

Return of alteration in address of the branch of an external company

Section 1302(3)(d)/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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note one

Country of incorporation:-

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Return of alteration of address

The company is altering its branch to a new address at:

Postcode

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Date of change: Day Month Year

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Signature

note two

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

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Name *in block letters or typescript*

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Date

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Presenter details

note three

Person to whom queries can be addressed

Name

Address

Telephone number	Fax number
Email	Contact Person
DX number/Exchange	Reference number

NOTES ON COMPLETION OF FORM F4

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 F4 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.
- note one** The country of incorporation of the company should be stated.
- note two** **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 three** This section must be completed by the person who is presenting 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.