

**Application to act as a statutory electronic filing agent and the nomination of verification signatories**

**No filing fee**

Company number for official use

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CRO receipt date stamp & barcode

**Filing agent details**

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

Filing agent name


Customer account number <sup>1</sup>

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PPSN <sup>2</sup>

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Company number

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Business name number

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**Contact details**

Contact name

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Contact e-mail

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Secretarial software product used to file <sup>3</sup>

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Do you already have a ROS digital certificate? <sup>4</sup>

 Yes

 No

**Verification signatories**

<sup>5</sup>

Surname

--

Forename(s)

--

Address


Surname

--

Forename(s)

--

Address


Surname

--

Forename(s)

--

Address


**Verification signatories** *contd*

Surname

Forename(s)

Address

  

Surname

Forename(s)

Address

  

Surname

Forename(s)

Address

  

Surname

Forename(s)

Address

  

Surname

Forename(s)

Address

  

Surname

Forename(s)

Address

  

To: Registrar of Companies

On behalf of the above filing agent, I wish to apply to deliver documents in electronic form to the CRO. I acknowledge that my client certificate represents a secure identification for the purposes of filing documents electronically, and will be controlled to ensure that only those authorised to file can use it.

I acknowledge that initially the only document in electronic form which may be delivered to the CRO is the annual return (Form B1) and that the Registrar of Companies will decide in his/her discretion when to extend the system to other CRO forms.

I further acknowledge that I have read, understood and accept the Terms and Conditions applicable to filing documents in electronic form with CRO, as issued on 15 July 2002.

Signature

Date

## NOTES ON COMPLETION OF FORM J1a

- Note** Please read Information Leaflet No.15 "Statutory Electronic Filing Agent" before completing the form
- 1** The customer account number is supplied to you on opening a CRO deposit account.
  - 2** This is your Personal Public Services Number (formerly R.S.I. Number).
  - 3** If applicable, insert the name of the company that supplies your secretarial software.
  - 4** ROS Digital Certificate: In order for the EFA to sign electronically on behalf of their clients, a ROS certificate is required (available from the Revenue Commissioners). The name on the ROS certificate must match the name of the CRO Filing Agent (EFA).
  - 5** Verification signatories are individuals that can sign forms on behalf of the EFA if it is a firm or business. If the CRO ID is not known please leave it blank.

### Further information

**Publication** This form is not a statutory form and, as such, will not be made available to the public.

**CRO address** This form should be completed and returned to:

Electronic Filing Section  
Companies Registration Office  
Bloom House,  
Gloucester Place Lower,  
Dublin 1.

**Contact** If you require further assistance, contact Electronic Filing Section by e-mail at [electronic.filing@djei.ie](mailto:electronic.filing@djei.ie) or telephone 01 804 5307/5355/5374.