

Carlow The New Destination For CRO Filings As First Stage of Decentralisation is Completed

Friday July 27th 2007

The first stage of the decentralisation of the Companies Registration Office (CRO) to Carlow will be completed on Monday, 30 July, 2007. From that date, company directors and their filing agents should send the majority of postal statutory filings including annual returns to the CRO in Carlow.

“This will help ensure that your documents are received and processed with maximum efficiency,” explained Paul Farrell, Companies Registrar. “Of course, any documents sent to the wrong office will be quickly passed along but to ensure your returns and filings are processed as quickly as possible, it is important to make sure they go to the correct location in the first instance.”

The CRO will have 32 staff in Carlow and expects to receive between 600 and 1,000 annual returns and statutory filings a day. The Carlow office is equipped to the highest standard and will operate a new integrated document receipt and scanning process to shorten the time taken to make documents available for public inspection.

The new postal address is:

**Companies Registration Office,
O’Brien Road,
Carlow.**

The CRO’s Public Enquiries and Lodgments Office will remain at Parnell House, 14 Parnell Square, Dublin 1, with opening hours of 9.30am to 4.30pm, Monday to Friday. The Registry of Friendly Societies is not affected by this move.

Only the following statutory filings should continue to be sent to the CRO’s Dublin office:

- Statutory filings for:
 - New Companies
 - Mortgages/Charges
 - Company Re-registration
 - Change of Company Name
 - External Companies
 - Business Names
- J Forms (Electronic Filing Agent Applications)
- Requests For Voluntary Strike-Off
- General correspondence.

Envelopes sent to Dublin should be clearly marked on the outside for the attention of the relevant section listed above (eg “New Companies”).