

Companies Registration Office

Registration of Business Name

by an individual

Section 4 Registration of Business Names Act 1963

CRO receipt date stamp

Please keep a photocopy of this form for your own records. If paying by postal order, bank draft or cheque, please make the fee payable to the Companies Registration Office.

Registration of Business Names Act 1963

Business Number (office use only)

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RBN1

INDIVIDUAL

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

Business name

in full/note one

Nature of business

note two

Principal place of business

note three

Date of adoption of business name

note four

Day	Month	Year								
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Other business name(s) under which this business is conducted

Presenter details

note five

Name

Address

DX number

Telephone number

Email

	DX exchange
	Fax number
	Reference number

Individual

Surname

Former surname(s)

Forename(s)
note six

Former forename(s)
note six

Residential address

Business occupation

Nationality

Directorships
note seven

Company name

Company number

E-mail address to which certificate will issue

Please nominate an email address. The certificate of registration will issue to this email address in electronic format. This is required information.

Certification

I, the undersigned, hereby apply for registration pursuant to section 4 Registration of Business Names Act 1963, and for that purpose have completed the above form in accordance with the Notes on Completion of Form RBN1.

Signature
note eight

Name

in block letters or typescript

Date Day Month Year

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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 Business, Enterprise and Innovation 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. If the address of the place of business and residential address are the same, you should attach a note in writing to the application (signed by business name owner) providing an explanation as to why the addresses are the same. Failure to include an appropriate written explanation may result in the rejection or return of the application.
- 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:

Form RBN2	Nature of change in particulars registered by an individual.
Form RBN3	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 file with the CRO. The Public Office is at Bloom House, Gloucester Place Lower, Dublin 1. If submitting by post, please send with the prescribed fee 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 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 IS AVAILABLE FROM www.cro.ie