

Have you visited www.cro.ie yet?

Online Services

Use your fingertips to conduct a company search. Search the register by company name or number for free basic details on over 460,000 live and dissolved companies and 360,000 business names.

If you need more detailed company information, you can order documents online such as an annual return, company accounts or a company printout. They can be paid for by credit card.

Save time by completing forms online. Notify us of a change in the address of a business name free of charge.

Check the status of your submission at any time and open forms as copies and re-use.

Obtain a free duplicate certificate at any time. This certificate of incorporation or business registration can be submitted to Revenue when applying for or renewing or transferring a liquor licence.

Stay informed

Subscribe to our free e-mail newsletter service and we'll keep you up-to-date on what's new at CRO.

Download forms and publications

Browse through our series of information leaflets, and view the latest copy of our information bulletin for company directors, "Corporate Compliance Matters".

Additional information

Contact Electronic Filing Section by email at electronic_filing@entemp.ie or telephone at 01 804 5355/5374.

Further information

What is a business name?

It is a name used to carry on business by any individual, body corporate or partnership (whether of individuals and/or bodies corporate), which has a place of business in the Republic of Ireland, and which name is not the same as their own true name(s).

What are the registration requirements?

An application for registration must be submitted to the CRO within one month of the date of adoption of the business name.

For Non EU Nationals - Business permission must be sought from Department of Justice Equality & Law Reform before trading in Ireland. Please attach a photocopy of front and back of current stamp 4 card) to the business name application.

Where can I get more detailed information on business names?

Visit www.cro.ie or read Information Leaflet No. 14, "Business Name Registration".

COMPANIES REGISTRATION OFFICE

Public Office: Parnell House, 14 Parnell Square, Dublin 1
Postal Enquiries: O'Brien Road, Carlow

Lo Call: 1890 220 226
Tel: +353 1 804 5200 Fax: +353 1 804 5222
Email: info@cro.ie Web: www.cro.ie

AN OIFIG UM CHLÁRÚ CUIDEACHTAÍ

Oifig Poiblí: 14 Cearnóg Pharnell, Baile Átha Cliath 1
Fiosruithe: Bóthar Uí Bhriain, Ceatharlach

Lóghlao: 1890 220 226
Fón: +353 1 804 5200 Faics: +353 1 804 5222
Ríomphost: info@cro.ie Láithreán: www.cro.ie



REGISTERING YOUR BUSINESS NAME ONLINE

Step 1 - System requirements

To file online you will need the following:


- A working email account.
- Adobe Reader 5, or later versions, on your computer (Free from www.adobe.com).
- A printer to print the signature page.
- If you have anti-virus software on your computer, enable PopUps in order to view the signature page.

Step 2 - Registration

To file online you first need to register with CORE. This is a simple process.

- Log onto www.core.ie.
- On the right hand side of the web page, click on REGISTER which appears under the question NEW TO CORE? and follow the instructions on screen. If you have already registered for online filing, you can use your existing username and password.

Step 3 - Completing the form

- Click on “File a Form” and select “Registration of Business Name” from the workspace.
- Follow the instructions, making sure you read all pop-up messages carefully. To further assist you, the “Help” button, , will open up a page of instructions.

- Select the type of Business Name you would like to register i.e. individual and click Next.

Step 4 - Enter the business name details

Give the business name you intend to trade under and click Find to search for the NACE classification for your business.

The place of business address must be in the Republic of Ireland. Enter at least the first 2 lines of the address and click Validate address. The address will be validated against An Post's geo-directory.

Step 5 - Enter the details of the person who owns the business name.

Enter the individual details of the business name owner. If you are a non EU national, you will need to enter your Garda National Immigration Bureau Number. When ready click Next.

Step 6 - Presenter Details

The details of the Presenter will be pre-filled with the details that were entered on registration with CORE. This is the address to which the Business Name Certificate will be sent. Click Next.

You will be presented with a Total View of the details you have entered for review. From this screen click on Check Form to ensure all the necessary information has been entered. If any required information has been omitted, you are now prompted to enter the missing details. When ready, click Submit Form.

Step 7 - Print & sign signature page

Once the Submit button is clicked,

- a signature page will be generated, which you will have to print and sign.
- the signature page should be sent to the CRO for registration along with any other necessary documentation.

• a filing fee of €20 is required. (this is cheaper than completing a paper application, which costs €40 to file as it involves a longer registration process)

• the registration page and the document are available in your workspace for future reference.

• if the document is returned to you for any reason, you will be able to edit it in your workspace by clicking on the edit & resubmit icon. You will need to generate a new signature page if you make changes to the form.

• the document is only deemed legally received in the CRO when the signature page and fee are received.