

Regulation 4

PART 2



B10

Notice of change in directors or secretaries or in their particulars

Section 149(B) Companies Act 2014

Tick box if bond is attached
note one

Company number

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CRO receipt date stamp and CRO barcode

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

Company name
in full

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Change(s)
note two

Date change(s) take(s) effect

Day			Month			Year			
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Details of any new secretary or director being appointed and their written consent are required on page 2. A change of residential address/name for a director relating to multiple companies can be completed on Form B10a.

Where the change indicated involves the appointment of a new Secretary, it should be noted that the resignation of the former secretary needs to be included on this form where the change occurred on the same date. A company cannot have two secretaries simultaneously.

Certification

I hereby certify that the particulars contained in this form are correct and have been given in accordance with the Notes on Completion of Form B10.

Signature	Name <small>in bold capitals or typescript</small>
<input type="checkbox"/> Director	<input type="checkbox"/> Secretary <small>note three</small>
	Date

Presenter details

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

NOTES ON COMPLETION OF FORM B10

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 B10 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. Where another Form B10 is used as a continuation sheet, it ought not to be completed in full and certified as to do so will result in it being treated as a separate form and incurring a separate filing fee. It should be headed "Continuation Sheet".
- note one** Applicable to directors only. Every company must have at least **one full-time** European Economic Area (EEA) resident director or a bond or certificate in place pursuant to s137 Companies Act 2014. The EEA is all of the EU plus Iceland, Liechtenstein and Norway. Place a tick in the "EEA resident" box if the director is resident in a Member State of the EEA. If no full-time director is so resident and no s.140 certificate has been granted, a valid bond must be furnished with Form B10, unless same has already been delivered to the CRO on behalf of the company. Note that an EEA resident alternate director is not sufficient for the purposes of s.137. For further information see CRO Information Leaflet No. 17.
- note two** Give details of change(s) eg appointment/resignation of a company officer, and specify date when same took effect. Only changes which occur on the same date may be registered by this notification. Otherwise, separate notifications should be made. Where the space provided here is considered inadequate a continuation sheet(s) should be attached. If a new director/secretary has been appointed, also complete the **New secretary/director** section.
- note three** Tick the relevant box(es). This form **must** be certified by a current officer of the company. Where another Form B10 is used as a continuation sheet, it ought not to be completed in full and certified as to do so will result in it being treated as a separate form and incurring a separate filing fee. It should be headed "Continuation Sheet".
- note four** Where a director being appointed is disqualified under the law of another state (whether pursuant to an order of a judge, or a tribunal or otherwise) from being appointed or acting as a director or secretary of a body corporate or an undertaking, Form B10 **must** be accompanied by Form B74 (Statement of Director's Disqualifications). Failure to file Form B74 where one is required results in the automatic disqualification of the person concerned from acting as a company officer in Ireland for the balance remaining of his/her foreign disqualification.
- note five** Insert the full name (initials will not suffice) and usual residential address. Where the secretary is a firm, the corporate name and registered address of the firm must be stated. The register in which it is registered and number under which it is registered in that register must also be stated.
- note six** Any former first name and last name must also be stated. However, it does not include the following: (a) In the case of a person usually known by a title different from his/her last name, the name by which he/she is known previous to the adoption of a succession to the title; (b) in the case of any person, a former first name or last name where the first name or last name was changed or disused before the person bearing the name attained the age of 18 years or has been changed or disused for a period of not less than 20 years; (c) in the case of a married person or a civil partner, the name or last name by which he or she was known previous to his/her marriage or civil partnership.
- note seven** No person shall be appointed director or secretary unless he/she has attained the age of 18 years.
- note eight** Applicable to directors only
- note nine** Applicable to directors only. If the company's constitution so permits, and subject to compliance with those regulations, a full director may appoint a person to be an alternate or substitute director on his/her behalf. The appointment of any person to act as director is notifiable by a company to the CRO, regardless of how the appointment is described. The company is statutorily obliged to notify the CRO of the addition to and removal of each person from its register. In the event that a full director who has appointed an alternate director ceases to act as director, the company is required to notify the CRO of the termination of appointment of the full director **and** of his/her alternate. Note: CRO accepts no responsibility for maintaining the link between a full director and his/her alternate.
- note ten** Applicable to directors only. State the company name and number of other bodies corporate, whether incorporated in the State or elsewhere, of which the person is or has been director. Exceptions to this rule are made for bodies (a) of which the person has not been a director at any time during the past 5 years; (b) which the company is (or was at the relevant time) a wholly owned subsidiary; (c) which are (or were at the relevant time) wholly owned subsidiaries either of the company or of another body corporate of which the company is or was the wholly owned subsidiary. Pursuant to s142(1) Companies Act 2014, a person shall not at a particular time be a director of more than 25 Irish-registered companies. However, under s142(3) of the Act, certain directorships are not reckoned for the purposes of s142(1). For further information, see CRO Information Leaflet No.1.
- note eleven** Place of incorporation if outside the State.
- note twelve** Tick the relevant box(es).
- note thirteen** 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.
- note fourteen** Other name may be used when a person habitually uses, is known as, or uses their middle name as part of their full name.