

Companies Registration Office

CRO receipt date stamp

Cessation of Business

under a business name by a registered individual,
partnership or body corporate
Section 12(1) Registration of Business Names Act 1963

Please keep a photocopy of this form for your
own records. No fee payable.

Registration of Business Names Act 1963

Business Number

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RBN3

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

Business name

in full/note one

**Principal place of
business**

note two

**Date of cessation
of business**

Day	Month	Year								
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Certification

I/We the undersigned, hereby give notice that the above business name has ceased to carry on
business, and for that purpose have completed the above form in accordance with the Notes on
Completion of Form RBN3.

Signature(s)
note three

Name(s)
in block letters or typescript

Date

Day	Month	Year								
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Presenter details

note four

Name

Address

DX number

Telephone number

Email

	DX exchange
	Fax number
	Reference number

NOTES ON COMPLETION OF FORM RBN3

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 the space provided on Form RBN3 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 documentation already delivered to the Companies Registration Office.

note two The principal place of business must accord with the particulars contained in documentation already delivered to the Companies Registration Office.

note three This form must, in the case of an individual be signed by the individual, except in the case of the death of an individual when it must be signed by the personal representative of the deceased; in the case of a firm by the persons who were partners of the firm at the time when it ceased to carry on business under the business name; and in the case of a body corporate by a director or a liquidator.

Where the statement is signed by a director/secretary of a body corporate which is a partner, this must be stated. For the purposes of the Registration of Business Names Act 1963, "director" includes a member of the managing body of a body corporate. (Section 2(1) RBN Act 1963).

This form must be sent by post, or delivered to the Registrar of Business Names within three months after the business has ceased to be carried on under the business name.

note four This section must be completed by the person who is presenting the form to the Registrar. This may be the individual, firm or body corporate or a person on his/her/its behalf. The DX number and exchange details may be given by those who are members of a document exchange service.

Further information

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 Bloom House, Gloucester Place Lower, Dublin 1. If submitting by post, please send 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 RBN3 that is not completed correctly is liable to be rejected and returned to the presenter by the CRO.

Failure to furnish the required statement within the time specified will entail liability on summary conviction to a fine not exceeding €127.

**FURTHER INFORMATION ON THE COMPLETION OF FORM RBN3 IS AVAILABLE FROM www.cro.ie
OR BY EMAIL AT info@cro.ie**