are exceptional circumstances that justify the making of the application.

# Guidance

## Detailed guidance on:

- › Getting started – how to get set up on myRegistry
- › Nominated Person
- › Associated Parties
- › Transition application
- › Annual Confirmation Statement
- › Offences and penalties
- › COBO consents – no re-issue before 1 December



Q&A

A long-exposure photograph of a city street at night. The scene is dominated by bright, starburst light trails from streetlights and long, horizontal light trails from moving vehicles, primarily in shades of white and blue. A prominent red semi-transparent overlay covers the middle section of the image, containing the text 'Closing remarks'. In the background, a road sign is visible on the left, and a modern building with a grid-like facade is partially illuminated. The foreground shows a paved road and a brick-paved sidewalk.

**Closing remarks**



Jersey Financial  
Services Commission

# Registry Programme of Work 2020

