

NOTES ON COMPLETION OF FORM RBN2

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

- General** This form must be completed in full and in accordance with the following notes. Where "not applicable", "nil" or "none" is appropriate, please state. Where the space provided on Form RBN2 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 business name must accord with the particulars contained in the documentation already delivered to the Companies Registration Office.
- note two** Form RBN2 must be completed whenever any change is made or occurs in the particulars registered under section 4 Registration of Business Names Act 1963, i.e.
- (1) Business name, including, in the case of the proprietor of a newspaper, the title of the newspaper. Pursuant to section 14 Registration of Business Names Act 1963, the Minister for Enterprise, Trade and Innovation has the power to refuse to permit the registration of any name which in his/her opinion is undesirable.
 - (2) Nature of the business.
 - (3) Principal place of business.
 - (4) Present forename(s) and surname of the individual.
 - (5) Nationality of the individual.
 - (6) Usual residence of the individual.
 - (7) Business occupation or directorships (if any) of the individual.
 - (8) Other business name(s) under which the business is conducted.
- note three** This statement must in all cases be signed by the individual and must be sent by post or delivered to the Registrar within one month after any change in any of the particulars registered.
- note four** This section must be completed by the person who is presenting the form to the Registrar. This may be the individual or a person on behalf of the individual. The DX number and exchange details may be given by those who are members of a document exchange service.

Further information

Changes Further changes to particulars registered may only be made by sending the following forms to the CRO:

Form RBN2	Nature of change in particulars registered by an individual.
Form RBN3	Cessation of business under a business name by a registered individual, partnership or body corporate.

Note **PLEASE KEEP A PHOTOCOPY OF THIS FORM FOR YOUR OWN RECORDS**

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. The DX number for the CRO is 145001. If submitting by post, please send with the prescribed fee to the Registrar of Business Names at:

The Business Names Section, Companies Registration Office, O'Brien Road, Carlow

Please carefully study the explanatory notes above. A Form RBN2 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.

Failure, without reasonable excuse, to furnish the required statement of particulars within the time specified will entail liability on summary conviction to a fine not exceeding €127; any statement which contains any matter which is false in any material particular to the knowledge of any person signing it will entail liability on summary conviction to imprisonment for a term not exceeding six months or to a fine not exceeding €127, or both.

FURTHER INFORMATION ON THE COMPLETION OF FORM RBN2, INCLUDING THE PRESCRIBED FEE, IS AVAILABLE FROM www.cro.ie OR BY EMAIL AT info@cro.ie