

Return of alteration in the list of particulars of director/secretary of an external company or persons authorised to represent the company/ person to accept service of documents/ persons responsible for compliance.

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

External Company number

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CRO receipt date stamp and CRO barcode

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

Name of the Company

Legal form of the Company

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Place of Incorporation

--

Address of the branch in the State

note one

Return of alteration in secretary details

Return of alteration in the List or Particulars of the person who is the Secretary of the company.

Surname

--

Former surname

--

Forename

note two

--

Former forename

note three

--

Residential address

note four

Remarks as to alteration

Appointed

Resigned

Effective Date of alteration

Day	Month	Year								
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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

**Return of alteration
in details**

**Return of alteration in the List or the Particulars of the directors or persons authorised to
represent the Company at the date of this return pursuant to S.1302 (2)(f) Companies Act 2014**

Surname

Former surname

Forename

Former forename

note two

note three

Date of birth

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Residential address

note four

Business occupation

Nationality

note six

Other directorships

Company	Company number	Country of Incorporation
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

note seven

A State the extent of the authorised person's powers.

B State whether the authorised person can represent the company ALONE or JOINTLY with any other person(s)

note eight

Remarks as to alteration

Date of alteration

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Surname

Former surname

Forename

Former forename

note two

note three

Date of birth

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Residential address

note four

Business occupation

Nationality

note six

Other directorships

Company	Company number	Country of Incorporation
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<input type="text"/>	<input type="text"/>	<input type="text"/>

note seven

A State the extent of the authorised person's powers.

B State whether the authorised person can represent the company ALONE or JOINTLY with any other person(s)

note eight

Remarks as to alteration

Date of alteration

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Return of alteration
in details of person
responsible for
compliance**

**Return of alteration in the names or addresses of the persons resident in the
State responsible under Section 1302(2)(g)(ii) Companies Act 2014 for ensuring
compliance with the provisions of the regulations.**

Particulars
of
alteration

Date of
alteration

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

New Appointee

Surname
Forename

Address

Postcode

--

I hereby consent to act in this capacity

--

Name *in
block letters or
typescript*

--

Date

--

New Appointee

Surname
Forename

Address

Postcode

--

I hereby consent to act in this capacity

--

Name *in
block letters or
typescript*

--

Date

--

**Return of alteration
in details of person
to accept service**

Return of alteration in the names or addresses of the persons resident in the State authorised under section 1302(2)(g)(i) of the Companies Act 2014 to accept on behalf of the company service of process and any notices to be served on the company.

Particulars
of
alteration

Date of
alteration

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

New Appointee

Surname

Forename

Address

Postcode

--

Signature

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

The form must be signed by the person resident in Ireland who is authorised with responsibility for ensuring compliance with the Companies Act 2014.

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Date

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Name *in block letters or typescript*

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NOTES ON COMPLETION OF FORM F3

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.
- note one** The **full** postal address in the State of the Branch must be given. A P.O. Box will not suffice.
- note two** Insert full name (initials will not suffice) and the usual residential address. Where all of the partners in a firm are joint secretaries, the name and principal address of the firm alone may be given. In the case of a body corporate, the corporate name should be given.
- note three** Any former forename and surname must also be stated. However, it does not include the following:
- (a) In the case of a person usually known by a title different from his/her surname, the name by which he/she is known previous to the adoption of a succession to the title;
 - (b) in the case of any person, a former forename or surname where the forename or surname was changed or disused before the person bearing the name attained the age of 18 years or has been changed or disused for a period of not less than 20 years;
 - (c) in the case of a married person, the name or surname by which she was known previous to her marriage.
- note four** In the case of a body corporate, the registered or principal office should be given.
- 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.
- note six** Where no business occupation state "none". Do not leave blank.
- note seven** Details at A and B must be completed in respect of directors/authorised persons.
- note eight** Please state alteration - appointment or resignation and complete the date of the alteration.

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.

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.