



CHANGE OF COMPANY NAME

INFORMATION LEAFLET NO.8 / SEPTEMBER 2005

1. Introduction

A company may, by special resolution and with the approval of the Registrar of Companies signified in writing, change its name.

All forms (and associated filing fees) and information leaflets referred to in this publication are available at www.cro.ie.

Please read this information leaflet carefully before submitting an application to change a company name. These procedures apply to all company types.

2. How do I register a change of company name?

When making an application to change the name of a company, you must submit the following:

- Form G1Q (change of name by special resolution)
- amended copy of the memorandum and articles of association (see 4. below)
- filing fee

Before submitting your application, you must ensure the company is up to date with filing its annual returns; the application will not be approved if the company is out of date with its annual returns.

Also, if the company is on a strike off list or CRO prosecution list as a result of its non-filing of returns, the Registrar of Companies will not grant approval for the change of name until the relevant enforcement process has been completed and the outstanding returns have been filed.

3. Where do I check my proposed company name?

Applicants are advised to check that the name proposed is not similar to one already registered by checking the register of companies, which you can do free of charge at www.cro.ie/search

We do not check proposed names against names on the business names register or the trade mark register. Applicants are, therefore, advised to check those registers to ensure the proposed company name does not conflict with a business name or trade mark since any person claiming to have a right to that name could take a passing off action to defend his/her interest.

You can search the business names register at www.cro.ie/search and the trade mark register at:

The Patents Office Government Buildings Hebron Road Kilkenny	
Tel	056 772 0111/Local 1890 220 223
Fax	056 772 0100/Local 1890 220 120
E-mail	patlib@patentsoffice.ie
Website	www.patentsoffice.ie

There are also restrictions on your choice of company name. For further information see Information Leaflet No. 1, "Company Incorporation".

4. How should I present the amended memorandum and articles?

- All documentation received in the CRO is scanned onto the computer system to facilitate faster access to documents. All documents submitted must, therefore, be of an acceptable standard. The text of the memorandum and articles must be black, easily legible and presented on A4 white paper which is suitable for scanning i.e. no staples, whitening fluid, etc. Photocopies showing black lines, faint text, pages where the text runs off the end of the page are not acceptable.
- The new name of the company, inclusive of the appropriate suffix, must appear twice on the first page of the memorandum i.e. under the title “Memorandum of Association” and in clause 1 of the objects. It must also appear on the first page of the articles of association under the title “Articles of Association”.
- The Companies Act cited in the first page of the memorandum and articles of association must be 1963-2009.
- The share capital clause in the memorandum and articles must show the latest share capital details. If these details differ from the relevant documentation filed by the company, it must ensure the change is formally notified to us on the relevant forms.
- The original subscribers’ page need not be completed. Photocopies of subscribers’ details from the most current relevant documentation will be acceptable.

5. What do I receive from the CRO following registration?

On registration, we will issue a certificate of change of name. The company may not use the new name until this certificate has been issued. The change of name is effective from the date on the certificate.

COMPANIES REGISTRATION OFFICE

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Email: info@cro.ie Web: www.cro.ie

AN OIFIG UM CHLÁRÚ CUIDEACHTAÍ

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