

Regulation 6

PART 4



**B69**

*Declaration that a person has ceased to be a director or secretary of a company which has failed to send notification of the said cessation*  
Section 152(3) Companies Act 2014

CRO receipt date stamp & barcode

Company number

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Please complete using black typescript or BOLD CAPITALS, referring to explanatory notes

**Company name** in full


**Declaration**

**I** name in bold capitals

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**of** residential address


do hereby declare that I ceased to be a  Director  Secretary note one

Director's email address

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Director's PPSN or IPN note six

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Name registered with Department of Social Protection for PPSN purposes (if different).

Last Name

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First Name

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of the above mentioned company on

Day	Month	Year
<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>

and that I enclose all of the following documentary evidence of my having ceased to be an officer of the aforementioned company:

*Failure to file the letters and their required statements with the form B69 will lead to the B69's rejection.*

- A signed copy of notice of resignation to the company (letter marked "A") on which I have signed my name prior to the making of this declaration note two
- and**
- A copy of the notice served by me on the company pursuant to section 152(3) of the Companies Act 2014 (letter marked "B") on which I have signed my name prior to the making of this declaration. note three

*Declaration continued overleaf*

**Presenter details** Person to whom queries can be addressed

Name			
Address			
Telephone number	Fax number		
Email	Contact Person		
DX number/Exchange	Reference number		

**Current officers**

**I further declare that** to the best of my knowledge information and belief the names and addresses of the current officers of the company are as follows: *note four*

Last Name   
First Name  Director's email address   
Residential address   
 Director  Secretary *note one*

Last Name   
First Name  Director's email address   
Residential address   
 Director  Secretary *note one*

Last Name   
First Name  Director's email address   
Residential address   
 Director  Secretary *note one*

Last Name   
First Name  Director's email address   
Residential address   
 Director  Secretary *note one*

**And I make this declaration conscientiously believing the same to be true.** *note five*

Signature of declarant *name of person completing form*

\_\_\_\_\_ This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

**NOTES ON COMPLETION OF FORM B69**

These notes should be read in conjunction with the relevant legislation.

- General** This form must be completed correctly, in full and in accordance with the following notes. Every section of the form must be completed. Where "not applicable", "nil" or "none" is appropriate, please state. Where the space provided on Form B69 is considered inadequate, the information should be presented on a continuation sheet in the same format as the relevant section in the form. The use of a continuation sheet must be so indicated in the relevant section and noted on the continuation sheet.
- note one** Tick the relevant box(es).
- note two** Tick the box to state the letter marked "A" is attached. Letter "A" must be signed by the declarant and attached to the form.
- note three** Tick the box to state the letter marked "B" is attached. Letter "B" must be signed by the declarant and attached to the form. Letter "B" must specifically:
- i. request the company to send notification of the fact of the resignation ie Form B10, to the Registrar of Companies within **21 days**;
  - ii. inform the company that failure to do this will result in Form B69 being filed in the CRO and in the resigning officer sending a written request (enclosing a copy of his/her letter of resignation) to every person who, to his/her knowledge, is an officer of the company, that he/she will take such steps as will ensure that the failure of the company to comply with the notice continues no further.
- For further information see Information Leaflet No. 18, "Notification by Director/Secretary of Resignation".
- note four** Where the declarant does not know the names and addresses of the current officers, this should be stated on the form and entered as "Not Known".
- note five** **The declaration is an unsworn declaration of compliance with all the legal requirements relating to notification to the Registrar of Companies by a director/secretary of his/her resignation. It is a criminal offence pursuant to section 876 of the Companies Act 2014 for a person to knowingly or recklessly deliver a document to the CRO which is false in a material particular.**
- note six** A director shall include his or her personal public service number (PPSN) (or, in any case where the director does not have a PPSN, such other information concerning the identity of the director as stands determined by the Registrar for the purposes of this section). The PPSN and the name registered with the Department of Social Protection will not form part of the company record and will not be made available to the public.
- The Identified Person Number (IPN) is used for the purpose of verification of a person's identity where the director does not have an Irish PPS number assigned to them. It can be obtained by submitting Form VIF on CORE.