

*Notice of places where the register of members, disclosable interests register, register of directors and secretaries, copies of instruments creating charges, minutes of meetings and directors' service contracts/memoranda are kept*  
Section 216(6) Companies Act 2014

CRO receipt date stamp & barcode

Company number

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

**Company name**

*in full*

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Place where register/documents is/are kept  
*note one and note two*


And website address  
*if applicable note three*

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**Please indicate which register or other documents are kept at this address** *note four*

- Copies of Directors' service contracts/memoranda (s.216(1)(a))
- Copies of instruments creating charges (s.216(1)(b))
- Register of directors and secretaries (s.216(1)(c))
- Disclosable interests register (s.216(1)(d))
- Register of members (s.216(1)(e))
- Minutes of Meetings (s.216(1)(f))

Has address changed?  Yes  No *note four*

Date effective of change in address

Day			Month			Year			
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**Certification**

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 B3.

Signature

Name *in bold capitals or typescript*

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Director  Secretary *notes four & five*

Date

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**Presenter details**

Person to whom queries can be addressed

Name			
Address			
Telephone number		Fax number	
Email		Contact Person	
DX number/Exchange		Reference number	

## NOTES ON COMPLETION OF FORM B3

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.
- note one** Form B3 should only be completed if either the address where the registers/documents are kept is (a) different to that of the registered office, or (b) being changed to that of the registered office from a different office, or (c) being changed from one address to another address which is not that of the registered office.
- note two** The registers/documents must be kept within the State at the registered office of the company, or any other office of the company, or if the company arranges with some other person for the keeping of one of the register or registers or documents to be undertaken on behalf of the company by that other person, the office of that other person. A full postal address in the State must be given. A P.O. box will not suffice.
- note three** Where the records are retained at an accessible website, the Registrar of Companies should be notified of the relevant website address. Note: A full postal address must also be given in the relevant section of this form.
- note four** Tick the relevant box(es).
- note five** This form **must** be certified by a current officer of the company.

### Further information

**CRO address** When you have completed and signed the form, please file with the CRO. The Public Office is at Bloom House, Gloucester Place Lower, Dublin 1. 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, R93 E920

DX Address: 271004. DX Exchange: Carlow 2

**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.

**Please carefully study the explanatory notes above. A Form B3 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 B3, 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)**