



**Complimentary  
CRO Customer account**

Account application form for  
Exchequer funded Government  
Departments/State Agencies  
(excluding Local Authorities)

**OFFICIAL USE ONLY**

CRO receipt date stamp

Account Number:

Pin number:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Department/  
State Agency**

Name & Section  
*note one*

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

Address

Funded By

*If not part of an Exchequer funded Government Department, state what Government Department provides funding to your organisation*

**Contact person**

*note two*

Name 1

Telephone number

Fax number

E-mail address

Name 2

Telephone number

Fax number

E-mail address

**Certification**

*note three*

I note that it is a condition of this service that it will be necessary to inform CRO when credit is to be applied. I also undertake to ensure that the Account is used for official Government business only.

Signature

Position held

Name *in block letters or typescript*

Date

**Account holder details**

*note four*

Name

Address

Telephone number

Email

DX number/Exchange

Fax number

Contact Person

Reference number

## NOTES ON COMPLETION OF FORM A/C2

- 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 a/c2 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** Please supply the full name of the Department or Agency and also the Section within the organisation that the Account applies to. If an Agency, it must be fully funded by a Government Department. Please provide written confirmation from the relevant Government Department.
- note two** Please supply two contact details, the second contact will be used in the event of the first contact not being available. The Account number and PIN will be issued to the first contact.
- note three** This should be completed by person of Higher Executive Officer grade/equivalent or higher.
- note four** This section must be completed by the person who is presenting the application form to the CRO. This may be the individual or a person on behalf of the individual. The DX number and exchange details may be given by those who are members of a document exchange service.

### Further information

**CRO address** When you have completed and signed the form, please send to

**Customer Accounts Section,  
Companies Registration Office,  
O'Brien Road,  
Carlow  
R93 E920**

DX (Document Exchange) number 271004.

The DX service is an alternative document delivery system to the postal system.

The CRO has a Public Office at Bloom House, Gloucester Place Lower, Dublin 1.

**Please carefully study the explanatory notes above. A Form a/c2 that is not completed correctly is liable to be rejected and returned to the presenter by the CRO.**

**FURTHER INFORMATION ON THE COMPANY SEARCH FACILITY AND PRESCRIBED FEES,  
IS AVAILABLE FROM [www.cro.ie](http://www.cro.ie) OR BY EMAIL AT [cro.customer.accounts@djei.ie](mailto:cro.customer.accounts@djei.ie)**