

K. H. TOUGH
HER MAJESTY'S GREFFIER

REGISTRAR-GENERAL
OF
BIRTHS
MARRIAGES AND DEATHS

TELEPHONE: (01481) 725277
FASCIMILE: (01481) 715097

*Greffe,
Royal Court,
Guernsey,*

12th February, 2004 *PM 2PB.*

PRACTICE DIRECTION No. 2 of 2004

THE ROYAL COURT (NON CONTENTIOUS APPLICATIONS) RULES, 1988 TO 1995 – REGISTRATION OF LIMITED LIABILITY COMPANIES AND COMPANIES LIMITED BY GUARANTEE

I am directed by the Bailiff to issue the following Practice Direction:-

1. With effect from the week beginning 16th February, 2004, applications to register companies may be made on any weekday, Monday to Friday, instead of on Tuesdays and Fridays only as at present.
2. The procedure for all other categories of Non-Contentious Business remains unchanged. Those will continue to be dealt with, as at present, on Tuesdays.
3. As respects registration of memoranda/articles of association of Limited Liability Companies and Companies Limited by Guarantee, each firm of Advocates must file an agenda, listing the companies they wish to register on any given day, by 12 noon on that day and directly with the Greffe Company Department.
4. The documentation to be lodged when applying for registration will be exactly the same as at present.
5. Where a firm has filed an application to register a company on any given day, the Greffe Company Department will place a copy of that firms list in their Greffe pigeon hole by 2.30 p.m. on that day, confirming whether or not leave to register has been granted.
6. As at present, it will continue to be the responsibility of each firm to file the relevant documentation with the Greffe Company Department in good time to be assessed to Document Duty, to enable Duty to be paid and the documentation lodged with that Department prior to 4.00 p.m.
7. This Practice Direction supersedes Practice Direction No. 4 of 1990.

K. H. Tough

Her Majesty's Greffier