

SCHEDULE

PART 1

**A1**

**Application to incorporate a company**  
Section 22(2)24 Companies Act 2014

Company number for official use

|  |  |  |  |  |  |  |  |
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| Tick box if bond<br>is attached <input type="checkbox"/><br><small>note nine</small> |
|--|

**Company name**  
in full note one

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

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- Please Note:**
- The company name must be stated in full.
  - The name must match the name as stated in the constitution.
  - The company type must be included at the end of the company name as required under the Companies Act 2014 unless exempted. Abbreviation of the company type is not accepted.
  - Failure to state the name correctly will result in the application being rejected. note one

**Company Type**  
note two

- Please indicate which company type is proposed for registration.
- LTD - Private Company Limited by Shares  
(Private company. Limited by shares only. Part 2 Companies Act 2014)
  - DAC - Designated Activity Company  
(Private company. Can be limited by shares or by guarantee. Part 16 Companies Act 2014)
  - PLC - Public Limited Company - (Part 17 Companies Act 2014)
  - CLG - Company Limited by Guarantee - (Public company. Part 18 Companies Act 2014)
  - ULC - Private Unlimited Company - (Part 19 Companies Act 2014)
  - PUC - Public Unlimited Company - (Part 19 Companies Act 2014)
  - PULC - Public Unlimited Company that has no share capital - (Part 19 Companies Act 2014)
  - Investment Company - (Part 24 Companies Act 2014)
  - UCIT - Undertaking for Collective Investment in Transferable Securities  
(European Communities (Undertakings for Collective Investment in Transferable Securities) Regulations 2011)

Each company type has requirements regarding the company name which must be applied. eg. A LTD company's name must end in either "Limited" or "Teoranta" Please see note one

**Presenter details**  
note three

|                                   |                                 |  |  |
|-----------------------------------|---------------------------------|--|--|
| <small>Name</small>               |                                 |  |  |
| <small>Address</small>            |                                 |  |  |
| <small>Telephone number</small>   | <small>Fax number</small>       |  |  |
| <small>Email</small>              | <small>Contact Person</small>   |  |  |
| <small>DX number/Exchange</small> | <small>Reference number</small> |  |  |

**Constitution**  
delivered by an agent

Where a person acting as agent for the subscribers to the constitution, is delivering the constitution to the Registrar of Companies, place a tick in the box below and give the agent's details.

Tick box Name  
Address

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**Registered office**  
note four

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Postcode

Please tick box if the registered office address is that of a Registered Office Agent (ROA).

The company's registered office is in the care of a specified agent, being an agent who has an office in the State and who is approved by the Registrar for this purpose.

Registered Office Agent Company Name:

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|  |

Registered Office Agent Company Number:

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
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**Company email address**  
note four

Please nominate an email address. The certificate of incorporation will issue to this email address in electronic format. This is required information.

**Type Exemption**  
note five

Please tick the box if the company is applying for an exemption or has been granted exemption from the requirement to describe their company type as part of the company name.

*Exemption 1: Available to Designated Activity Companies and Companies Limited by Guarantee only. No other company type is eligible for the exemption and must have their company type at the end of their company name. (S.971/1180 Companies Act 2014)*

I confirm that the company is applying for the exemption and Form G5 is attached to this application.

*Exemption 2: Available to Unlimited Companies. No other company type is eligible for this exemption. (Section 1237 Companies Act 2014).*

I confirm that application was made and granted for the exemption and the letter of approval from the Minister is attached to this Form A1.

**Name Restriction**

Please tick the box if the company is applying for a company name which includes restricted words which require permission from a government department or other specified body.

I confirm that the company's proposed name contains a restricted word or expression and that permission has been sought from the relevant government department or other specified body and that the notice of permission is attached to this application.

**Director details**  
including shadow/  
 alternate directors

Please give details below of the persons who have consented in writing to become directors.  
note six

|  |   |  |                          |
|--|---|--|--------------------------|
| Surname  | <input type="text"/>  | Former surname   | <input type="text"/>     |
| Forename<br><small>note seven</small>                    | <input type="text"/>  | Former forename<br><small>note eight</small>                           | <input type="text"/>     |
| Date of birth  | <input type="text"/> Day <input type="text"/> Month <input type="text"/> Year   | <input type="checkbox"/> EEA resident                                  | <small>note nine</small> |
| Residential address<br><small>note seven</small>         | <input type="text"/>  |  |                          |
| Postcode   | <input type="text"/>  |  |                          |
| Business occupation                                      | <input type="text"/>  | Nationality  | <input type="text"/>     |
| Alternate director<br><small>note ten</small>            | <input type="checkbox"/>  | Full director appointing alternate director<br><small>note ten</small> | <input type="text"/>     |
| Other directorships<br><small>(past and present)</small> | Company<br><small>note eleven</small>   | Place of incorporation<br><small>note twelve</small>                   | Company number           |
|  | <input type="text"/>  | <input type="text"/>   | <input type="text"/>     |
|  | <input type="text"/>  | <input type="text"/>   | <input type="text"/>     |
| Consent  | I hereby consent to act as director of the aforementioned company and I acknowledge that as director, I have legal duties and obligations imposed by the Companies Act, other statutes and at common law. |  |                          |
|  | Signature   | Date   |                          |
|  | <input type="text"/>  | <input type="text"/>   |                          |

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|  |   |  |                          |
|--|---|--|--------------------------|
| Surname  | <input type="text"/>  | Former surname   | <input type="text"/>     |
| Forename<br><small>note seven</small>                    | <input type="text"/>  | Former forename<br><small>note eight</small>                           | <input type="text"/>     |
| Date of birth  | <input type="text"/> Day <input type="text"/> Month <input type="text"/> Year   | <input type="checkbox"/> EEA resident                                  | <small>note nine</small> |
| Residential address<br><small>note seven</small>         | <input type="text"/>  |  |                          |
| Postcode   | <input type="text"/>  |  |                          |
| Business occupation                                      | <input type="text"/>  | Nationality  | <input type="text"/>     |
| Alternate director<br><small>note ten</small>            | <input type="checkbox"/>  | Full director appointing alternate director<br><small>note ten</small> | <input type="text"/>     |
| Other directorships<br><small>(past and present)</small> | Company<br><small>note eleven</small>   | Place of incorporation<br><small>note twelve</small>                   | Company number           |
|  | <input type="text"/>  | <input type="text"/>   | <input type="text"/>     |
|  | <input type="text"/>  | <input type="text"/>   | <input type="text"/>     |
| Consent  | I hereby consent to act as director of the aforementioned company and I acknowledge that as director, I have legal duties and obligations imposed by the Companies Act, other statutes and at common law. |  |                          |
|  | Signature   | Date   |                          |
|  | <input type="text"/>  | <input type="text"/>   |                          |

**Secretary details**

Please give details below of the person, or body corporate, who has consented in writing to become secretary. note seven

Surname  Former surname   
 Forename note seven  Former forename note eight   
 Date of birth Day   Month   Year     Number of Body Corporate (if applicable)          
 Body Corporate Name (if applicable)   
 Name of Register where Body Corporate registered (if applicable)   
 Residential address or registered office (as applicable) note seven   
 Postcode   
 Consent I/we hereby consent to act as secretary of the aforementioned company and I/we acknowledge that as secretary I/we have legal duties and obligations imposed by the Companies Act, other statutes and at common law.  
 Signature  Date

**Subscribers to constitution**

note thirteen

| Signature(s)         | Subscriber                       | Agent                    | Date                 |
|----------------------|----------------------------------|--------------------------|----------------------|
|                      | <small>Tick one box only</small> |                          |                      |
| <input type="text"/> | <input type="checkbox"/>         | <input type="checkbox"/> | <input type="text"/> |
| <input type="text"/> | <input type="checkbox"/>         | <input type="checkbox"/> | <input type="text"/> |
| <input type="text"/> | <input type="checkbox"/>         | <input type="checkbox"/> | <input type="text"/> |
| <input type="text"/> | <input type="checkbox"/>         | <input type="checkbox"/> | <input type="text"/> |
| <input type="text"/> | <input type="checkbox"/>         | <input type="checkbox"/> | <input type="text"/> |
| <input type="text"/> | <input type="checkbox"/>         | <input type="checkbox"/> | <input type="text"/> |
| <input type="text"/> | <input type="checkbox"/>         | <input type="checkbox"/> | <input type="text"/> |

**Company capital**

note fourteen

|  |   |
|--|---|
| Total value authorised shares<br>€ <input type="text"/>  | Total number authorised shares<br><input type="text"/> made up as follows:  |
| Class of authorised shares<br><input type="text"/><br><input type="text"/><br><input type="text"/> | Number in each class<br><input type="text"/><br><input type="text"/><br><input type="text"/>  |
|  | Value per share €/ <input type="text"/>   |
| Total value issued shares<br>€ <input type="text"/>  | Total number issued shares<br><input type="text"/> made up as follows:  |
| Class of shares issued<br><input type="text"/><br><input type="text"/><br><input type="text"/>     | Number in each class<br><input type="text"/><br><input type="text"/><br><input type="text"/>  |
|  | Consideration for each share<br><small>note fifteen</small><br><input type="text"/><br><input type="text"/><br><input type="text"/> |



**Declaration of compliance and section 24 declaration**

The declaration is an unsworn declaration of compliance with all the legal requirements relating to incorporation. 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 sixteen*

I   
*name in bold capitals*

of   
*residential address*  
*note seven*

do solemnly and sincerely declare that I am a *note two*

Director       Secretary       Solicitor engaged in the formation of the company

and that all the requirements of the Companies Acts in respect of the registration of the said company, and of matters precedent and incidental thereto have been complied with and that Form A1 has been completed in accordance with the Notes on Completion of Form A1.

I further declare that the purpose, or one of the purposes, for which the company is being formed is the carrying on by it of an activity in the State and that it appears to me that either

(a) the activity can be classified in accordance with the relevant classification system as follows:

NACE Code  -   
*note seventeen*

and that the general nature of the activity is *note seventeen*

or (b) that the activity cannot be so classified but is precisely described as follows: *note eighteen*

I further declare that the place or places in the State where it is proposed to carry on the activity is/are *note nineteen*

and that the place where the central administration of the company will normally be carried on will be *note nineteen*

I further declare that this form has been fully and accurately completed.

Signature of declarant *name as at top of page*

This  day of  20

**NOTES ON COMPLETION OF FORM A1**

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 €/ \_ appears, please insert/delete as appropriate. Where / \_ applies, give the relevant currency, if not euro. Where the space provided on Form A1 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.
- note one** The proposed company name must be given in full and must correspond exactly with the company name given on the accompanying constitution. The correct company type must be included in the name unless exempted. Abbreviation of the company type description will not be accepted.
- Company types:
- A company being incorporated under Part 2 of the Companies Act as a Private company limited by shares must end its name with "Limited" or "Teoranta". No abbreviations accepted.
  - A company being incorporated under Part 16 of the Companies Act as a Designated Activity Company, either limited by shares or guarantee must end its name with either "Designated Activity Company" or "Cuideachta Ghníomhaíochta Ainmnithe" unless exempted.
  - A company being incorporated under Part 17/24 of the Companies Act as a Public Limited Company must end its name with either "Public Limited Company" or "Cuideachta Phoiblí Theoranta"
  - A company being incorporated under Part 18 of the Companies Act as a Company Limited by Guarantee must end its name with either "Company Limited by Guarantee" or "Cuideachta faoi Theorainn Ráthaíochta" unless exempted.
  - A company being incorporated under Part 19 of the Companies Act as an unlimited company, whether public/private, must end its name with either "Unlimited Company" or "Cuideachta Neamhtheoranta" unless an exemption has been granted under section 1237 Companies Act 2014.
- note two** Tick the relevant box.
- note three** This section must be completed by the person who is presenting the application form to the Registrar. This may be either the applicant or a person on his/her behalf.
- note four** A full postal address in the State at which post is capable of being readily delivered by the postal service must be given. A P.O. Box will not suffice.
- CRO will issue the certificate of incorporation to the email address.
- If the address of the registered office is placed in the care of a Registered Office Agent, who has been approved by the CRO, then form B2 would only be completed in the future to note the cessation of appointment of the Registered Office Agent.
- note five** The word "Designated Activity Company" or "Company Limited by Guarantee" may be dropped from the company's name where the company is a Designated Activity Company or a Company Limited by Guarantee and the constitution of the company states that the objects will be the promotion of commerce, art, science, education, religion or charity. In addition, the company's constitution must state that:
- (a) the profits of the company (if any) or other income are required to be applied to the promotion of the objects;
  - (b) payment of dividends/distributions to its members is prohibited;
  - (c) all assets which would otherwise be available to its members are required to be transferred on its winding up to another company whose objects are the promotion of commerce, art, science, religion or charity.
- It should be noted, however, that a company which is exempted from the obligation to use the words as part of its name, is still obliged to show on its letters and order forms the fact that it is such a company. Form G5 must accompany the form A1/constitution application.
- Unlimited companies must have been granted an exemption under section 1237 prior to application. Application must be made to the Minister of Jobs, Enterprise and Innovation and the letter of exemption must accompany the Form A1.

- note six** All company types must have at least two directors with the exception of Private Companies Limited by Shares (LTD companies) which may have a sole director. All directors must be over the age of 18 years. (s.131 CA 2014). Where a company has only one director, that person may not also hold the office of secretary of the company.
- Where a person who has consented to be a director of this company is currently disqualified under the law of another state from being appointed or acting as a director or secretary of a body corporate or undertaking, he/she must complete Form B74 which must be submitted to CRO with Form A1. Otherwise he/she will be deemed to be disqualified from acting as a director of an Irish-registered company for the balance remaining of his/her foreign disqualification.
- 'Shadow director' means a person in accordance with whose directions or instructions the directors of a company are accustomed to act.
- note seven** Insert full name (initials will not suffice) and the usual residential address. Where the secretary is a firm, the name of the firm, registered address and the register where it is registered ought to be stated. Where a person is signing on behalf of a company which is the secretary, he/she should state that he/she is signing for and on behalf of the company which is acting as secretary. His/her name should be printed in bold capitals or typescript below the signature. All secretaries and directors must be over the age of 18 years. (s.131 CA 2014).
- note eight** Any former forename and surname 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 surname, 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 forename or surname where the forename or surname 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 civil partner, the name or surname by which he/she was known previous to his/her marriage or civil partnership.
- note nine** Every company must have at least one European Economic Area (EEA)-resident full director or a bond pursuant to s137 Companies Act 2014. Note that an EEA-resident alternate director is not sufficient for the purposes of s137. Place a tick in the "EEA resident" box if the director is resident in the State in accordance with s137 Companies Act 2014. If no full director is so resident, a valid bond must be furnished with the application.  
(Note that "EEA-resident" means resident in a member state of the EEA.)
- note ten** Tick the box if the director appointed is an alternate/substitute director. Where the box is ticked, the name of the full director appointing the alternate/substitute director must also be inserted in the space provided.  
If the company's articles so permit and subject to compliance with those articles, a director may appoint a person to be an alternate/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 that appointment is described. The company is statutorily obliged to notify the CRO of the addition to and removal of each person from its register of directors. In the event that a full director who has appointed an alternate director ceases to act as a director, the company is required to notify the CRO of the termination of appointment of the full director and his/her alternate. Note: CRO accepts no responsibility for maintaining the link between a full director and his/her alternate.
- note eleven** 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 is held or was held by a director in bodies corporate of which the company is (or was) the wholly owned subsidiary or which are or were the 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 Companies Act 2014, a person shall not at a particular time be a director of more than 25 companies. However, under s142(3) of the Act, certain directorships are not reckoned for the purposes of s142(1).
- note twelve** Place of incorporation if outside the State.
- note thirteen** The subscribers in this section must correspond with the subscribers to the accompanying constitution except where an agent signs this section on behalf of the subscriber(s). Where the space is inadequate, the signatures must be presented on a continuation sheet in the same format as this section.
- note fourteen** Where applicable, the details must correspond exactly with the share details given in the accompanying constitution.
- note fifteen** Indicate cash or stock.

- note sixteen* The declaration is a declaration of compliance with all the legal requirements relating to the incorporation of a company. As the declaration confirms that all other registration requirements have been completed, it must be signed after the form has been completed in full, and so the date of declaration must not predate the dates of other signatures which appear on the form and accompanying constitution.
- note seventeen* The NACE code is the common basis for statistical classifications of economic activities within the E.U. The four digit NACE code and general nature of the activity must correspond with the proposed company's principal object in the accompanying memorandum of association in the constitution with the exception of Private Companies Limited by Shares (LTD companies) which do not have stated objects. Where there are two or more activities, give details of the principal activity in the State.
- note eighteen* As all activities can be classified under the NACE code it should rarely be necessary to complete (b)
- note nineteen* Full postal address must be given. A P.O. Box will not suffice.



**NOTES ON COMPLETION OF FORM B74**

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

- General* This form must be completed in full and in accordance with the following notes. Where "not applicable", "nil" or "none" is appropriate, please state. Where the space provided on Form B74 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.
- note one* Tick the relevant box.
- note two* Not applicable where Form B74 is being submitted with Form A1 (company incorporation). Where B74 is being submitted with Form B10 (post-incorporation notice of appointment of director), the correct company number ought to be inserted here.

## PART 3

**B77**

*Notice of Authorisation/Revocation of  
Authorisation of an Electronic Filing Agent*  
Section 35/36 Companies Act 2014

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**Company details**

Company number

|  |  |  |  |  |  |  |  |
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|--|--|--|--|--|--|--|--|

Company name

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

On behalf of the company, I hereby give notice that: *note one*

the agent below has been duly authorised to electronically sign documents that are required or authorised, by or under the Companies Act or any other enactment, including any amendments to the said Companies Act, to be delivered by the company to the registrar of companies and to deliver to the said registrar, by electronic means, the said documents so signed

or

the authorisation of the agent below to electronically sign documents that are required or authorised, by or under the Companies Act or any other enactment, including any amendments to the said Companies Act, to be delivered by the company to the registrar, by electronic means, the said documents so signed, has been duly revoked.

**Agent details***note two*

Name

|  |
|--|
|  |
|--|

Address

|  |
|--|
|  |
|  |

CRO ID

*note three*

|  |  |  |  |  |  |  |  |
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**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 B77.

Surname

|  |
|--|
|  |
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Forename(s)

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Signature

*note four*

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Date

|  |
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Director     Secretary *note five*

**Presenter details**

Name

|  |
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Address

|  |
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Telephone number

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Fax number

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Email

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Contact Person

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DX number/Exchange

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Reference number

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**NOTES ON COMPLETION OF FORM B77**

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 B77 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.
- note one** Tick the relevant box. One box only ought to be ticked.
- note two** Where you wish to appoint a firm (partnership) as your company's electronic filing agent, the name and principal office of the firm may be stated instead of the names of all the partners in that firm. By appointing a firm by name, you indicate the appointment as your company's electronic filing agent of those persons who shall, from time to time during the currency of that appointment, be the partners in that firm as from time to time constituted.
- note three** Your agent will have been issued with a CRO ID when applying to CRO to act as an electronic filing agent.
- note four** This form must be certified by a current officer of the company.
- note five** Tick the relevant box(es).



PART 4

# B46

|   |  |
|---|--|
| <p><b>Notice of authorisation/<br/>revocation of authorisation of<br/>Registered Person.</b><br/><i>(Registered Person is Person empowered<br/>to bind the company generally).</i><br/>Section 39(1) Companies Act 2014</p> <p>Company number:<br/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> |  |
|---|--|

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

**Company name** in full

**Resolution** By resolution of the Board of Directors, pursuant to Section 39 Companies Act 2014, on:  Day  Month  Year

It was resolved that:

Forename   
Surname

Address

Business occupation

- was authorised as a person entitled to bind the company. (The entitlement to bind not being, expressly or impliedly, restricted to a particular transaction or class of transactions)
- had their authority as a person entitled to bind the company revoked.

**Certification** note one 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 B46.

Signature  Name in block letters or typescript

Director  Secretary Date

**Presenter details** note two

|                    |   |
|--------------------|---|
| Name               | <input style="width: 100%;" type="text"/> |
| Address            | <input style="width: 100%;" type="text"/> |
| Telephone number   | Fax number                                |
| Email              | Contact Person                            |
| DX number/Exchange | Reference number                          |

**NOTES ON COMPLETION OF FORM B46**

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 this form must be completed.
- note one** This form must be certified by a current officer of the company.
- note two** This section must be completed by the person who is presenting Form B46 to the CRO. This may be either the applicant or a person on his/her behalf.

References in section 39 Companies Act 2014, to a Registered person's entitlement to bind the company are references to his or her authority to exercise any power of the company and to authorise others to do so.

Power of the company does not include any power of management of the company exercisable by its board of directors (as distinct from any power of the board to enter into transactions with third parties) or a power of the company which the Companies Act requires to be exercised otherwise than by its board of directors.

PART 5

**B2**

**Notice of Change in Registered Office Address**

Section 50(3) Companies Act 2014

**Appointment/Cessation of a Registered Office Agent**

Section 50(4) Companies Act 2014

Company number

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

**Company name**  
in full  
note one


**Change in Address**  
note two

Enter details of the new registered office address


Postcode

Date of change    Day      Month      Year

**Appointment/Cessation of Registered Office Agent**  
note three

If appropriate, please tick box - where the new registered office address stated is that of an agent or is replacing the office of an authorised agent.

- The company's registered office (stated above) is in the care of a specified agent, being an agent who has an office in the State and who is approved by the Registrar for this purpose.
- The company's registered office (stated above) is no longer in the care of a Registered Office Agent

In either situation, please enter details of the Registered Office Agent

Registered Office Agent Company Name:

Registered Office Agent Company Number:

**Certification**  
note four

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 B2.

Signature       Name in bold capitals or typescript

Director     Secretary     Liquidator      Date

Statutory Receiver - National Assets Management Agency Act 2009

**Presenter details**

Name  
 Address  
  
 Telephone number  
 Email  
 DX number/Exchange

Person to whom queries can be addressed

|                      |                  |
|----------------------|------------------|
| <input type="text"/> |                  |
| <input type="text"/> |                  |
| <input type="text"/> |                  |
| <input type="text"/> | Fax number       |
| <input type="text"/> | Contact Person   |
| <input type="text"/> | Reference number |

**NOTES ON COMPLETION OF FORM B2**

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

- General** Section 50(3) Companies Act 2014 requires that any change in the situation of the registered office of a company shall be given to the Registrar within 14 days after the date of the change. 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:
- note one** The correct company name must be entered. Failure to state the name in full will result in the document being rejected.
- note two** A full postal address in the State at which post is capable of being readily delivered by the postal service must be given. A P.O. Box will not suffice.
- note three** Tick the relevant box.  
 (i) Under section 50(4) Companies Act 2014, a company's registered office can be constituted by a statement to the effect that the office is in the care of a specified agent who has been approved for the purpose by the CRO. The company must indicate its approval to the use of the Registered Office Agent's (ROA's) registered office address as the company's registered office address. The information must be completed in this section of the form and **the Form B2 must be signed by an officer of the company.**  
 (ii) Where the company is changing its registered office away from a ROA, please tick the second box to indicate that the ROA has ceased to act as the agent of the company.
- note four** Tick the relevant box(es). This form **must** be certified by a current officer of the company. A form B2 cannot be completed by a receiver to a company. A receiver is not an officer of a company. Only a "statutory receiver" appointed under the National Assets Management Agency Act 2009 can change the registered office of a company. Proof of appointment under the 2009 Act in the form of a deed of appointment must be supplied by the statutory receiver with the Form B2 to the CRO.

Note: A company's registered office may be in the care of an agent who has an office in the State. The Registered Office Agent (ROA) must already have been approved for this purpose by the Registrar. For a ROA to be approved, a Form B81 must be registered by the CRO. Only companies which have indicated their appointment of an approved ROA will have their registered office address updated when the ROA files their B2 Form to change their own address.

PART 6

**N1**

*Conversion of existing  
Private Limited Company (limited by shares)  
to  
Private Company Limited by Shares (LTD)*  
Section 59/60 Companies Act 2014

Company number

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

Company name  
as full

The company is adopting a new constitution note one

- Under section 59 Companies Act 2014, the company is delivering to the Registrar of Companies a copy of its new constitution for registration. The constitution is attached to this form and the special resolution passed by the members is attached also.

Date of resolution:      Day      Month      Year  
             

or

- Under section 60 Companies Act 2014, a copy of the new constitution has been prepared by the directors and delivered to each member of the company and the directors are delivering to the Registrar of Companies, a copy of that new constitution.

The company is adopting as its constitution the provisions of its existing memorandum, other than provisions that contain its objects or provide for, or prohibit, the alteration of all or any of the provisions of its memorandum or articles, and the provisions of its existing articles of association. note two

If applicable, please tick the box

- note three As the company does not have existing registered articles, the regulations in Table A Companies Act 1963 are deemed to be the articles of the company and the new constitution states that the articles comprise those regulations.

Company e-mail address

Please nominate an e-mail address. The new certificate of incorporation following conversion will issue to this e-mail address in electronic format. This is required information.

Certification  
note one and four

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 N1.

|  |  |
|--|--|
| Signature  | Name <small>in block letters or typescript</small> |
| <input type="text"/>   | <input type="text"/>                               |
| <input type="checkbox"/> Director <input type="checkbox"/> Secretary | Date: <input type="text"/>                         |

Presenter details  
note five

|                    |                      |  |                  |
|--------------------|----------------------|--|------------------|
| Name               | <input type="text"/> |  |                  |
| Address            | <input type="text"/> |  |                  |
| Telephone number   | <input type="text"/> |  | Fax number       |
| Email              | <input type="text"/> |  | Contact Person   |
| DX number/Exchange | <input type="text"/> |  | Reference number |

**NOTES ON COMPLETION OF FORM N1**

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 this form must be completed.  
Where the space provided on Form N1 is considered inadequate, the information should be presented on a continuation sheet in the same format as the relevant section of the form. The use of a continuation sheet must be so indicated in the relevant section and noted on the relevant continuation sheet.
- note one** Tick the relevant box(es).
- note two** The new constitution will consist **ONLY** of the provision of its existing memorandum other than provisions that contain its objects or which provide for, or prohibit, the alteration of all or any of the provisions of its memorandum and articles and also the provision of its existing articles. Every company registered under Part 2 must comply with section 19 and section 26 regarding the company name which must end in Limited or Teoranta. No other changes to the constitution can be completed using the form N1.
- note three** If it is the case that the company does not have articles but relies instead on the regulations of Table A from the 1963 Act, then the new constitution should state that the articles comprise those regulations. Despite the repeal of the previous Companies Acts, the regulations of Table A will continue in force where the company has a constitution under section 60.
- These regulations will not have force where they are inconsistent with a **mandatory** provision of the Companies Act 2014.
  - The **regulations may be altered** or added to by means of a special resolution under section 32 - Amendment of constitution.
  - Where Table A makes reference to any provision of the previous Companies Acts, that reference shall be read as relating to the **corresponding provision** of the Companies Act 2014.
- In no case can the provisions stating the company objects be included.
- note four** This form **must** be certified by a director of the company if conversion is being completed under section 60 of the Companies Act 2014.
- note five** This section must be completed by the person who is presenting Form N1 to the CRO. This may be the applicant or a person acting on his/her behalf.
- Please Note: The Conversion Process is restricted to Private Companies which are limited by shares and which were incorporated under the previous Companies Acts. Companies incorporated under the 2014 Act cannot submit this form. The new constitution (and special resolution, if required) must accompany the form.**



**Exemption from altering the Company Name**

*note one and two*

- Please note that the company currently holds an exemption/licence under section 24 Companies Act 1963 as amended regarding the use of the word "Limited"/"Teoranta" in its name and is thereby exempted from the requirement under section 969 to include the company type at the end of its name. Section 971(8) Companies Act 2014.
  
- Please note that the company is applying for an exemption under section 971 regarding the use of "Designated Activity Company"/"Cuideachta Ghníomhalochta Ainmnithe" in the company name. Form G5 is attached.
  
- Companies incorporated under Statute Law only: The company has undergone consultation with the Minister of Government concerned in the administration of the company and is now converting to a Designated Activity Company under Part 2 of the Companies Act 2014.

Please note that the company, incorporated under a former enactment relating to companies pursuant to or in compliance with a requirement of a statute, by virtue of that statute does not include the word "Limited"/"Teoranta" in its name and is thereby exempted from the requirement under section 969 to include the company type at the end of its name. Section 1446 Companies Act 2014.

---

**Company e-mail address**

*Please nominate an e-mail address.  
The new certificate of incorporation following re-registration will issue to this e-mail address in electronic format. This is required information.*



**NOTES ON COMPLETION OF FORM N2**

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 this form must be completed.
- note one** Tick the relevant box.
- note two** Unless the company is exempted under section 971 or 1446 of the Companies Act 2014, the company must include either "**Designated Activity Company**" or Irish equivalent "**Culdeachta Ghníomhaíochta Ainmnithe**" at the end of its name. Registration of the name is subject to the approval of the Registrar of Companies.
- The new constitution will be in the format set out in Schedule 7 to the Companies Act 2014. Schedule 7 is for a Designated Activity Company limited by shares. Any further changes to the Memorandum & Articles (constitution) will require a separate submission and the passing of a special resolution. Other changes to a company's constitution cannot be made by the submission of the form N2 and the accompanying resolution (whether ordinary or a directors resolution).
- If the company wishes to be exempt from the requirement to include its company type in its company name, an exemption may be granted under section 971. This exemption only applies to specific companies. Companies which have an existing exemption under section 24 Companies Act 1963 as amended should tick the appropriate box.
- note three** The resolution of the company must be passed not later than 3 months before the transition period ends.
- note four** If it is the case that the company does not have articles but relies instead on the regulations of Table A from the 1963 Act, then the new constitution should state that the articles comprise those regulations. Despite the repeal of the previous Companies Acts, the regulations of Table A will continue in force where the company has a constitution.
- These regulations will not have force where they are inconsistent with a **mandatory** provision of the Companies Act 2014.
  - The **regulations may be altered** or added to by means of a special resolution under section 32 - Amendment of constitution.
  - Where Table A makes reference to any provision of the previous Companies Acts, that reference shall be read as relating to the **corresponding provision** of the Companies Act 2014.
- note five** This form **must** be certified by a director or secretary of the company.
- Please note: This Conversion Process is restricted to Private Companies which are limited by shares and which were incorporated under previous Companies Acts, not to companies incorporated under the 2014 Act.**

**Return of allotments**

Section 70/1021/1031/1032 Companies Act 2014  
Sections 114 to 122 Stamp Duties Consolidation Act 1999

Company number

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

Company name  
in full

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

|  |
|--|
|  |
|--|

Effective centre of management if outside of the State

|  |
|--|
|  |
|--|

Registered office

|  |
|--|
|  |
|--|

Date of allotment(s)  
notes one and two

made on

|     |       |      |
|-----|-------|------|
| Day | Month | Year |
|     |       |      |

The return must be made within 30 days after the allotment of new shares. For the re-issue of treasury shares, Form H5A should be filed with the CRO, instead of Form B5.

or

made from

|     |       |      |    |     |       |      |
|-----|-------|------|----|-----|-------|------|
| Day | Month | Year | to | Day | Month | Year |
|     |       |      |    |     |       |      |

**PART I - Sections A to D**

Section A  
Allottees

## A

Name and addresses of all the allottees must be entered in this section (or on accompanying sheets if necessary).

| Full name and address | Share class | Number of shares allotted |
|-----------------------|-------------|---------------------------|
|                       |             |                           |
|                       |             |                           |
|                       |             |                           |
|                       |             |                           |
|                       |             |                           |
|                       |             |                           |
|                       |             |                           |
|                       |             | Total:                    |

Presenter details

Name  
Address  
  
Telephone number  
Email  
DX number/Exchange

|  |                  |
|--|------------------|
|  |                  |
|  |                  |
|  |                  |
|  | Fax number       |
|  | Contact Person   |
|  | Reference number |

**Section B**  
Consideration for allotments consists of:

**B**

Please tick the appropriate box:

- Cash                       Non-Cash                       Both Cash & Non-Cash  
 Complete Section C                       Complete Section D                       Complete Sections C & D

IMPORTANT NOTE: If claiming exemption, please tick the appropriate box:

- Shares allotted in consideration of capitalisation of profits or reserves only (Section 116(l)(c) Stamp Duties Consolidation Act 1999)  
 Exemption claimed under section 119, Stamp Duties Consolidation Act 1999

**Section C**  
Allotment(s) for cash consideration

**C**

| Number of shares        | Share class | Nominal value per share | Amount paid or due and payable on each share including any premium due | Total Amount paid or due including premium |
|-------------------------|-------------|-------------------------|--|--|
|                         |             |                         |  |  |
|                         |             |                         |  |  |
|                         |             |                         |  |  |
|                         |             |                         |  |  |
| <b>Total:</b>           |             |                         |  |  |
| Denomination            |             |                         | Total value of consideration   | €  |
| Conversion rate, if any |             |                         |  |  |

**Section D**  
Allotment for non-cash consideration

**D**

| Number of shares   | Share class | Nominal value per share | Amount to be considered as paid on each share |
|--|-------------|-------------------------|---|
|  |             |                         |   |
|  |             |                         |   |
|  |             |                         |   |
|  |             |                         |   |
| <b>Total:</b>  |             |                         |   |
| Full written details of non-cash consideration must be inserted below (or on accompanying sheets, if necessary). |             |                         |   |
|  |             |                         |   |
|  |             |                         |   |
|  |             |                         |   |
| Denomination   |             |                         | Total value of consideration                  |
| Conversion rate, if any  |             |                         | €   |
| <small>note three</small>  |             |                         |   |

**Certification**  
note four

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 B5.

Signature \_\_\_\_\_ Name in block letters or typescript \_\_\_\_\_

Director     Secretary                      Date \_\_\_\_\_

**PART II - Sections E & F**

**Companies Capital Duty**

**Calculation of Duty**

**TO BE COMPLETED ONLY IF  
THE EFFECTIVE DATE OF THE ISSUE  
OF THE SHARE(S)  
WAS BEFORE  
7 DECEMBER 2005**

**Calculation of Duty**

Statement required under  
Section 117 Stamp Duties Consolidation Act 1999

# Companies Capital Duty

Companies capital duty was abolished with effect from 7 December 2005. Form B5 with an effective date on or after that date, should be filed directly with the CRO and parts E & F do not need to be completed. Only Forms B5 with an effective date prior to 7 December 2005 need to be completed parts E & F.

Company number

**Date of allotment(s)** note one and two made on

or

made from       to

|          |                         |                      |                                      |                      |
|----------|-------------------------|----------------------|--------------------------------------|----------------------|
| <b>E</b> | E1 Total from Section C | <input type="text"/> | E3 Total E1 + E2                     | <input type="text"/> |
|          | E2 Total from Section D | <input type="text"/> | E4 Expenses <small>note five</small> | <input type="text"/> |
|          |                         | +                    | -                                    | ↓                    |
|          |                         |                      |                                      | <input type="text"/> |
|          |                         |                      | E5 Total E3 - E4                     | <input type="text"/> |

|          |                         |                     |
|----------|-------------------------|---------------------|
| <b>F</b> | F1 <input type="text"/> | Amount/Denomination |
|          | ↓                       |                     |
|          | F2 <input type="text"/> | Conversion Rate     |
|          | ↓                       |                     |
|          | F3 <input type="text"/> | Amount in €         |

**Enter Greater Amount either E5 or F3**

↓

(TOTAL DUTY)

+

(INTEREST)

↓

(TOTAL CCD)

+

€15 Companies Office Registration Fee

↓

TOTAL DUE (CCD + Reg. FEE)

**Rates of Duty**

0% from 7/12/2005  
 0.5% from 2/12/2004  
 1.0% prior to 2/12/2004  
 Amount calculated to be rounded down to nearest €, subject to a minimum of €1.00

Interest for \_\_\_\_\_ days note six

Companies Capital duty must be paid before lodgement of this return with the Companies Registration Office

**FORM B5 - EFFECTIVE DATE on or after 7 December 2005**

Form B5 with an effective date on or after 7 December 2005 should be filed directly with the CRO. When you have completed and signed the form, please send with the prescribed fee to the Registrar of Companies

If paying by cheque, postal order or bank draft, please make the fee payable to the Companies Registration Office. Cheques or bankdrafts must be drawn on a bank in the Republic of Ireland. Any Form B5 sent back for amendment should be resubmitted to the CRO within 14 days and any changes to the form should be initialled by a current officer of the company.

An incorrect form B5 can be amended by the submission of form B42a.

**FORM B5 - EFFECTIVE DATE prior to 7 December 2005**

Only a Form B5 that has an effective date prior to 7 December 2005 should now be filed to Revenue's Stamping Office together with the registration fee €15 plus appropriate capital duty. Capital duty is a matter for Revenue. The Revenue Commissioners do not accept CRO credit notes as payment of Company Capital Duty and interest, or CRO filing fees. Payment of Stamp Duty on Stock Transfers must be made separately from payment of Company Capital Duty.

When you have completed and signed the Form B5, it should be lodged with  
**The Revenue Commissioners**

Where a Form B5 is sent back for amendment by the CRO, it should be resubmitted to the Revenue Commissioners with any additional duty and interest (if due).

**NOTES ON COMPLETION OF FORM B5**

|                   |   |                                    |
|-------------------|---|------------------------------------|
| <i>note one</i>   | The period between the first and last dates should not exceed 30 days.  |                                    |
| <i>note two</i>   | When the return includes several allotments made on different dates, the dates of only the first and last of such allotments should be entered and the registration of the return should be effected within 30 days of the <b>first</b> date. |                                    |
| <i>note three</i> | The total value of the consideration must be stated for allotments for non-cash consideration except in circumstances where section 72 of the Companies Act 2014 applies.   |                                    |
| <i>note four</i>  | The form must be signed (preferably in blue ink) by a current director or secretary of the company and the name of signatory must be inserted in block capitals.  |                                    |
| <i>note five</i>  | Ascertained in accordance with the provisions of section 118 Stamp Duties Consolidation Act 1999. Full details, including copies of invoices/receipts, must be submitted with this form.  |                                    |
| <i>note six</i>   | Interest at the rate of 0.0219% per day or part of a day is charged on duty not paid within one month of the date of the allotment. Interest on late payment accrues at the following rates:  |                                    |
|                   | Up to 26 March 1998   | 1.25% per month or part of a month |
|                   | From 27 March 1998 to 31 August 2002  | 1.00% per month or part of a month |
|                   | From 1 September 2002 to 31 March 2005  | 0.0322% per day or part of a day   |
|                   | From 1 April 2005 to 30 June 2009   | 0.0273% per day or part of a day   |
|                   | From 1 July 2009  | 0.0219% per day or part of a day   |

**Please carefully study the explanatory notes above. A Form B5 that is not completed correctly or is not accompanied by the correct documents or fee is liable to be rejected and returned to the presenter by the CRO pursuant to section 898 Companies Act 2014. Unless the document, duly corrected, is relogged in the CRO within 14 days, it will be deemed to have never been delivered to the CRO.**

PART 9

# B11

*Statement of particulars of rights attached to shares allotted and not otherwise registerable*  
Section 90(1) Companies Act 2014

Company number

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

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

Company name in full

The above-named company, has allotted shares with rights which are:

- not stated in the company's constitution or in any resolution or agreement to which section 198 of the Companies Act 2014 applies and
- not in all respects uniform with those attached to shares previously allotted.

The class(es) of such shares and the date of the first allotment of shares in each class and the rights attached to each class are as follows:

| Class | Date of first allotment | Particulars of rights |
|-------|-------------------------|-----------------------|
|       |                         |                       |
|       |                         |                       |
|       |                         |                       |
|       |                         |                       |
|       |                         |                       |
|       |                         |                       |

Certification note one

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 B11.

Signature

Name in block letters or typescript

Director     Secretary

Date

Presenter details

|                    |  |
|--------------------|--|
| Name               |  |
| Address            |  |
| Telephone number   |  |
| Email              |  |
| DX number/Exchange |  |
|                    |  |
|                    |  |
|                    |  |
|                    |  |

**NOTES ON COMPLETION OF FORM B11**

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 B11 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.
- note one** Tick the relevant box(es). This form **must** be certified by a current director or secretary of the company.





**NOTES ON COMPLETION OF FORM B12**  
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 B12 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.
- note one** Tick the relevant box(es). This form must be certified by a current director or secretary of the company.

PART 11

# B13

**Notice of assignment of name or a new name to any class of shares registerable under section 90(4)**

Section 90(4) Companies Act 2014

Company number

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

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

**Company name**  
as full

|  |
|--|
|  |
|  |

hereby gives notice in accordance with section 90(4) of the Companies Act 2014, of the assignment of a name or other designation of new name or other designation of the following class(es) of shares (otherwise than by amendment of the company's constitution or by any resolution or agreement to which section 198 Companies Act 2014 applies

| Number and class of shares | Name or other designation |
|----------------------------|---------------------------|
|                            |                           |
|                            |                           |
|                            |                           |
|                            |                           |
|                            |                           |
|                            |                           |
|                            |                           |
|                            |                           |

**Certification**  
note one

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 B13.

Signature  
\_\_\_\_\_

Name in block letters or typescript  
\_\_\_\_\_

Director     Secretary

Date \_\_\_\_\_

**Presenter details**

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

**NOTES ON COMPLETION OF FORM B13**

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 B13 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.
- note one** Tick the relevant box(es). This form **must** be certified by a current director or secretary of the company.

PART 12

# B4

**Notice of increase in authorised capital**  
Section 93 Companies Act 2014

Company number

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

**Company name**  
in full

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

|  |
|--|
|  |
|--|

**Authorised share capital**

Date of resolution to increase authorised capital

|   |   |  |
|---|---|--|
| Day   | Month   | Year   |
| <table border="1" style="display: inline-table; width: 20px; height: 15px;"></table> <table border="1" style="display: inline-table; width: 20px; height: 15px;"></table> | <table border="1" style="display: inline-table; width: 20px; height: 15px;"></table> <table border="1" style="display: inline-table; width: 20px; height: 15px;"></table> | <table border="1" style="display: inline-table; width: 20px; height: 15px;"></table> <table border="1" style="display: inline-table; width: 20px; height: 15px;"></table> <table border="1" style="display: inline-table; width: 20px; height: 15px;"></table> |

|                             |   |   |   |                          |
|-----------------------------|---|---|---|--------------------------|
| Existing authorised capital | + | Value of increase of authorised capital | = | Total authorised capital |
| € _____                     |   | € _____                                 |   | € _____                  |

**Division of Additional Authorised Capital**

| Class of shares | Number of shares | Authorised value per share €/___ |
|-----------------|------------------|----------------------------------|
|                 |                  |                                  |
|                 |                  |                                  |
|                 |                  |                                  |
|                 |                  |                                  |

Conditions attaching to new shares note one

|  |
|--|
|  |
|  |
|  |

**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 B4.

|  |   |
|--|---|
| Signature  | Name <small>in bold capitals or typescript</small>                  |
| <table border="1" style="width: 100%; height: 20px;"></table>                                | <table border="1" style="width: 100%; height: 20px;"></table>       |
| <input type="checkbox"/> Director <input type="checkbox"/> Secretary <small>note two</small> | Date <table border="1" style="width: 100px; height: 20px;"></table> |

**Presenter details**

Person to whom queries can be addressed

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

**NOTES ON COMPLETION OF FORM B4**

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 €/\_\_ appears, please delete as appropriate. Where /\_\_ applies, give the relevant currency, if not euro. Where the space provided on Form B4 is considered inadequate, for example the use of multiple currencies, 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. A resolution and amended constitution must accompany this form.
- note one** For example, voting rights, dividend rights, winding up rights, etc. If any of the new shares are preference shares, state whether they are redeemable or not.
- note two** Tick the relevant box(es). This form **must** be certified by a current officer of the company.

PART 13

# H5

**Return by a company purchasing its own shares  
and/or shares in a holding company**  
Section 116/1079 Companies Act 2014

Company number  

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

**Name of company  
purchasing shares**  
  
in full

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

**Part A-Summary**  
note three

Particulars of shares purchased by the company under section 105 or 114 of the Companies Act 2014, other than where an overseas market purchase. This return to be made within 30 days of the delivery, to the company, of the shares purchased. Part A includes (but not limited to) shares purchased on the Irish Stock Exchange. Part B should only be completed where shares are purchased on a recognised overseas securities market.

| Share class | Number | Nominal value<br>per share | Date(s) of delivery<br><small>note one</small> | Public companies only      |                            |
|-------------|--------|----------------------------|--|----------------------------|----------------------------|
|             |        |                            |  | Maximum price<br>per share | Minimum price<br>per share |
|             |        | €                          |  | €                          | €                          |
|             |        |                            |  |                            |                            |
|             |        |                            |  |                            |                            |
|             |        |                            |  |                            |                            |
|             |        |                            |  |                            |                            |
|             |        |                            |  |                            |                            |
|             |        |                            |  |                            |                            |

Please tick as appropriate:

Shares are held as Treasury Shares    or     Shares are cancelled after repurchase - Form B7 attached

If shares are cancelled on repurchase, this form must be accompanied by Form B7.  
Where shares are held as treasury shares, Form B7 is not required.  
Where treasury shares are re-issued, Form H5a is required for filing.

Aggregate amount paid by the company for shares which relate to this return:

Total Paid

**Where shares are purchased in a holding company:**

Company Name       Company number

**Certification by a  
current officer of  
the company**

I hereby certify that the particulars contained in this form are correct.

Signature       Name in bold capitals or typescript   
 Director     Secretary      Date

**Presenter details**

note two

|                    |   |   |  |
|--------------------|---|---|--|
| Name               | <input style="width: 100%;" type="text"/> |   |  |
| Address            | <input style="width: 100%;" type="text"/> |   |  |
| Telephone number   | Fax number                                | <input style="width: 100%;" type="text"/> |  |
| Email              | Contact Person                            | <input style="width: 100%;" type="text"/> |  |
| DX number/Exchange | Reference number                          | <input style="width: 100%;" type="text"/> |  |

**Part B - Overseas Market Purchase on a recognised securities market outside the State**

within the meaning of section 1072 of the Companies Act 2014.

*note three*

Please state the name of the market where the shares were purchased :

**Summary details**

Particulars of shares purchased by the company on a recognised securities market outside the State under section 105 or section 114 of the Companies Act 2014. This return to be made **within 3 working days** of the delivery, to the company, of the shares purchased.

| Share class | Number | Nominal value per share | Date(s) of purchase | Maximum price per share | Minimum price per share |
|-------------|--------|-------------------------|---------------------|-------------------------|-------------------------|
|             |        | €                       | <i>note one</i>     | €                       | €                       |
|             |        |                         |                     |                         |                         |
|             |        |                         |                     |                         |                         |
|             |        |                         |                     |                         |                         |
|             |        |                         |                     |                         |                         |
|             |        |                         |                     |                         |                         |
|             |        |                         |                     |                         |                         |
|             |        |                         |                     |                         |                         |
|             |        |                         |                     |                         |                         |
|             |        |                         |                     |                         |                         |

Please tick as appropriate:

Shares are held as Treasury Shares    or     Shares are cancelled after repurchase - Form B7 attached

If shares are cancelled on repurchase, this form must be accompanied by Form B7. Where shares are held as treasury shares, Form B7 is not required. Where treasury shares are re-issued, Form H5a is required for filing.

Aggregate amount paid by the company for shares which relate to this return:

Total Paid

**Part B - Overseas Market Purchase on a recognised securities market outside the State**

within the meaning of section 1072 of the Companies Act 2014.

*note three*

Please state the name of the market where the shares were purchased :

**Summary details**

Particulars of shares purchased by the company on a recognised securities market outside the State under section 105 or section 114 of the Companies Act 2014. This return to be made **within 3 working days** of the delivery, to the company, of the shares purchased.

| Share class | Number | Nominal value per share | Date(s) of purchase | Maximum price per share | Minimum price per share |
|-------------|--------|-------------------------|---------------------|-------------------------|-------------------------|
|             |        | €                       | <i>note one</i>     | €                       | €                       |
|             |        |                         |                     |                         |                         |
|             |        |                         |                     |                         |                         |
|             |        |                         |                     |                         |                         |
|             |        |                         |                     |                         |                         |
|             |        |                         |                     |                         |                         |
|             |        |                         |                     |                         |                         |
|             |        |                         |                     |                         |                         |
|             |        |                         |                     |                         |                         |
|             |        |                         |                     |                         |                         |

Please tick as appropriate:

Shares are held as Treasury Shares    or     Shares are cancelled after repurchase - Form B7 attached

If shares are cancelled on repurchase, this form must be accompanied by Form B7. Where shares are held as treasury shares, Form B7 is not required. Where treasury shares are re-issued, Form H5a is required for filing.

Aggregate amount paid by the company for shares which relate to this return:

Total Paid



**NOTES ON COMPLETION OF FORM H5**

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 H5 is considered inadequate, the information should be presented on a continuation in the same format as the relevant section in the form. The use of a continuation sheet must be so indicated on the form.
- note one** This is the date of delivery of the shares to the company. Shares delivered to the company on different dates and under different contracts may be included in the one return.
- note two** This section must be completed by the person who is presenting Form H5 to the CRO. This may be either the applicant or a person on his/her behalf.
- note three** Part A includes where shares are purchased by a private company, and also by a public limited company (plc.) and where shares were purchased on the Irish Stock Exchange. Part B should be completed if the shares were purchased on a recognised securities market outside the State.
- A recognised securities market for the purposes of Part 17 of the Companies Act 2014 is a market, whether inside or outside the State, prescribed by the Minister for Jobs, Enterprise and Innovation. A purchase by a company that issues shares, or by a subsidiary of that company, of the first-mentioned company's shares is an "overseas market purchase" if the shares are purchased on a regulated market or another market recognised for the purposes of 1072 being in either case, a market outside the State and are subject to a marketing arrangement. (Section 1072 Companies Act 2014).

# B67

*Application for a certificate stating that a company has a real and continuous link with one or more economic activities being carried on in the State*

Section 140(2) Companies Act 2014

Company number

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

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

**Company name**

in full

|  |
|--|
|  |
|  |

hereby applies to the Registrar of Companies pursuant to section 140 of the Companies Act 2014, for a certificate stating that the company has a real and continuous link with one or more activities that are being carried on in the State.

**Revenue statement**

note one

A written statement to the company from the Revenue Commissioners that they have reasonable grounds to believe that the company has a real and continuous link with one or more economic activities being carried on in the State is attached.

**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 B67.

Signature

|  |
|--|
|  |
|--|

**Name** in bold capitals or typescript

|  |
|--|
|  |
|--|

Director

Secretary note two

Date

|  |
|--|
|  |
|--|

**Presenter details**

Person to whom queries can be addressed/certificate will issue

Name

Address

Telephone number

Email

DX number/Exchange

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**NOTES ON COMPLETION OF FORM B67**

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

- General** This form is required to be completed where the company has no European Economic Area (EEA) - resident director under section 137(1) Companies Act 2014 or has no bond in place under section 137(2) Companies Act 2014. EEA-resident director means tax resident in a member state of the EEA - section 137 (7) Companies Act 2014.
- 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.
- note one** Tick the box to state that the written statement from the Revenue Commissioners has been attached. **The statement must predate the date of lodgement of this application by no more than two months.**
- note two** Tick the relevant box(es). This form **must** be certified by a current officer of the company.

# B68

*Notice that company falls within the excluded categories for the purposes of determining the number of companies of which a person is a director*

Section 142(4)(a) Companies Act 2014

Company number

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

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

**Company name**  
in full

|  |
|--|
|  |
|  |

**Declaration**

**I**   
name in bold capitals

**of**   
residential address

hereby give notice to the Registrar of Companies and do solemnly and sincerely declare that I am note one

(a) a person named as  Director  Secretary note two

or

(b) a person who either is, or expects to become, a director of the above named company

And that the above named company is note two

A company that is the holder of a licence under section 9 of the Central Bank Act 1971, or is exempt from the requirement under that Act to hold such a licence

or

A company referred to in paragraph \_\_\_\_\_ of Schedule 5 Companies Act 2014 note three

I further declare that this form has been fully and accurately completed.

Signature of witness

Name in bold capitals or typescript



Director  Secretary note two and four

Date

**Presenter details**

Person to whom queries can be addressed/certificate will issue

Name  
Address  
  
Telephone number  
Email  
DX number/Exchange

|  |                  |
|--|------------------|
|  |                  |
|  |                  |
|  |                  |
|  | Fax number       |
|  | Contact Person   |
|  | Reference number |

**NOTES ON COMPLETION OF FORM B68**  
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.
- note one** Select only one of the options (a) or (b).
- Tick box (a) if the company wishes to be excluded from consideration for the purposes of calculating the number of companies of which any person is a director for the purposes of section 142 of the Companies Act 2014.
- Tick box (b) if this person wishes the company to be excluded from consideration in calculating the number of companies of which he/she is a director for the purposes of section 142 of the Companies Act 2014.
- note two** Tick the appropriate box
- note three** Insert the number of at least one paragraph from the Schedule which applies to the company.
- note four** 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 own 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.

# 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

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

**Company name**  
in full

**Change(s)**  
note two

Date change(s) take(s) effect.      Day      Month      Year  
         

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 in bold capitals or typescript

Director     Secretary note three      Date

**Presenter details**

|                    |                      |                      |
|--------------------|----------------------|----------------------|
| Name               | <input type="text"/> |                      |
| Address            | <input type="text"/> |                      |
| Telephone number   | Fax number           | <input type="text"/> |
| Email              | Contact Person       | <input type="text"/> |
| DX number/Exchange | Reference number     | <input type="text"/> |

**New secretary/director**  
including shadow/  
alternate director

Please give details below of the person who has consented in writing to become secretary and/or director. *note four*

|   |   |  |   |
|---|---|--|---|
| Surname                                   | <input type="text"/>  | Former surname   | <input type="text"/>  |
| Forename                                  | <input type="text"/>  | Former forename  | <input type="text"/>  |
| Date of birth                             | <input type="text"/> Day <input type="text"/> Month <input type="text"/> Year   | <input type="checkbox"/> EEA resident<br><i>note one</i> | <input type="checkbox"/> Alternate director<br><i>note nine</i> |
| Residential address                       | <input type="text"/>  |  |   |
| Postcode                                  | <input type="text"/>  | Register   | <input type="text"/>  |
| Business occupation                       | <input type="text"/>  | Nationality  | <input type="text"/>  |
| Other directorships<br>(past and present) | Company <i>note ten</i>   | Place of incorporation <i>note eleven</i>                | Company number  |
| Consent                                   | I hereby consent to act as:<br><input type="checkbox"/> director of the aforementioned company and I acknowledge that as director I have legal duties and obligations imposed by the Companies Act, other statutes and at common law.<br><input type="checkbox"/> secretary of the aforementioned company and I acknowledge that as secretary I have legal duties and obligations imposed by the Companies Act, other statutes and at common law. |  |   |
| Signature                                 | <input type="text"/>  |  |   |
| Date                                      | <input type="text"/>  |  |   |
|   | <i>If signed for or on behalf of a body corporate state name in block capitals of person signing</i>  |  |   |

**New secretary/director**  
including shadow/  
alternate director

Please give details below of the person who has consented in writing to become secretary and/or director. *note four*

|   |   |  |   |
|---|---|--|---|
| Surname                                   | <input type="text"/>  | Former surname   | <input type="text"/>  |
| Forename                                  | <input type="text"/>  | Former forename  | <input type="text"/>  |
| Date of birth                             | <input type="text"/> Day <input type="text"/> Month <input type="text"/> Year   | <input type="checkbox"/> EEA resident<br><i>note one</i> | <input type="checkbox"/> Alternate director<br><i>note nine</i> |
| Residential address                       | <input type="text"/>  |  |   |
| Postcode                                  | <input type="text"/>  | Register   | <input type="text"/>  |
| Business occupation                       | <input type="text"/>  | Nationality  | <input type="text"/>  |
| Other directorships<br>(past and present) | Company <i>note ten</i>   | Place of incorporation <i>note eleven</i>                | Company number  |
| Consent                                   | I hereby consent to act as:<br><input type="checkbox"/> director of the aforementioned company and I acknowledge that as director I have legal duties and obligations imposed by the Companies Act, other statutes and at common law.<br><input type="checkbox"/> secretary of the aforementioned company and I acknowledge that as secretary I have legal duties and obligations imposed by the Companies Act, other statutes and at common law. |  |   |
| Signature                                 | <input type="text"/>  |  |   |
| Date                                      | <input type="text"/>  |  |   |
|   | <i>If signed for or on behalf of a body corporate state name in block capitals of person signing</i>  |  |   |

**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. 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.
- 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 forename and surname 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 surname, 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 forename or surname where the forename or surname 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 surname 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).
- note eleven** Place of incorporation if outside the State.
- note twelve** Tick the relevant box(es).



# B10a

*Notice of change in director's address or in director's name filed in relation to multiple companies*

Section 149(9) Companies Act 2014

Company number

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

**Company name**  
in full

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

|  |
|--|
|  |
|  |

This form is for the registration of a change to the residential address or name of an individual company director in relation to more than one company.  
Section 149 (9) Companies Act 2014.

**Change of Name/  
residential Address**  
note one

|  |
|--|
|  |
|  |
|  |

Postcode:

Date change takes effect

|   |       |      |   |  |  |   |  |  |  |
|---|-------|------|---|--|--|---|--|--|--|
| Day   | Month | Year |   |  |  |   |  |  |  |
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|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
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**Name & signature  
of director**

|           |   |
|-----------|---|
|           | The person whose address is being updated/home changed must sign the form |
| Signature | Date  |

**Presenter details**

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

**NOTES ON COMPLETION OF FORM B10a**

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 B10a 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 B10a 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** Give details of the name/residential address change and specify date when same took effect. The other companies whose records will be updated by the registration of the form B10a should be indicated on this form.
- note two** This form **must** be certified by the director of the company whose information is being updated. It cannot be signed by any other individual.

PART 18

# B74a

**Statement of Director's Disqualifications  
subsequent to Appointment as Director**  
Section 150(1) and 150(10) Companies Act 2014

Company number

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

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

**Company name**

*in full*

|  |
|--|
|  |
|  |

**Statement**

*note one*

The following person, being one of the directors of the company, is a person who 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. This notice is submitted to meet the requirements of section 150(1) and/or section 150 (10) Companies Act 2014.

This disqualification was subsequent to the appointment as a director.

**Director's name**

*in block letters or typescript*

|  |
|--|
|  |
|--|

**Particulars of disqualifications**

Jurisdiction in which disqualified

|  |
|--|
|  |
|--|

Date disqualified

|  |       |      |  |  |  |  |  |  |  |  |
|--|-------|------|--|--|--|--|--|--|--|--|
| Day  | Month | Year |  |  |  |  |  |  |  |  |
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Period of disqualification

|  |
|--|
|  |
|--|

**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 B74a.

Signature of Company officer

Name *in block letters or typescript*

|  |
|--|
|  |
|--|

|  |
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|  |
|--|

Director     Secretary

Date

|  |
|--|
|  |
|--|

**Presenter details**

Name

Address

Telephone number

Email

DX number/Exchange

Fax number

Contact Person

Reference number

|  |  |
|--|--|
|  |  |
|  |  |
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**NOTES ON COMPLETION OF FORM B74a**

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

- General** This form must be completed in full and in accordance with the following notes.  
Where "not applicable", "nil" or "none" is appropriate, please state.  
Where the space provided on Form B74 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.
- note one** Not applicable where Form B74 was submitted with Form A1 (company incorporation) or with Form B10 (post-incorporation notice of appointment of director).  
  
The form is instead required to be submitted to cover circumstances where the company director has subsequent to their appointment become disqualified in a foreign jurisdiction.



**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*

Surname  
Forename

|  |
|--|
|  |
|  |

Residential address

|  |
|--|
|  |
|  |

Director     Secretary    *note one*

Surname  
Forename

|  |
|--|
|  |
|  |

Residential address

|  |
|--|
|  |
|  |

Director     Secretary    *note one*

Surname  
Forename

|  |
|--|
|  |
|  |

Residential address

|  |
|--|
|  |
|  |

Director     Secretary    *note one*

Surname  
Forename

|  |
|--|
|  |
|  |

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.
- 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 own 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.





**NOTES ON COMPLETION OF FORM B42A**

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 B42A 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.
- note one** The company must submit form B42A within 21 days of the rectification. The notice submitted to the Registrar must also state the error or omission made in a previous document submitted to the CRO. A rectification to the company's issued share capital (whether it consists of an overstatement or understatement) can be made under section 173(7) on this form.
- note two** Tick the relevant box(es). This form must be certified by a current director or secretary of the company.

*Notice of places where the register of members, disclosable interests register, register of directors and secretaries, copies of instruments creating charges, minutes of meetings and directors' service contracts/memoranda are kept*  
 Section 216(6) Companies Act 2014

Company number

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

**Company name**  
in full


Place where register/documents is/are kept  
note one and note two


And website address if applicable  
note three

Please indicate which register or other documents are kept at this address note four

- Copies of Directors' service contracts/memoranda (s.216(1)(a))
- Copies of instruments creating charges (s.216(1)(b))
- Register of directors and secretaries (s.216(1)(c))
- Disclosable interests register (s.216(1)(d))
- Register of members (s.216(1)(e))
- Minutes of Meetings (s.216(1)(f))

Has address changed?  Yes  No note four

Date effective of change in address  
 Day   Month   Year

**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 B3.

Signature  Name in bold capitals or typescript   
 Director  Secretary notes four & five Date

**Presenter details**

Name   
 Address   
 Telephone number   
 Email   
 DX number/Exchange

Person to whom queries can be addressed

|                      |                  |
|----------------------|------------------|
| <input type="text"/> |                  |
| <input type="text"/> |                  |
| <input type="text"/> | Fax number       |
| <input type="text"/> | Contact Person   |
| <input type="text"/> | Reference number |

**NOTES ON COMPLETION OF FORM B3**

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.
- note one** Form B3 should only be completed if either the address where the registers/documents are kept is (a) different to that of the registered office, or (b) being changed to that of the registered office from a different office, or (c) being changed from one address to another address which is not that of the registered office.
- note two** The registers/documents must be kept within the State at the registered office of the company, or any other office of the company, or if the company arranges with some other person for the keeping of one of the register or registers or documents to be undertaken on behalf of the company by that other person, the office of that other person. A full postal address in the State must be given. A P.O. box will not suffice.
- note three** Where the records are retained at an accessible website, the Registrar of Companies should be notified of the relevant website address. Note: A full postal address must also be given in the relevant section of this form.
- note four** Tick the relevant box(es).
- note five** This form must be certified by a current officer of the company.

*Alteration of  
Financial Year End Date*  
Section 288(4) Companies Act 2014

Company number

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

|  |
|--|
|  |
|--|

Company name

*in full  
note one:*

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

|  |
|--|
|  |
|--|

hereby alters, pursuant to section 288(4) Companies Act 2014, the financial year end date of the company.

*note two:*

That new financial year end date shall be

|   |       |      |   |  |  |   |  |  |  |  |
|---|-------|------|---|--|--|---|--|--|--|--|
| Day   | Month | Year |   |  |  |   |  |  |  |  |
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*note three  
and four:*

The nomination of the new financial year end date relates to:

- Current financial year end date
- Previous financial year end date

If appropriate, please tick relevant box:

Section 288(9) of the Companies Act 2014 does not apply to the company on the following ground.

- Section 288(10)(a) Companies Act 2014 - The company is a subsidiary undertaking or holding undertaking of another EEA undertaking and the new financial year end now coincides with that of the EEA undertaking.
- Section 288(10)(b) Companies Act 2014 - The company is being wound up.
- Section 288(10)(c) Companies Act 2014 - Direction from Director of Corporate Enforcement.

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 B83

Signature

|  |
|--|
|  |
|--|

Name *in block letters or typescript*

|  |
|--|
|  |
|--|

*note four:*

Director       Secretary

Date

|  |
|--|
|  |
|--|

Presenter details

Person to whom queries can be addressed

Name  
Address

|  |
|--|
|  |
|--|

Telephone number

Email

DX number/Exchange

|  |  |
|--|--|
|  |  |
|--|--|

Fax number

Contact Person

Reference number

**NOTES ON COMPLETION OF FORM B83**

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

- General** This form must be completed in full and in accordance with the following notes. Where "not applicable", "nil" or "none" is appropriate, please state
- note one** Please indicate whether the financial year end date being altered is its current financial year end date or its previous financial year end date.
- Where this notice is given to the Registrar then—  
 (a) each subsequent financial year end date shall be the anniversary of the new financial year end date specified in this notice; and  
 (b) in consequence, the commencement of each of the financial years that follow the new financial year end date so specified is postponed or, as the case may be, brought forward by the appropriate period of time.
- note two** Form B83 can not be accepted by the Registrar of Companies:
- (i) if the effect of the notice would result in a financial year in excess of 18 months or  
 (ii) where the period for delivering financial statements to the Registrar for that previous financial year has expired.  
 (iii) if the alteration would result in a gap in the periods covered by the company's financial statements  
 (iv) if the alteration would result in a company not filing an annual return in a given year  
 (v) if the new B83 notice is made less than 5 years after a previous B83 notice.
- With regards to point (v), there is an exemption to the 5 year rule under section 288(10) Companies Act 2014 for a subsidiary undertaking or holding undertaking of another EEA undertaking if the new financial year end date specified coincides with that of the other EEA undertaking or where it is being wound up.
- note three** A company's "previous financial year end date" means the date immediately preceding its current financial year.
- note four** Place a tick in the relevant box.

**Annual Return**

Section 343(4) Companies Act 2014

Tick box if bond is attached   
note one

Company number



Company name  
in full

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

Return made up to  
notes two and three

Day Month Year If this return is made up to a date earlier than the company's existing Annual Return Date (ARD), one of the following boxes must be ticked.

- The company wishes to RETAIN its existing ARD for next year.
- The company wishes to CHANGE its ARD for next year to the same date next year as "the Return made up to" date on this return.

Financial year  
note four

From Day Month Year To Day Month Year

Audit exemption  
note five

Please tick the box if the company is claiming the exemption from audit in respect of the financial year covered by the financial statements attached to this return.

- Small company exemption. (Chapter 15 Part 6 Companies Act 2014).
- Small group exemption. (Chapter 15 Part 6 Companies Act 2014).
- Dormant company exemption. (Chapter 16 Part 6 Companies Act 2014)

Reason why no Financial Statements are attached  
note seven

- First return after incorporation (Six-month return)
- Form B73 accompanies this Form B1. note six
- Company stands exempted under s.996(2) or s.1220(2). Company is formed for charitable purposes and is exempted by the Charities Regulatory Authority.
- Company stands exempted under s.1277(5). Company is a non-designated Private Unlimited Company (ULC) and is also audit exempt.

Auditor Registration Number  
note eight

Auditor Registration Number (ARN) must be entered where auditor's report is attached.

Presenter details

Person to whom queries can be addressed

|                    |                      |  |                  |
|--------------------|----------------------|--|------------------|
| Name               | <input type="text"/> |  |                  |
| Address            | <input type="text"/> |  |                  |
| Telephone number   | <input type="text"/> |  | Fax number       |
| Email              | <input type="text"/> |  | Contact Person   |
| DX number/Exchange | <input type="text"/> |  | Reference number |

**Registered office**  
note nine

|  |
|--|
|  |
|  |
|  |

Postcode  Company's email address:   
note thirteen

**Other addresses**  
note ten

Address where register of members, directors interests etc. maintained  
(State website address if register maintained at such address)

List register(s)/documents held at this address

|  |  |
|--|--|
|  |  |
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|  |  |

**Secretary**

*If the Secretary is a person, the following information must be disclosed:*

Surname

Forename   
note eleven

Former surname

Former forename   
note twelve

Date of birth  Day  Month  Year   
note eleven

Residential address   
note eleven

Postcode  Secretary's email address:   
note thirteen

*If the Secretary is a body corporate, the following information must be disclosed:*

Body corporate name

Registration Number of Body Corporate

Registered office   
note eleven

Postcode  Secretary's email address:   
note thirteen

**Donations for political purposes**  
note fourteen

None

Name of person or political party to whom donation was made

Value of donation  
€/

**Directors**  
including shadow/alternate directors, if any

Surname  Former surname   
 Forename  Former forename   
note eleven note twelve

Date of birth Day   Month   Year     note eleven  Alternate director note fifteen

Residential address   
note eleven

Postcode   EEA resident note one

Business occupation  Nationality

Other directorships (past and present)

| Company <small>note sixteen</small> | Place of incorporation <small>note seventeen</small> | Company number       |
|-------------------------------------|--|----------------------|
| <input type="text"/>                | <input type="text"/>                                 | <input type="text"/> |
| <input type="text"/>                | <input type="text"/>                                 | <input type="text"/> |

Surname  Former surname   
 Forename  Former forename   
note eleven note twelve

Date of birth Day   Month   Year     note eleven  Alternate director note fifteen

Residential address   
note eleven

Postcode   EEA resident note one

Business occupation  Nationality

Other directorships (past and present)

| Company <small>note sixteen</small> | Place of incorporation <small>note seventeen</small> | Company number       |
|-------------------------------------|--|----------------------|
| <input type="text"/>                | <input type="text"/>                                 | <input type="text"/> |
| <input type="text"/>                | <input type="text"/>                                 | <input type="text"/> |

**Registered Person**  
note eighteen

None/not applicable

Surname   
 Forename   
note eleven

Date of birth Day   Month   Year     note eleven Date of appointment Day   Month   Year

Residential address   
note eleven

Postcode





**Certifications**

Where the company is filing financial statements with the annual return, the certification of the Form B1 also serves to certify the financial statements.

Please tick the relevant box below (one box only): *note twenty three*

**WE HEREBY CERTIFY** that all documents which are required under Part 6 of the Companies Act 2014 to be annexed to this annual return, have been so annexed, and that they are true copies of the originals laid or to be laid before the relevant general meeting, or presented to the member(s).

Or

**WE HEREBY CERTIFY** that all documents which are required under the Companies Acts 1963 to 2013 to be annexed to this annual return, have been so annexed, and that they are true copies of the originals laid or to be laid before the relevant general meeting, or presented to the member(s).

**AND WE HEREBY FURTHER CERTIFY THAT**

(i) this form has been completed in accordance with the Notes on Completion of Form B1,  
 (ii) contains the particulars in respect of the company as at the date to which the return is made up and that

(iii) *note twenty four*

The company is not a private company.

Or

The company is a private company and has not since the date of the last annual return (or the date of incorporation if this is the first return) issued any invitation to the public to subscribe for any shares or debentures in the company.

Or

The company is a private company with more than 149 members, the excess of the number of members over 149 consisting wholly of persons who, under section 17(4) Companies Act 2014, are not included in reckoning the number of members.

**Signed**  
*note twenty five*

\_\_\_\_\_  
 Director

\_\_\_\_\_  
 Secretary

*Document requires two different signatures. Same person cannot sign as both director and secretary*

**Name**  
*in bold  
 capitals or  
 typescript*

\_\_\_\_\_

\_\_\_\_\_

**NOTES ON COMPLETION OF FORM B1**

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 €/\_ appear, please insert/delete as appropriate.
  - Where /\_ applies, give the relevant currency, if not euro.
  - Where the space provided on Form B1 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.
  - The Secretary and Director who sign this Form may not be the same individual.
  - Presenter details should be entered on page 1 in order to ensure that queries can be addressed/documents returned to the correct person. A name, telephone number and email address should be entered for the contact person.
  - Failure to provide any or all of this information may delay the processing of the annual return.
- note one** 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. If no full-time director is EEA resident and no s.140 certificate has been granted, a valid bond must be furnished with this return, 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. On Directors Details page: Place a tick in the "EEA-resident" box if the director is resident in a Member State of the EEA.
- note two**
- (i) A company must file an annual return in each year and pursuant to S343 Companies Act, 2014 a company's annual return must be made up to a date not later than its Annual Return Date (ARD). A company may file before its ARD and make the B1 up to an earlier date, except in the case of a newly incorporated company which is filing its first return six months after its incorporation where the B1 can only be made up to the ARD.
  - (ii) The return must be filed with the CRO within 28 days of the Company's ARD, or, where the return has been made up to a date earlier than the ARD, within 28 days of that earlier date. S345 CA 2014 sets out the manner in which a company's ARD is set and S346 CA 2014 the way in which it may be altered.
  - (iii) A company is required to file with this return any other returns that may be outstanding in respect of previous years. There must be no gaps in a company's filing requirement under the Companies Act 2014. There are severe penalties for late filing of the return including loss of the right to claim an audit exemption not only in the current year but in the following year as well.
  - (iv) An application for an extension of time to file an annual return may be made by a company (on notice to the Registrar) to the District Court for the district where the registered office of the company is located or to the High Court. Where granted by Court Order, extra time to file may be availed of by the company and no late penalties or loss of audit exemption would apply in the year(s) to which the Court Order applies, as long as the terms of the Order are complied with. The certified Court Order must be delivered to the CRO within 28 days or such longer period as the Court may allow. (Section 343 Companies Act 2014).
- note three** Where the company is filing early and the return is being made up to a date that is earlier than the Company's existing ARD, this section must be completed. Where a company wishes to keep its existing ARD for next year, the "RETAIN" box should be ticked. If the company wishes to change its ARD for next year to the same date as its made up to date on this return, the "CHANGE" box should be ticked. If the company is filing early and no box is ticked or both boxes are ticked, the form will be returned by the CRO for correction. This section does not apply to a new company filing its first (six months) annual return post-incorporation. (S.346/349 Companies Act 2014).
- note four(i)** In compliance with section 288 Companies Act 2014, the financial year start and end dates must be entered by all companies (whether or not financial statements are attached to the B1) unless it is a B1 filed for the company's first (6 month) annual return or a Form B73 is attached.
- (ii) If the return is filed with a form B73, or it is the first (six months) return of the company, no financial statements need be attached and no financial year details need be entered.
  - (iii) Insert the date of the start and end of the financial year covered by the financial statements approved by the board and signed by two directors for the relevant year (where the company has two or more directors) or by the director (where the company is a LTD company and has a sole director). Pursuant to s347, Companies Act, 2014, the financial statements must be made up to a date not more than nine months earlier than the date to which the return is made up.
  - (iv) Under s.288(1) Companies Act 2014, a company's first financial year is the period beginning with the date of its incorporation and ending no more than 18 months after that date. Each subsequent financial year begins the day immediately after its previous financial year end and continues for 12 months (or 7 days shorter or longer than 12 months). A company may, by filing a Form B83 with the Registrar, apply to alter its current or its previous financial year end date, which date will then become its financial year end date for the future. Such an application may only be made once in every five years unless the company is exempted by s.288(10) CA 2014.
  - (v) In the case of a company's first full annual return with financial statements (ie normally 18 months after incorporation) the financial statements may be in respect of a financial year ending on any date between nine months prior to the ARD and the ARD itself, but they must not exceed the period of eighteen months since incorporation.

- note five** To avail of an audit exemption, certain statutory conditions must be satisfied by the company under the terms of Chapters 15 or 16 of Part 6 of the Companies Act 2014. Where a company is not entitled to avail of an audit exemption – whether by filing late or otherwise – the Registrar of Companies has no power to waive the statutory requirement that audited financial statements be filed. The company may not claim audit exemption if it is late in filing this annual return or was late in filing its last annual return or is a public limited company (PLC) or is a public unlimited company (PUC) or a public unlimited company with no share capital (PULC).
- Where a company applies to the District Court or the High Court and is granted extra time to file, subject to the terms of the Court Order being complied with, the company will not incur late penalties or lose its audit exemption for the year(s) in question (see *note two (iv)*). (S343 Companies Act 2014).
- note six** A company may, once in every five years, extend its Annual Return Date (ARD) by up to six months by filing a Form B73 with the CRO. The Form B73 may be filed with a B1 form which must be ON TIME. No financial statements are required to be filed with this B1. Form B73 should not be filed with the company's first annual return after incorporation (the six-month return) as this would only shorten the time available to file the first full annual return with financial statements. The change in ARD arising from filing a Form B73 cannot result in there being more than nine months between the end of the previous financial year and the ARD. (See *note four (iv)* regarding altering financial year end).
- note seven** Where no financial statements are being attached to the annual return, this should be indicated by ticking the relevant box in this section of the form.
- Under s.996 and s.1220, Companies Act 2014 respectively, Designated Activity Companies (DACs) and Companies Limited by Guarantee (CLGs) which have been formed for charitable purposes, and which have been granted an exemption by the Charities Regulatory Authority, are not required to attach financial statements to their annual return. However they are required to annex a special auditors report to the return unless they are entitled to and have availed themselves of the small company audit exemption or the dormant company audit exemption (Chapters 15 & 16 Part 6 Companies Act 2014) in which case they do not need to file the special auditor's report.
- Certain unlimited companies (ULCs) which are covered by s.1274 Companies Act 2014 are required to prepare financial statements and annex them to their annual return. Unlimited companies (ULCs) which are not covered by section 1274 and come under s.1277 of the CA 2014 are required to annex an auditor's report to its annual return unless it is entitled to and has availed itself of the small company audit exemption or the dormant company audit exemption (Chapters 15 & 16 of Part 6 of the CA 2014).
- note eight** All statutory auditors must be registered on the Public Register of Auditors and must have an Auditor's Registration Number (ARN) in order to be entitled to carry out audits in Ireland. The ARN is a unique number that is allocated to each individual auditor and/or firm of auditors by its Recognised Accountancy Body (RAB) when they are placed on the Public Register of Auditors. The ARN must be entered in this section of the form whenever an auditor's report is attached to the annual return.
- The ARN entered on the field must exactly match that of the individual auditor or firm of auditors whose name appears on the auditor's report either included in the financial statement or separately attached to the annual return form (where applicable). In all other cases it should be left blank. The officers of a company are responsible for ensuring that the person who signs-off on the auditor's report is a qualified auditor who is on the Register of Auditors. Filing false information with the Registrar of Companies is a category 2 offence under s406 Companies Act 2014 and acting as an auditor when not qualified to do so is an offence prosecutable by the ODCE.
- note nine** Give the address at the date of this return. Any change of registered office must be notified to the CRO on a Form B2.
- note ten** If not kept at the registered office, state the address(es) where the register of members, register of debenture holders, and register of directors and secretaries of the company are kept, and where copies of directors' service contracts/memoranda of same (if applicable) are retained. Where the records are retained at an accessible website, the CRO should be notified of the relevant website address.
- Any change to where the register is kept should be notified to the CRO on a Form B3.
- note eleven** (i) For each Secretary, director and registered person who is an individual, please insert their full name (Initials will not suffice), his/her usual residential address, and his/her date of birth where required. Company officers must be 18 years of age or over. (s131 Companies Act 2014).
- (ii) Where the secretary is a body corporate, please insert its corporate name, registration number, and registered office address where required. This applies to body corporates registered outside the State as well as Irish companies. A trading name or business name will not suffice.
- (iii) Where the Secretary is a firm and all the partners are joint secretaries of the company, the name and principal office of the firm will be accepted in lieu of the names and addresses of all the partners.
- note twelve** Any former forename and surname must also be stated. This does not include (a) in the case of a person usually known by a title different from his or her surname, the name by which he or she was known previous to the adoption of or succession to the title; or (b) in the case of any person, a former forename or surname where that name or surname was changed or disused before the person bearing the name attained age 18 years or has been changed or disused for a period of not less than 20 years; or (c) in the case of a married person or civil partner, the name or surname by which he/she was known prior to the marriage/civil partnership.

- note thirteen** CRO issues reminders regarding annual returns and other administrative reminders to companies by email. If you wish your company and secretary to receive such reminders by email, you may supply a relevant office email address for this purpose to the CRO.
- It is important that the email address provided for the company, in particular, is a working/monitored address as this will be the main address used for ARD reminder notices and is the address to which new electronic Certificates of Incorporation will be issued by CRO to companies who convert to new company types, or change their name, under the Companies Act 2014. This email service is optional and, in providing an email address to the CRO, the company should do so in the knowledge that the B1 form will be accessible to the public through the CRO website.
- note fourteen** **Returns made up to 7th November 2013 or later:** S26 Electoral Act 1997, as amended by S17 Electoral (Amendment)(Political Funding) Act 2012, requires details of contributions for political purposes, in excess of €200 in the aggregate, to any political party, member of the Dáil or Seanad, MEP or candidate in any Dáil, Seanad or European election or to any third party (a 'third party' is a person who accepts a contribution for political purposes which exceeds €100 in the year concerned), made by the company in the year to which the annual return relates (i.e. the period since the effective date of the previous year's annual return, up to and including the effective date of the current return), to be declared in the annual return and directors' report of the company in respect of that year. **Returns made up to 6th November 2013 or earlier:** S26 Electoral Act 1997 requires details of contributions for political purposes, in excess of €5,079 in the aggregate, to any political party, member of the Dáil or Seanad, MEP or candidate in any Dáil, Seanad or European election or to any third party (a 'third party' is a person who accepts a contribution for political purposes which exceeds €100 in the year concerned), made by the company in the year to which the annual return relates (i.e. the period since the effective date of the previous year's annual return, up to and including the effective date of the current return), to be declared in the annual return and directors' report of the company in respect of that year.
- The particulars must be sufficient to identify the value of each political donation and to whom the donation was made. A wide definition of "donation" is set out in s22 of the Electoral Act 1997 (as amended by s.49 Electoral (Amendment) Act) 2001 and s7 Electoral (Amendment)(Political Funding) Act 2012) and s46 Electoral Act 1997 and includes services supplied without charge, a donation of property or goods or the free use of same.
- If sufficient space is not provided please attach the details on a continuation sheet. If no such donations were made during the period covered by this annual return, tick the box to indicate "None".
- note fifteen** Please tick the box if the director is an alternate (substitute) director. If the company's constitution so permits and subject to compliance with those regulations, a director may appoint a person to be an alternate 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, on a Form B10. 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-time 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-time director and of his/her alternate by filing a Form B10. Note: The CRO accepts no responsibility for maintaining the link between a full-time director and his/her alternate.
- note sixteen** Company name and number of other bodies corporate, whether incorporated in the State or elsewhere, except for bodies (a) of which the person has not been a director at any time during the past five years; (b) of which the company is (or was at the relevant time) a wholly owned subsidiary; or (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 Companies Act 2014, a person shall not at a particular time be a director of more than 25 companies. However, under s142(3), certain directorships are not reckoned for the purposes of s142(1).
- note seventeen** State the place of incorporation where the company was incorporated outside the State.
- note eighteen** Under section 39 Companies Act 2014, if the Board of Directors of a company wishes to authorise any person to bind the company generally (not just in specific transactions) it can register that person with the CRO. A sole director of a LTD company does not need to be authorised (per s.40 CA 2014). Notification to the CRO of authorisation and de-authorisation of a Registered Person can be effected using Form B46. Where "not applicable" or "none" is appropriate, please state this.
- note nineteen** The page on Authorised/Issued Share Capital and List of Past & Present Members does not apply to a Company Limited by Guarantee (CLG) or a Public Unlimited Company without a share capital (PULC). The amount of the authorised share capital of a company may be found in the share capital clause of the company's constitution. LTD companies registered under Part 2 of the Companies Act 2014 may have no authorised share capital in which case the none/not applicable box should be ticked. The issued share capital of the company may be obtained from the company's Register of Members. Where applicable a company may only issue shares from the type and amount of the shares it is authorised to issue.
- The Companies Act 2014 requires detailed information on Shares & Debentures to be provided in the Notes to the Financial Statements (see s.318) and in the Director's Report (see s.329), whether the company is filing full, abridged or audit exempt Financial Statements.
- note twenty** A full list of members (ie shareholders) is required with the return. Full names must be provided in all cases as initials will not suffice. Where there are more than five members the list should be continued on a Continuation Sheet in alphabetical order with each Continuation Sheet marked as such. The list may also be provided on a CD - please tick the box if this is being done. (continues on page 9)

- note twenty (cntd)** Please give the total number of shares held by each member at the date of the previous return (or, if first return, date of incorporation) and the total number held at the date of this return. Where joint shareholders exist, name either all joint shareholders or the first shareholder and "Another".
- note twenty one** Private companies (LTDs, DACs & ULCs) must provide details of the shares transferred since the company's last ARD or, if first return, since date of incorporation.
- note twenty two** Any other company type which has a share capital, need only provide the name and address of each member, the share class and number of shares held by them at the date of this return.
- note twenty three** Section 347(1) Companies Act 2014 sets out the documents that must be annexed to an annual return in all cases. Section 347(2) states that the reference in s.347(1) to a copy of a document is a reference to a copy of a document that satisfies the following conditions: (a) it is a true copy of the original save for the difference that the signature(s) on the original, and any date(s) thereon, shall appear in typeset form on the copy and (b) it is accompanied by a certificate that bears the signature of a director and the secretary of the company in electronic or written form, stating that the copy is a true copy of the original (and one such certificate relating to all of the documents mentioned in section 347(1) suffices). Tick one box only.
- note twenty four** Please tick the appropriate box(es).
- note twenty five** The form cannot be signed by one individual acting as both a director and secretary. The form must be signed by two persons. A LTD company with one director must have a separate secretary.



**NOTES ON COMPLETION OF FORM B73****These notes should be read in conjunction with the relevant legislation.**

- General** This form must be completed in full and in accordance with the following notes. Where "not applicable", "nil" or "none" is appropriate, please state
- note one** Form B73 must be submitted together with the annual return (form B1). The form B1 must be submitted on time. The annual return of a company is required to be made up to a date which is not later than its annual return date (ARD) (Section 346(1) Companies Act 2014). Section 345/346 sets out the manner in which a company's ARD is determined and in which same may be altered.
- note two** Section 345 Companies Act 2014 provides that for companies incorporated before the commencement of this section, the company's existing annual return date (as determined in accordance with the prior Companies Acts) shall be taken to be its annual return date falling next after that commencement and the annual return date of the company, in each subsequent year, shall be the anniversary of such date.
- In the case of a company incorporated on or after the commencement of section 345, the first annual return date of the company shall be the date 6 months after the date of its incorporation and the annual return date of the company, in each subsequent year, shall be the anniversary of its first annual return date.
- note three** Place a tick in the relevant box.



PART 25

# H3

**Notice of Removal of Auditor**  
Section 385(2)(b) Companies Act 2014



Company number

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

Company name  
in full

|  |
|--|
|  |
|  |

A resolution removing

Name

Address

as an auditor of the above-named company was duly passed pursuant to section 385(2) Companies Act 2014 on the

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| Day                  | Month                | Year                 |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

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 H3.

Signature

Name in bold capitals or typescript

|                      |                      |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|

Director  Secretary note one

Date

Presenter details

Person to whom queries can be addressed

|                    |                      |  |                  |
|--------------------|----------------------|--|------------------|
| Name               | <input type="text"/> |  |                  |
| Address            | <input type="text"/> |  |                  |
| Telephone number   | <input type="text"/> |  | Fax number       |
| Email              | <input type="text"/> |  |                  |
| DX number/Exchange | <input type="text"/> |  |                  |
|                    | <input type="text"/> |  | Contact Person   |
|                    | <input type="text"/> |  | Reference number |

**NOTES ON COMPLETION OF FORM H3**

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

- General* This form must be completed in full and in accordance with the following notes.
- note one* Tick the relevant box.
- note two* Notice must be filed within 14 days of the resolution being passed.

PART 26

# H4

**Notice that Proper Accounting Records not kept**  
 Section 392(1)(b) Companies Act 2014



Company number

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

**Company number**

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

**Company name**

*in full*

|  |
|--|
|  |
|  |

**Statement**

*note one*

Name

|  |
|--|
|  |
|--|

Address

|  |
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|  |
|  |

- I, being auditor                       We, being auditors

of the above-named company hereby declare that notice has been served pursuant to section 392 of the Companies Act 2014, that, in my/our opinion:

- the company is contravening:               the company has contravened:
- section 281 of the Companies Act 2014
  - section 282 of the Companies Act 2014
  - section 283 of the Companies Act 2014
  - section 284 of the Companies Act 2014
  - section 285 of the Companies Act 2014

**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 H4.

Signature

|  |
|--|
|  |
|--|

Name *in bold capitals or typescript*

|  |
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|  |
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Auditor

Date

|  |
|--|
|  |
|--|

**Presenter details**

Person to whom queries can be addressed

Name

Address

Telephone number

Email

DX number/Exchange

|  |  |
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**NOTES ON COMPLETION OF FORM H4**

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

- General* This form must be completed in full and in accordance with the following notes.
- note one* Tick the relevant box(es).
- note two* Notification to the Registrar must be made within seven days of service of notice on company.



**Persons entitled to the charge**

*note four*

**Name and address of charge holder(s)**

|         |                      |
|---------|----------------------|
| Name    | <input type="text"/> |
| Address | <input type="text"/> |
| Name    | <input type="text"/> |
| Address | <input type="text"/> |
| Name    | <input type="text"/> |
| Address | <input type="text"/> |

**Verification**

*note five*

The form must be signed by the company secretary, company director or solicitor acting on behalf of the company and by a person duly authorised on behalf of the charge holder.

Signature on behalf of the company

Position held



Name *in block letters or typed*

Nature of interest in the charge



Signature on behalf of charge holder

Position held



Name *in block letters or typed*

Nature of interest in the charge



**Company e-mail address**

Please nominate an e-mail address. The certificate will issue to this e-mail address in electronic format. This is required information.

**NOTES ON COMPLETION OF FORM C1**

These notes should be read in conjunction with the relevant legislation

**General** This form must be completed in full and in accordance with the following notes.

**note one** A charge, in relation to a company, means a mortgage or charge, in an agreement (written or oral) that is created over an interest in any property, assets or undertaking of the company, but does not include a mortgage or charge, in an agreement (written or oral), that is created over an interest in -  
 (a) cash;  
 (b) money credited to an account of a financial institution, or any other deposits;  
 (c) shares, bonds or debt instruments;  
 (d) units in collective investment undertakings or money market instruments; or  
 (e) claims and rights (such as dividends or interest) in respect of any thing referred to in any of the foregoing paragraphs (b) to (d).

**note two** A description of the instrument eg. Trust Deed, Mortgage, Debenture, fixed or floating charge etc as the case may be, should be given. The description should not exceed the space provided.

**note three** Please print within the box provided. Maximum 250 words. If the short particulars cannot be fitted into the allotted space, please place an X in the box and attach the further particulars. Extraneous material as set out in section 412(6) Companies Act 2014 should not be included (negative pledge, any events that crystallise a floating charge or any restrictions on the use of any charged asset).

This does not apply to particulars of a negative pledge included in particulars of a floating charge granted by a company to the Central Bank for the purposes of either providing or securing collateral.

**note four** Insert the name and address of each person entitled to the charge.

**note five** Where the signature is on behalf of the company, the position held must be one of the following:

(1) Director, (2) Secretary, (3) Solicitor acting on behalf of the company

A correctly completed Form C1 must be lodged with the CRO within 21 days as set out in section 409 of the Companies Act 2014.







**NOTES ON COMPLETION OF FORM C1A**

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

**General** This form must be completed in full and in accordance with the following notes.

**note one** A charge, in relation to a company, means a mortgage or charge, in an agreement (written or oral) that is created over an interest in any property, assets or undertaking of the company, but does not include a mortgage or charge, in an agreement (written or oral), that is created over an interest in -

(a) cash;

(b) money credited to an account of a financial institution, or any other deposits

(c) shares, bonds or debt instruments;

(d) units in collective investment undertakings or money market instruments; or

(e) claims and rights (such as dividends or interest) in respect of any thing referred to in any of the foregoing paragraphs.

**note two** A description of the instrument eg. Mortgage, Debenture, fixed or floating charge etc as the case may be, should be given. The description should not exceed the space provided.

**note three** Please print within the box provided. Maximum 250 words. If the short particulars cannot be fitted into the allotted space, please place an X in the box and attach the further particulars.

Extraneous material as set out in section 412(6) Companies Act 2014 should not be included (negative pledge, any events that crystallise a floating charge or any restrictions on the use of any charged asset).

This does not apply to particulars of a negative pledge included in particulars of a floating charge granted by a company to the Central Bank for the purposes of either providing or securing collateral.

**note four** Insert the name and address of each person entitled to the charge.

**note five** Where the signature is on behalf of the company, the position held must be one of the following:

(1) Director (2) Secretary (3) Solicitor acting on behalf of the company

**Please Note: If a correctly completed Form C1B is not received by the Registrar within 21 days of the receipt of the form C1A by the Registrar, then the form C1A will be rejected.**

PART 29

# C1B

*Second Stage of Two Stage Procedure  
Confirmation of Particulars of a charge created  
by a company incorporated in the State*  
Section 409(4)(b) Companies Act 2014

Company number

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

**Company name**

in full

The company name must correspond exactly with the name on the Register

The above-named company confirms the creation of a charge, using the two-stage procedure, under section 409(4) of the Companies Act 2014.

Form C1A was submitted to the Registrar of Companies on

|     |       |      |
|-----|-------|------|
| Day | Month | Year |
|     |       |      |

with submission number: 

|  |  |  |  |  |  |  |  |  |  |
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note one

Date of creation of the charge:

|     |       |      |
|-----|-------|------|
| Day | Month | Year |
|     |       |      |

**Verification**

note two

The form may be signed by the company secretary, company director or solicitor acting on behalf of the company **and/or** by a person duly authorised on behalf of the charge holder. Where either the company or charge holder has not signed form C1A, their signature is required on this form.

Signature on behalf of the company

Name in block letters or typed

Position held

Nature of interest in the charge

Signature on behalf of the charge holder

Name in block letters or typed

Position held

Nature of interest in the charge

**Company e-mail address**

Please nominate an e-mail address. The certificate will issue to this e-mail address in electronic format. This is required information.

**Presenter details**

Person to whom queries can be addressed

Name  
Address  
E-Mail  
Telephone number  
Dx Mail/Exchange

|  |                  |
|--|------------------|
|  |                  |
|  |                  |
|  | Fax number       |
|  | Contact Person   |
|  | Reference number |

**NOTES ON COMPLETION OF FORM C1B**

These notes should be read in conjunction with the relevant legislation

**General** This form must be completed in full and in accordance with the following notes.

**note one** The Form C1A to which this Form C1B relates must be identified on the form. Please state the date of receipt by the Registrar of the C1A form and insert the associated submission number under which it was lodged. Information on a company can be checked on the register either in the Public Office of the CRO or online using [www.cro.ie](http://www.cro.ie). Form C1B cannot be received by the Registrar later than 21 days after the date of the Registrar's receipt of the relevant Form C1A under section 409(4)(a) Companies Act 2014.

**note two** Failure to file this form will result in the notice received under section 409(4)(a) Companies Act 2014, Form C1A, being removed from the register. (Section 409(5) Companies Act 2014).

Where the signature is on behalf of the company, the position held must be one of the following:

- (1) Director
- (2) Secretary
- (3) Solicitor acting on behalf of the company

PART 30

# C17

**Changes to the particulars of the Charge holder**

Section 409(8) Companies Act 2014

Company number

|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
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Please complete in black typescript or in **BOLD CAPITALS**, referring to explanatory notes

**Company name**

|  |
|--|
|  |
|  |

The company name must correspond exactly with the name on the Register

**Charge Details**

- The charge holder has changed.  
Or  
 The name and/or address of the charge holder has changed.

note one Name of current charge holder

|  |
|--|
|  |
|  |

note one Address of current charge holder

|  |
|--|
|  |
|  |
|  |

Name of previous charge holder

|  |
|--|
|  |
|  |
|  |

Date of change in Charge holder details

|     |       |         |
|-----|-------|---------|
| Day | Month | Year    |
| □ □ | □ □   | □ □ □ □ |

The change relates to the following charge:

Charge number

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

note three and four Date charge created/registered

|     |       |         |
|-----|-------|---------|
| Day | Month | Year    |
| □ □ | □ □   | □ □ □ □ |

**Presenter details**

Person to whom queries can be addressed

|                  |                  |
|------------------|------------------|
| Name             |                  |
| Address          |                  |
| E-Mail           | Fax number       |
| Telephone number | Contact Person   |
| Dx Mail/Exchange | Reference number |

Signature of the  
new Charge holder  
and of previous  
charge holder

*note two*

This form must be signed by both the current and previous charge holder where there is a change in the person entitled to the charge. 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 C17.

Name of current Charge holder

Signature: State name and position held

Name *in bold capitals or typescript*



Date

Position Held *in bold capitals or typescript*

Name of previous Charge holder

Signature: State name and position held

Name *in bold capitals or typescript*



Date

Position Held *in bold capitals or typescript*

#### NOTES ON COMPLETION OF FORM C17

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. Where the space provided on Form C17 is considered inadequate, the information should be presented on a continuation sheet (A4 page).
- note one** The charge holder is the person entitled to the charge, usually the party providing the finance.
- note two** If the only change is a change of name/address, then **only** the signature of the existing charge holder is required.
- note three** The charge numbers are listed on a company printout which is available from the CRO. A charge number is not a submission/barcode number. A separate form C17 must be lodged for each charge.
- note four** Enter either the date of the creation of the charge or the date of registration of the charge. Both dates appear on a company printout.

PART 31

**C3**

*Particulars of a charge subject to which property has been acquired by a company incorporated in the State*

Section 411(2) Companies Act 2014

Company number

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

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

**Company name**

in full

The company name must correspond exactly with the name on the Register

**Date of Acquisition of the property**

note one

|                    |                      |                     |
|--------------------|----------------------|---------------------|
| <small>Day</small> | <small>Month</small> | <small>Year</small> |
| □ □                | □ □                  | □ □ □ □             |

A correctly completed Form C3 must be lodged with the CRO within 21 days as set out in section 411 of the Companies Act 2014.

**Date of instrument creating/evidencing the charge**

|                    |                      |                     |
|--------------------|----------------------|---------------------|
| <small>Day</small> | <small>Month</small> | <small>Year</small> |
| □ □                | □ □                  | □ □ □ □             |

**Description of the instrument creating or evidencing the charge**

note two

**Short particulars of the property charged**

note three

note three

Further particulars

**Presenter details**

Name  
Address  
E-Mail  
Telephone number  
Dx Mail/Exchange

**Person to whom queries can be addressed**

|  |                                 |
|--|---------------------------------|
|  |                                 |
|  |                                 |
|  | <small>Fax number</small>       |
|  | <small>Contact Person</small>   |
|  | <small>Reference number</small> |

**Persons entitled to the charge**

*note four*

**Name and address of charge holder(s)**

Name  
Address

|  |
|--|
|  |
|  |

Name  
Address

|  |
|--|
|  |
|  |

Name  
Address

|  |
|--|
|  |
|  |

**Verification**

*note five*

The form may be signed by the company secretary, company director or solicitor acting on behalf of the company and by a person duly authorised on behalf of the charge holder.

Signature on behalf of company

|  |
|--|
|  |
|--|

Name in block letters or typed

|  |
|--|
|  |
|--|

Position held

|  |
|--|
|  |
|--|

Nature of interest in the charge

|  |
|--|
|  |
|--|

Signature on behalf of charge holder

|  |
|--|
|  |
|--|

Name in block letters or typed

|  |
|--|
|  |
|--|

Position held

|  |
|--|
|  |
|--|

Nature of interest in the charge

|  |
|--|
|  |
|--|

**Company e-mail address**

Please nominate an e-mail address. The certificate will issue to this e-mail address in electronic format. This is required information.

|  |
|--|
|  |
|--|



**NOTES ON COMPLETION OF FORM C3**

These notes should be read in conjunction with the relevant legislation

**General** This form must be completed in full and in accordance with the following notes.

**note one** A correctly completed Form C3 must be lodged with the CRO within 21 days of the date of the acquisition of the property as set out in section 411 of the Companies Act 2014.

**note two** A description of the Instrument, eg "Mortgage", "Debenture" "Judgment Mortgage" "Fixed charge" etc. as the case may be, should be given. In the case of a Judgment Mortgage, the date of the registration of the relevant affidavit in the Land Registry or Registry of Deeds should be given.

**note three** Please print within the box provided. Maximum 250 words. If the short particulars cannot be fitted into the allotted space, please place an X in the box and attach the further particulars.

**note four** Insert the name and address of each person entitled to the charge.

**note five** Where the signature is on behalf of the company, the position held must be one of the following:

(1) Director , (2) Secretary, (3) Solicitor acting on behalf of the company.

# C10

**Particulars of a Judgment Mortgage**  
Section 413(2) Companies Act 2014



Company number

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

Company name  
in full


The company name must correspond exactly with the name on the Register

Date Judgment mortgage created  
note one

Day      Month      Year  
         

Persons entitled to Judgment mortgage  
note two

Name   
 Address

Relevant Judgment Mortgage Document attached:

note three and four

- Form 60, 60a or 60b set out in the Schedule of Forms to the Land Registry Rules 2012, (S.I. No. 483 of 2012) as amended by the Land Registry Rules 2013 (S.I. No. 389 of 2013).
- Form 16 set out in the Schedule to the Registration of Deeds (No. 2) Rules 2009 (S.I. No. 457 of 2009)

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 C10.

Signed   
 Name in bold capitals or typescript  Date   
Judgment Creditor

Presenter e-mail address

Please nominate an e-mail address. The certificate will issue to this e-mail address in electronic format. This is required information.

Presenter details

Person to whom queries can be addressed

|                  |                      |                  |                      |
|------------------|----------------------|------------------|----------------------|
| Name             | <input type="text"/> |                  |                      |
| Address          | <input type="text"/> |                  |                      |
| E-Mail           | <input type="text"/> | Fax number       | <input type="text"/> |
| Telephone number | <input type="text"/> | Contact Person   | <input type="text"/> |
| Dx Mail/Exchange | <input type="text"/> | Reference number | <input type="text"/> |

**NOTES ON COMPLETION OF FORM C10**

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

- General** This form must be completed in full and in accordance with the following notes.
- note one** When judgment is recovered against a company and such judgment is subsequently converted into a judgment mortgage affecting any property of the company, the judgment creditor shall deliver the form C10 together with the relevant judgment mortgage document to the registrar of companies for registration in manner required by this Act.
- The document must be submitted not later than 21 days after the date on which notification by the Property Registration Authority of the judgment mortgage's creation is received by the judgment creditor or his/her agent. It shall be presumed until the contrary is proved, that the judgment creditor received notification of the judgment mortgages creation, from the Property Registration Authority, on the third day after the date on which that notification is sent by it to the judgment creditor or his/her agent.
- note two** Insert the name and address of each person entitled to the judgment mortgage. The name showing here is the plaintiff in the Judgment Mortgage and must correspond to the plaintiff in the court order.
- note three** The relevant judgment mortgage document means a certified copy of, as appropriate
- Form 60, 60a or 60b set out in the Schedule of Forms to the Land Registry Rules 2012, (S.I. No. 483 of 2012) as amended by the Land Registry Rules 2013 (S.I. No. 389 of 2013) or
  - Form 16 set out in the Schedule to the Registration of Deeds (No. 2) Rules 2009 (S.I. No. 457 of 2009)
- used for the purposes of converting the judgment concerned into a judgment mortgage.
- note four** Please tick the relevant box.

**Satisfaction of a charge/Judgment mortgage**  
Section 416(4) Companies Act 2014

Company number

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

**Company name**  
in full

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

|  |
|--|
|  |
|  |

The company name must correspond exactly with the name on the Register

**Charge Details**

The following charge has been satisfied in full:

Charge number  
note one

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

Date charge created/registered  
note two

|                    |                      |                     |
|--------------------|----------------------|---------------------|
| <small>Day</small> | <small>Month</small> | <small>Year</small> |
|                    |                      |                     |

Name of charge holder(chargee)  
note three

|  |
|--|
|  |
|--|

Address of charge holder(chargee)  
note three

|  |
|--|
|  |
|  |

Date charge satisfied

|                    |                      |                     |
|--------------------|----------------------|---------------------|
| <small>Day</small> | <small>Month</small> | <small>Year</small> |
|                    |                      |                     |

**Presenter details**  
note four

**Person to whom queries can be addressed**

|                  |                  |  |
|------------------|------------------|--|
| Name             |                  |  |
| Address          |                  |  |
| E-Mail           | Fax number       |  |
| Telephone number | Contact Person   |  |
| Dx Mail/Exchange | Reference number |  |

**Signature on behalf of company**

*note five, six and seven*

\_\_\_\_\_  
 Secretary  Director

\_\_\_\_\_  
 Director

Name *in bold capitals or typescript*  
\_\_\_\_\_  
Date \_\_\_\_\_

Name *in bold capitals or typescript*  
\_\_\_\_\_  
Date \_\_\_\_\_

\_\_\_\_\_  
 Liquidator

Name *in bold capitals or typescript*  
\_\_\_\_\_  
Date \_\_\_\_\_

**External companies only**

\_\_\_\_\_  
 Person Responsible for Compliance under s.1302(2)(g)(ii)

Name *in bold capitals or typescript*  
\_\_\_\_\_  
Date \_\_\_\_\_

**Signature by or on behalf of the Charge holder (chargee)/ Judgment Creditor**

Where the charge holder(chargee)/judgment creditor has signed the form, the satisfaction will be registered without notice being issued under Section 416(1) Companies Act 2014.

\_\_\_\_\_  
Date \_\_\_\_\_

Name *in bold capitals or typescript*  
\_\_\_\_\_  
Position Held *in bold capitals or typescript*  
\_\_\_\_\_

**NOTES ON COMPLETION OF FORM C6**

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.
- note one** The charge numbers are listed on the CRO company printout, obtainable from [www.cro.ie](http://www.cro.ie), on payment of the appropriate fee.
- note two** Enter either the date of creation of the charge or the date of registration of the charge. Both dates appear on a company printout.
- note three** The charge holder (chargee) is the person entitled to the charge, usually the party providing the finance. If the name or address of the charge holder has changed since the charge was registered a form C17 should be lodged first. Failure to notify CRO of any change in the name/address of the charge holder may result in a charge being incorrectly registered as fully satisfied. No responsibility attaches to CRO in such circumstances.
- note four** This section must be completed by the person who is presenting the application form to the Registrar of Companies. This may be either the applicant or a person on his/her behalf.
- note five** The form C6, full satisfaction of charge, may be completed by the charge holder(chargee)/judgment creditor or can be completed by the company. Where completed by the company, the form must be signed by two directors or by a director & the secretary of the company. Where a person signs in one capacity, he or she may not sign the form in another capacity.
- Where the company is in liquidation, the liquidator must sign the form in lieu of the director and secretary. **A receiver cannot complete the form C6.**
- In relation to an external company, the person responsible for compliance under section 1302(2)(g) (ii) Companies Act 2014 should complete the form.
- note six** Please tick the appropriate box.
- note seven** Please Note: Section 416(5) Companies Act 2014 states that where a person signs this statement knowing it to be false, the person is guilty of a category 2 offence.
- Section 416(6) and (7) states where a person signs this statement and in doing so did not honestly believe on reasonable grounds that the statement was true, the court may declare that the signatory shall be personally liable, without limitation of liability, for all or such part as the court may specify of the debts and other liabilities of the company.

PART 34

**C7**

**Partial Satisfaction of a charge/  
Judgment mortgage**

Section 416(4) Companies Act 2014

Company number

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

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

**Company name**

*in full*

|  |
|--|
|  |
|  |

The company name must correspond exactly with the name on the Register

**Charge release**

*note one*

The following part of the company's property or undertaking charged under the charge specified below

- has been released from the charge
- has ceased to form part of the company's property or undertaking

**Description of property/undertaking**

*note two*

|  |
|--|
|  |
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|  |
|  |

**Charge**

Charge number  
*note three*

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

Date charge created/registered  
*note four*

|     |       |      |
|-----|-------|------|
| Day | Month | Year |
|     |       |      |

Name of charge holder (chargee)  
*note five*

|  |
|--|
|  |
|--|

Address of charge holder (chargee)  
*note five*

|  |
|--|
|  |
|--|

**Presenter details**

*note six*

Person to whom queries can be addressed

|                  |  |                  |  |
|------------------|--|------------------|--|
| Name             |  |                  |  |
| Address          |  |                  |  |
| E-Mail           |  | Fax number       |  |
| Telephone number |  | Contact Person   |  |
| Dx Mail/Exchange |  | Reference number |  |

**Signature on behalf of company**

*note seven, eight and nine*

**Signatures**

|  |                                   |
|--|-----------------------------------|
| <input type="text"/>   | <input type="text"/>              |
| <input type="checkbox"/> Secretary <input type="checkbox"/> Director | <input type="checkbox"/> Director |

**Name** *in bold capitals or typescript*

Date

**Name** *in bold capitals or typescript*

Date

Liquidator

**Name** *in bold capitals or typescript*

Date

**External companies only**

Person Responsible for Compliance under s.1302(2)(g)(ii)

**Name** *in bold capitals or typescript*

Date

**Signature made by or on behalf of the Charge Holder (chargee)/ Judgment Creditor**

Where the charge holder (chargee)/judgment creditor has signed the form, the satisfaction will be registered without notice being issued to the charge holder/judgment creditor in accordance with section 416(1) Companies Act 2014

**Signature:** *State name and position held*

**Name** *in bold capitals or typescript*

Date

**Position Held** *in bold capitals or typescript*



**NOTES ON COMPLETION OF FORM C7**

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. Where the space provided on Form C7 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.
- note one** Tick the relevant box(es).
- note two** Specify the part of the company's property or undertaking which is no longer subject to the charge due to (a) it having been released from the charge or (b) it having ceased to form part of the company's property or undertaking. If further particulars/schedules relating to partial satisfactions accompany the form C7, these must be submitted in triplicate.
- note three** The charge numbers are listed on the CRO company printout, obtainable from [www.cro.ie](http://www.cro.ie), on payment of the appropriate fee.
- note four** The date of the deed creating the charge or the date the charge was registered should be entered here. Both of these dates appear on a company printout.
- note five** The charge holder (chargee) is the person entitled to the charge, usually the party providing the finance. If the name or address of the charge holder has changed since the charge was registered a form C17 should be lodged first. Failure to notify CRO of any change in the name/address of the charge holder may result in a charge being incorrectly registered as satisfied. No responsibility attaches to CRO in such circumstances.
- note six** This section must be completed by the person who is presenting the application form to the registrar of companies. This may be either the applicant or a person on his/her behalf.
- note seven** The form C7, partial satisfaction of charge, may be completed by the charge holder (chargee)/ judgment creditor or can be completed by the company. Where completed by the company, the form must be signed by two directors or by a director & the secretary of the company. Where a person signs in one capacity, he or she may not sign the form in another capacity. Where the company is in liquidation, the liquidator must sign the form in lieu of the director and secretary. **A receiver cannot complete the form C7.** In relation to an external company, the person responsible for compliance under section 1302(2)(g)(ii) Companies Act 2014 should complete the form.
- note eight** Please tick the appropriate box.
- note nine** Please Note: Section 416(5) Companies Act 2014 states that where a person signs this statement knowing it to be false, the person is guilty of a category 2 offence. Section 416(6) and (7) states where a person signs this statement and in doing so did not honestly believe on reasonable grounds that the statement was true, the court may declare that the signatory shall be personally liable, without limitation of liability, for all or such part as the court may specify of the debts and other liabilities of the company.

**Receiver's Abstract**  
Section 430(3)/441(2)(b) Companies Act 2014

Company number

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|

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

**Company name** in full

|  |
|--|
|  |
|--|

**Receiver's name**

|  |
|--|
|  |
|--|

**Receiver's address**

|  |
|--|
|  |
|  |
|  |

**Postcode**

|  |
|--|
|  |
|--|

**Date & description of authority under which receiver is appointed**

|   |   |   |
|---|---|---|
| Day   | Month   | Year  |
| <table border="1" style="width: 20px; height: 15px;"></table> | <table border="1" style="width: 20px; height: 15px;"></table> | <table border="1" style="width: 20px; height: 15px;"></table> |

note one

|  |
|--|
|  |
|  |
|  |

**Period covered by this abstract**

|      |   |   |   |    |   |   |   |
|------|---|---|---|----|---|---|---|
| from | Day   | Month   | Year  | to | Day   | Month   | Year  |
|      | <table border="1" style="width: 20px; height: 15px;"></table> | <table border="1" style="width: 20px; height: 15px;"></table> | <table border="1" style="width: 20px; height: 15px;"></table> |    | <table border="1" style="width: 20px; height: 15px;"></table> | <table border="1" style="width: 20px; height: 15px;"></table> | <table border="1" style="width: 20px; height: 15px;"></table> |

note two

**Presenter details**

note three

|                           |                         |
|---------------------------|-------------------------|
| <b>Name</b>               |                         |
| <b>Address</b>            |                         |
| <b>DX number/exchange</b> | <b>Fax number</b>       |
| <b>Telephone number</b>   | <b>Contact person</b>   |
| <b>Email</b>              | <b>Reference number</b> |

Itemised description of the assets of the company of which possession has been taken since appointment of receiver

**Assets possessed**  
*note four and five*

|  |
|--|
|  |
|  |
|  |
|  |

Date on which possession was taken

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| Day                  | Month                | Year                 |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Estimated value

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|                      |                      |                      |
|----------------------|----------------------|----------------------|
| Day                  | Month                | Year                 |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Estimated value

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|----------------------|----------------------|----------------------|
| Day                  | Month                | Year                 |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Estimated value

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|----------------------|----------------------|----------------------|
| Day                  | Month                | Year                 |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Estimated value

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| Day                  | Month                | Year                 |
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Estimated value

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|                      |                      |                      |
|----------------------|----------------------|----------------------|
| Day                  | Month                | Year                 |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Estimated value

|  |
|--|
|  |
|--|

Realisations

| Date of realisation | Purchaser | Proceeds of realisation |
|---------------------|-----------|-------------------------|
|                     |           |                         |





**NOTES ON COMPLETION OF FORM E9**

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 the space provided on Form E9 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 also noted on the relevant continuation sheet.
- note one** The date of creation of the charge under which the receiver is acting should be entered. If appointed by High Court order, the date of the order should be entered.
- note two** Form E9 covers six-month periods from the date of appointment. Any lesser period up to the date of cessation must also be covered by Form E9.
- note three** This section must be completed by the person who is presenting Form E9 to the CRO. This may be either the applicant or a person on his/her behalf.
- note four** In a case to which section 430(3) of the Companies Act 2014 applies, each entry must be so set out that it can be identified with the appropriate entry in the lists and schedules in Form E10.
- note five** Where section 441 Companies Act 2014 applies, the estimated value at the date on which possession was taken should be inserted.
- note six** Where section 430(3) of the Companies Act 2014 applies, each entry under the heading of "payments" must be so set out that it can be identified with the appropriate entry in the lists in Form E10. If a continuation sheet is used, the receipts and payments must severally be added up at the foot of each sheet and the totals carried forward from one summary to another without any intermediate balance, so that the gross totals shall represent the total amounts received and paid by the Receiver since the date of appointment.
- note seven** This form **must** be certified by the receiver of the company or by each receiver, if more than one is appointed. Please tick the appropriate box.
- note eight** If the company is not in liquidation at the date of cessation, a statement should be submitted to the Registrar of Companies attached to the final Form E9, stating whether in the opinion of the receiver, the company is solvent. This statement is required for receiverships under Section 430(4) Companies Act 2014 and it is forwarded to the Office of the Director of Corporate Enforcement.

**Notice of appointment of receiver(s)**  
Section 436(1) Companies Act 2014

Company number

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|

**Company name**

in full

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

*note one*

I, hereby give notice to the Registrar of Companies,  
 that I have appointed to the above-named company

or

*note one*

that I have obtained an order for the appointment to the above named company  
 the company being:

a company incorporated in the State

or

a company incorporated outside the State

**Receiver's name**

**Receiver's address**

**Postcode**

*note one*

as:       Receiver       Manager       Receiver & Manager  
 Statutory Receiver National Assets Management Agency Act 2009

**Date of appointment**

|   |       |      |   |  |  |   |  |  |  |  |
|---|-------|------|---|--|--|---|--|--|--|--|
| Day   | Month | Year |   |  |  |   |  |  |  |  |
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**Presenter details**

Person to whom queries can be addressed

*note two*

Name  
Address

Telephone number  
Email  
DX number/Exchange

|  |                  |
|--|------------------|
|  |                  |
|  |                  |
|  |                  |
|  |                  |
|  | Fax number       |
|  | Contact Person   |
|  | Reference number |



**Assets controlled**  
note one

The appointment to the company is over the following assets:

- The whole or substantially the whole of the property of the company
- Part of the property of the company
- The income arising from the property or part of the property of the company

**Means appointed by**  
note one  
note three

The appointment to the company is:

- on behalf of the holders of the following instrument, under the powers contained in the instrument.

|  |
|--|
|  |
|  |
|  |

or

note four

- By order of the court
- on behalf of:

|  |
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**By whom appointed**  
note five

Name

|  |
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Address

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**Signature**  
note six

I hereby state that the particulars contained in this form are correct and have been given in accordance with the Notes on Completion of Form E8.

Signature

|  |
|--|
|  |
|--|

Name in block letters or typescript

|  |
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|  |
|--|

Date

|  |
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**NOTES ON COMPLETION OF FORM E8**

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 the space provided on Form E8 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 also noted on the relevant continuation sheet.
- note one** Tick the relevant box(es).
- note two** This section must be completed by the person who is presenting Form E8 to the CRO. This may be either the applicant or a person on his/her behalf.
- note three** Describe the instrument fully and state whether it is a debenture secured by a floating charge.
- note four** State the name of the Court making the order and describe the means of appointment.
- note five** State the name and address of the party appointing the receiver to the company.
- note six** A signature is required by or behalf of the party appointing the receiver to the company.



**NOTES ON COMPLETION OF FORM E11**

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

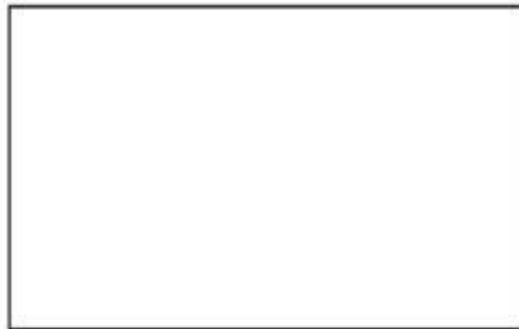
- General** This form must be completed correctly, in full and in accordance with the following notes. Every section of the form must be completed. Where the space provided on Form E11 is considered inadequate, the information should be presented on a continuation sheet in the same format as the relevant section in the form. The use of a continuation sheet must be so indicated in the relevant section and also noted on the relevant continuation sheet. A copy of the deed of discharge need not be submitted. Only the form E11 is required.
- note one** Tick the relevant box(es).
- note two** This form **must** be certified by the receiver of the company or by each receiver if more than one is appointed.
- note three** This section must be completed by the person who is presenting Form E11 to the CRO. This may be either the applicant or a person on his/her behalf.
- note four** If the company is not in liquidation at the date of cessation, a statement should be submitted to the Registrar of Companies attached to the final Form E9, stating whether in the opinion of the receiver, the company is insolvent. This statement is required for receiverships under Section 430(4) and it is forwarded to the Office of the Director of Corporate Enforcement.

PART 38

# DM1

*Notice of delivery of  
Common Draft Terms of Merger  
CRO Gazette Notice  
Section 470(1)(5)(b) Companies Act 2014*

Company number



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

**Company name**  
in full


**Type of merger**  
note one

By acquisition     By formation of a new company     By absorption

**Company details**  
Note one and note two

**A**  Copy of the Common Draft Terms of Merger is available from this website:

Or

**B**  Copy of the Common Draft Terms of Merger is attached

Registered Office of the company:

Information relating to the Company is kept by the Registrar under registered number:

Legal form of the company:

Copies of the Common Draft Terms of Merger, the Directors' Explanatory Report, the Statutory Financial Statements and the Expert's Report (where relevant), are available for inspection by the members of the company at the registered office.

**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 DM1.

Signature  
  
 Director     Secretary note one

**Name** in block letters or typescript  
  
**Date**

**Presenter details**  
note three

Person to whom queries can be addressed.

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

Section C does not need to be completed where the company has made available the Common Draft Terms of Merger on its website in accordance with Section 470(5) Companies Act 2014

**Particulars of other merging companies**

*Note two*

**C**

Name of Company:

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Legal form of the company

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Information relating to the Company is kept by the Registrar under registered number:

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Registered Office of the company

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Copies of the Common Draft Terms of Merger, the Directors' Explanatory Report, the Statutory Financial Statements and the Expert's Report (where relevant), are available for inspection by the members of the company at the registered office of the company

Name of Company:

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Legal form of the company

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Information relating to the Company is kept by the Registrar under registered number:

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Registered Office of the company

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Copies of the Common Draft Terms of Merger, the Directors' Explanatory Report, the Statutory Financial Statements and the Expert's Report (where relevant), are available for inspection by the members of the company at the registered office of the company

**NOTES ON COMPLETION OF FORM DM1**

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 DM1 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.

Irish registered company refers to a company incorporated in Ireland under the Companies Acts and does not include a company registered in Northern Ireland.

**note one** Please tick the relevant box.

**note two** Any change of registered office must be notified to the CRO. Form B2 ought to be used for this purpose. Form B2 can be filed free of charge at [www.cro.ie](http://www.cro.ie).

**note three** This section must be completed by the person who is presenting Form DM1 to the CRO. This may be either the applicant or a person on his/her behalf.

**PLEASE NOTE:** A domestic merger can only occur, where none of the companies involved is a public limited company and at least one of the companies involved is a private company limited by shares (LTD Company - registered under the Companies Act 2014).

# DV1

*Notice of delivery of  
Common Draft Terms of Division  
CRO Gazette Notice  
Section 494(1)(b) Companies Act 2014*

Company number  

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

**Company name**  
in full

|  |
|--|
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**Type of Division**  
note one

By acquisition       By formation of a new company

**Company details**  
note one and  
note two

**A**  Copy of the Common Draft Terms of Division is available from this website:  

|  |
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|  |
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Or

**B**  Copy of the Common Draft Terms of Division is attached.  
 Information relating to the Company is kept by the Registrar under registered number:  

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Legal form of the company:  

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Registered Office of the company:  

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Copies of the Common Draft Terms of Division, the Directors' Explanatory Report, the Statutory Financial Statements and the Expert's Report (where relevant), are available for inspection by the members of the company at the registered office of the company

**Certification**  
note two

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 DV1.

|  |  |  |  |
|--|--|--|--|
| <b>Signature</b>   | <b>Name</b> <small>in block letters or typescript</small>  |  |  |
| <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="height: 20px;"></td></tr></table> |  | <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="height: 20px;"></td></tr></table> |  |
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|  |  |  |  |
| <input type="checkbox"/> Director <input type="checkbox"/> Secretary <small>note one</small>                       | <b>Date</b> <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="height: 20px;"></td></tr></table> |  |  |
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**Presenter details**  
note three

Person to whom queries can be addressed

|                           |  |  |  |  |
|---------------------------|--|--|--|--|
| <b>Name</b>               | <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="height: 20px;"></td></tr></table>   |  |  |  |
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| <b>Address</b>            | <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="height: 20px;"></td></tr><tr><td style="height: 20px;"></td></tr></table> |  |  |  |
|                           |  |  |  |  |
|                           |  |  |  |  |
| <b>Telephone number</b>   | <b>Fax number</b>  |  |  |  |
| <b>Email</b>              | <b>Contact Person</b>  |  |  |  |
| <b>DX number/Exchange</b> | <b>Reference number</b>  |  |  |  |



Section C does not need to be completed where the company has made available the Common Draft Terms of Division on its website in accordance with Section 494(5) Companies Act 2014

Particulars of other Companies involved in the Division

note 6(a)

C

Name of Company:

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Legal form of the company

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Information relating to the Company is kept by the Registrar under registered number:

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Registered Office of the company

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Copies of the Common Draft Terms of Division, the Directors' Explanatory Report, the Statutory Financial Statements and the Expert's Report (where relevant), are available for inspection by the members of the company at the registered office of the company

Name of Company:

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Legal form of the company

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Information relating to the Company is kept by the Registrar under registered number:

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|--|--|--|--|--|--|--|--|

Registered Office of the company

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|  |

Copies of the Common Draft Terms of Division, the Directors' Explanatory Report, the Statutory Financial Statements and the Expert's Report (where relevant), are available for inspection by the members of the company at the registered office of the company

**NOTES ON COMPLETION OF FORM DV1**

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 DV1 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.

"Irish registered company" refers to a company incorporated in Ireland under the Companies Acts and does not include a company registered in Northern Ireland.

**note one** Please tick the appropriate box.

**note two** Any change of registered office must be notified to the CRO. Form B2 ought to be used for this purpose. Form B2 can be filed free of charge at [www.cro.ie](http://www.cro.ie).

**note three** This section must be completed by the person who is presenting Form DV1 to the CRO. This may be either the applicant or a person on his/her behalf.

**PLEASE NOTE:** A domestic division can only occur, where none of the companies involved is a public limited company and at least one of the companies involved must be a LTD company (private company limited by shares incorporated under the Companies Act 2014).

PART 40

# E24

*Notice of petition for  
appointment of examiner*  
Section 531(1) Companies Act 2014



Company number

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

**Company name**  
in full

An application by petition was made to the court, pursuant to section 509 of the Companies Act 2014, for the appointment of

**Name**

**Address**


**Postcode**

Day   Month   Year

to be an examiner to the above company on

**Petitioner**  
note one

- The company S.510(1)(a)
- The directors of the company S.510(1)(b)
- A creditor, or contingent or prospective creditor S.510(1)(c)
- Members of the company S.510(1)(d)
- The Central Bank S.510(2) or s.510(3)

**Certification**  
note two

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 E24.

Signature

Name in block letters or typescript

Petitioner or his/her agent

Date

Address

**Presenter details**  
note three

Name  
 Address


Telephone number  
 Email  
 DX number/Exchange

|                      |                  |
|----------------------|------------------|
| <input type="text"/> | Fax number       |
| <input type="text"/> | Contact Person   |
| <input type="text"/> | Reference number |

**NOTES ON COMPLETION OF FORM E24**

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 the space provided on Form E24 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 also noted on the relevant continuation sheet.
- note one** Tick the relevant box(es).
- note two** This form **must** be certified by the petitioner or his/her agent. If certified by an agent then the address of the agent should be included.
- note three** This section must be completed by the person who is presenting Form E24 to the CRO. This may be either the applicant or a person on his/her behalf.

PART 41

# H15

**Voluntary Strike-off Request**  
Section 731(1)(d) Companies Act 2014

Company number

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
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|--|--|--|--|--|--|--|--|--|--|

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

**Company name**  
in full

|  |
|--|
|  |
|  |

**Attachments**  
note one

Attached is a letter of no objection from the Revenue Commissioners. The company has delivered to the Registrar, written confirmation from the Revenue Commissioners dated not more than 3 months before the date of the receipt of this application.

A special resolution to apply for the voluntary strike-off made in accordance with section 731 Companies Act 2014, dated not more than 3 months before the date of the receipt of this application:

is filed herewith on a form G1 -H15, OR

was filed on

|     |       |      |
|-----|-------|------|
| Day | Month | Year |
|     |       |      |

under submission number

|  |  |  |  |  |  |  |  |  |  |
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Attached is the entire page, on which the name of the newspaper and the date of publication of the advertisement are clearly displayed. The advertisement was published in (please tick appropriate box)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Irish Independent | <input type="checkbox"/> Irish Times             | <input type="checkbox"/> Irish Examiner |
| <input type="checkbox"/> Irish Daily Mail  | <input type="checkbox"/> Irish Daily Mirror      | <input type="checkbox"/> The Herald     |
| <input type="checkbox"/> Irish Daily Star  | <input type="checkbox"/> The Sun (Irish edition) |   |

The advertisement has been so published not more than 30 days prior to the submission of the application to the CRO. The advertisement is in the form prescribed in this Form H15.

Date of publication of advertisement

|     |       |      |
|-----|-------|------|
| Day | Month | Year |
|     |       |      |

**Presenter details**

Person to whom queries can be addressed

|                    |  |            |  |
|--------------------|--|------------|--|
| Name               |  |            |  |
| Address            |  |            |  |
| Telephone number   |  | Fax number |  |
| Email              |  |            |  |
| DX number/Exchange |  |            |  |
|                    |  |            |  |
|                    |  |            |  |

**I/We,**  
name(s) in block capitals  
note one and note two

|  |
|--|
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|  |

being the current director(s) (and currently notified to the CRO as such) of the company, hereby request the Registrar to strike the above named company off the register, pursuant to Section 733 of the Companies Act 2014, on the basis that the company is not carrying on business.

We confirm that the company passed a special resolution, made within the 3 months prior to the date of the application, in accordance with section 731(1)(b) Companies Act 2014, on:

|                    |                      |                     |
|--------------------|----------------------|---------------------|
| <small>Day</small> | <small>Month</small> | <small>Year</small> |
| □ □                | □ □                  | □ □ □ □             |

I/We confirm that:

- The company has  ceased trading  has never traded
- The Company will not incur any liabilities, re-commence or commence trading, as applicable, in the period prior to its being struck off the register.
- As at the date of the application -
  - (i) the amount of any assets of the company does not exceed €150
  - (ii) the amount of any liabilities of the company (including contingent and prospective liabilities) does not exceed €150 and
  - (iii) the company is not a party to ongoing or pending litigation.
- All outstanding annual returns have been filed with CRO as at the date of this request, and all relevant fees and penalties, where applicable, have been paid.
- The above information is true and correct, according to the best of my/our knowledge, information and belief.

Signature  
 \_\_\_\_\_

Date  
 \_\_\_\_\_

Signature  
 \_\_\_\_\_

Date  
 \_\_\_\_\_

Signature  
 \_\_\_\_\_

Date  
 \_\_\_\_\_

Signature  
 \_\_\_\_\_

Date  
 \_\_\_\_\_

This statement is an unsworn declaration of compliance with all the legal requirements relating to voluntary strike-off. 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.

---

**Business Name**

Is the company the owner of a business name/business names?  Yes  No

If Yes, has the business name or have the business names been ceased?  Yes  No

*If appropriate, please see note three*

**NOTES ON COMPLETION OF FORM H15**

**General** Every section of the form must be completed. This form must be completed correctly, in full, in accordance with the requirements of the Companies Act and with the following notes.

Section 733 Companies Act 2014 gives the Registrar power to strike companies off the register, which have requested strike-off. However, it is a power which he/she will use only if the director(s) of a company make a formal request to her/him to strike the name of the company off the register and the application for strike off complies **in full** with the following requirements.

**Step One:** A special resolution must be passed, resolving to apply to the Registrar for the company to be struck off the register on the ground that it has never carried on business or has ceased to carry on business and has also resolved that pending the determination of its application to be struck off, that the company will not carry on any business or incur any liabilities. The resolution must be made **within the 3 months** before the application and filed with the CRO.

**Step Two:** All outstanding annual returns have been filed by the company before the request for strike-off is made and relevant fees and any applicable late filing penalties in respect of such filings have been paid.

**Step Three:** A letter of no objection from the Revenue Commissioners is required to be attached to Form H15 and dated not more than three months before the date of the receipt of this application.

**Step Four:** An advertisement, in the format of the sample text below, is placed in one daily newspaper published and circulated nationwide in the Republic of Ireland, and attached to Form H15. This advertisement should appear in a newspaper **published not more than 30 days prior** to the delivery to the CRO of the application for voluntary strike off. The entire newspaper page (original) on which the highlighted advertisement appears should be submitted to the CRO with Form H15, as it is essential that both the name of the newspaper and the date of publication are displayed with the advertisement. (Photocopies will not be accepted). Please note that a single advertisement may be used to advertise the intention to apply for voluntary strike off of up to a maximum of six companies. In such cases, a separate Form H15 is required for each company.

NOTE: As it can take some time to complete steps 1 and 2 above, the advertisement should not be placed until the company is certain that it will have filed the Form H15, the Revenue letter of no objection and the outstanding annual returns.

**Step Five:** The director(s) of the company, currently recorded as such with CRO, submits a request for strike-off of the company using Form H15 overleaf.

**note one** Please tick the relevant box(es).

**note two** This form must be signed by **all the directors**.

**note three** If the company is the owner of a business name or names, the business name(s) should be ceased by filing Form RBN3 with the CRO.

**NOTES ON COMPLETION OF FORM H15**

**Text of the advertisement:**

**Type 1 - Single company**

XY Limited [formerly EFG Limited\*], trading as Z, [and formerly having traded as W\*\*], having ceased to trade/never having traded (delete as applicable) having its registered office at [ ] [and formerly having its registered office at [ ]\*\*\*] and having its principal place of business at [ ], and having no assets or liabilities, has resolved to notify the Registrar of Companies that the company is not carrying on business and to request the Registrar on that basis to exercise his/her powers pursuant to section 733 of the Companies Act 2014 to strike the name of the company off the register.

By Order of the Board

(Name) Director/Secretary (as applicable)

\* Where the company has changed its name within the period of 12 months prior to the date of publication of the advertisement, the former name as well as the current name must appear in the advertisement.

\*\* Any business name being used by the company or which was used by it during the 12 month period prior to the date of publication of the advertisement, is required to be included in the advertisement.

\*\*\* Where the advertisement is published within one year after the company has changed its registered office, the former registered office address as well as the current registered office address must appear in the advertisement.

**TYPE 2 - For two or more related companies (maximum 6) - (same registered office and same principal place of business)**

(a) XY Limited, [formerly ABC Limited], [trading as D], having ceased to trade/never having traded (as applicable) and

(b) VW Limited, [formerly EFG Limited], trading as Z, [and formerly having traded as W], having ceased to trade/never traded (as applicable) both having their registered office at [ ] and formerly having their registered offices at [ ] and their principal place of business at [ ], and each of which has no assets exceeding €150 and/or having no liabilities exceeding €150, has each resolved to notify the Registrar of Companies that the company is not carrying on business and to request the Registrar on that basis to exercise his/her powers pursuant to section 733 of the Companies Act 2014 to strike the name of the company off the register.

By Order of the Board

Name of director/secretary (as applicable)

**TYPE 3 - For two or more unrelated companies (maximum 6) - (different registered offices and different principal place of business)**

(a) XY Limited, [formerly ABC Limited], [trading as D], having its registered office at [ ] and formerly having its registered office at [ ] and having its principal place of business at [ ] having ceased to trade/never having traded (as applicable) and

(b) VW Limited, [formerly EFG Limited], trading as Z, [and formerly having traded as W], having its registered office at [ ] and formerly having its registered office at [ ] and having its principal place of business at [ ] having ceased to trade/never traded (as applicable) and each of which has no assets exceeding €150 and/or having no liabilities exceeding €150, have each resolved to notify the Registrar of Companies that the company is not carrying on business and to request the Registrar on that basis to exercise his/her powers pursuant to section 733 of the Companies Act 2014 to strike the name of the company off the register.

By Order of the Board

Name of director/secretary (as applicable)



PART 42

# H16

**Objection to the  
Voluntary Strike-off Procedure**  
Section 732(2)(b) Companies Act 2014

Company number

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

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

Objection is made to the Voluntary Strike-off request of the following company;

Company name  
in full

|  |
|--|
|  |
|  |

Grounds for  
Objection

An objection must be based on the grounds that the company has **not** satisfied one (or more) of the following conditions set out in section 731(1) of the Companies Act 2014. Please tick the relevant box/boxes. Please refer to the appropriate notes for explanatory information. note one

- (a) the circumstances relating to the company are such as to give the Registrar reasonable cause to believe that it has never carried on business or has ceased to carry on business;
- (b) the company has, within 3 months before the date of the application, by special resolution -
  - (i) resolved to apply to the Registrar to be struck off the register on the ground that it has never carried on business or has ceased to carry on business; and
  - (ii) resolved that pending the determination (or, should it sooner occur, the cancellation, at its request, of this process) of its application to be struck off, the company will not carry on any business or incur any liabilities;
- (c) the company has delivered to the Registrar all annual returns required by section 343 that are outstanding in respect of the company as at the date of the application;
- (d) the company has delivered to the Registrar a certificate in the prescribed form signed by each director certifying that as at the date of the application -
  - (i) the amount of any assets of the company does not exceed €150;
  - (ii) the amount of any liabilities of the company (including contingent and prospective liabilities) does not exceed €150; and
  - (iii) the company is not a party to ongoing or pending litigation.
- (e) the Registrar has received from the Revenue Commissioners written confirmation dated not more than 3 months before the date on which the Registrar receives the application that the Revenue Commissioners do not object to the company being struck off the register;
- (f) the company has caused an advertisement, in the prescribed form, of its intention to apply to be struck off the register to be published within 30 days before the date of the application in at least 1 daily newspaper circulating in the State.

Presenter details

Person to whom queries can be addressed

Name  
Address  
  
Telephone number  
Email  
DX number/Exchange

|  |                  |
|--|------------------|
|  |                  |
|  |                  |
|  |                  |
|  | Fax number       |
|  | Contact Person   |
|  | Reference number |

Details of person  
objecting to  
Voluntary Strike-off

|         |  |
|---------|--|
| Name    |  |
| Address |  |
|         |  |

The stated information is true and correct, according to the best of my knowledge, information and belief.

Signature

Date

\_\_\_\_\_

\_\_\_\_\_

Relationship to company.

\_\_\_\_\_  
\_\_\_\_\_

---

**For Office Use only**

Objection

Objection sustained

Objection rejected

Under section 733(2) Companies Act 2014, the Registrar can determine whether the objection to the strike-off has a reasonable basis.

**NOTES ON COMPLETION OF FORM H16**

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.

**note one** An objection to the strike-off of the company can only be made where one or more of the conditions set out in section 731 Companies Act 2014 have not been met. Objections to the strike-off outside of these reasons cannot be considered.

It is imperative that the objection be sent to the Companies Registration Office in advance of the proposed strike-off date. The CRO cannot restore the company once it has been struck off and the restoration procedures under sections 736 to 744 Companies Act 2014 would have to be followed.

The deadline for the receipt of the objection is the period ending 90 days after the date of the publication of the notice in the CRO Gazette.

An objection to the voluntary strike-off procedure may require further contact from the CRO to determine whether the objection will be sustained.

**H17*****Cancellation of the Voluntary Strike-off Procedure***

Section 732(4) Companies Act 2014

Company number:

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
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|--|--|--|--|--|--|--|--|

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|  |
|--|

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

Company name

*in full*

|  |
|--|
|  |
|  |

hereby applies to the Registrar of Companies under section 732(4) of the Companies Act 2014, for the cancellation of the voluntary strike-off procedure.

**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 H17.

Signature

|  |
|--|
|  |
|--|

Name *in bold capitals or typescript*

|  |
|--|
|  |
|--|

 Director Secretary*note one*

Date

|  |
|--|
|  |
|--|

**Presenter details**

Person to whom queries can be addressed

Name

Address

Telephone number

Email

DX number/Exchange

|  |  |
|--|--|
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|  |  |
|  |  |

Fax number

Contact Person

Reference number

**NOTES ON COMPLETION OF FORM H17**

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.
- note one** Tick the relevant box(es). This form **must** be certified by a current officer of the company.
- The Form H17 can only be completed by an officer of the company. If any person has an objection to the Voluntary Strike-off of the company under Section 732(2)(b) Companies Act 2014, form H16 should be completed.
- note two** It is imperative that the Form H17 be sent to the Companies Registration Office in advance of the proposed dissolution date. The CRO cannot restore the company once it has been struck-off and the restoration procedures under sections 736 to 744 would have to be followed.
- note three** The deadline for the receipt of the Cancellation request is the period ending 90 days after the date of the publication of the notice in the CRO Gazette.

## PART 44

**H1**

**Restoration of Company to the Register on  
application to Registrar**  
Section 737(1)(b) Companies Act 2014

Company number

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

CRO receipt date stamp &amp; Barcode

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

Company name

*in full*

|  |
|--|
|  |
|  |

hereby applies to be restored to the register of companies under section 737 (1) of the Companies Act 2014.

Date of dissolution

|     |       |      |
|-----|-------|------|
| Day | Month | Year |
|     |       |      |

*note one*

Company email address

The certificate of incorporation will issue in electronic format to an email address nominated by the company for this purpose. Please provide here the email address to which the certificate of incorporation is to be issued electronically. This is required information.

|  |
|--|
|  |
|--|

Restoration of the company may require the issue of a new certificate of incorporation. (In particular private limited by shares companies, incorporated under the old Companies Acts and not converted to LTD or DAC status).

Restoration of the company may require the addition of a suffix to the company name. (In particular guarantee companies and unlimited companies. This would require a new certificate of incorporation).

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 H1. *note two*

Signature

Name *in bold capitals or typescript*

|  |
|--|
|  |
|--|

|  |
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|  |
|--|

 Director     Secretary *note three and note four*    Date

|  |
|--|
|  |
|--|

 Member. As a member of the company applying for the restoration of the company, I hereby certify that I was a member of the company at the date of the dissolution.

Presenter details

Person to whom queries can be addressed

Name  
Address  
  
Telephone number  
Email  
DX number/Exchange

|  |                  |
|--|------------------|
|  |                  |
|  |                  |
|  |                  |
|  | Fax number       |
|  | Contact Person   |
|  | Reference number |

**NOTES ON COMPLETION OF FORM H1**

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.
- This form covers all administrative restorations including Revenue, Involuntary Strike-off and Voluntary Strike-offs.
- note one* Application must be made within 12 months of the date of dissolution. Form H1 must be lodged not later than the day before the first anniversary of the company's dissolution. Administrative restoration is not possible if more than 12 months has elapsed since the date of the company's dissolution.
- note two* All outstanding requirements must be completed within 15 months of the date of dissolution.
- note three* Tick the relevant box(es). This form must be certified by a current officer of the company/ member of the company. In the case of a member making the application please complete the required certification.
- note four* A false statement is a category three offence.
- note five* Form H1 is eligible for the FastTrack Restoration process.

**Notice of Disclosure Order**  
Section 812(1) Companies Act 2014

Company number

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

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

**Company name**  
in full

Notice to:

- the company
- the registrar of companies
- non-resident holder of shares or debentures pursuant to Section 812(1)(c)
- other party specified by the court pursuant to Section 812(1)(d)

Name of party being notified if other than the company or the register of companies

A disclosure order in respect of the above company was made by the Court pursuant to section 800 of the Companies Act 2014. A copy of the order is attached.

Date of disclosure order

|     |       |      |
|-----|-------|------|
| Day | Month | Year |
|     |       |      |

**Certification**  
note one

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 H2.

|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|

Name in block letters or typescript

Address of applicant

**Presenter details**

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



**NOTES ON COMPLETION OF FORM H2**

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 H2 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.
- note one** This form **must** be certified by the applicant for the order and be accompanied by a copy of the order. The document must be sent by registered post and within 7 days, after the making of the order, to the Registrar.

# G5

**Declaration of Compliance**  
Section 971(1)/1180(1) Companies Act 2014

Company number

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

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

**Declaration**

**I**  
*name in bold capitals*

**of**  
*residential address*

|  |
|--|
|  |
|  |
|  |

*being a*  
*note one*

|                                    |   |
|------------------------------------|---|
| <input type="checkbox"/> Director  | <input type="checkbox"/> Proposed first director  |
| <input type="checkbox"/> Secretary | <input type="checkbox"/> Proposed first secretary |

*of*  
*(name of company)*

|  |
|--|
|  |
|  |

*Status of Company Name*  
*note one*

|  |  |
|--|--|
| <input type="checkbox"/> Registered name | <input type="checkbox"/> Proposed name |
|--|--|

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 |            |

**Declaration of Compliance**  
Sections 971/1180 Companies Act 2014

**Declaration continued**

I, being aged 18 years and upwards do solemnly and sincerely declare that

*note two*

(a) the objects of the company comply with

**Or**

(a) the objects of the proposed company will comply with

section 971(1)(a)  
Companies Act 2014

section 1180(1)(a)  
Companies Act 2014

*in that the objects are the promotion of commerce, art, science, education, religion or charity.*

*note two*

(b) the following requirements set out in

section 971(1)(b)  
Companies Act 2014

section 1180(1)(b)  
Companies Act 2014

are included

will be included

*in the company's constitution:*

*(i) the profits of the company (if any) or other income are required to be applied to the promotion of its objects;*

*(ii) the making of distributions to its members is prohibited;*

*(iii) All the assets which would otherwise be available to its members are required to be transferred on its winding up to another company whose objects are the promotion of commerce, art, science, education, religion or charity and which company meets the requirements set out in*

section 971(1)(b)  
Companies Act 2014

section 1180(1)(b)  
Companies Act 2014

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

Signature of declarant

\_\_\_\_\_

**NOTES ON COMPLETION OF FORM G5**

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.
- note one** Tick the relevant box(es).
- note two** Please tick the relevant box, the first box being completed on behalf of a company that has been registered, the second box being completed on behalf of a proposed company.

This form is only completed where the company is one incorporating/convertting or re-registering as one of the following company types:

- Designated Activity Company
- Company Limited by Guarantee

and the company wishes to be exempted from the provisions of the Companies Act 2014 relating to the use of the words to describe the company type as part of the company name and the publishing of the company name, but shall enjoy all the privileges and shall be subject to the obligations of the relevant company type.

PART 47

**A4**

*Application by a public limited company  
for a certificate to commence business*  
Section 1010(2)/1010(3) Companies Act 2014

Company number

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

**Company name**  
or full

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

|  |
|--|
|  |
|  |

hereby applies for a certificate to commence business and for that purpose,  
I,

**Name**

|  |
|--|
|  |
|--|

of

**Address**

|  |
|--|
|  |
|  |
|  |

being the  secretary  director note one

of the above-named company, do solemnly and sincerely declare that:

1. The nominal value of the company's allotted share capital is not less than the authorised minimum.

2. The amount paid up, at the time of the application, on the allotted share capital of the company is € 

|  |
|--|
|  |
|--|

3.  The amount  estimated amount of the preliminary expenses of the company is € 

|  |
|--|
|  |
|--|

and  have been paid  are payable, by note two

|  |
|--|
|  |
|  |
|  |

*Declaration continued overleaf*

**Presenter details**  
note three

**Name**

|  |
|--|
|  |
|--|

**Address**

|  |
|--|
|  |
|--|

**Telephone number**

|  |
|--|
|  |
|--|

**Fax number**

|  |
|--|
|  |
|--|

**Email**

**Contact Person**

|  |
|--|
|  |
|--|

**DX number/Exchange**

**Reference number**

|  |
|--|
|  |
|--|

Declaration continued

4. a The amount paid or given to any promoter

b The amount intended to paid or given to any promoter

c The benefit given to any promoter:

d The benefit intended to be given to any promoter

5. a The consideration for payment is

b The consideration for benefit is

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

Signature of declarant name of person completing form

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

Company e-mail address

Please nominate an e-mail address. The certificate will issue to this e-mail address in electronic format. This is required information.

**NOTES ON COMPLETION OF FORM A4**

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 this form must be completed.
- note one** Tick the appropriate box(es).
- note two** The name of the person(s) by whom the expenses have been paid or are payable must be entered here.
- note three** This section must be completed by the person who is presenting Form A4 to the CRO. This may be either the applicant or a person on his/her behalf.
- note four** 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. 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.

# D10

*Application by a Public Limited Company  
for re-registration as another company  
type following cancellation of shares and  
diminution of share capital*  
Section 1040(7) Companies Act 2014

Company number  

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|



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

**Company name**  
in full

|  |
|--|
|  |
|  |

**Notice of Application**

having cancelled shares pursuant to section 1040(3) of the Companies Act 2014 and reduced the nominal value of its allotted share capital below the authorised minimum to

|  |
|--|
|  |
|--|

hereby applies to be re-registered as a (*please specify company type*)

|  |
|--|
|  |
|--|

under the Companies Act 2014 by the name of

|  |
|--|
|  |
|  |

and for that purpose delivers the undermentioned documents for registration under the Act.

- Form D20 - Application to re-register company type and statement of compliance
- Special Resolution and New Constitution of company
- Other: Please specify: 

|  |
|--|
|  |
|--|

**Certification**  
note one

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 D10.

|  |  |   |  |
|--|--|---|--|
| Signature  | Name <small>in block letters or typescript</small> |   |  |
| <table border="1"><tr><td> </td></tr></table>  |  | <table border="1"><tr><td> </td></tr></table> |  |
|  |  |   |  |
|  |  |   |  |
| <input type="checkbox"/> Director <input type="checkbox"/> Secretary <small>note two</small> | Date <table border="1"><tr><td> </td></tr></table> |   |  |
|  |  |   |  |

**Presenter details**  
note three

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



**NOTES ON COMPLETION OF FORM D10**

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.
- note one** This form **must** be certified by a current officer of the company and submitted with the other application documents.
- note two** Tick the relevant box(es).
- note three** This section must be completed by the person who is presenting Form D10 to the CRO. This may be either the applicant or a person on his/her behalf.

**Application to Re-Register  
Company Type and  
Statement of Compliance**  
Sections 1285(1)(b)/1285(4)(c)/1286  
Companies Act 2014

Company number  

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|



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

**Company name**  
in full

|  |
|--|
|  |
|--|

**Application for re-registration**  
note one

hereby applies to be re-registered under the Companies Act by the name of:

|  |
|--|
|  |
|--|

**Re-registration to a particular company type/name may require the submission of additional documents or statements.**

under the following company type: note four

- LTD - Private Company Limited by Shares  
(Private company. Limited by shares only. Part 2 Companies Act 2014)
- DAC - Designated Activity Company  
(Private company. Can be limited by shares or by guarantee. Part 16 Companies Act 2014)
- CLG - Company Limited by Guarantee  
(Public company. Part 18 Companies Act 2014)
- PLC - Public Limited Company - (Part 17 Companies Act 2014)
- ULC - Private Unlimited Company - (Part 19 Companies Act 2014)
- PUC - Public Unlimited Company - (Part 19 Companies Act 2014)
- PULC - Public Unlimited Company that has no share capital - (Part 19 Companies Act 2014)
- UCIT - Undertaking for Collective Investment in Transferable Securities
- Investment Company - (Part 24 Companies Act 2014)

and for that purpose, delivers the undermentioned documents for registration under the Companies Act 2014: note four

- Copy of special resolution passed/court order stating that company be re-registered.
- Copy of new Constitution

**Company e-mail address**

Please nominate an e-mail address. The new certificate of incorporation will issue to this e-mail address in electronic format. This is required information.

|  |
|--|
|  |
|--|

**Presenter details**  
note two

Name  
Address  
  
Telephone number  
Email  
DX number/Exchange

|  |                  |
|--|------------------|
|  |                  |
|  |                  |
|  |                  |
|  | Fax number       |
|  | Contact Person   |
|  | Reference number |

**Statement of Compliance**

*note three*

**A** This section (statement of compliance) is to be completed by all re-registration types.

I, \_\_\_\_\_  
\_\_\_\_\_

Of \_\_\_\_\_  
\_\_\_\_\_

being a  director  secretary *note four*

of

\_\_\_\_\_  
\_\_\_\_\_

do state that:

On 

|     |  |  |
|-----|--|--|
| Day |  |  |
|-----|--|--|

|       |  |  |
|-------|--|--|
| Month |  |  |
|-------|--|--|

|      |  |  |  |  |
|------|--|--|--|--|
| Year |  |  |  |  |
|------|--|--|--|--|

- note four*  the company passed a special resolution that the company should be re-registered as a different company type.  
or  
 A court order was made and has been submitted, which states that the company should be re-registered as a different company type.

The requirements of Part 20 of the Companies Act 2014 as to the re-registration of the company as another type of company have been complied with.

Signature of witness

\_\_\_\_\_

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

**B** This section can be completed where re-registration results in the registration as a Public Limited Company only.

Between the balance sheet date and the date of the making by the company of application for re-registration, there has been no change in the financial position of the company that has resulted in the amount of the company's net assets becoming less than the aggregate of its called up share capital and undistributable reserves.

Signature of witness

\_\_\_\_\_

Director  Secretary *note four*

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



**NOTES ON COMPLETION OF FORM D20**

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.
- note one** All of the required submissions must be attached to the Form D20.
- note two** This section must be completed by the person who is presenting Form D20 to the CRO. This may be either the applicant or a person on his/her behalf.
- note three** 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 four** Tick the relevant box.



Company number

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

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

**Company name**  
*in full*

|  |
|--|
|  |
|  |

**Members assent to re-registration**  
*note four*

Number of continuation sheets attached

Member's Surname  
Member's Forename

|  |
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|  |

Residential address

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|  |

I being a member of the aforementioned company assent to the company being re-registered as unlimited

Member's signature

Date

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Member's Surname  
Member's Forename

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Residential address

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I being a member of the aforementioned company assent to the company being re-registered as unlimited

Member's signature

Date

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Member's Surname  
Member's Forename

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Residential address

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I being a member of the aforementioned company assent to the company being re-registered as unlimited

Member's signature

Date

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Member's Surname  
Member's Forename

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Residential address

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I being a member of the aforementioned company assent to the company being re-registered as unlimited

Member's signature

Date

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**NOTES ON COMPLETION OF FORM D6**

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.
- note one** Tick the relevant box(es).
- note two** This form **must** be certified by a current officer of the company.
- note three** This section must be completed by the person who is presenting Form D6 to the CRO. This may be either the applicant or a person on his/her behalf.
- note four** A person so authorised may sign on a member's behalf in the space provided for member's signature. Subscription to a form of assent by the personal representative of a deceased member of a company shall be deemed to be subscription by the member or an assignee in bankruptcy of a person who is a member of a company shall, to the exclusion of that person, be deemed to be a member of the company.



PART 51

# D6C

*Members' assent to company being re-registered as a Company Limited by Guarantee (CLG)*  
 Section 1297(2)(a) Companies Act 2014

Company number

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
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**Company name**  
in full

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

**Application for re-registration**  
note one

The above named company is applying to be reregistered as a Company Limited by Guarantee and this assent of the members to the re-registration is to accompany Form D20 - Application for Re-Registration.

The following documents are attached in support of this assent:

- A copy of the company's new constitution
- Form D20 - Application to Re-Register
- Copy of the special resolution (Form G1) stating that company be re-registered.
- Court Order under section 1297(2)(c) regarding share capital (if applicable).

Number of members provided for in the constitution as altered:

**Statement of Compliance**  
note two

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 D6C. I sincerely state that the person(s) by whom or on whose behalf assent has been given to the company being reregistered as a company limited by guarantee, constitute the whole membership of the company and that where any of those persons has not himself/herself subscribed to the assent, all reasonable steps have been taken to satisfy the director(s) that each person who subscribed it on behalf of a member was lawfully empowered to do so.

|  |  |
|--|--|
| Signature<br><br><input style="width: 90%; height: 20px;" type="text"/>                      | Name <small>in block letters or typescript</small><br><br><input style="width: 90%; height: 20px;" type="text"/> |
| <input type="checkbox"/> Director <input type="checkbox"/> Secretary <small>note one</small> | Date <input style="width: 100px;" type="text"/>  |

**Presenter details**  
note three

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

Company number

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

Company name

in full

|  |
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|  |
|  |

Number of continuation sheets attached

|  |
|--|
|  |
|--|

**Members assent to re-registration**

note four

Member's Surname

|  |
|--|
|  |
|  |

Member's Forename

Residential address

|  |
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|  |
|  |

I being a member of the aforementioned company assent to the company being re-registered as a company limited by guarantee

Member's signature

Date

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Member's Surname

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Member's Forename

Residential address

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I being a member of the aforementioned company assent to the company being re-registered as a company limited by guarantee

Member's signature

Date

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Member's Surname

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Member's Forename

Residential address

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I being a member of the aforementioned company assent to the company being re-registered as a company limited by guarantee

Member's signature

Date

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Member's Surname

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Member's Forename

Residential address

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I being a member of the aforementioned company assent to the company being re-registered as a company limited by guarantee

Member's signature

Date

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**NOTES ON COMPLETION OF FORM D6C**

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.
- note one** Tick the relevant box(es).
- note two** This form must be certified by a current officer of the company.
- note three** This section must be completed by the person who is presenting Form D6C to the CRO. This may be either the applicant or a person on his/her behalf.
- note four** A person so authorised may sign on a member's behalf in the space provided for member's signature. Subscription to a form of assent by the personal representative of a deceased member of a company shall be deemed to be subscription by the member or an assignee in bankruptcy of a person who is a member of a company shall, to the exclusion of that person, be deemed to be a member of the company.

# D6D

*Members' assent to company being re-registered as a Designated Activity Company limited by guarantee*  
 Section 1299(2)(a) Companies Act 2014

Company number



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

**Company name**  
in full

**Application for re-registration**  
note one

The above named company is applying to be re-registered as a Designated Activity Company limited by guarantee and this assent of the members to the re-registration is to accompany Form D20 - Application for Re-Registration.

The following documents are attached in support of this assent:

- A copy of the company's new constitution
- Form D20 - Application to Re-Register
- Copy of the special resolution (Form G1) stating that company be re-registered.
- Court Order under section 1299(2)(c) regarding share capital (if applicable).

Number of members provided for in the constitution as altered:

**Statement of Compliance**  
note two

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 D6D. I sincerely state that the person(s) by whom or on whose behalf assent has been given to the company being re-registered as a designated activity company limited by guarantee, constitute the whole membership of the company and that where any of those persons has not himself/herself subscribed to the assent, all reasonable steps have been taken to satisfy the director(s) that each person who subscribed it on behalf of a member was lawfully empowered to do so.

|  |  |
|--|--|
| Signature  | Name <small>in block letters or typescript</small> |
| <input type="text"/>   | <input type="text"/>                               |
| <input type="checkbox"/> Director <input type="checkbox"/> Secretary <small>note one</small> | Date <input type="text"/>                          |

**Presenter details**  
note three

|                    |                                       |                                 |
|--------------------|---------------------------------------|---------------------------------|
| Name               | <input type="text"/>                  |                                 |
| Address            | <input type="text"/>                  |                                 |
| Telephone number   | <input type="text"/>                  | Fax number <input type="text"/> |
| Email              | <input type="text"/>                  |                                 |
| DX number/Exchange | <input type="text"/>                  |                                 |
|                    | Contact Person <input type="text"/>   |                                 |
|                    | Reference number <input type="text"/> |                                 |



**NOTES ON COMPLETION OF FORM D6D**

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.
- note one** Tick the relevant box(es).
- note two** This form must be certified by a current officer of the company.
- note three** This section must be completed by the person who is presenting Form D6D to the CRO. This may be either the applicant or a person on his/her behalf.
- note four** A person so authorised may sign on a member's behalf in the space provided for member's signature. Subscription to a form of assent by the personal representative of a deceased member of a company shall be deemed to be subscription by the member or an assignee in bankruptcy of a person who is a member of a company shall, to the exclusion of that person, be deemed to be a member of the company.

PART 53

# F8

*Particulars of a charge on property in the State created by a company incorporated outside the State*  
 Section 409(3)/1301(4) Companies Act 2014



Company number

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

**Company name**   
in full

**Country of origin**

**Principal place of business in the State**

**Description of the Charge**   
note one

which **excludes** a mortgage or charge (oral or written) over any interest described in Section 408(1)(a) to (e) of the Companies Act 2014

**Date created**        
note two

Day      Month      Year

A correctly completed Form F8 must be lodged with the CRO within 21 days as set out in section 409(3)/1301 of the Companies Act 2014.

**Short particulars of the property charged**   
note three

**Further particulars**  
 The description and particulars of the charge detailed above do not include extraneous material described in section 412(6) Companies Act 2014.

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

|                  |                      |                  |                      |
|------------------|----------------------|------------------|----------------------|
| Name             | <input type="text"/> |                  |                      |
| Address          | <input type="text"/> |                  |                      |
| E-Mail           | <input type="text"/> | Fax number       | <input type="text"/> |
| Telephone number | <input type="text"/> | Contact Person   | <input type="text"/> |
| Dx Mail/Exchange | <input type="text"/> | Reference number | <input type="text"/> |

**Persons entitled to the charge**  
note four

**Name and address of charge holder(s)**

|         |  |
|---------|--|
| Name    |  |
| Address |  |
|         |  |
| Name    |  |
| Address |  |
|         |  |
| Name    |  |
| Address |  |
|         |  |

**Verification**  
note five

The form must be signed by the person responsible for compliance under section 1302(2) (g)(ii)/1304(1) Companies Act 2014 or solicitor acting on behalf of the company and counter signed by or on behalf of the charge holder.

|   |                                  |
|---|----------------------------------|
| Signature on behalf of the company        | Position held                    |
|   |                                  |
| Name in block letters or typed            | Nature of interest in the charge |
|   |                                  |
| Signature on behalf of the charger holder | Position held                    |
|   |                                  |
| Name in block letters or typed            | Nature of interest in the charge |
|   |                                  |

**Company e-mail address**

Please nominate an e-mail address. The certificate will issue to this e-mail address in electronic format. This is required information.

|  |
|--|
|  |
|--|



**NOTES ON COMPLETION OF FORM F8**

These notes should be read in conjunction with the relevant legislation

**General** This form must be completed in full and in accordance with the following notes.

- note one** A description of the instrument eg. Fixed charge, Mortgage, Debenture etc as the case may be, should be given. The description should not exceed the space provided.
- A charge, in relation to a company, means a mortgage or charge, in an agreement (written or oral) that is created over an interest in any property, assets or undertaking of the company, but does not include a mortgage or charge, in an agreement (written or oral), that is created over an interest in -
- (a) cash;
  - (b) money credited to an account of a financial institution, or any other deposits
  - (c) shares, bonds or debt instruments;
  - (d) units in collective investment undertakings or money market instruments; or
  - (e) claims and rights (such as dividends or interest) in respect of any thing referred to in any of the foregoing paragraphs.
- note two** A correctly completed Form F8 must be lodged with the CRO within 21 days as set out in section 409/1301 of the Companies Act 2014.
- note three** Please print within the box provided. Maximum 250 words. If the short particulars cannot be fitted into the allotted space, please place an X in the box and attach the further particulars.
- Extraneous material as set out in section 412(6) Companies Act 2014 should not be included
- This does not apply to particulars of a negative pledge included in particulars of a floating charge granted by a company to the Central Bank for the purposes of either providing or securing collateral.
- note four** Insert the name and address of each person entitled to the charge.
- note five** Where the application is on behalf of the company, the signature must be of the person authorised under section 1302(2)(g)(ii) or section 1304(1) of the Companies Act 2014 or of some other person in the State duly authorised by the company.

# F8A

**First Stage of Two Stage Procedure**

*Notice of intention to register Particulars of a charge on property in the State created by a company incorporated outside the State*  
 Section 409(4)(a)/1301(4) Companies Act 2014

Company number



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

|  |   |
|--|---|
| Company name<br><small>in full</small>   | <input style="width: 100%; height: 20px;" type="text"/> |
| Country of origin                        | <input style="width: 100%; height: 20px;" type="text"/> |
| Principal place of business in the State | <input style="width: 100%; height: 20px;" type="text"/> |

|  |   |
|--|---|
| Description of the Charge to be created<br><small>note one and two</small> | The above-named company intends to create a charge under section 409(4)/1301 Companies Act 2014, more particularly described as:<br><input style="width: 100%; height: 20px;" type="text"/> |
|--|---|

|  |   |
|--|---|
| Short particulars of the property to be charged<br><small>note three</small> | which <b>excludes</b> a mortgage or charge (oral or written) over any interest described in Section 406(1)(a) to (e) of the Companies Act 2014<br><input style="width: 100%; height: 20px;" type="text"/><br><input style="width: 100%; height: 20px;" type="text"/><br><input style="width: 100%; height: 20px;" type="text"/><br><input style="width: 100%; height: 20px;" type="text"/><br><input style="width: 100%; height: 20px;" type="text"/><br><input style="width: 100%; height: 20px;" type="text"/><br><input style="width: 100%; height: 20px;" type="text"/> |
|--|---|

note three  Further particulars  
 The description and particulars of the charge detailed above do not include extraneous material described in section 412(6) Companies Act 2014

|                   |   |                  |
|-------------------|---|------------------|
| Presenter details | <b>Person to whom queries can be addressed</b>          |                  |
| Name              | <input style="width: 100%; height: 20px;" type="text"/> |                  |
| Address           | <input style="width: 100%; height: 20px;" type="text"/> |                  |
| E-Mail            | <input style="width: 95%; height: 20px;" type="text"/>  | Fax number       |
| Telephone number  | <input style="width: 100%; height: 20px;" type="text"/> |                  |
| Dx Mail/Exchange  | <input style="width: 95%; height: 20px;" type="text"/>  | Contact Person   |
|                   | <input style="width: 95%; height: 20px;" type="text"/>  | Reference number |

**Persons entitled to the charge**  
*note four*

**Name and address of proposed charge holder(s)**

|         |                      |
|---------|----------------------|
| Name    | <input type="text"/> |
| Address | <input type="text"/> |
|         | <input type="text"/> |

|         |                      |
|---------|----------------------|
| Name    | <input type="text"/> |
| Address | <input type="text"/> |
|         | <input type="text"/> |

|         |                      |
|---------|----------------------|
| Name    | <input type="text"/> |
| Address | <input type="text"/> |
|         | <input type="text"/> |

**Verification**  
*note five*

The form must be signed by the person responsible for compliance under section 1302(2)(g) (ii)/1304(1) Companies Act 2014 or solicitor acting on behalf of the company **and/or** signed by or on behalf of the proposed charge holder

Where the form has been signed by either the company or the proposed charge holder only, then form F8B must be signed by the other party to the charge.

|  |   |
|--|---|
| Signature on behalf of the company           | Position held                           |
| <input type="text"/>                         | <input type="text"/>                    |
| <b>Name</b> <i>in block letters or typed</i> | <b>Nature of interest in the charge</b> |
| <input type="text"/>                         | <input type="text"/>                    |

|   |   |
|---|---|
| Signature on behalf of the proposed charge holder | Position held                           |
| <input type="text"/>                              | <input type="text"/>                    |
| <b>Name</b> <i>in block letters or typed</i>      | <b>Nature of interest in the charge</b> |
| <input type="text"/>                              | <input type="text"/>                    |

**NOTES ON COMPLETION OF FORM F8A**

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

**General** This form must be completed in full and in accordance with the following notes.

**note one** A charge, in relation to a company, means a mortgage or charge, in an agreement (written or oral) that is created over an interest in any property, assets or undertaking of the company, but does not include a mortgage or charge, in an agreement (written or oral), that is created over an interest in -

- (a) cash;
- (b) money credited to an account of a financial institution, or any other deposits
- (c) shares, bonds or debt instruments;
- (d) units in collective investment undertakings or money market instruments; or
- (e) claims and rights (such as dividends or interest) in respect of any thing referred to in any of the foregoing paragraphs.

**note two** A description of the instrument eg. Fixed charge, Mortgage, Debenture etc as the case may be, should be given. The description should not exceed the space provided.

**note three** Please print within the box provided. Maximum 250 words. If the short particulars cannot be fitted into the allotted space, please place an X in the box and attach the further particulars.

Extraneous material as set out in section 412(6) Companies Act 2014 should not be included.

This does not apply to particulars of a negative pledge included in particulars of a floating charge granted by a company to the Central Bank for the purposes of either providing or securing collateral.

**note four** Insert the name and address of each person entitled to the charge.

**note five** Where the application is on behalf of the company, the signature must be of the person authorised under section 1302(2)(g)(ii) or section 1304(1) of the Companies Act 2014 or of some other person in the State duly authorised by the company.

**Please Note: Where Form F8B is not completed correctly and submitted within 21 days of the receipt of the form F8A to the Registrar, then the form F8A will be rejected.**



**NOTES ON COMPLETION OF FORM F8B**

These notes should be read in conjunction with the relevant legislation

**General** This form must be completed in full and in accordance with the following notes.

**note one** The Form F8A to which this Form F8B relates must be identified on the form. Please state the date of the receipt by the Registrar of the form F8A and insert the associated submission number under which it was lodged. Information on a company can be checked on the register either in the Public Office of the CRO or online using [www.cro.ie](http://www.cro.ie). Form F8B can be received not later than 21 days after the date of the Registrar's receipt of the relevant Form F8A under section 409 (4)(a) Companies Act 2014.

**note two** Where the application is on behalf of the company, the signature must be of the person authorised under section 1302(2)(g)(ii)/section 1304 of the Companies Act 2014 or of some other person in the State duly authorised by the company.

**Please Note:** Where Form F8B is not completed correctly and submitted within 21 days of the receipt of the form F8A to the Registrar, then the form F8A will be rejected.

PART 56

# F9

*Particulars of a charge subject to which property has been acquired by a company incorporated outside the State*  
Section 411(2)/1301 Companies Act 2014



Company number

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|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

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

Company name  
in full

|  |
|--|
|  |
|  |

Country of origin

|  |
|--|
|  |
|--|

Principal place of business in the State

|  |
|--|
|  |
|  |
|  |

Date of Acquisition of the property  
note one

|                    |                      |                     |
|--------------------|----------------------|---------------------|
| <small>Day</small> | <small>Month</small> | <small>Year</small> |
| □ □                | □ □                  | □ □ □ □             |

A correctly completed Form F9 must be lodged with the CRO within 21 days as set out in section 411/1301 of the Companies Act 2014.

Date of instrument creating/evidencing the charge

|                    |                      |                     |
|--------------------|----------------------|---------------------|
| <small>Day</small> | <small>Month</small> | <small>Year</small> |
| □ □                | □ □                  | □ □ □ □             |

Description of the instrument creating or evidencing the charge  
note two

|  |
|--|
|  |
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|  |

Short particulars of the property charged  
note three

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|  |

note three  Further particulars

Presenter details

Name  
Address  
  
E-Mail  
Telephone number  
Dx Mail/Exchange

Person to whom queries can be addressed

|  |                  |
|--|------------------|
|  |                  |
|  |                  |
|  | Fax number       |
|  | Contact Person   |
|  | Reference number |

**Persons entitled to the charge**

*note four*

**Name and address of charge holder(s)**

Name  
Address

|  |
|--|
|  |
|  |
|  |

Name  
Address

|  |
|--|
|  |
|  |
|  |

Name  
Address

|  |
|--|
|  |
|  |
|  |

**Verification**

*note five*

The form may be signed by the person authorised under section 1302(2)(g)(ii)/section 1304 of the Companies Act 2014 or of some other person in the State duly authorised by the company and by a person duly authorised on behalf of the charge holder

Signature on behalf of the company

|  |
|--|
|  |
|--|

Name *in block letters or typed*

|  |
|--|
|  |
|--|

Position held

|  |
|--|
|  |
|--|

Nature of interest in the charge

|  |
|--|
|  |
|--|

Signature on behalf of the charge holder

|  |
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Name *in block letters or typed*

|  |
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|  |
|--|

Position held

|  |
|--|
|  |
|--|

Nature of interest in the charge

|  |
|--|
|  |
|--|

**Company e-mail address**

*Please nominate an e-mail address. The certificate will issue to this e-mail address in electronic format. This is required information.*

|  |
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**NOTES ON COMPLETION OF FORM F9**

These notes should be read in conjunction with the relevant legislation

**General** This form must be completed in full and in accordance with the following notes.

**note one** A correctly completed Form F9 must be lodged with the CRO within 21 days of the date of the acquisition of the property as set out in section 411 of the Companies Act 2014.

**note two** A description of the Instrument, eg "Fixed Charge", "Mortgage", "Debenture" etc. as the case may be, should be given. In the case of a Judgement Mortgage, the date of the registration of the relevant affidavit in the Land Registry or Registry of Deeds should be given.

**note three** Please print within the box provided, Maximum 250 words. If the short particulars cannot be fitted into the allotted space, please place an X in the box and attach the further particulars.

**note four** Insert the name and address of each person entitled to the charge.

**note five** Where the application is on behalf of the company, the signature must be of the person authorised under section 1302(2)(g)(ii)/section 1304 of the Companies Act 2014 or of some other person in the State duly authorised by the company.

The particulars must be verified by some person interested in the charge otherwise than on behalf of the company and such person must state the nature of his interest in the charge

*Registration form:  
Branch EEA  
External Company*  
Section 1302(2) Companies Act 2014

Branch number for official use

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

Name of the  
Company

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

|  |
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|  |
|  |

Legal form of the  
Company

|  |
|--|
|  |
|--|

Place of  
Incorporation

|  |
|--|
|  |
|  |

Country

|  |
|--|
|  |
|--|

Company number

|  |
|--|
|  |
|--|

Presented for filing

note one

- (A) A certified and where required authenticated copy of the charter, statutes or memorandum and articles of the company, or other instrument constituting or defining the constitution of the company.
- (B) Objects of company, if not included in (A) above, are to be appended in separate statement with certified translation.
- Please tick the box if the company is engaged in the following activities:
- Banking                       insurance/reinsurance
- (C) A copy of the certificate of incorporation of the company and copies of certificates of incorporation of any name changes of the company.
- (D) Copies of the latest accounting documents as required by Section 1302(2)(h) Companies Act 2014.
- (E) A certified translation of all documents not produced in English or Irish must accompany the original language documents.

Presenter details

note two

Name  
Address

Telephone number  
Email  
DX number/Exchange

|  |
|--|
|  |
|  |
|  |
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|  |
|  |
|  |
|  |

Fax number

Contact Person

Reference number

Irish Branch Information

**Name of Branch**  
*(if different from  
Company name)*

**PLEASE NOTE**

If the branch is trading under a different name to that of the company, the Trading Name must be registered with the Business Name Section, after the branch has been registered. Form RBN1B is completed by a body corporate.

**Address of Branch**

Postcode

**Activities of Branch**

**Persons  
responsible  
for ensuring  
compliance**

**List of persons resident in the State responsible for ensuring compliance with these Regulations - Section 1302 (2)(g)(ii) Companies Act 2014**

Surname  Forename

Address

Postcode

I hereby consent to act in this capacity

Signature

Name  Date   
in block letters  
or typescript

Surname

Address

Postcode

I hereby consent to act in this capacity

Signature

Name  Date   
in block letters  
or typescript

**Persons authorised to represent the company**

List of and particulars of the directors and secretary and any other Persons authorised to represent the Company in dealings with third parties at the date of this return pursuant to Section 1302 (2)(f) Companies Act 2014

|  |  |   |                           |
|--|--|---|---------------------------|
| Surname  | <input type="text"/>   | Former surname                              | <input type="text"/>      |
| Forename<br><small>note three</small>                          | <input type="text"/>   | Former forename<br><small>note four</small> | <input type="text"/>      |
| Date of birth  | Day <input type="text"/>   | Month <input type="text"/>                  | Year <input type="text"/> |
| Residential address<br><small>note five</small>                | <input type="text"/>   |   |                           |
| Business occupation<br><small>note six</small>                 | <input type="text"/>   | Nationality                                 | <input type="text"/>      |
| Other directorships<br><small>in Ireland and elsewhere</small> | Company  | Company number                              | Country of Incorporation  |
|  | <input type="text"/>   | <input type="text"/>                        | <input type="text"/>      |
|  | <input type="text"/>   | <input type="text"/>                        | <input type="text"/>      |
| <small>note seven</small>                                      | <b>A State the extent of the authorised person's powers in relation to the activities of the branch.</b>         |   |                           |
|  | <input type="text"/>   |   |                           |
|  | <input type="text"/>   |   |                           |
|  | <input type="text"/>   |   |                           |
|  | <b>B State whether the authorised person can represent the company ALONE or JOINTLY with any other person(s)</b> |   |                           |
|  | <input type="text"/>   |   |                           |

|  |  |   |                           |
|--|--|---|---------------------------|
| Surname  | <input type="text"/>   | Former surname                              | <input type="text"/>      |
| Forename<br><small>note three</small>                          | <input type="text"/>   | Former forename<br><small>note four</small> | <input type="text"/>      |
| Date of birth  | Day <input type="text"/>   | Month <input type="text"/>                  | Year <input type="text"/> |
| Residential address<br><small>note five</small>                | <input type="text"/>   |   |                           |
| Business occupation<br><small>note six</small>                 | <input type="text"/>   | Nationality                                 | <input type="text"/>      |
| Other directorships<br><small>in Ireland and elsewhere</small> | Company  | Company number                              | Country of Incorporation  |
|  | <input type="text"/>   | <input type="text"/>                        | <input type="text"/>      |
|  | <input type="text"/>   | <input type="text"/>                        | <input type="text"/>      |
| <small>note seven</small>                                      | <b>A State the extent of the authorised person's powers in relation to the activities of the branch.</b>         |   |                           |
|  | <input type="text"/>   |   |                           |
|  | <input type="text"/>   |   |                           |
|  | <input type="text"/>   |   |                           |
|  | <b>B State whether the authorised person can represent the company ALONE or JOINTLY with any other person(s)</b> |   |                           |
|  | <input type="text"/>   |   |                           |

**Persons authorised to accept service of process**

List of persons resident in the State authorised to accept service of process on behalf of the Company and any notices required to be served on the Company - section 1302(2)(g)(i) Companies Act 2014.

Surname  Forename

Address

Postcode

---

Surname  Forename

Address

Postcode

---

**Signature of person authorised under section 1302(2)(g)(ii)**

*note eight*

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 F12.

Signature

Name   
*in block letters or typeprint*

Date

**NOTES ON COMPLETION OF FORM F12**

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 F12 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.
- note one** If the documents are not written in the Irish or English language, a certified translation thereof is required.
- note two** This section must be completed by the person who is submitting the application form to the Registrar. This may be either the applicant or a person on his/her behalf.
- note three** Insert full name (initials will not suffice) and the usual residential address. Where all of the partners in a firm are joint secretaries, the name and principal address of the firm alone may be given. In the case of a body corporate, the corporate name should be given.
- note four** Any former forename and surname 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 surname, 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 forename or surname where the forename or surname 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 surname by which he/she was known previous to his/her marriage or civil partnership.
- note five** In the case of a body corporate, the registered or principal office should be given.
- note six** Where no business occupation state "none". Do not leave blank.
- note seven** Details at A and B must be completed in respect of directors/authorised persons.
- note eight** **The form must be signed by the person resident in the State who is authorised with responsibility for ensuring compliance with the Companies Act 2014.**

# F2

*Return of alteration in the charter, statutes, memorandum or articles of association or other instrument constituting or defining the constitution of an external company*  
 Section 1302(3)(a)/1304(3) Companies Act 2014

External Company number

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

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

**Name of the Company**

|  |
|--|
|  |
|  |

**Legal form of the Company**

|  |
|--|
|  |
|--|

**Place of Incorporation**

|  |
|--|
|  |
|--|

note one

**Address of Branch in State**

|  |
|--|
|  |
|  |
|  |

note one

**Return of alteration**

note two

Change of Company Name and/or  Memorandum & Articles of Association, Charter, Statutes, other instrument defining constitution.

**Copy of documents**

note three

A certified (and where required authenticated) copy of any document making or evidencing an alteration in the company's Memorandum or Articles of Association and every amended text of its memorandum or articles of association must accompany this return and be shortly referred to here. If these documents are not written in the Irish or English language, a certified translation thereof is also required.

|  |
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|  |
|  |

**Signature**

note four

Signature of a person authorised under section 1302(2)(g)(ii) or section 1304 of the Companies Act 2014

|  |
|--|
|  |
|--|

Name in block letters or typescript

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

**Presenter details**

note five

Person to whom queries can be addressed

Name  
Address

|  |
|--|
|  |
|  |

Telephone number  
Email  
DX number/Exchange

|  |                  |
|--|------------------|
|  | Fax number       |
|  | Contact Person   |
|  | Reference number |

**NOTES ON COMPLETION OF FORM F2**

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. Accompanying documents must be of good quality and suitable for scanning purposes.
- note one** The country of incorporation should be stated. Full postal address of the Branch must be given.
- note two** Tick the relevant box.
- note three** Where the alteration is in relation to the memorandum and articles or other document defining the constitution of the company, the copy in the original language accompanying the F2 must be certified as a true copy in the country where the company is incorporated.
- Where the alteration is in relation to a change of name of the company, a copy of the certificate of incorporation/extract from the commercial register must accompany the form.
- All documents not produced in Irish or English must be accompanied by a certified translation.
- note four** The form must be signed by the person resident in the State who is authorised with responsibility for ensuring compliance with the Companies Act 2014.
- note five** This section must be completed by the person who is submitting the application form to the Registrar. This may be either the applicant or a person on his/her behalf.



# F3

*Return of alteration in the list of particulars of director/secretary of an external company or persons authorised to represent the company/ person to accept service of documents/ persons responsible for compliance.*  
 Section 1302(3)(c)/1304 Companies Act 2014

External Company number

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

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

|  |  |   |                     |
|--|--|---|---------------------|
| <b>Name of the Company</b>   |  |   |                     |
| <b>Legal form of the Company</b>                                     |  |   |                     |
| <b>Place of Incorporation</b>  |  |   |                     |
| <b>Address of the branch in the State</b><br><small>note one</small> |  |   |                     |
| <b>Return of alteration in secretary details</b>                     | Return of alteration in the List or Particulars of the person who is the Secretary of the company. |   |                     |
| <b>Surname</b>   |  | <b>Former surname</b>                               |                     |
| <b>Forename</b><br><small>note two</small>                           |  | <b>Former forename</b><br><small>note three</small> |                     |
| <b>Residential address</b><br><small>note four</small>               |  |   |                     |
| <b>Remarks as to alteration</b>                                      | <b>Appointed</b>   | <b>Resigned</b>                                     |                     |
|  |  |   |                     |
| <b>Effective Date of alteration</b>                                  | <small>Day</small>   | <small>Month</small>                                | <small>Year</small> |
|  | □ □  | □ □   | □ □ □ □             |

|  |  |                         |  |
|--|--|-------------------------|--|
| <b>Presenter details</b><br><small>note five</small> | <b>Person to whom queries can be addressed</b> |                         |  |
| <b>Name</b>  |  |                         |  |
| <b>Address</b>                                       |  |                         |  |
| <b>Telephone number</b>                              |  | <b>Fax number</b>       |  |
| <b>Email</b>   |  | <b>Contact Person</b>   |  |
| <b>DX number/Exchange</b>                            |  | <b>Reference number</b> |  |

**Return of alteration in details**

Return of alteration in the List or the Particulars of the directors or persons authorised to represent the Company at the date of this return pursuant to S.1302 (2)(f) Companies Act 2014

|                                     |                      |  |                      |
|-------------------------------------|----------------------|--|----------------------|
| Surname                             | <input type="text"/> | Former surname                               | <input type="text"/> |
| Forename<br><small>note two</small> | <input type="text"/> | Former forename<br><small>note three</small> | <input type="text"/> |

Date of birth

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| Day                  | Month                | Year                 |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Residential address  
note four

Business occupation  
note six

Nationality

Other directorships

| Company              | Company number       | Country of Incorporation |
|----------------------|----------------------|--------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/>     |
| <input type="text"/> | <input type="text"/> | <input type="text"/>     |

note seven **A State the extent of the authorised person's powers.**

**B State whether the authorised person can represent the company ALONE or JOINTLY with any other person(s)**

note eight Remarks as to alteration

Date of alteration

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| Day                  | Month                | Year                 |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

|                                     |                      |  |                      |
|-------------------------------------|----------------------|--|----------------------|
| Surname                             | <input type="text"/> | Former surname                               | <input type="text"/> |
| Forename<br><small>note two</small> | <input type="text"/> | Former forename<br><small>note three</small> | <input type="text"/> |

Date of birth

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| Day                  | Month                | Year                 |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Residential address  
note four

Business occupation  
note six

Nationality

Other directorships

| Company              | Company number       | Country of Incorporation |
|----------------------|----------------------|--------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/>     |
| <input type="text"/> | <input type="text"/> | <input type="text"/>     |

note seven **A State the extent of the authorised person's powers.**

**B State whether the authorised person can represent the company ALONE or JOINTLY with any other person(s)**

note eight Remarks as to alteration

Date of alteration

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| Day                  | Month                | Year                 |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Return of alteration  
in details of person  
responsible for  
compliance

Return of alteration in the names or addresses of the persons resident in the State responsible under Section 1302(2)(g)(ii) Companies Act 2014 for ensuring compliance with the provisions of the regulations.

Particulars  
of  
alteration

|  |
|--|
|  |
|  |

Date of  
alteration

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| Day                  | Month                | Year                 |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

**New Appointee**

Surname  
Forename

|  |
|--|
|  |
|  |

Address

|  |
|--|
|  |
|  |
|  |

Postcode

|  |
|--|
|  |
|--|

I hereby consent to act in this capacity

|  |
|--|
|  |
|--|

Name in  
block letters or  
typescript

|  |
|--|
|  |
|--|

Date

|  |
|--|
|  |
|--|

**New Appointee**

Surname  
Forename

|  |
|--|
|  |
|  |

Address

|  |
|--|
|  |
|  |
|  |

Postcode

|  |
|--|
|  |
|--|

I hereby consent to act in this capacity

|  |
|--|
|  |
|--|

Name in  
block letters or  
typescript

|  |
|--|
|  |
|--|

Date

|  |
|--|
|  |
|--|

**Return of alteration  
in details of person  
to accept service**

Return of alteration in the names or addresses of the persons resident in the State authorised under section 1302(2)(g)(i) of the Companies Act 2014 to accept on behalf of the company service of process and any notices to be served on the company.

Particulars  
of  
alteration

|  |
|--|
|  |
|  |
|  |

Date of  
alteration

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| Day                  | Month                | Year                 |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

**New Appointee**

Surname

Forename

Address

|  |
|--|
|  |
|  |
|  |

Postcode

**Signature**

Signature of a person authorised under section 1302(2)(g)(ii)/1304 of the Companies Act 2014.

The form must be signed by the person resident in Ireland who is authorised with responsibility for ensuring compliance with the Companies Act 2014.

Date

Name in block letters or typescript

**NOTES ON COMPLETION OF FORM F3**

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.
- note one** The full postal address in the State of the Branch must be given. A P.O. Box will not suffice.
- note two** Insert full name (initials will not suffice) and the usual residential address. Where all of the partners in a firm are joint secretaries, the name and principal address of the firm alone may be given. In the case of a body corporate, the corporate name should be given.
- note three** Any former forename and surname 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 surname, 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 forename or surname where the forename or surname 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, the name or surname by which she was known previous to her marriage.
- note four** In the case of a body corporate, the registered or principal office should be given.
- note five** This section must be completed by the person who is submitting the application form to the Registrar. This may be either the applicant or a person on his/her behalf.
- note six** Where no business occupation state "none". Do not leave blank.
- note seven** Details at A and B must be completed in respect of directors/authorised persons.
- note eight** Please state alteration - appointment or resignation and complete the date of the alteration.

**The form must be signed by the person resident in the State who is authorised with responsibility for ensuring compliance with the Companies Act 2014.**

**Return of alteration in address of the branch of an external company**

Section 1302(3)(4)/1304 Companies Act 2014

External Company number

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|

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

**Name of the company**

**Legal form of the company**

note one

Country of incorporation:-

**Return of alteration of address**

The company is altering its branch to a new address at:

Postcode

Date of change:      Day      Month      Year

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

**Signature**

note two

Signature of a person authorised under section 1302(2)(g)(ii)/1304 of the Companies Act 2014

Name in block letters or typescript       Date

**Presenter details**

note three

Person to whom queries can be addressed

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

**NOTES ON COMPLETION OF FORM F4**

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 F4 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.
- note one** The country of incorporation of the company should be stated.
- note two** **The form must be signed by the person resident in the State who is authorised with responsibility for ensuring compliance with the Companies Act 2014.**
- note three** This section must be completed by the person who is presenting the application form to the Registrar. This may be either the applicant or a person on his/her behalf.

**Notification of closure of branch/  
liquidation of company/  
insolvency proceedings/  
appointment of liquidator**

Section 1302(3)(e)/1304(3)(b)(c) Companies Act 2014



External Company number

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

Name of the company

Legal form of the company

Place of incorporation

A company incorporated in  and which has established its branch in the State at:

Address of branch in State

Name of branch (if different from company name)

Notice of proceedings

- The parent company is being wound up. Day  Month  Year
- Certified copy of resolution annexed (or other document).
- Particulars of appointment of liquidator  
 (i) Name and address (ii) Date of appointment (iii) His/her powers
- Termination of the liquidation (particulars attached)
- Insolvency proceedings, arrangements, compositions or any analogous proceedings to which the company is subject. (particulars attached).
- Closure of the branch Day  Month  Year

Signature

Signature of a person authorised under section 1302(2)(g)(ii)/section 1304 Companies Act 2014 to ensure compliance with the Act.

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

Presenter details

Person to whom queries can be addressed

|                    |                      |                      |
|--------------------|----------------------|----------------------|
| Name               | <input type="text"/> |                      |
| Address            | <input type="text"/> |                      |
| Telephone number   | Fax number           | <input type="text"/> |
| Email              | Contact Person       | <input type="text"/> |
| DX number/Exchange | Reference number     | <input type="text"/> |



**NOTES ON COMPLETION OF FORM F14**

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 F14 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.
- note one** The country of incorporation should be stated. A full postal address in the State at which post is capable of being readily delivered by the postal service must be given. A P.O. Box will not suffice.
- note two** Please tick relevant box. Date effective must be inserted where the parent company is being wound up. Date of closure must be inserted where a branch is closed. (If a resolution was passed to close a branch or if there is mention of the decision to close a branch in the minutes of a meeting, a copy should be attached to the Form F14.
- note three** The signature must be of the person resident in the State who is authorised with the responsibility for ensuring compliance with the Companies Act.
- note four** This section must be completed by the person who is presenting the application form to the Registrar. This may be either the applicant or a person on his/her behalf.

**Return of accounting documents**  
*(including certified translation where required)*  
 Section 1303(1)/1305(1) Companies Act 2014

External Company number

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|

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

**Name of the Company**

|  |
|--|
|  |
|  |

**Legal form of the Company**

|  |
|--|
|  |
|--|

**Country of Incorporation**

note one and two

|  |
|--|
|  |
|--|

Which has established its branch in the State at:

|  |
|--|
|  |
|  |

**Accounting Period**

note three

Accounting documents pursuant to section 1303/1305 of the Companies Act 2014 are attached, made up to:

|   |                      |                     |   |  |  |  |  |  |  |  |
|---|----------------------|---------------------|---|--|--|--|--|--|--|--|
| <small>Day</small>  | <small>Month</small> | <small>Year</small> |   |  |  |  |  |  |  |  |
| <table border="1" style="display: inline-table; width: 20px; height: 20px;"> <tr><td style="width: 10px; height: 10px;"></td><td style="width: 10px; height: 10px;"></td></tr> </table> |                      |                     | <table border="1" style="display: inline-table; width: 20px; height: 20px;"> <tr><td style="width: 10px; height: 10px;"></td><td style="width: 10px; height: 10px;"></td></tr> </table> |  |  | <table border="1" style="display: inline-table; width: 40px; height: 20px;"> <tr> <td style="width: 10px; height: 10px;"></td> <td style="width: 10px; height: 10px;"></td> <td style="width: 10px; height: 10px;"></td> <td style="width: 10px; height: 10px;"></td> </tr> </table> |  |  |  |  |
|   |                      |                     |   |  |  |  |  |  |  |  |
|   |                      |                     |   |  |  |  |  |  |  |  |
|   |                      |                     |   |  |  |  |  |  |  |  |

**Non-EEA country Requirement only: Share capital**

note four

Amount of called up share capital of a non-EEA company (if not indicated under Charter filed with Form F13) Section 1306 Companies Act 2014:

|  |
|--|
|  |
|  |

**Signature**

note five

Signature of a person authorised under section 1302(2)(g)(ii)/1304 of the Companies Act 2014.

|  |
|--|
|  |
|--|

Name in block letters or typescript



Date



**Presenter details**

note six

Person to whom queries can be addressed

**Name**

|  |
|--|
|  |
|--|

**Address**

|  |
|--|
|  |
|--|

**Telephone number**



Fax number

**Email**



Contact Person

**DX number/Exchange**



Reference number

|  |
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**NOTES ON COMPLETION OF FORM F7**

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.
- note one** The country of incorporation of the company should be stated.
- note two** A full postal address of the Branch must be given.
- note three** **The Form F7 must be accompanied by: a copy of the certified/signed accounts of the company (not the branch accounts).**
- Translations:** Where accounts are translated from the country of origin's language, the accounts in that language must accompany the certified translation.
- note four** The amount of the share capital indicated in this form cannot be more than 2 months old. This section need only be completed by non-EEA country companies only and only then where not indicated on form submitted under section 1304(1) (Form F13).
- note five** **The form must be signed by the person on record with the CRO, who is resident in the State and who is authorised with responsibility for ensuring compliance with the Companies Act 2014.**
- note six** This section must be completed by the person who is presenting the application form to the Registrar. This may be either the applicant or a person on his/her behalf.



Irish Branch Information

**Name of Branch**  
*(if different from  
Company name)*

**PLEASE NOTE**

If the branch is trading under a different name to that of the company, the Trading Name must be registered with the Business Name Section, after the branch has been registered. Form RBN1B is completed by a body corporate.

**Address of Branch**

Postcode

**Activities of Branch**

**Persons  
responsible  
for ensuring  
compliance**

List of persons resident in the State responsible for ensuring compliance with these Regulations - Section 1302 (2)(g)(ii) Companies Act 2014

Surname  Forename

Address

Postcode

I hereby consent to act in this capacity

Signature

Name  Date   
in block letters  
or typescript

Surname  Forename

Address

Postcode

I hereby consent to act in this capacity

Signature

Name  Date   
in block letters  
or typescript

**Persons authorised to represent the company**

List of and particulars of the directors and secretary and any other Persons authorised to represent the Company in dealings with third parties at the date of this return pursuant to Section 1302 (2)(f) Companies Act 2014

|  |  |   |                           |
|--|--|---|---------------------------|
| Surname  | <input type="text"/>   | Former surname                              | <input type="text"/>      |
| Forename<br><small>note three</small>                          | <input type="text"/>   | Former forename<br><small>note four</small> | <input type="text"/>      |
| Date of birth  | Day <input type="text"/>   | Month <input type="text"/>                  | Year <input type="text"/> |
| Residential address<br><small>note five</small>                | <input type="text"/>   |   |                           |
| Business occupation<br><small>note six</small>                 | <input type="text"/>   | Nationality                                 | <input type="text"/>      |
| Other directorships<br><small>in Ireland and elsewhere</small> | Company  | Company number                              | Country of Incorporation  |
|  | <input type="text"/>   | <input type="text"/>                        | <input type="text"/>      |
|  | <input type="text"/>   | <input type="text"/>                        | <input type="text"/>      |
| <small>note seven</small>                                      | <b>A State the extent of the authorised person's powers in relation to the activities of the branch.</b>         |   |                           |
|  | <input type="text"/>   |   |                           |
|  | <input type="text"/>   |   |                           |
|  | <input type="text"/>   |   |                           |
|  | <b>B State whether the authorised person can represent the company alone or jointly with any other person(s)</b> |   |                           |
|  | <input type="text"/>   |   |                           |

|  |  |   |                           |
|--|--|---|---------------------------|
| Surname  | <input type="text"/>   | Former surname                              | <input type="text"/>      |
| Forename<br><small>note three</small>                          | <input type="text"/>   | Former forename<br><small>note four</small> | <input type="text"/>      |
| Date of birth  | Day <input type="text"/>   | Month <input type="text"/>                  | Year <input type="text"/> |
| Residential address<br><small>note five</small>                | <input type="text"/>   |   |                           |
| Business occupation<br><small>note six</small>                 | <input type="text"/>   | Nationality                                 | <input type="text"/>      |
| Other directorships<br><small>in Ireland and elsewhere</small> | Company  | Company number                              | Country of Incorporation  |
|  | <input type="text"/>   | <input type="text"/>                        | <input type="text"/>      |
|  | <input type="text"/>   | <input type="text"/>                        | <input type="text"/>      |
| <small>note seven</small>                                      | <b>A State the extent of the authorised person's powers in relation to the activities of the branch.</b>         |   |                           |
|  | <input type="text"/>   |   |                           |
|  | <input type="text"/>   |   |                           |
|  | <input type="text"/>   |   |                           |
|  | <b>B State whether the authorised person can represent the company alone or jointly with any other person(s)</b> |   |                           |
|  | <input type="text"/>   |   |                           |

Persons authorised to accept service of process

List of persons resident in the State authorised to accept service of process on behalf of the Company and any notices required to be served on the Company - Section 1302(2)(g)(i) Companies Act 2014.

Surname  Forename

Address

Postcode

---

Surname  Forename

Address

Postcode

---

Signature of person authorised under section 1302(2)(g)(ii)

*note eight*

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 F13.

Signature

Name   
in block letters or typescript

Date

**NOTES ON COMPLETION OF FORM F13**

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 F13 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.
- note one** If the documents are not written in the Irish or English language, a certified translation is required.
- note two** This section must be completed by the person who is submitting the application form to the Registrar. This may be either the applicant or a person on his/her behalf.
- note three** Insert full name (initials will not suffice) and the usual residential address. Where all of the partners in a firm are joint secretaries, the name and principal address of the firm alone may be given. In the case of a body corporate, the corporate name should be given.
- note four** Any former forename and surname 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 surname, 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 forename or surname where the forename or surname 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 civil partner, the name or surname by which he/she was known previous to his/her marriage or civil partnership.
- note five** In the case of a body corporate, the registered or principal office should be given.
- note six** Where no business occupation state "none". Do not leave blank.
- note seven** Details at A and B must be completed in respect of directors/authorised persons.
- note eight** The form must be signed by the person resident in the State who is authorised with responsibility for ensuring compliance with the Companies Act 2014.