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?

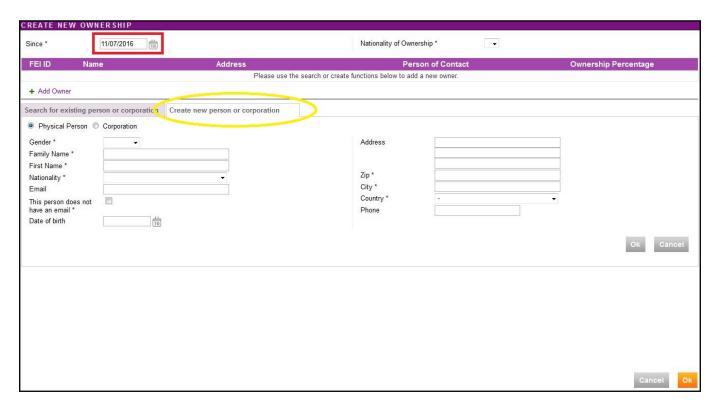
You can now create a Corporation as an Owner and this Corporation will have its own specific FEI ID number.

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.



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 Page 1 / 4

details regarding the Company or Corporation.



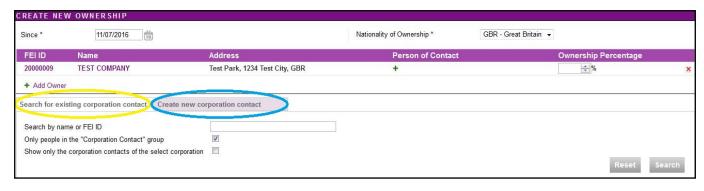
By clicking **OK**, you add this Corporation to the Ownership you are creating for this horse.

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 <u>How to create a multi-owner Ownership.</u>



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

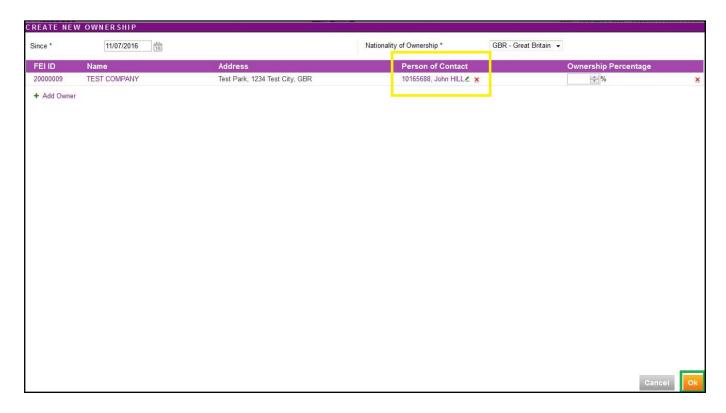
You can **Search for existing corporation contact** or **Create new corporation contact**, by selecting one of the relevant tabs.



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



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



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