

STEPS TO

Incorporate a Jersey Limited Company with the Jersey Financial Services Commission

1

Create a [myRegistry account](#) with the JFSC and download the Authy App to your phone.

[Guidance on what local businesses need to do](#)

[Guidance on the Authy app](#)

2

If you are changing from a sole trader or partnership to a limited company and no longer wish to keep the existing business name.

[Register or make a change to a business name – Jersey Financial Services Commission \(jerseyfsc.org\)](#)

If you wish to keep your existing business name but change ownership of that name to a Limited Company.

3

Check if the new company name you want is available.

[Company Name Search](#)

If you wish to reserve a new company name.

Log in to your [myRegistry account](#)

To reserve your company name before you file your company incorporation select 'start new submission' on your home page and then select 'name reservation'.

This name will need to be approved by the Registry before you file your company incorporation.

4

Obtain proof of ID and address for everyone who is a beneficial owner, controller or director of the Company.

These documents need to be certified. Scan all photo ID and proof of address documents prior to starting the forms.

[*Who can certify these documents](#)

5

Have a Memorandum and Articles of Association prepared for the Company.

A Memorandum of Articles of Association is a legal document which every company must have. See preceding notes.

6

Sign the Memorandum and Articles of Association.

Ensure you have an electronic copy signed ready to be uploaded.

Note: These currently do not need to be witnessed.

7

Sign the Memorandum and Articles of Association.

Log in to your [myRegistry account](#) the homepage and select 'start new submission' and choose 'company incorporation' from the list.

You will need to approve the request to start this form on the Authy app on your phone. It will show up in your notifications on the Authy app.

Enter the information requested on each page. This includes uploading your statement of particulars and Memorandum and Articles of Association along with proof of ID and address documents.

[Incorporate a Company.](#)

8

To provide identification and proof of address.

Follow instructions with regard to providing [Local Resident Identification requirements](#) (Proof of address, photo ID etc.)

You should have already scanned all photo ID and proof of address documents for any beneficial owners, controllers or directors, prior to submitting the forms.

9

To complete the submission and pay.

Complete the submission and authorise using the Authy app on your phone.

You can add this submission to your cart and pay. You must pay by debit or credit card.

[Company incorporation fees](#)

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Further guidance on company incorporation...

[Further Guidance](#) is available via [myRegistry](#) on the JFSC website.