

Return of alteration in the charter, statutes, memorandum or articles of association or other instrument constituting or defining the constitution of an external company

Section 1302(3)(a)/1304(3) Companies Act 2014

External Company number

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CRO receipt date stamp and CRO barcode

Name of the Company

Legal form of the Company

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Place of Incorporation

note one

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Address of Branch in State

note one

Return of alteration

note two

Change of Company Name and/or Memorandum & Articles of Association, Charter, Statutes, other instrument defining constitution.

Copy of documents

note three

A certified (and where required authenticated) copy of any document making or evidencing an alteration in the company's Memorandum or Articles of Association and every amended text of its memorandum or articles of association must accompany this return and be shortly referred to here. If these documents are not written in the Irish or English language, a certified translation thereof is also required.

Signature

note four

Signature of a person authorised under section 1302(2)(g)(ii) or section 1304 of the Companies Act 2014

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Name *in block letters or typescript*

	Date	
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Presenter details

note five

Person to whom queries can be addressed

Name
Address

Telephone number
Email
DX number/Exchange

	Fax number
	Contact Person
	Reference number

NOTES ON COMPLETION OF FORM F2

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. Accompanying documents must be of good quality and suitable for scanning purposes.
- note one** The country of incorporation should be stated. **Full** postal address of the Branch must be given.
- note two** Tick the relevant box.
- note three** Where the alteration is in relation to the memorandum and articles or other document defining the constitution of the company, the copy in the original language accompanying the F2 must be certified as a true copy in the country where the company is incorporated. See Information leaflet 5 on our website - www.cro.ie - for information regarding certification, authentication and translation.
- Where the alteration is in relation to a change of name of the company, a copy of the certificate of incorporation/extract from the commercial register must accompany the form.
- All documents not produced in Irish or English must be accompanied by a certified translation.
- note four** **The form must be signed by the person resident in the State who is authorised with responsibility for ensuring compliance with the Companies Act 2014.**
- note five** This section must be completed by the person who is submitting the application form to the Registrar. This may be either the applicant or a person on his/her behalf.

Further information

- CRO address** When you have completed and signed the form, please send with the prescribed fee to the Registrar of Companies at:
- External Companies 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.