

Owners

How to create a Corporation as an Owner

You need to create a new Ownership for a horse but the Owner is a Company or Corporation?

You can now create a Corporation as an Owner and this Corporation will have its own specific FEI ID number.

Step 1: You access the Horse's FEI ID page and you scroll down to the **Ownerships** section.

You can click on **New Ownership** and the **CREATE NEW OWNERSHIP** window will open.

Step 2: You enter the **Since** date - this is the date since which this Owner has owned the horse.

You select the tab **Create new person or corporation** to add a Corporation that does not yet exist on the FEI Database.

CREATE NEW OWNERSHIP

Since *

Nationality of Ownership *

FEI ID	Name	Address	Person of Contact	Ownership Percentage
Please use the search or create functions below to add a new owner.				
+ Add Owner				
Search for existing person or corporation <input type="text"/> Create new person or corporation <input type="text"/>				
<input checked="" type="radio"/> Physical Person <input type="radio"/> Corporation				
Gender * <input type="text"/>				
Family Name * <input type="text"/>				
First Name * <input type="text"/>				
Nationality * <input type="text"/>				
Email <input type="text"/>				
This person does not have an email * <input type="checkbox"/>				
Date of birth <input type="text"/>				
Address <input type="text"/>				
Zip * <input type="text"/>				
City * <input type="text"/>				
Country * <input type="text"/>				
Phone <input type="text"/>				
<input type="button" value="Ok"/> <input type="button" value="Cancel"/>				
<input type="button" value="Cancel"/> <input type="button" value="Ok"/>				

If the Corporation already exists, you can search for it under the **Search for existing person or corporation** tab.

Step 3: You tick the **Corporation** field as shown below and then enter the relevant

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details regarding the Company or Corporation.

The screenshot shows the 'CREATE NEW OWNERSHIP' form. At the top, there are fields for 'Since *' (11/07/2016) and 'Nationality of Ownership *'. Below this is a table with columns: FEI ID, Name, Address, Person of Contact, and Ownership Percentage. A message says 'Please use the search or create functions below to add a new owner.' Below the message is a '+ Add Owner' button. Underneath, there are two tabs: 'Search for existing person or corporation' and 'Create new person or corporation'. The 'Create new person or corporation' tab is active, and within it, the 'Corporation' radio button is selected. There are input fields for Name (TEST COMPANY), Email (test@company.com), Phone Nr, Fax Nr, Address (Test Park), Zip (1234), City (Test City), and Country (GBR - Great Britain). At the bottom right, there are 'Ok' and 'Cancel' buttons, with the 'Ok' button highlighted by a green box.

By clicking **OK**, you add this Corporation to the Ownership you are creating for this horse.

Step 4: You can see that an individual Corporation FEI ID has been created for this Owner. If the Corporation is just one of the Owner's of this Ownership and you need to add a second Owner, you can click on **Add Owner**. Click here to see [How to create a multi-owner Ownership](#).



The screenshot shows the 'CREATE NEW OWNERSHIP' form after the Corporation has been added. The table now has one row with the following data: FEI ID (20000009), Name (TEST COMPANY), Address (Test Park, 1234 Test City, GBR), Person of Contact (+), and Ownership Percentage (%). The 'FEI ID' cell is highlighted with a yellow circle, and a blue arrow points to the '+ Add Owner' button. The 'Person of Contact' cell is highlighted with a red box.


Step 5: It is possible to add a **Person of Contact** for this Corporation, this is a physical person who represents the Corporation or who could be the person of contact if necessary.

You can **Search for existing corporation contact** or **Create new corporation contact**, by selecting one of the relevant tabs.

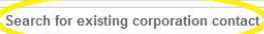

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CREATE NEW OWNERSHIP

Since * 11/07/2016  Nationality of Ownership * GBR - Great Britain 

FEI ID	Name	Address	Person of Contact	Ownership Percentage
20000009	TEST COMPANY	Test Park, 1234 Test City, GBR	+	<input type="text"/> % 

+ Add Owner

Search for existing corporation contact  Create new corporation contact 

Search by name or FEI ID

Only people in the "Corporation Contact" group ☒

Show only the corporation contacts of the select corporation ☐

Reset Search

Step 6: If you **create a new corporation contact**, you will need to enter the relevant information about the person.

CREATE NEW OWNERSHIP

Since * 11/07/2016  Nationality of Ownership * GBR - Great Britain 

FEI ID	Name	Address	Person of Contact	Ownership Percentage
20000009	TEST COMPANY	Test Park, 1234 Test City, GBR	+	<input type="text"/> % 

+ Add Owner

Search for existing corporation contact  Create new corporation contact 

Gender * Male 

Family Name * HILL

First Name * John

Nationality * GBR - Great Britain 

Email john@testcompany.com



This person does not have an email * ☐




Date of birth dd/MM/yyyy 

Ok Cancel

The **Person of Contact** is then updated under the Ownership line:

CREATE NEW OWNERSHIP

Since * 11/07/2016  Nationality of Ownership * GBR - Great Britain 

FEI ID	Name	Address	Person of Contact	Ownership Percentage
20000009	TEST COMPANY	Test Park, 1234 Test City, GBR	10165688, John HILL  	<input type="text"/> % 

+ Add Owner

Cancel Ok

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Once you click on **OK**, the Ownership is updated on the Horse's FEI ID profile.

Ownerships					
Since	Nationality	Owner	Address	% Ownership	Contact
11/07/2016	GBR	20000009 - TEST COMPANY	Test Park, 1234 Test City, GBR		20000009 - John HILL

Step 7: If the horse has a FEI document, you must **download the printable stickers** for the action you just made and upload the necessary scans to the FEI Database.

Unique solution ID: #1090

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Last update: 2017-09-04 09:41