FORM CR12

NOTICE OF RESIDENTIAL ADDRESS/CHANGE OF ADDRESS OF secretary OF COMPANY

[Section 138 of the Companies Act, 2015]

Name of company:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PLC/Limited/Unlimited\*

Number of company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To the Registrar of Companies

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PLC/Limited/Unlimited\*

[Name of company]

gives notice, in accordance with section 249 of the Companies Act, 2015, that, in relation to a secretary of the company listed in column 1 of the following table, the secretary’s residential address is/has changed to\* the address specified opposite the director’s name in column 2 of that table.

|  |  |
| --- | --- |
| Column 1Name of secretary | Column 2Residential address/new residential address of the secretary§§ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

[If the number of secretaries affected exceeds 2, please use another similar form for the other secretary or secretaries]

This notice is lodged by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of the person lodging this notice:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone no. of the person§ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address of the person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[State capacity in which the person is signing this notice on behalf of the company]

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [*dd/mm/yyyy*]

NOTES:

\* Delete the words or characters that do not apply.

§ Specify the country and area codes as well as the number.

§§ The address specified must be sufficient to identify the physical location of the secretary’s place of residence.