Step 1 - System requirements

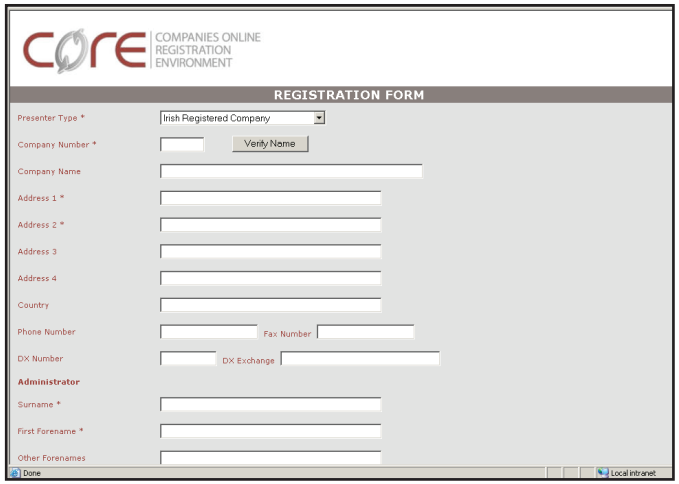
To file online you will need the following:

- A working email account; **not** hotmail.
- Adobe Reader 5, or later versions, on your computer (Free from www.adobe.com).
- A printer to print the signature page.
- If you have anti-virus software on your computer, enable PopUps in order to view the signature page.

Step 2 - Registration

To file online you first need to register with CORE. This is a simple process.

- Log onto www.core.ie.
- On the right hand side of the web page, click on REGISTER which appears under the question NEW TO CORE? and follow the instructions on screen. If you have already registered for online filing, you can use your existing username and password.



Step 3 - Getting access

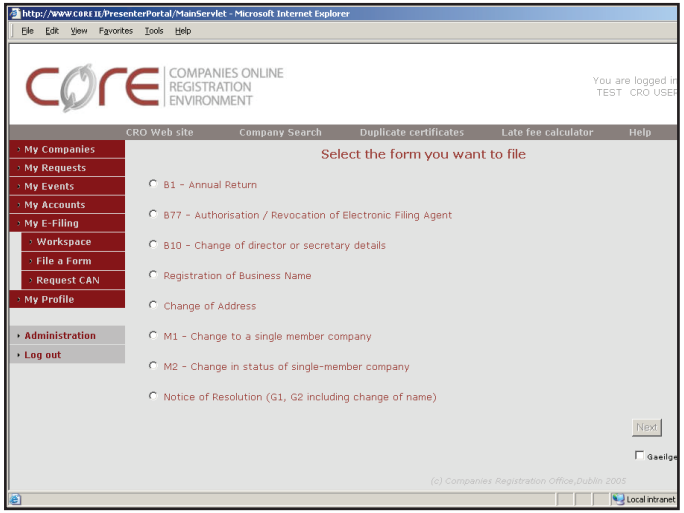
For security reasons, if you have not added the company to your list of watched companies you will be asked for the Company Access Number (CAN). This is to allow your company's annual return to be pre-filled.

- Log into www.core.ie using your email address and password.
- Click on "My Requests" or "My E-Filing' and follow the instructions on screen.

As we will post the CAN to your company's registered office address, allow yourself adequate time to receive it.

Step 4 - Completing the form

- When you have added the company to your watch list or received your CAN go to www.core.ie and log in using your email address and password.
- Click on "My E-Filing". Click on "File a Form".
- Select "B1 - Annual Return" from the workspace.



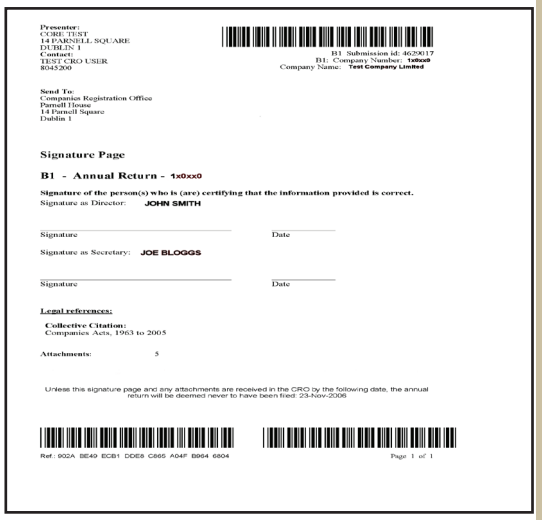
- Follow the instructions, making sure you read all pop-up messages carefully. To further assist you, the "Help" button, located on each web page will open up a page of instructions.

  Also, the icon located beside some fields will provide more specific instructions about that particular field.

- When you have completed all the fields, click on "Total View" and then click on "Check Form" in order to identify omissions.
- After this validation, click "Check Content" and you will be presented with a list of discrepancies, if any, which are described as "Errors" or "Warnings".

  Errors must be fixed before you can send the form; warnings should be checked to make sure the information is correct to the best of your knowledge.

- You can then either submit the form or save and submit it later. When you have successfully submitted the form, a signature page will open up as a .pdf document in Adobe Reader. You must print this page and have it signed by the relevant officers i.e. director and secretary or the Electronic Filing Agent (see Information Leaflet No. 15).



Step 5 - Concluding the process

The signature page, correct fee and any attachments (accounts, special auditor's report, lists of directorships, etc.) must be received in the CRO within 28 days of the date of electronic submission or the annual return will be deemed never to have been filed.

CORE - A Better Way To Manage Your Business With The CRO

CORE was created with you in mind. It allows you to view, in a secure, private online environment, up to date information on companies, all through one address, www.core.ie.

We have the complete set of tools in CORE so that you will be able to:

- get the work done faster.
- bring all relevant information together in one safe place.
- work with the most up to date information.

CORE Facilities

My Events - Receive notification of submissions for your company and changes in the status of those documents.

My Accounts - If you have an account with the CRO, you can obtain your balance, transactions and statements.

My E-Filing - Electronicaly file forms and have them registered faster and cheaper than paper forms.

My Requests - By default only one user is permitted to watch a company, so where your company is already being watched by a company officer or filing agent, you can submit a request for a second user.

Administration - Create user profiles, so that staff can access and manage client companies.

From CORE you can also access www.cro.ie, use the company search facility, order a duplicate certificate and use the late filing penalty calculator.

Further Information

If your query relates to **CORE or technical issues** associated with completing the online B1, email electronic_filing@djei.ie or telephone 01 804 5374/5355

If your query relates to the **content** of your online B1, email eb1@djei.ie or telephone 01 804 5394

For more detailed **information on filing annual returns** read Information Leaflet No. 21, "Filing Annual Returns In The CRO".

AN OIFIG UM CHLÁRÚ CUIDEACHTAÍ
Oifig Poiblí: Teach Pharnell, 14 Cearnóg Pharnell, Baile Átha Cliath 1
Fiosruithe: Bóthar Uí Bhriain, Ceatharlach

Lóghlao: 1890 220 226
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Ríomhphost: info@cro.ie **Láithreán:** www.cro.ie

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Postal Enquiries: O'Brien Road, Carlow

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COMPANIES REGISTRATION OFFICE

CORE.IE - Filing an Annual Return Online