

NOTES ON COMPLETION OF FORM G1Q

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 this form must be completed.
Where the space provided on Form G1Q 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 and also noted on the relevant continuation sheet.
- note one** The company name must correspond **exactly** with that on the certificate of incorporation or on any previous change of name certificates inclusive of all appropriate suffixes (Limited/Teoranta etc.) and all punctuation marks, etc.
- note two** Tick the relevant box. Only a special resolution to change the name of a company is permitted on this form. If a meeting was held, the address where the meeting took place must be entered. In all cases, the date must be given. A resolution is required to be filed, within 15 days of the passing or making of the resolution, under section 143 of the Companies Act 1963. The most recent copy of the memorandum and articles of association as amended for the company must accompany Form G1Q.
- note three** The new name should be noted here. As with the current company name, the new name should be written/typed clearly including the appropriate suffixes.
- note four** Tick the relevant box(es). This form **must** be certified by a current officer of the company.
- note five** This section must be completed by the person who is presenting Form G1Q to the CRO. This may be either the applicant or a person on his/her behalf. The certificate of incorporation will be issued by hand or by registered post to the presenter.

Further information

- Information Leaflet** For further information on the completion of Form G1Q and details on amendments that should be made to the accompanying memorandum and articles of association, see CRO Information Leaflet No.8 "Change of Company Name" available at www.cro.ie.
- CRO address** When you have completed and signed the form, please file with the CRO. The Public Office is at 14 Parnell Square, Dublin 1. If submitting by post, please send with the prescribed fee to the Registrar of Companies at:

Change of Name Section, Companies Registration Office,
Parnell House, 14 Parnell Square, Dublin 1
- Payment** If paying by cheque, postal order or bank draft, please make the fee payable to the Companies Registration Office. Cheques or bankdrafts must be drawn on a bank in the Republic of Ireland.
- Online option** **An alternative to completing this paper form is to notify us online at www.cro.ie. Submitting your application online is cheaper, more secure and quicker than filing the paper form.**

Please carefully study the explanatory notes above. A Form G1Q that is not completed correctly or is not accompanied by the correct documents or fee is liable to be rejected and returned to the presenter by the CRO.

**FURTHER INFORMATION ON THE COMPLETION OF FORM G1Q IS AVAILABLE
FROM WWW.CRO.IE OR BY EMAIL AT INFO@CRO.IE
FOR THE CURRENT PRESCRIBED FEE, GO TO WWW.CRO.IE>DOWNLOADS>FEES**