

**Change of company name
Special Resolution**

Section 30 Companies Act 2014
Section 198 Companies Act 2014

Company number

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CRO receipt date stamp & barcode

Company name

note one

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

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Special resolution

note two

The following special resolution of the above-named company was passed:

on Day Month Year

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In writing: pursuant to section 193(1) (Unanimous written resolution) **or**
 pursuant to section 194(4) (Majority written resolution) **or**
 pursuant to section 196(4) (sole member resolution) **or**

At a meeting: an Annual General Meeting **or** an Extraordinary General Meeting
duly convened and held at:

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Subject to the approval of the Registrar of Companies, the name of the company shall be changed to *note three*

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Suffix exemption

note four

Form G5 attached. (DAC/CLG companies only) Ministerial Letter of Exemption attached. (Unlimited Companies only)

Company email address

Please nominate an email address. The new certificate of incorporation will issue to this email address in electronic format. This is required information.

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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 G1Q.

Signature

Name *in block letters or typescript*

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Director Secretary *note five*

Date

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Presenter details

note six

Name

Address

Telephone number

Email

DX number/Exchange

	Fax number
	Contact Person
	Reference number

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 198 of the Companies Act 2014. The most recent copy of the constitution as amended for the company must accompany Form G1Q. Public Limited Companies (PLC), Unlimited Companies and Companies Limited by Guarantee (CLG) cannot pass a majority written resolution.
- 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** **If the company is applying for an exemption from use of the company suffix, the appropriate documents must be attached to the application.**
Qualified Designated Activity Companies (section 971 CA 2014)/Companies Limited by Guarantee (section 1180 CA 2014) must attach the **form G5** to the application. See Leaflet 24. LTD companies and PLCs companies cannot avail of any exemption.
Unlimited Companies must include the Ministerial letter of exemption obtained under section 1237 CA 2014. (Department of Business, Enterprise and Innovation - The exemption is not available to new applications as section 1237(5) repealed).
- note five** Tick the relevant box(es). This form **must** be certified by a current officer of the company.
- note six** 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.

Further information

- Information Leaflet** For further information on the completion of Form G1Q and details on amendments that should be made to the accompanying constitution, see CRO Information Leaflet No.8 "Change of Company Name" available at www.cro.ie.
- When you have completed and signed the form, please send with the prescribed fee to the Registrar of Companies at:
- CRO address** Change of Name Section, The Companies Registration Office,
Bloom House, Gloucester Place Lower, Dublin 1.
- 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.
- 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