



**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

Address:

Customer account
number ¹

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Company number

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Business name number

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Contact details

Contact name

Contact e-mail

Secretarial
software product
used to file ²

Do you already have a ROS digital certificate? ³

☐ Yes

☐ No

**Verification
signatories**

⁴

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** If applicable, insert the name of the company that supplies your secretarial software.
 - 3** 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).
 - 4** 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

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

Publication This form should be completed and returned to:

CRO address ICT Support Services,
Companies Registration Office,
Bloom House,
Gloucester Place Lower,
Dublin 1.

Contact If you require further assistance, contact ICT Support Services by e-mail at crosupportservices@cro.ie.