

Registration form:
Branch EEA
External Company
Section 1302(2) Companies Act 2014

Branch number for official use

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CRO receipt date stamp and CRO barcode

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

Parent Company Name

Legal form of the Parent Company

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Place of registration

Country of Incorporation

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Parent Company number

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Presented for filing

note one

- (A) **A certified and where required authenticated** copy of the charter, statutes or memorandum and articles of the company, or other instrument constituting or defining the constitution of the company.
- (B) Objects of company, if not included in (A) above, are to be appended in separate statement with certified translation.
- Please tick the box if the company is engaged in the following activities:
- Banking insurance/reinsurance
- (C) **A copy** of the certificate of incorporation of the company and copies of certificates of incorporation of any name changes of the company.
- (D) **Copies** of the latest accounting documents as required by Section 1302(2)(h) Companies Act 2014.
- (E) A certified translation of all documents not produced in English or Irish must accompany the original language documents.

Presenter details

note two

Name
Address

Telephone number
Email
DX number/Exchange

	Fax number
	Contact Person
	Reference number

Irish Branch Information

Name of Branch
*(if different from
Company name)*

PLEASE NOTE

If the branch is trading under a different name to that of the company, the Trading Name must be registered with the Business Name Section, after the branch has been registered. Form RBN1B is completed by a body corporate.

Address of Branch

Postcode

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Activities of Branch

**Persons
responsible
for ensuring
compliance**

List of persons resident in the State responsible for ensuring compliance with these Regulations - Section 1302 (2)(g)(ii) Companies Act 2014

Surname

--

Forename

--

Address

Postcode

--

I hereby consent to act in this capacity

Signature

--

Name
*in block letters
or typescript*

--

Date

--

Surname

--

Forename

--

Address

Postcode

--

I hereby consent to act in this capacity

Signature

--

Name
*in block letters
or typescript*

--

Date

--

Persons authorised to represent the company

List of and particulars of the directors and secretary and any other Persons authorised to represent the Company in dealings with third parties at the date of this return pursuant to Section 1302 (2)(f) Companies Act 2014

Surname

Former surname

Forename
note three

Former forename
note four

Date of birth

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

Residential address
note five

Business occupation
note six

Nationality

Other directorships
in Ireland and elsewhere

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 in relation to the activities of the branch.

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

Surname

Former surname

Forename
note three

Former forename
note four

Date of birth

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

Residential address
note five

Business occupation
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Other directorships
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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 in relation to the activities of the branch.

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

**Persons authorised
to accept service of
process**

List of persons resident in the State authorised to accept service of process on behalf of the Company and any notices required to be served on the Company - section 1302(2)(g)(i) Companies Act 2014.

Surname Forename

Address

Postcode

Surname Forename

Address

Postcode

**Signature of
person authorised
under section
1302(2)(g)(ii)**

note eight

I hereby certify that the particulars contained in this form are correct and have been given in accordance with the Notes on Completion of Form F12.

Signature

Name
*in block letters
or typescript*

Date

NOTES ON COMPLETION OF FORM F12

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 F12 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** If the documents are not written in the Irish or English language, a certified translation thereof is required. See Info Leaflet 5 regarding certification, authentication and translation which is available at www.cro.ie.
- note two** 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 three** 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 four** 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 or a civil partner, the name or surname by which he/she was known previous to his/her marriage or civil partnership.
- note five** In the case of a body corporate, the registered or principal office should be given.
- 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** **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

- Changes** After registration, you must notify the CRO of any changes to the registered details. The following forms are the principal ones completed and submitted to the CRO (for the full list go to www.cro.ie):
- F2 Return of alteration in charter, statutes, memorandum or articles of association/ change of company name.
 - F4 Notice of change in the situation of the address of branch
 - F3 Notice of change of directors or secretaries/authorised persons or in their particulars
 - F7 Return of accounting documents
- CRO address** When you have completed and signed the form, please send with the prescribed fee to the Registrar of Companies at:
- 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.