

PREFACE

Compiled in accordance with the Freedom of Information (FOI) Act 2014.

The FOI Act 2014 establishes three statutory rights:

- a right for each person to access information held by public bodies;
- a right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading;
- a right to obtain reasons for decisions affecting him/herself.

The Act asserts the right of members of the public to obtain access to official information to the greatest extent possible consistent with the public interest and the right to privacy of individuals.

Purpose of reference book

This reference book has been prepared and published in accordance with the requirements of section 8 of the FOI Act. In accordance with section 8 of the Act, the purpose of this reference book is to facilitate access to official information held by the Registry of Friendly Societies (RFS), by outlining the structure and functions of the office; details of the services we provide and how they may be availed of; information on the classes of records we hold; and information on how to make a request to the office under the FOI Act.

Section 8 of the FOI Act

Information about the Registry of Friendly Societies (RFS) and the FOI Act are stated below under six different headings:

- Information about the FOI Body
- Services Provided or to be provided to the Public
- Decision Making process for major policy proposals
- Financial information
- Procurement
- FOI Disclosure log and other information to be published routinely.

Please note that where requests for information are received under the Act, there is a presumption of release unless specific exemptions apply. Even where specific exemptions may be deemed to apply, consideration must be given to whether it is in the public interest to release the records. Therefore, when submitting non-statutory submissions to the RFS it should be borne in mind that any records could potentially be released by the RFS.

Under the FOI Act anyone is entitled to apply for access to information not otherwise publicly available. Each person has a right to:

- access to records held by the RFS;
- correction of personal information relating to oneself held by the RFS where it is inaccurate or misleading;
- access to reasons for decisions made by the RFS directly affecting oneself.

The following records come within the scope of the FOI Act:

- all records relating to personal information held by the RFS irrespective of when created;
- all other records created from commencement date i.e. 21 April 1998;
- any other records necessary to the understanding of a current record.

Further information regarding the procedure to make an application is provided in Part 1 of this Handbook.

FOI Fees

A detailed list of our fees chargeable on documents, or for services rendered, which are outside the scope of the FOI Act, are set out in Appendix 3 of this FOI Handbook. Fees for information falling under the FOI Act may be charged in accordance with S.I. No. 531 of 2014 - Freedom of Information Act 2014 (Fees)(No. 2) Regulations 2014.

Information about the FOI Body

- Registry of Friendly Societies (RFS) operates under the aegis of the Department of Business, Enterprise and Innovation. The office of the Registrar of Friendly Societies was created in 1846.
- Copies of the RFS Annual Report can be accessed from the Companies Registration Office website - www.cro.ie. It is available under the Corporate Publications webpage on www.cro.ie under Publications/Publications/Corporate.
- The RFS comprises the following breakdown in staff numbers:
1 Principal Officer, 1 Higher Executive Officer, 1 Executive Officer, 1 Clerical Officer.
- Telephone/email address information: Please see section 1 of this document
- RFS Customer Charter is available on the CRO website, www.cro.ie, under About Us/Customer Charter.

Services Provided or to be provided to the Public

- The RFS maintains registers under the operation of the Friendly Societies Acts 1896-2018, The Industrial and Provident Societies Acts 1893-2018 and the Trade Union Acts 1871-1990 and other sundry legislation. See Appendix 1.
- Information relating to the services provided by the RFS is published in Section 2 of this Freedom of Information Handbook as well as on www.cro.ie.
- Fees information is stated in Appendix 3.

Decision Making process for major policy proposals

- The RFS maintains registers under the Acts described above and is not involved in policy decisions.

Financial Information

- Details, on a quarterly basis, of payments or purchase orders for goods and services of more than €20,000 are published on a webpage: accessible on CRO website, www.cro.ie, under About CRO/Freedom of Information/Payments over €20,000

Procurement

- Details regarding any current tender competitions on the etenders website and any public contracts awarded are available on the Procurement webpage.

FOI Disclosure Log and Other Information to be Published Routinely.

- Details of FOI requests made to the RFS in relation to non-personal requests are available on the FOI Disclosure Log webpage. The webpage is accessible on www.cro.ie under About CRO/Freedom of information/FOI Disclosure Log.
- For further information of Freedom of Information, including the text of the Acts, please visit the government website www.foi.gov.ie/

CONTENTS

PREFACE

1. HOW TO GET INFORMATION	
1.1 ROUTINELY AVAILABLE INFORMATION	4
1.2 APPLICATIONS UNDER THE FOI ACT	4
1.3 RIGHTS OF REVIEW AND APPEAL	5
1.4 INTERNAL REVIEW	5
1.5 REVIEW BY THE INFORMATION COMMISSIONER	5
1.6 FOI FEES	6
2. OVERVIEW OF THE CRO	
2.1 MISSION STATEMENT	6
2.2 DESCRIPTION AND FUNCTIONS OF THE RFS	6
2.3 SERVICES PROVIDED BY THE RFS	7
3. ORGANISATION OF RFS	8
4. AVAILABILITY OF INFORMATION	8
5. ACCESS TO INFORMATION IN THE REGISTRY	9
APPENDIX 1 Legislation	11
APPENDIX 2 Forms	12
APPENDIX 3 Fees	15

1. HOW TO GET INFORMATION

1.1 ROUTINELY AVAILABLE INFORMATION

It is important to bear in mind that we currently make information routinely available to the public in relation to its functions and activities. Such information, summarised below, will continue to be available informally without the need to use the FOI Act.

What is available?	Where is it available?	Contact details
General information relating to RFS	CRO website	www.cro.ie
	Telephone	E-mail: rfs@dbei.gov.ie Telephone: 01 804 5499
	Public Office (shared with CRO)	Bloom House Gloucester Place Lower Dublin 1
Register of industrial and provident societies can be searched on a website	CRO website - www.cro.ie (The RFS does not have an individual website).	https://search.cro.ie/rfs You can check free of charge certain vital information such as society name, registered office address and date registered. Some images have now been scanned and are available to RFS customer account holders.
Legislation related to RFS's areas of activity	Government Publications	Publications@opw.ie Telephone: 01 647 6834

The FOI Act is designed to allow public access to information held by public bodies NOT routinely available through other sources. Access to information under the Act is subject to certain exemptions and involves particular procedures and time limits. This manual provides a guide to the structure of the RFS so as to help you access information both under the FOI Act and the Industrial and Provident Societies/Friendly Societies/Trade Union Acts.

1.2 APPLICATIONS UNDER THE FOI ACT

The RFS will normally be obliged to respond to requests under the FOI Act within four weeks. The FOI officer for the RFS is also the FOI officer for the Companies Registration Office (CRO).

Applications under the FOI Act should be addressed to:

Mark Donoghue
Freedom of Information Officer
Companies Registration Office
Bloom House, Gloucester Place Lower, Dublin 1
Telephone: 01 804 5251
Email: mark.donoghue@dbei.gov.ie
(General queries should be directed to the RFS itself (01 804 5499) - not to the FOI Officer)

Requests for information must be in writing and must indicate:

- your full name and address;
- that it is being made under the FOI Act;
- a day-time telephone number, if possible, so that you may be contacted quickly if it is necessary to clarify details of your request
- details of the information requested which must be as comprehensive and as specific as possible (if you have difficulty in identifying the precise records which you require, we will be happy to assist you in preparing your request);
- if necessary, the particular format in which the information is requested e.g. photocopy, disc, etc.

1.2.1 FOI DECISION MAKING IN THE RFS

Decisions on applications are made at a level not below Higher Executive Officer. Internal appeal decisions are made by officers of a higher grade.

1.3 RIGHTS OF REVIEW AND APPEAL

The FOI Act sets out a series of exemptions to protect sensitive information where its disclosure may damage key interests of the State or of third parties. Where the FOI officer in the RFS invokes these provisions to withhold information, the decision may be appealed.

Decisions in relation to deferral of access, charges, forms of access, etc. may also be the subject of appeal. Details of the appeals mechanisms are as follows:

1.4 INTERNAL REVIEW

You may seek internal review of the initial decision, which will be carried out by an officer at a higher level if:

- you are dissatisfied with the initial response received i.e. refusal of information, form of access, charges, etc., or
- you have not received a reply within four weeks of your initial application. This is deemed to be a refusal of your request and allows you to proceed to internal review.

Requests for internal review should be submitted in writing to:

The Registrar,
Registry of Friendly Societies, Bloom House, Gloucester Place Lower, Dublin 1

Phone: 01 804 5260 E-mail: Maureen.OSullivan@dbei.gov.ie

Such a request for internal review must be submitted within four weeks of the initial decision. The RFS must complete the review within three weeks. An internal review must normally be completed before an appeal may be made to the Information Commissioner.

1.5 REVIEW BY THE INFORMATION COMMISSIONER

Following completion of the internal review, you may seek an independent review of the decision from the Information Commissioner. If you have not received a reply to your application for internal review within three weeks, this is deemed to be a refusal and you may appeal the matter to the Information Commissioner.

Appeals in writing may be made directly to the Information Commissioner at the following address:

Office of the Information Commissioner, 6 Earlsfort Terrace, Dublin 2, D02 W773

Telephone: 1890 253238, 01-6395689

E-mail: info@oic.gov.ie

Website: www.oic.gov.ie

1.6 FOI FEES

A detailed list of our fees chargeable on documents, or for services rendered, which are outside the scope of the FOI Act, are set out in Appendix 1.

Fees for information falling under the FOI Act are set out in S.I. No. 531 of 2014 - Freedom of Information Act 2014 (Fees) (No.2) Regulations 2014.

2. OVERVIEW OF THE RFS

2.1 MISSION STATEMENT

The mission of the Registry of Friendly Societies (RFS) is:

“To ensure that the various entities registered at the Registry, which are subject to general regulation and supervision in varying degrees by the Registrar of Friendly Societies, comply with their statutory obligations and to maintain an up to date public record on those entities”

2.2 DESCRIPTION AND FUNCTIONS OF THE RFS

We operate under the aegis of the Department of Business, Enterprise and Innovation and retain the files of all Friendly Societies, Industrial and Provident Societies and Trade Unions registered in the Republic of Ireland.

Our main functions are as follows:

- Registration of Industrial and Provident Societies and Trade Unions.
- General regulation of Industrial and Provident Societies, Trade Unions and Friendly Societies
- To maintain a set of files on each registered society and trade union which is open to public inspection
- To provide an efficient and effective service to the public.

The role of the Registry within the Department of Business, Enterprise, and Innovation:

To play an effective role in helping to implement the Department’s strategic goals to effect a business regulatory system which is to the forefront of international standards, commands public confidence and international respect and to ensure delivery of enhanced responsiveness and quality customer care and to play a constructive role in implementing an effective statutory framework for the development and supervision of co-operatives.

2.3 SERVICES PROVIDED BY THE RFS

2.3.1 Principal services

- The main work of the Registry is the registration and general regulation of Industrial and Provident Societies, Trade Unions and Friendly Societies in line with the legislation governing those entities. As at 31 December 2018 there were 911 Industrial and Provident Societies, 56 Trade Unions and 46 Friendly Societies on the registers. Please see Appendix
- The Registry deals with the registration of new societies and trade unions as well as applications to register amended rules, transfer of engagements, partial transfer of engagements in the case of industrial and provident societies only, amalgamations, changes of name, changes of address, dissolutions, cancellations, restorations, and liquidations of existing societies..
- All registered entities are required to file annual returns and audited accounts and the Registry sends out reminders to help ensure that these are furnished in time.

2.3.2 Public access to the Office

Access to public record files is facilitated through the public enquiries counter in the Companies Registration Office at Bloom House, Gloucester Place Lower, Dublin 1.

The public office is open every working day from 9.30am to 1.00pm and from 2.15pm to 4.30pm. The office opens during lunchtime for the lodgement of documents and to conduct searches only. Clients are also invited to contact the office by e-mail at rfs@dbei.gov.ie.

3. ORGANISATION OF THE REGISTRY

Name	Title	Phone	Email
Maureen O'Sullivan	Registrar	01-8045499	maureen.osullivan@dbei.gov.ie
Gary Ward	Manager	01-8045272	gary.ward@dbei.gov.ie
Mary Giblin	Executive Officer	01-8045248	mary.giblin@dbei.gov.ie
Agnes Ward	Clerical Officer	01-8045469	agnes.ward@dbei.gov.ie

4. AVAILABILITY OF INFORMATION

Availability of Information

The Registrar maintains public record files on all registered entities. These are available for inspection on payment of a prescribed fee.

Public Record Files

These files contain official documentation relating to:

- Annual Return including audited accounts
- Registered Rules
- Notice of Amendment to Rules
- Notice of Change of Registered Office
- Triennial Return (Industrial and Provident Societies only)

The prescribed fee to inspect a public record file is currently €6.00 per Industrial and Provident Society or a Friendly Society file. There is no charge to inspect a Trade Union file. Photocopies of all documents on the public file can also be made. The charge is 25 cents per page for the first 10 pages and 10 cents per page thereafter. This service is also available by post. The public record files may be inspected without the need to make an FOI request.

The Registry maintains a computer database of Industrial and Provident Societies, Trade Unions and Friendly Societies. The database contains the basic registration details of each entity, i.e. registered name, registered number, registered office, whether registered or cancelled, society type, the latest year for which an annual and, where appropriate, triennial return, is filed. These details are supplied free of charge in response to general queries. Triennial Returns are no longer required to be filed (Section 11 2014 Act)

Online Search

The Register of Friendly Societies, Trade Unions and Industrial and Provident Societies is not fully available online and cannot be searched using the CRO website search. <https://search.cro.ie/rfs/>

It is possible to search online (by name) for a particular society or trade union. You are able to see a list of documents that have been filed against the society/union.

Once you click on a particular society or union, you will see its number, address, entity type (whether friendly or industrial & provident society or a trade union), the date of registration, the last date of an annual return submitted to the RFS and the date of the last triennial return filed (where required). Should you click on View Submissions you will see listed the various submissions filed and whether they are processed and/or scanned.

It is possible to purchase online an image of a document for a fee. (Fee €2.50). (Payment is by credit card only).

Annual Report of the Registrar

The Registrar publishes an annual report which contains statistics relating to all entities registered. As from 2004, this report is available free of charge and can be downloaded from the website of the Department of Business, Enterprise and Innovation - <http://www.dbei.gov.ie/>

or from the website of the Companies Registration Office - <http://www.cro.ie/>

Also on the Companies Registration website homepage (<https://www.cro.ie/>), it is possible to access information on registration of societies/trade unions, fees, and all the relevant forms may be downloaded from this site and there is a link to the relevant legislation on the Department website.

See Appendix 2 (page 19) and Appendix 3 (page 25) for lists of forms and fees.

5. ACCESS TO INFORMATION IN THE REGISTRY

1. All references to the male gender in this document shall be interpreted as including the female gender.
2. All the functions of the Registrar of Friendly Societies are vested in the Registrar by specific legislation relating to Industrial and Provident Societies, Trade Unions and Friendly Societies. The legislation in respect of each of these categories is set out in appendix 1.
3. Under the Friendly Societies (Amendment) Act, 1977 the Minister for Business, Enterprise and Innovation may authorise persons to act for the Registrar in the Registrar's absence. Currently an Assistant Principal Officer (Deputy Registrar of Friendly Societies) is authorised. This authority is normally referred to as delegated authority.
4. The following procedures apply to applications for-

- New registrations
- Amendments to rule
- Change of name
- Change of registered office
- Amalgamation
- Transfer of engagements
- Dissolution
- Cancellations

In respect of those bodies mentioned in paragraph 2:

An application is examined by an Executive Officer and checked to ensure that it complies with the requirements of the relevant Acts. If it does not comply it is returned to the applicant with a request that it be amended.

When the Executive Officer has completed the examination, the application is forwarded to a Higher Executive Officer for consideration with a recommendation as to whether or not the application is in order for registration.

When the Higher Executive Officer has considered the application it is submitted to the Registrar for further consideration. In the absence of the Registrar, the Higher Executive Officer may sign and register the application.

In the case of an application of a complex nature the Higher Executive Officer may decide to refer the matter to the Registrar for further consideration. If the Registrar considers it necessary she may seek legal advice in the matter.

When the application is registered one copy is returned to the applicant and the other is placed on the public record file of the society or trade union concerned.

5. The following procedures apply in relation to annual returns submitted in respect of those bodies mentioned in paragraph 2.

An annual return is checked by a clerical officer to ensure that –

- The appropriate fees have been paid
- The figures set down in the audited accounts balance
- Figures carried forward from the previous year are correct
- Required signatures are in place
- Return is signed by a properly qualified auditor

When processed the annual return is then placed on the public record file.

6. Practices and procedures used in the Registry are based on statute. Where interpretation of the law is required the matter can go to the Registrar for decision or the Registrar may, as mentioned above, seek legal advice. Precedents are not used as a matter of course, although occasionally a particular instance where identical or similar considerations arose is taken into account in the examination process.

7. In the case of Industrial and Provident Societies, the Registrar has over the years approved Model or Standard Rules with the relevant representative bodies.

APPENDIX 1

Industrial and Provident Societies

Principal Legislation

The Industrial and Provident Societies Acts, 1893 to 2018.

Other Legislation

Companies Act 2014

Competition Acts 2002-2014

Industrial and Provident Societies (Amendment) Act, 1913

Agriculture Co-Operative Societies (Debentures) Act, 1934

Industrial and Provident Societies (Forms) Regulations, 2018

Industrial and Provident Societies (Fees) Regulations, 2018

European Communities (European Cooperative Society) Regulations 2009 - SI No. 433 of 2009

European Communities (Consumer Credit Agreements) Regulations 2010 - SI No. 281 of 2010

Electoral Act 1997 (as amended).

Trade Unions

Principal Legislation

Trade Union Act, 1871.

Trade Union Act Amendment Act, 1876.

Trade Union Act, 1913.

Trade Union Act 1941

Trade Union Act, 1975.

Industrial Relations Act, 1990.

Electoral Act 1971 (as amended)

Other Legislation

Trade Union (Forms) Regulations, 2018

Trade Union Amalgamations Regulations, 1976.

Trade Union (Fees) Regulations, 2018.

Friendly Societies

Principal Legislation

Friendly Societies Acts, 1896-2018

Insurance Act, 1989.

Electoral Act 1997 (as amended)

Other Legislation

Registrar of Friendly Societies (Adaptation) Order 1926.

European Communities (Non-Life Insurance) Regulations, 1976.

European Communities (Life Assurance) Regulations, 1984.

Friendly Societies Regulations, 1988.

Friendly Societies Regulations, 1992.

Friendly Societies (Fees) Regulations, 2018

Friendly Societies (Forms) Regulations 2018

Friendly Societies Regulations, 2002.

European Communities (Consumer Credit Agreements) Regulations 2010 - SI. No. 281 of 2010

APPENDIX 2

INDUSTRIAL AND PROVIDENT SOCIETIES FORMS

Form A	Application to register a society
Form B	Application to register a partial amendment of rules
Form C	Declaration in support of an amendment of rules
Form D	Application to register a complete amendment of rules
Form F	Request to cancel registry
Form J	Advertisement of Cancelling
Form K	Notice of change of registered office
F.35	Section 8 certificate
F.233	Special resolution for conversion of company into a society
F.270	Declaration by officer of company converting itself into a registered society
Form AA	Application for approval of change of name and registry of special resolution
Form AB	Declaration to accompany any application for registry of a special resolution
Form AC	Application for registry of special resolution for amalgamation of societies
Form AD	Application for registry of special resolution for transfer of engagements
Form AE	Declaration by officer of society accepting transfer of engagements
Form AF	Application for registry of special resolution for conversion into a company
Form AG	Declaration by officer of company amalgamating or accepting transfer of engagements
Form AH	Instrument of Dissolution
Form AI	Declaration to accompany instrument (or alteration of instrument) of dissolution
Form AR15	Annual return for societies carrying on a business, trade or industry or an investment society
Form AR19	Annual return for land and housing societies carrying on a business
Form AR27	Annual return for agricultural societies

FRIENDLY SOCIETY FORMS

Form AA	Application for Registry of Special Resolution for Conversion into a Company
Form AI	Request to Cancel Registry
Form AN	Advertising of Cancelling
Form AO	Instrument of Dissolution
Form AP	Declaration to accompany Instrument of Dissolution of Society (or Branch)
Form AR	Advertisement of Dissolution by Instrument
Form AR1	Annual Return form - Friendly Society
Form AR3	Annual Return form - Registered Branch of Friendly Society
Form AR5	Annual Return form - Specially authorised Society (other than loan society)
Form AR6	Annual Return form - Benevolent Society
Form AR8	Annual Return form - Specially authorised Loan Society
Form B	Application to Register a Partial Amendment of Rules
Form C	Declaration in support of an Amendment of Rules
Form D	Application to Register a Complete Amendment of Rules
Form H	Notice of Change of Registered Office of Society
Form I	Notice of resolution appointing Trustees of Society
Form Ib	Notice of appointment of New Trustee of Branch
Form T	Application for approval of change of name, and registry of Special Resolution
Form U	Declaration to accompany Application for Registry of a Special Resolution
Form V	Application for Registry of Special Resolution for Amalgamation of Societies
Form W	Application for Registry of a Special Resolution for Transfer of Engagements
Form X	Declaration by Officer of Society accepting Transfer of Engagements

TRADE UNION FORMS

Form AR21	Annual Return form - Trade Union
Form C	Application for registry of partial alteration of rules
Form D	Declaration accompanying alteration of rules
Form F	Form of application for registry of complete alteration of rules
Form J	Request to withdraw or cancel Certificate of Registry
Form M	Notice of change of registered office
Form N	Application for registration of change of name
Form O	Declaration to accompany application for approval of change of name
Form S	Notice of Dissolution
Form T	Application for registration of instrument of amalgamation
Form U	Statutory declaration on application for registration of instrument of amalgamation
Form V	Application for registration of instrument of transfer of engagements
Form W	Statutory declaration on behalf of transferor union in support of application for registration
Form X	Statutory declaration on behalf of transferee union on application for registration of instrument of transfer of engagements

APPENDIX 3

FEES: INDUSTRIAL AND PROVIDENT SOCIETY FEES

Document	Paper	Electronic
Acknowledgement of Registry of a society	200.00	100.00
Acknowledgement of Registry of a society the rules of which are in the form of model rules approved by the Registrar, where the Application for Registration is made through and endorsed by the association or body which has sponsored the rules contained in the said Model rules, a reduced fee.	100.00	50.00
Acknowledgement of Registry of an Amendment of Rules whether (a) Complete Amendment or (b) Partial Amendment	60.00	15.00
Acknowledgement of Registry of an Amendment of Rules where the rules are in the form of model rules approved by the Registrar, where the Application for Registration is made through and endorsed by the association or body which has sponsored the rules contained in the said model, a reduced fee. (Complete Amendment or partial)	30.00	15.00
Registry of a Special Resolution (not change of name)	15.00	n/a
Registry of a Special Resolution for approval of a change of name	100.00	n/a
Appointment of an inspector	200.00	n/a
Calling of a Special Meeting	130.00	n/a
Determination of a dispute or an award for the distribution of funds (a) where the matter is settled without a hearing or on one hearing without adjournment (b) for every hearing after the first and for every adjournment	60.00 60.00	n/a n/a
Filing of a society's Annual Return	40.00	20.00
Filing of an Instrument of Dissolution or any amendment thereto	100.00	n/a
Filing of Notice of Change of Registered Office	15.00	Nil
Filing of Notice for petition to appoint examiner	15.00	n/a
Filing or registering of documents concerning the winding up of a society under the provisions of the Companies Act 2014	15.00	n/a
Signature or seal of the Registrar to a document not chargeable with any other fee	12.00	12.00
Inspection of a society's file*	6.00	n/a
Copy or extract of any document (in addition to fee for Registrar's signature or seal)*	3.00	2.50
*A fee of €2.50 is applicable to obtain, inspect and copy all or part of an Industrial and Provident Society file in electronic form, irrespective of the number of pages therein.		
Printout of name and address of Society	3.50	3.50

FEES: FRIENDLY SOCIETY FEES

Document	Paper	Electronic
Acknowledgement of Registry of an Amendment of Rules whether (a) Complete Amendment or (b) Partial Amendment	30.00	15.00
Registry of a Special Resolution (not change of name)	15.00	n/a
Registry of a Special Resolution for approval of a change of name	100.00	n/a
Direction to transfer stock	50.00	n/a
Appointment of an inspector	200.00	n/a
Calling of a Special Meeting	130.00	n/a
Determination of a dispute or an award for the distribution of funds (a) where the matter is settled without a hearing or on one hearing without adjournment	60.00	n/a
(b) for every hearing after the first and for every adjournment	60.00	n/a
(c) award for appropriation or division of assets of a society or Branch (i) where the assets do not exceed €250.00	60.00	n/a
(ii) for every additional €125.00	13.00	n/a
Order dispensing with consents and conditions for amalgamation of transfer engagements (i) where the matter is settled without a hearing or on one hearing	60.00	n/a
(ii) for every hearing after the first and for every adjournment	60.00	n/a
Filing of a society's Annual Return	40.00	20.00
Filing of Notice of Change of Registered Office	15.00	Nil
Filing of Notice of Appointment of Trustees	30.00	n/a
Exemption from valuation of society which periodically divides its funds or in the case of any society where the requirement has been dispensed with pursuant to section 28(5) of the Friendly Societies Act 1986	130.00	n/a
Where a society desires its valuation to be carried out by an actuary to be named by the Registrar:		
If the number of members does not exceed 150	190.00	n/a
If the number of members is over 150 but does not exceed 250	250.00	n/a
If the number of members is over 250 but does not exceed 350	320.00	n/a
If the number of members is over 350 but does not exceed 500	380.00	n/a
If the number of members is over 500 but does not exceed 7000	500.00	n/a
If the number of members is over 700 but does not exceed 1000	600.00	n/a
For every 500 members or portion thereof exceeding 1000	120.00	n/a
Notice of establishment of a branch or the rules of such branch or any amendment thereto	25.00	n/a
Filing of an instrument of dissolution or any amendment thereto	130.00	n/a
Signature or seal of the Registrar to a document not chargeable with any other fee	12.00	12.00
Inspection of a society's file*	6.00	n/a
Copy or extract of any document (in addition to fee for Registrar's signature or seal)*	3.00	2.50
*A fee of €2.50 is applicable to obtain, inspect and copy all or part of a Friendly Society file in electronic form, irrespective of the number of pages therein.		
Printout of name and address of Society	3.50	3.50

FEES: TRADE UNION FEES

Document	Paper	Electronic
Certificate of registry of a Trade Union	1.25	n/a
Certificate of registry of alteration of rules	0.60	n/a
Registry of a Special Resolution for approval of a change of name	100.00	n/a
Direction to transfer stock	50.00	n/a
Registry of notice of dissolution	100.00	n/a
Filing of a Trade Union's Annual Return	40.00	20.00
Filing of Notice of Change of Registered Office	15.00	Nil
(A) approval of an instrument of amalgamation	100.00	n/a
(B) registry of an instrument of amalgamation	100.00	n/a
(A) approval an instrument of transfer of engagements	100.00	n/a
(B) registry of an instrument of transfer of engagements	100.00	n/a
Signature or seal of the Registrar to a document not chargeable with any other fee	12.00	12.00
Copy or extract of any document (in addition to fee for Registrar's signature or seal)*	3.00	2.50
*A fee of €2.50 is applicable to obtain, inspect and copy all or part of a Trade Union file in electronic form, irrespective of the number of pages therein.		
Printout of name and address of Trade Union	0.20	0.20

Methods of Payment

Payment may be made by way of:

- Cash (cash should not accompany documents sent by post)
- Postal money order
- Bank draft
- Cheque (drawn on a bank in the Republic of Ireland)
- Credit/debit card may be used for online searches

Postal/money orders, bank drafts and cheques should be made payable to the Registry of Friendly Societies (full title).

AN OIFIG UM CHLÁRÚ CUIDEACHTAÍ
Oifig Poiblí: Teach Bloom Plás Gloucester Íochtarach, BÁC 1
Fiosruithe: Bóthar Uí Bhriain, Ceatharlach, R93 E920

Lóghlao: 1890 220 226
Fón: +353 1 804 5200 **Faics:** +353 1 804 5222
Ríomhphost: info@cro.ie **Láithreán:** www.cro.ie

COMPANIES REGISTRATION OFFICE
Public Office: Bloom House, Gloucester Place Lower, Dublin 1
Postal Enquiries: O'Brien Road, Carlow, R93 E920

Lo Call: 1890 220 226
Tel: +353 1 804 5200 **Fax:** +353 1 804 5222
Email: info@cro.ie **Web:** www.cro.ie