



STATUTORY INSTRUMENTS.

**S.I. No. 396 of 2021**



COMPANIES ACT 2014 (FORMS) REGULATIONS 2021

S.I. No. 396 of 2021

COMPANIES ACT 2014 (FORMS) REGULATIONS 2021

I, LEO VARADKAR, Minister for Enterprise, Trade and Employment, in exercise of the powers conferred on me by sections 12(1), 1302(2) and 1304(1) of the Companies Act 2014 (No. 38 of 2014) (as adapted by the Business, Enterprise and Innovation (Alteration of Name of Department and Title of Minister) Order 2020 (S.I. No. 519 of 2020), hereby make the following regulations:

1. (1) These Regulations may be cited as the Companies Act 2014 (Forms) Regulations 2021.

(2) These Regulations shall come into operation on 1 August 2021.

2. In these Regulations, “Regulations of 2015” means the Companies Act 2014 (Forms) Regulations 2015 (S.I. No. 147 of 2015).

3. The form (Form F12) set out in Part 1 of the Schedule is substituted for the form set out in Part 57 of the Schedule of the Regulations of 2015.

4. The form (Form F13) set out in Part 2 of the Schedule is substituted for the form set out in Part 63 of the Schedule of the Regulations of 2015.

SCHEDULE

Regulation 3

PART 1



**F12**

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

CRO receipt date stamp and CRO barcode

Branch number for official use

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

<b>Parent Company Name</b>	

<b>Legal form of Parent Company</b>	
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<b>Place of registration</b>	

Country of Incorporation

Parent Company number

- 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		Fax number	
Email			
DX number/Exchange			

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

--

**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  Date   
*in block letters or typescript*

Surname  Forename

Address 


Postcode

I hereby consent to act in this capacity

Signature

Name  Date   
*in block letters or typescript*

**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

<b>Surname</b>	<input type="text"/>	Former surname	<input type="text"/>						
<b>Forename</b> <small>note three</small>	<input type="text"/>	Former forename	<input type="text"/>						
		<small>note four</small>							
<b>Date of birth</b>	<table border="0"> <tr> <td style="text-align: center;"><small>Day</small></td> <td style="text-align: center;"><small>Month</small></td> <td style="text-align: center;"><small>Year</small></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	<small>Day</small>	<small>Month</small>	<small>Year</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<small>Day</small>	<small>Month</small>	<small>Year</small>							
<input type="text"/>	<input type="text"/>	<input type="text"/>							
<b>Residential address</b> <small>note five</small>	<input type="text"/>								
	<input type="text"/>								
	<input type="text"/>								
<b>Business occupation</b> <small>note six</small>	<input type="text"/>	Nationality	<input type="text"/>						
<b>Other directorships</b> <small>in Ireland and elsewhere</small>	<small>Company</small>	<small>Company number</small>	<small>Country of Incorporation</small>						
	<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"/>						
<small>note seven</small>	<b>A State the extent of the authorised person's powers in relation to the activities of the branch.</b>								
	<input type="text"/>								
	<input type="text"/>								
	<input type="text"/>								
	<b>B State whether the authorised person can represent the company ALONE or JOINTLY with other person(s)</b>								
	<input type="text"/>								

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<b>Surname</b>	<input type="text"/>	Former surname	<input type="text"/>						
<b>Forename</b> <small>note three</small>	<input type="text"/>	Former forename	<input type="text"/>						
		<small>note four</small>							
<b>Date of birth</b>	<table border="0"> <tr> <td style="text-align: center;"><small>Day</small></td> <td style="text-align: center;"><small>Month</small></td> <td style="text-align: center;"><small>Year</small></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	<small>Day</small>	<small>Month</small>	<small>Year</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<small>Day</small>	<small>Month</small>	<small>Year</small>							
<input type="text"/>	<input type="text"/>	<input type="text"/>							
<b>Residential address</b> <small>note five</small>	<input type="text"/>								
	<input type="text"/>								
	<input type="text"/>								
<b>Business occupation</b> <small>note six</small>	<input type="text"/>	Nationality	<input type="text"/>						
<b>Other directorships</b> <small>in Ireland and elsewhere</small>	<small>Company</small>	<small>Company number</small>	<small>Country of Incorporation</small>						
	<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"/>						
<small>note seven</small>	<b>A State the extent of the authorised person's powers in relation to the activities of the branch.</b>								
	<input type="text"/>								
	<input type="text"/>								
	<input type="text"/>								
	<b>B State whether the authorised person can represent the company ALONE or JOINTLY with any other person(s)</b>								
	<input type="text"/>								

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](http://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.

## Regulation 4

## PART 2

**F13****Registration form:****Branch****Non-EEA Country**

Section 1302/1304 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	
Principal Place of Business/Place of registration	

Country of Incorporation Parent Company Number 

- Presented for filing**
- (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)/1304(2) Companies Act 2014
- (E) A certified translation of all documents not produced in English or Irish must accompany the original language documents.

note one

**Presenter details**

note two

Person to whom queries can be addressed	
Name	
Address	
Telephone number	Fax number
Email	Contact Person
DX number/Exchange	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

**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  Date   
*in block letters or typescript*

Surname  Forename

Address 


Postcode

I hereby consent to act in this capacity

Signature

Name  Date   
*in block letters or typescript*

**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	<input type="text"/>	Former surname	<input type="text"/>
Forename	<input type="text"/>	Former forename	<input type="text"/>
<i>note three</i>		<i>note four</i>	
Date of birth	Day <input type="text"/>	Month <input type="text"/>	Year <input type="text"/>
Residential address	<input type="text"/>		
<i>note five</i>			
Business occupation	<input type="text"/>	Nationality	<input type="text"/>
<i>note six</i>			
Other directorships <i>in Ireland and elsewhere</i>	Company	Company number	Country of Incorporation
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>note seven</i>			
	<b>A State the extent of the authorised person's powers in relation to the activities of the branch.</b>		
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
	<b>B State whether the authorised person can represent the company alone or jointly with any other person(s)</b>		
	<input type="text"/>		

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Surname	<input type="text"/>	Former surname	<input type="text"/>
Forename	<input type="text"/>	Former forename	<input type="text"/>
<i>note three</i>		<i>note four</i>	
Date of birth	Day <input type="text"/>	Month <input type="text"/>	Year <input type="text"/>
Residential address	<input type="text"/>		
<i>note five</i>			
Business occupation	<input type="text"/>	Nationality	<input type="text"/>
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Other directorships <i>in Ireland and elsewhere</i>	Company	Company number	Country of Incorporation
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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 F13.

Signature

Name   
*in block letters or typescript*

Date

**NOTES ON COMPLETION OF FORM F13**

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 F13 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.
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- 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.



GIVEN under my Official Seal,  
27 July, 2021.

LEO VARADKAR,  
Minister for Enterprise, Trade and Employment.

EXPLANATORY NOTE

*(This note is not part of the Instrument and does not purport to be a legal interpretation.)*

The purpose of these Regulations is to prescribe amended forms for the purposes of sections 1302(2) and 1304(1) of the Companies Act 2014.

BAILE ÁTHA CLIATH  
ARNA FHOILSIÚ AG OIFIG AN tSOLÁTHAIR  
Le ceannach díreach ó  
FOILSEACHÁIN RIALTAIS,  
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D02 DR67.

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