

Declaration that a person has ceased to be a director or secretary of a company which has failed to send notification of the said cessation
Section 152(3) Companies Act 2014

Company number

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CRO receipt date stamp & barcode

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

do hereby declare that I ceased to be a
note one

☐ Director

☐ Secretary

of the above mentioned company on

Day	Month	Year								
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and that I enclose all of the following documentary evidence of my having ceased to be an officer of the aforementioned company:

☐

A signed copy of notice of resignation to the company (letter marked "A") on which I have signed my name prior to the making of this declaration *note two*

and

☐

A copy of the notice served by me on the company pursuant to section 152(3) of the Companies Act 2014 (letter marked "B") on which I have signed my name prior to the making of this declaration. *note three*

Failure to file the letters and their required statements with the form B69 will lead to the B69's rejection.

Declaration continued overleaf

Presenter details

Person to whom queries can be addressed

Name

Address

Telephone number

Email

DX number/Exchange

	Fax number
	Contact Person
	Reference number

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.

For further information see Information Leaflet No. 18, "Notification by Director/Secretary of Resignation".

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 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.

Further information

CRO address

When you have completed and signed the form, please file with the CRO.

The Public Office is at Bloom House, Gloucester Place Lower, Dublin 1.

If submitting by post, please send with the prescribed fee to the Registrar of Companies at:

Companies Registration Office, O'Brien Road, Carlow, County Carlow, R93 E920
DX: 271004 DX Exchange: Carlow 2

Payment

If paying by cheque, postal order or bank draft, please make the fee payable to the Companies Registration Office. Cheques or bank drafts must be drawn on a bank in the Republic of Ireland.

Online Option

An alternative to completing this paper form is to notify us online at www.core.ie. Submitting your application online is free, more secure and quicker than filing the paper form.

Please carefully study the explanatory notes above. A Form B69 that is not completed correctly or is not accompanied by the correct documents or fee will be rejected and returned to the presenter by the CRO.

FURTHER INFORMATION ON COMPLETION OF FORM B69, INCLUDING THE PRESCRIBED FEE, IS AVAILABLE FROM WWW.CRO.IE OR BY EMAIL INFO@CRO.IE