

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.

The screenshot shows the 'CREATE NEW OWNERSHIP' form. At the top, there is a 'Since *' field with a date picker set to '11/07/2016' and a 'Nationality of Ownership *' dropdown menu. Below this is a table header 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.' There are two tabs: 'Search for existing person or corporation' and 'Create new person or corporation', with the latter highlighted in yellow. Under the 'Create new person or corporation' tab, there are radio buttons for 'Physical Person' (selected) and 'Corporation'. The form contains several input fields: Gender *, Family Name *, First Name *, Nationality *, Email, This person does not have an email * (checkbox), Date of birth, Address, Zip *, City *, Country *, and Phone. At the bottom right, there are 'Ok' and 'Cancel' buttons.

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 header 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.' There is a '+ Add Owner' button. Below the message, 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 the 'Corporation' radio button is selected. The form contains several input fields: '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.

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' and 'Person of Contact' columns are highlighted with a yellow and red box respectively. A blue arrow points to the '+ Add Owner' button at the bottom left.

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.

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Author: Victoria

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