

**Notice of Change in Registered Office Address**

Section 50(3) Companies Act 2014

**Appointment/Cessation of a Registered Office Agent**

Section 50(4) Companies Act 2014

Company number

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CRO receipt date stamp & CRO Barcode

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

**Company name**

*in full  
note one*


**Change in Address**

*note two*

*Enter details  
of the new  
registered office  
address*


Postcode

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Date of change

Day	Month	Year								
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**Appointment/  
Cessation of  
Registered Office  
Agent**

*note three*

*If appropriate, please tick box - where the new registered office address stated is that of an agent or is replacing the office of an authorised agent.*

- The company's registered office (stated above) is in the care of a specified agent, being an agent who has an office in the State and who is approved by the Registrar for this purpose.
- The company's registered office (stated above) is no longer in the care of a Registered Office Agent

*In either situation,  
please enter  
details of the  
Registered Office  
Agent*

Registered Office Agent Company Name:


Registered Office Agent Company Number:

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**Certification**

*note four*

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 B2.

Signature

Name *in bold capitals or typescript*

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Director     Secretary     Liquidator

Date 

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Statutory Receiver - National Assets Management Agency Act 2009

**Presenter details**

Person to whom queries can be addressed

Name

Address


Telephone number

Email

DX number/Exchange

Fax number

Contact Person

Reference number

## NOTES ON COMPLETION OF FORM B2

These notes should be read in conjunction with the relevant legislation.

- General** Section 50(3) Companies Act 2014 requires that any change in the situation of the registered office of a company shall be given to the Registrar within 14 days after the date of the change. 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.
- note one** The correct company name must be entered. Failure to state the name in full will result in the document being rejected.
- note two** A **full** postal address in the State at which post is capable of being readily delivered by the postal service must be given. A P.O. Box will not suffice.
- note three** Tick the relevant box.  
(i) Under section 50(4) Companies Act 2014, a company's registered office can be constituted by a statement to the effect that the office is in the care of a specified agent who has been approved for the purpose by the CRO. The company must indicate its approval to the use of the Registered Office Agent's (ROA's) registered office address as the company's registered office address. The information must be completed in this section of the form and **the Form B2 must be signed by an officer of the company.**  
(ii) Where the company is changing its registered office away from a ROA, please tick the second box to indicate that the ROA has ceased to act as the agent of the company.
- note four** Tick the relevant box(es). This form **must** be certified by a current officer of the company. A form B2 cannot be completed by a receiver to a company. A receiver is not an officer of a company. Only a "statutory receiver" appointed under the National Assets Management Agency Act 2009 can change the registered office of a company. Proof of appointment under the 2009 Act in the form of a deed of appointment must be supplied by the statutory receiver with the Form B2 to the CRO.

Note: A company's registered office may be in the care of an agent who has an office in the State. The Registered Office Agent (ROA) must already have been approved for this purpose by the Registrar. For a ROA to be approved, a Form B81 must be registered by the CRO. *Only* companies which have indicated their appointment of an approved ROA will have their registered office address updated when the ROA files their B2 Form to change their own address.

### Further information

**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. DX address is 145001. If submitting by post, please send with the prescribed fee to the Registrar of Companies at:

Companies Registration Office,  
O'Brien Road, Carlow, County Carlow

DX Address: 271004. DX Exchange: Carlow 2

**Payment** Please consider electronic payment options - see [www.cro.ie](http://www.cro.ie) for more details concerning customer accounts. 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.

**Online Option** **An alternative to completing this paper form is to notify us online at [www.cro.ie](http://www.cro.ie). Submitting your application online is free, more secure and quicker than filing the paper form.**

**Please carefully study the explanatory notes above. A Form B2 that is not completed correctly or is not accompanied by the correct fee is liable to be rejected and returned to the presenter by the CRO pursuant to section 898 Companies Act 2014. Unless the document, duly corrected, is relogged in the CRO within 14 days, it will be deemed to have never been delivered to the CRO.**

**FURTHER INFORMATION ON COMPLETION OF FORM B2, INCLUDING THE PRESCRIBED FEE, IS AVAILABLE FROM [www.cro.ie](http://www.cro.ie) OR BY E-MAIL [info@cro.ie](mailto:info@cro.ie)**