





## NOTES ON COMPLETION OF FORM RBN1

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 "not applicable", "nil" or "none" is appropriate, please state. Where the space provided on Form RBN1 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** Pursuant to section 14 Registration of Business Names Act 1963, the Minister for Enterprise, Trade and Employment has the power to refuse to permit the registration of any name which is in his/her opinion undesirable. In the case of the proprietor of a newspaper, the title of the newspaper must be set out.

**note two** A detailed description of the nature of business is required. Simple descriptions such as 'trading' or 'manufacturing' are not sufficiently precise.

**note three** Give the full postal address, in the State, of the business. A Post Office box number or a 'care of' address will not be accepted.

**note four** Give the date business commenced trading or is due to commence trading.

**note five** This section must be completed by the person who is presenting the application form to the Registrar. This may be the individual or a person on behalf of the individual. The DX number and exchange details may be given by those who are members of a document exchange service.

**note six** Pursuant to section 2 Registration of Business Names Act 1963, forename(s) includes any Christian name(s), and surname, in the case of a person usually known by a title different from his/her surname, means that title.

References to a former forename or surname **do not include:**

- (1) in the case of any person usually known by a title different from his/her surname, the name by he/she was known previous to the adoption of, or succession to, the title; or
- (2) in the case of any person, a former forename or surname where that name or surname has been changed or disused for a period of not less than 20 years; or
- (3) in the case of a married woman, the name or surname by which she was known previous to the marriage.

**note seven** Where applicable, insert company name and number.

**note eight** This statement must in all cases be signed by the individual applying for registration and, where the business name has been adopted, must be sent by post or delivered to the Registrar within one month after the adoption of the business name.

### Further information

**Changes** Following registration, the details contained in this form may only be altered by sending one of the following form(s) to the CRO:

<b>Form RBN2</b>	Nature of change in particulars registered by an individual.
<b>Form RBN3</b>	Cessation of business under a business name by a registered individual, partnership or body corporate.

**Note** **PLEASE KEEP A PHOTOCOPY OF THIS FORM FOR YOUR OWN RECORDS**

**CRO address** When you have completed and signed the form, please send with the prescribed fee to the Registrar of Business Names at:

Parnell House, 14 Parnell Square, Dublin 1

DX 145003, Parnell House (*CRO document exchange service address*)

**Please carefully study the explanatory notes above. A Form RBN1 that is not completed correctly or is not accompanied by the correct fee is liable to be rejected and returned to the presenter by the CRO.**

**Failure, without reasonable excuse, to furnish the required statement of particulars within the time specified will entail liability on summary conviction to a fine not exceeding €127; any statement which contains any matter which is false in any material particular to the knowledge of any person signing it will entail liability on summary conviction to imprisonment for a term not exceeding six months or to a fine not exceeding €127, or both.**

**FURTHER INFORMATION ON THE COMPLETION OF FORM RBN1, INCLUDING THE PRESCRIBED FEE, IS AVAILABLE FROM [www.cro.ie](http://www.cro.ie) OR BY EMAIL AT [info@cro.ie](mailto:info@cro.ie)**