

# How to incorporate a company

## Pre-submission checklist

This checklist is designed to guide you through everything you need to review and prepare before submitting your company incorporation application. It mirrors the structure of the application form, making it easier to follow along and ensure nothing is missed.

Use this checklist to:

- › confirm you have all the required information and documents
- › understand each step of the application process
- › avoid common mistakes that could delay your submission

Taking a few minutes to go through this checklist can help make your application smoother and faster.

Submission requirement	Details	Additional support	Checklist
<b>Company name</b>	<p>You can check to see if your proposed company name is available by Searching the existing <a href="#">Companies Registry</a></p> <p>Refer to the <a href="#">ACCEPT</a> brochure for naming guidance.</p> <p>Your requested name will be reviewed. We cannot guarantee that it will be accepted.</p> <p>You may reserve a name for a company in advance of submitting an incorporation submission but this is not mandatory as you can propose a name at the same time as you complete the Incorporation request.</p> <p><b>Note:</b> if your name is not written using the English alphabet, you will be asked to provide a translation. If your name is similar to an existing entity within a group structure, provide the name, place of registration and connection. Your name may be rejected if we are unaware of a connection.</p>	<p>Refer to guidance: <a href="#">Business names ACCEPT brochure</a></p> <p><a href="#">Reserve a name</a></p>	<input type="checkbox"/>

<b>Company type</b>	Options available: <ul style="list-style-type: none"> <li>› Registered Company Private</li> <li>› Registered Company Public</li> <li>› Incorporated Cell Company Private</li> <li>› Incorporated Cell Company Public</li> <li>› Protected Cell Company Private</li> <li>› Protected Cell Company Private</li> </ul>	Seek professional independent advice if required.  For more information refer to: <a href="#">Company (Jersey) Law 1991</a>  A summary can be found at: <a href="#">About Companies</a>	<input type="checkbox"/>
<b>Naming convention - legal ending</b>	Options available: <ul style="list-style-type: none"> <li>› Limited</li> <li>› LTD</li> <li>› LTD.</li> <li>› Public Limited Company or PLC</li> <li>› Incorporated Cell Company or ICC</li> <li>› Protected Cell Company or PCC</li> <li>› Unlimited</li> <li>› Avec Responsibiliteé Limitée or A.R.L</li> </ul>	“PLC” and “Public Limited Company” are restricted to companies that will be publicly owned. Seek professional independent advice if required.  For more information refer to: <a href="#">Company (Jersey) Law 1991</a>	<input type="checkbox"/>
<b>Registered office address</b>	The law requires that a company shall have a registered office in Jersey at all times.  In order to comply with this requirement, the occupier of the registered office premises must authorise their use for that purpose.	For more information refer to: <a href="#">Company (Jersey) Law 1991</a>  <a href="#">Registered office requirements</a>	<input type="checkbox"/>
<b>Nature of business code and activity</b>	You will be asked to select the <b>Nature of business</b> code that best reflects your business.  Refer to the table in the About companies page for further details on which Nature of business to select.  Options 4,5 and 6 are for local resident individuals submitting their own application.	<a href="#">About companies</a>	<input type="checkbox"/>

	<p>In addition, you will also be asked to confirm details of the <b>Activity</b> your company will be undertaking.</p> <p>You must be familiar with the Sound Business Practice Policy (<b>SBPP</b>) to determine if your company activity will be sensitive or non-sensitive. Sensitive activities are listed in <i>table 1 or 2</i> of the SBPP.</p> <p>If the proposed company will undertake an activity in the tables, you must provide as much detail as possible on the activity in the further information boxes available.</p> <p>In all cases you must provide details of any subsidiaries, affiliates or associated vehicles of the proposed company that conduct, or will conduct, activities which conflict with the SBPP.</p> <p>We may request further information if the activity is unclear.</p>	<p>Refer to SBPP for table 1 or 2 of sensitive activities: <a href="#">Sound Business Practice Policy</a></p>	<input type="checkbox"/>
<b>Share capital structure, authorised capital and class of shares</b>	<p>You will need to decide if the company will be authorised to issue shares. This must match the company's memorandum.</p> <p>Options available: <b>Par Value / No Par Value / Preset Par Value</b></p> <p>Selecting 'Preset' will auto-populate 10000 ordinary shares of £1</p> <p>If your company will not issue shares select: <b>No</b>; (Guarantee companies only e.g. NPO / charities / clubs and associations)</p>	<p>Seek professional independent advice if required.</p> <p>Refer to <a href="#">Company (Jersey) Law 1991</a></p>	<input type="checkbox"/>

<b>Articles of Association and Memorandum</b>	<p>Decide whether you intend to adopt the standard table of Articles of Association, or not.</p> <p>Options available:  <b>Yes, Part Only, No</b></p> <p>If adopting the standard table - check all the Articles apply to your company. If not you must provide details of replacements in your Articles (and select "part only").</p> <p>Have your documents ready for uploading in this order:</p> <ul style="list-style-type: none"> <li>› Memorandum</li> <li>› Subscribers page</li> <li>› Articles</li> <li>› Subscribers page</li> </ul> <p><b>Note:</b> if you select the standard table of Articles - there is no need to upload a copy (just attach the memorandum and subscribers page).</p>	<p>Refer to Jersey Law website to find the standard table of Articles of Association: <a href="#">Companies (Standard Table) (Jersey) Order 1992</a></p> <p>Jersey Business provide a template for the Memorandum: <a href="#">Setting up a limited company in Jersey</a></p> <p>For more information refer to: <a href="#">Company (Jersey) Law 1991</a></p>	<input type="checkbox"/>
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<b>Associated parties</b>	<p>Details are required for all Associated Parties; Beneficial owners, controllers, directors, company secretary, members</p> <p>To avoid a submission being returned, please read the Guidance so you understand the 3 Tier Test. If an individual reported as a beneficial owner but not a controller, a detailed explanation is required.</p> <p><b>ID Requirements:</b></p> <ul style="list-style-type: none"> <li>› <b>individuals:</b> proof of full name and address</li> <li>› <b>local resident companies (non TCSPs):</b> Certified valid ID and proof of address is required for each beneficial owner, controller and director</li> </ul>	<p>Refer to guidance: <a href="#">Associated parties</a></p> <p><a href="#">Beneficial Ownership &amp; Controller Guidance for Trust Company Service Providers</a></p>	<input type="checkbox"/>
<b>Structure chart</b>	<p>You must upload a structure chart if the beneficial owner is not the same as the subscriber(s) or the entity is part of a group.</p> <p>A structure chart will also be requested if the activity is deemed sensitive (as per SBPP).</p> <p>Structure charts should include:</p> <ul style="list-style-type: none"> <li>› names of beneficial owners</li> <li>› group subsidiaries (if relevant)</li> <li>› affiliates</li> <li>› details of the % of ownership held</li> </ul>		<input type="checkbox"/>
<b>Limited life companies</b>	<p>A company can be given a limited life by specifying in its Memorandum or Articles of Association that it is to be wound up and dissolved at the end of a fixed period of time or after another event.</p>	<p>For more information refer to: <a href="#">Company (Jersey) Law 1991</a></p>	<input type="checkbox"/>

<b>Nominated person</b>	<p>By law, every entity must have at least one nominated person. The nominated person is the main contact between the company and the Registry and is authorised to provide information and make submissions.</p> <p>You will need to confirm if you (the submitter) are to be the nominated person.</p> <p>If you are not going to be the nominated person, please add details of who will be, in the further information field.</p> <p>The nominated person must then make an application following the incorporation of the company.</p>	<p>Guidance on eligibility and process to follow: <a href="#">Register as a nominated person</a></p> <p><a href="#">Advice for accountant and lawyers</a></p> <p><a href="#">Advice for regulated service providers</a></p>	<input type="checkbox"/>
<b>Risks</b>	<p><i>(TSCPs only)</i></p> <p>You will be asked to confirm due regard has been given to:</p> <ul style="list-style-type: none"> <li>› Corruption (Jersey) Law 2006</li> <li>› Sanctions</li> <li>› Proliferation and Proliferation Financing Guidance</li> <li>› Anti-money laundering (<b>AML</b>)/Countering the Financing of Terrorism (<b>CFT</b>) Handbook (Part 1, Section 3)</li> </ul> <p>Details of any high-risk factors must be provided, including those identified in the customer due diligence process of a TCSP. These include: D2 countries, politically exposed persons, adverse media, sensitive activities etc.</p> <p>If relevant, include risk mitigation details and details of how you will manage that risk in the further information fields.</p>	<p>More information on these subjects can be found here:</p> <p><a href="#">Guidance on proliferation and proliferation financing</a></p> <p><a href="#">AML/CFT/CPF Handbook</a></p> <p><a href="#">Corruption (Jersey) Law 2006</a></p> <p><a href="#">D2 Countries</a></p> <p><a href="#">Registry high-risk and sanction information</a></p>	<input type="checkbox"/>

<b>Date to which first Accounts will be produced</b>	<p><i>(Public companies only)</i></p> <p>Please record the date to which the first accounts will be produced. Directors of a company must prepare accounts for a period of not more than 18 months.</p> <p>A public company's accounts are required to be available to the public and filed with the Registry. For private companies it is sufficient that accounts are available to shareholders.</p>	<p>For more information refer to:</p> <p><a href="#">Make a change to a company</a></p>	<input type="checkbox"/>
<b>Fees</b>	<p>A fee will be payable based on the service level agreement (<b>SLA - time to process</b>) selected at the start of the application.</p> <p>You will have an opportunity to review all information provided, on the 'review' page, before paying and submitting.</p> <p>There is an initial incorporation fee and, following the year of incorporation, an annual confirmation fee, payable to the JFSC.</p>	<p>Online payments are made via the myRegistry at the time of submission.</p> <p><a href="#">Registry Fees</a></p>	<input type="checkbox"/>