



## NOTES ON COMPLETION OF FORM G1

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 G1 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 noted on the relevant continuation sheet.
- note one** Only special resolution(s) is/are permitted on this form. A special resolution to change the company name must be completed on Form G1Q. A resolution is required to be filed, within 15 days of the passing or making of the resolution, under section 143 of the Companies Act 1963. Please note that where a special resolution amends the memorandum and articles of association, an amended copy of the memorandum and articles must be submitted with the form.
- note two** Tick the relevant box(es). If a meeting was held, the address where the meeting took place must be entered. In all cases, the date must be given.
- note three** If the company is altering its principal objective, then this box can be completed and the new NACE code entered. The NACE code is the common basis for statistical classifications of economic activities within the E.U. The four digit NACE code and general nature of the activity **must** correspond with the company's principal objective in the accompanying memorandum of association. **The codes are available on [www.cro.ie](http://www.cro.ie).**
- note four** This form **must** be certified by a current officer of the company.
- note five** This section must be completed by the person who is presenting Form G1 to the CRO. This may be either the applicant or a person on his/her behalf.

### Further information

- CRO address** When you have completed and signed the form, please file with the CRO. The Public Office is at 14 Parnell Square, Dublin 1. The DX number for the CRO is 145001. The DX (Document Exchange) service is an alternative service to An Post.  
  
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**
- Payment** If paying by cheque, postal order or bank draft, please make the fee payable to the Companies Registration Office. Cheques or bankdrafts 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](http://www.cro.ie). Submitting your application online is free, more secure and quicker than filing the paper form.

Please *carefully* study the explanatory notes above. A Form G1 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 pursuant to section 249A Companies Act 1990 (inserted by section 107 Company Law Enforcement Act 2001). 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 THE COMPLETION OF FORM G1, IS AVAILABLE  
FROM [WWW.CRO.IE](http://WWW.CRO.IE) OR BY EMAIL AT [INFO@CRO.IE](mailto:INFO@CRO.IE)