

**Particulars of a charge subject to which  
property has been acquired by a company  
incorporated in the State**

Section 411(2) Companies Act 2014

Company number

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CRO receipt date stamp & barcode

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

**Date of Acquisition  
of the property**

*note one*

Day			Month			Year				
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A correctly completed Form C3 must be lodged with the CRO within 21 days as set out in section 411 of the Companies Act 2014.

**Date of instrument  
creating/evidencing  
the charge**

Day			Month			Year				
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**Description of the  
instrument creating  
or evidencing the  
charge**

*note two*


**Short particulars of  
the property charged**

*note three*


*note three*

Further particulars

**Presenter details**

**Person to whom queries can be addressed**

Name  
Address  
E-Mail  
Telephone number  
Dx Mail/Exchange

	Fax number
	Contact Person
	Reference number

**Persons entitled to the charge**

*note four*

**Name and address of charge holder(s)**

Name  
Address


Name  
Address


Name  
Address


**Verification**

*note five*

The form may be signed by the company secretary, company director or solicitor acting on behalf of the company **and** by a person duly authorised on behalf of the charge holder.

Signature on behalf of company

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Name *in block letters or typed*

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Position held

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Nature of interest in the charge

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Signature on behalf of charge holder

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Name *in block letters or typed*

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Position held

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Nature of interest in the charge

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**Company e-mail address**

*Please nominate an e-mail address. The certificate will issue to this e-mail address in electronic format. This is required information.*

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## NOTES ON COMPLETION OF FORM C3

These notes should be read in conjunction with the relevant legislation

**General** This form must be completed in full and in accordance with the following notes.

**note one** A correctly completed Form C3 must be lodged with the CRO within 21 days of the date of the acquisition of the property as set out in section 411 of the Companies Act 2014.

**note two** A description of the Instrument, eg "Mortgage", "Debenture" "Judgment Mortgage" "Fixed charge" etc. as the case may be, should be given. In the case of a Judgment Mortgage, the date of the registration of the relevant affidavit in the Land Registry or Registry of Deeds should be given.

**note three** Please print within the box provided. Maximum 250 words. If the short particulars cannot be fitted into the allotted space, please place an X in the box and attach the further particulars.

**note four** Insert the name and address of each person entitled to the charge.

**note five** Where the signature is on behalf of the company, the position held must be one of the following:

(1) Director , (2) Secretary, (3) Solicitor acting on behalf of the company.

### Completing Form C3

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:

The Mortgages Section, Companies Registration Office,

Bloom House, Gloucester Place Lower, Dublin 1.

**Please carefully study the explanatory notes above. A Form C3 that is not completed correctly or is not accompanied by the correct fee will be rejected and returned to the presenter by the CRO.**

**FURTHER INFORMATION ON THE COMPLETION OF FORM C3 IS AVAILABLE  
FROM [www.cro.ie](http://www.cro.ie) OR BY EMAIL at [info@cro.ie](mailto:info@cro.ie)**