

**Changes to the particulars of the Charge holder**

Section 409(8) Companies Act 2014

CRO receipt date stamp & barcode

Company number

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

**Company name**

*in full*


**The company name must correspond exactly with the name on the Register**

**Charge Details**

The charge holder has changed.

Or

The name and/or address of the charge holder has changed.

*note one*

Name of current charge holder


*note one*

Address of current charge holder


Name of previous charge holder


Date of change in Charge holder details

Day	Month	Year

**The change relates to the following charge:**

Charge number

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*note three and four*

Date charge created/registered

Day	Month	Year

**Presenter details**

**Person to whom queries can be addressed**

Name

Address

E-Mail

Telephone number

Dx Mail/Exchange

	Fax number
	Contact Person
	Reference number

**Signature of the  
new Charge holder  
and of previous  
charge holder**

*note two*

This form must be signed by both the current and previous charge holder where there is a change in the person entitled to the charge. I hereby certify that the particulars contained in this form are correct and have been given in accordance with the Notes on Completion of Form C17.

Name of current Charge holder

Signature: *State name and position held*

Name *in bold capitals or typescript*

Date

Position Held *in bold capitals or typescript*

Name of previous Charge holder

Signature: *State name and position held*

Name *in bold capitals or typescript*

Date

Position Held *in bold capitals or typescript*

## NOTES ON COMPLETION OF FORM C17

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. Where the space provided on Form C17 is considered inadequate, the information should be presented on a continuation sheet (A4 page).
- note one** The charge holder is the person entitled to the charge, usually the party providing the finance.
- note two** If the only change is a change of name/address, then **only** the signature of the existing charge holder is required.
- note three** The charge numbers are listed on a company printout which is available from the CRO. A charge number is not a submission/barcode number. A separate form C17 must be lodged for each charge.
- note four** Enter either the date of the creation of the charge or the date of registration of the charge. Both dates appear on a company printout.

Failure to notify CRO of any change in the name/address of the lender may result in a charge being incorrectly registered as fully satisfied. No responsibility attaches to CRO in such circumstances.

### Further information

- CRO address** When you have completed and signed the form, please send with the prescribed fee to the Registrar of Companies at:
- The Mortgages Section,  
Companies Registration Office,  
Bloom House, Gloucester Place Lower, Dublin 1.
- 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.
- CRO printouts** Company printouts are available from the CRO or via [www.cro.ie](http://www.cro.ie) on payment of the prescribed fee.

Please *carefully* study the explanatory notes above. A Form C17 that is not completed correctly or is not accompanied by the correct fee is liable to be rejected and returned to the presenter by the CRO pursuant to section 898 Companies Act 2014.

FURTHER INFORMATION ON COMPLETION OF FORM C17, INCLUDING THE PRESCRIBED FEE, IS AVAILABLE FROM [www.cro.ie](http://www.cro.ie) OR BY EMAIL [info@cro.ie](mailto:info@cro.ie)