The Companies (Forms) (Amendment) Regulations (Northern Ireland) 1993

Made - - - - 19th April 1993
Coming into operation 8th June 1993

The Department of Economic Development in exercise of the powers conferred on it by the statutory provisions specified in Schedule 1, and of every other power enabling it in that behalf, hereby makes the following Regulations:

1. These Regulations may be cited as the Companies (Forms) (Amendment) Regulations (Northern Ireland) 1993, and shall come into operation on 8th June 1993.

2. In these Regulations—
   “the 1986 Order” means the Companies (Northern Ireland) Order 1986(1);
   “the 1986 Regulations” means the Companies (Forms) Regulations (Northern Ireland) 1986(2).

3. For the purpose of paragraphs 5(b), 6(1)(b) and 7(1) of Schedule 20A, paragraphs 2(b), 3(b) and 11(2) of Schedule 20C, and paragraphs 2(4) and 10(2) of Schedule 20D to the 1986 Order, a translation of a document into English shall be certified to be a correct translation—
   (a) if the translation was made in the United Kingdom, by
      (i) a notary public in any part of the United Kingdom;
      (ii) a solicitor (if the translation was made in Scotland), a solicitor of the Supreme Court of Judicature of England and Wales (if it was made in England or Wales), or a solicitor of the Supreme Court of Judicature of Northern Ireland (if it was made in Northern Ireland); or
      (iii) a person certified by a person mentioned in heads (i) and (ii) to be known to him to be competent to translate the document into English; or
   (b) if the translation was made outside the United Kingdom, by
      (i) a notary public;

---

(1) S. I. 1986/1032 (N.I. 6), a relevant amending Statutory Rule being the Part XXIII Companies and Credit and Financial Institutions (Branch Disclosure) Regulations (Northern Ireland) 1993 (S.R. 1993 No. 198)
(2) S.R. 1986 No. 287, a relevant amending Statutory Rule being S.R. 1991 No. 399
(ii) a person authorised in the place where the translation was made to administer an oath;

(iii) any of the British officials mentioned in section 6 of the Commissioners for Oaths Act 1889; or

(iv) a person certified by a person mentioned in heads (i) to (iii) to be known to him to be competent to translate the document into English.

4.—(1) The forms set out in Schedule 2, with such variation as circumstances require, are the forms prescribed for the purpose of the provisions of the 1986 Order which are referred to in those forms.

(2) The particulars contained in the forms listed in Schedule 3 are the particulars prescribed for the purpose of the provisions of the 1986 Order which are referred to in those forms.

5.—(1) Forms 641, 644A and 644B in Schedule 3 of the 1986 Regulations are revoked except to the extent specified in paragraph (2).

(2) Notwithstanding paragraph (1) or regulation 4(1), Form 641 in Schedule 3 to the 1986 Regulations may continue to be used in relation to a return and declaration delivered for registration of a place of business of a Part XXIII company made before 8th June 1994.

(3) Notwithstanding paragraph (1) or regulation 4(1), Forms 644A and 644B in Schedule 3 to the 1986 Regulations may continue to be used in relation to a return of a statement of name under which a Part XXIII company proposes to carry on business in Northern Ireland made before 8th June 1994.

Sealed with the Official Seal of the Department of Economic Development on 19th April 1993.

A. L. Brown
Assistant Secretary
SCHEDULE 1

The Companies (Northern Ireland) Order 1986:—

Article 2; 641; 644(4)(a) and (b); 6520(1), (3) and (5); and 652P(1)(3); and 681(1).

Schedule 20A, paragraphs 1(1), 7(1) and 8(2)(4)

(3) Articles 652O and 652P were inserted into the Companies (Northern Ireland) Order 1986 by paragraph 18 of Schedule 2 to the Part XXIII Companies and Credit and Financial Institutions (Branch Disclosure) Regulations (Northern Ireland) 1993 (S.R. 1993 No. 198)

(4) Schedule 20A was inserted into the Companies (Northern Ireland) Order 1986 by paragraph 3 of Schedule 2 to the Part XXIII Companies and Credit and Financial Institutions (Branch Disclosure) Regulations (Northern Ireland) 1993 (S.R. 1993 No. 198)
SCHEDULE 2

Prescribed Forms

641

Return and declaration delivered for registration of a place of business of a Part XXIII company

(Pursuant to Article 641 of the Companies (Northern Ireland) Order 1966)

Previous branch number
(If applicable)

Company name

Country of incorporation

Address of place of business in Northern Ireland

Post town

County

Postcode

Either

Constitution of the company

(See notes 1 and 2; A certified English translation must be included)

☐ Create as applicable

☐ Mark appropriate box(es)

A certified copy of the

☐ Instrument(s) constituting or defining the constitution of the company; and

☐ A certified translation

* Is/are delivered for registration

OR

The

☐ The constitutional documents (and a certified translation*)

* and/or

Particulars of the current directors and secretary(ies)

were previously delivered in respect of a branch of the company registered at this registry

Branch Number
Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.
<table>
<thead>
<tr>
<th><strong>Company Secretary(ies)</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
<td>--</td>
</tr>
<tr>
<td><em>Forenames</em></td>
<td>--</td>
</tr>
<tr>
<td><em>Surname</em></td>
<td>--</td>
</tr>
<tr>
<td><em>Honours etc</em></td>
<td>--</td>
</tr>
<tr>
<td>Previous forenames</td>
<td>--</td>
</tr>
<tr>
<td>Previous surname</td>
<td>--</td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td>--</td>
</tr>
<tr>
<td>Usual residential address must be given. In the case of a corporation, give the registered or principal office address.</td>
<td></td>
</tr>
<tr>
<td>Post town</td>
<td>--</td>
</tr>
<tr>
<td>County/Region</td>
<td>--</td>
</tr>
<tr>
<td>Postcode</td>
<td>--</td>
</tr>
<tr>
<td>Country</td>
<td>--</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Person(s) authorised</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
<td>--</td>
</tr>
<tr>
<td><em>Forenames</em></td>
<td>--</td>
</tr>
<tr>
<td><em>Surname</em></td>
<td>--</td>
</tr>
<tr>
<td><em>Honours etc</em></td>
<td>--</td>
</tr>
<tr>
<td>Previous forenames</td>
<td>--</td>
</tr>
<tr>
<td>Previous surname</td>
<td>--</td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td>--</td>
</tr>
<tr>
<td>Usual residential address must be given. In the case of a corporation, give the registered or principal office address.</td>
<td></td>
</tr>
<tr>
<td>Post town</td>
<td>--</td>
</tr>
<tr>
<td>County/Region</td>
<td>--</td>
</tr>
<tr>
<td>Postcode</td>
<td>--</td>
</tr>
<tr>
<td>Country</td>
<td>--</td>
</tr>
</tbody>
</table>

*Voluntary details*
<table>
<thead>
<tr>
<th>Style/Title</th>
<th>Forenames</th>
<th>Surname</th>
<th>Address</th>
<th>Post town</th>
<th>County</th>
<th>Postcode</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Style/Title</th>
<th>Forenames</th>
<th>Surname</th>
<th>Address</th>
<th>Post town</th>
<th>County</th>
<th>Postcode</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Style/Title</th>
<th>Forenames</th>
<th>Surname</th>
<th>Address</th>
<th>Post town</th>
<th>County</th>
<th>Postcode</th>
</tr>
</thead>
</table>

*Voluntary details
Declaration (for use I)

Full name and address

of address)

and/or person authorised to accept on the company's behalf service of process or any notices required to be served on it do solemnly and sincerely declare that the company established its place of business in Northern Ireland on [ ]

(month date)

and I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act 1836.

Signed

Declared at

the [ ] day of

one thousand nine hundred and

before me

A Commissioner for Oaths or Notary Public or Justice of the Peace or Solicitor having the powers conferred on a Commissioner for Oaths. (See note I)

Number of continuation sheets attached

To whom should Companies Registry direct any enquiries about the information on this form?

IDB House
64 Chichester Street, Belfast BT1 4JX

Please ensure the form is fully completed and then send it to the Register of Companies 81
(See note III)
Notes
1 The copy of the instrument constituting or defining the constitution of the company must be certified in the place of incorporation of the company to be a true copy:

(a) by an official of the Government to whose custody the original is committed; or

(b) by a notary public; or

(c) by an officer of the company on oath taken before:

(i) a person having authority in that place to administer an oath; or

(ii) any of the British officials mentioned in section 6 of the Commissioners for Oaths Act 1889;

2 The translation of the instrument must be certified to be a correct translation:

(a) if the translation was made in the United Kingdom, by

(i) a notary public in any part of the United Kingdom;

(ii) a solicitor (if the translation was made in Scotland), a solicitor of the Supreme Court of Judicature of England and Wales (if it was made in England or Wales), or a solicitor of the Supreme Court of Judicature of Northern Ireland (if it was made in Northern Ireland); or

(iii) a person certified by a person mentioned above to be competent to translate the document into English;

(b) if the translation was made outside the United Kingdom, by

(i) a notary public;

(ii) a person authorised in the place where the translation was made to administer an oath;

(iii) any of the British officials mentioned in section 6 of the Commissioners for Oaths Act 1889;

(iv) a person certified by a person mentioned above to be competent to translate the document into English.

3 'Director' includes any person who occupies the position of a director, by whatever name called.

4 Show for an individual the full forenames NOT INITIALS and surname together with any previous forenames or surname(s).

If the director or secretary is a corporation or Scottish firm - show the corporate or firm name on the surname line.

Give previous forenames or surname except that:

- for a married woman, the name by which she was known before marriage need not be given.

- names not used since the age of 18 or for at least 20 years need not be given.

5 In the case of an individual who has a business occupation, this occupation should be named. In the case of an individual who has no business occupation but who holds other directorships, particulars should be given of them.

6 Where all the partners in a firm are joint secretaries, only the firm name and its principal office need be given.

7 Use photocopies of the relevant section(s) of this form to provide details of additional directors, joint secretaries or persons authorised.

8 If made in a foreign country the declaration may be made before any British official mentioned in section 6 of the Commissioners for Oaths Act 1889 or, before any person having authority to administer an oath in that country.
644(4)(a)

Statement of name, other than corporate name, under which a Part XXIII company proposes to carry on business in Northern Ireland

(Pursuant to Section 644(4)(a) of the Companies (Northern Ireland) Order 1986)

Company number

Corporate name

The name approved by the Department of Economic Development, other than its corporate name, under which the company proposes to carry on business in Northern Ireland is

Signed

Director or Secretary or Permanent Representative

Date

*Delete as applicable

To whom should Companies Registry direct any enquiries about the information on this form?

Postcode

Telephone

Extension

When you have signed the form, return it to the address overleaf.
Form 044(4)(a)

When completed, this form should be delivered to:

The Registrar of Companies
IDB House
64 Chichester Street
Belfast
BT1 4JX
644(4)(b)

Statement of name, other than corporate name, under which a Part XXIII company proposes to carry on business in Northern Ireland in substitution for a name previously registered

(Pursuant to section 644(4)(b) of the Companies (Northern Ireland) Order 1986)

Company number

Corporate name

The name approved by the Department of Economic Development, other than its corporate name, under which this company proposes to carry on business in Northern Ireland is:

This name is in substitution for that currently registered

Signed

Date

To whom should Companies Registry direct any enquiries about the information on this form?

Postcode

Telephone

Extension

When you have signed the form, return it to the address overleaf.
Form 644(4)(b)

When completed, this form should be delivered to:

The Registrar of Companies
100 House
64 Chichester Street
Belfast
BT1 4JX
Return by a Part XXIII company that the company is being wound up
(Pursuant to Article 6520(1) of the Companies (Northern Ireland) Order 1966)

Company number

Company name

NOTE:
This return is not required to be made where proceedings under Part XXIII of the Insolvency (Northern Ireland) Order 1963 have been commenced.

* Delete as applicable

Mark appropriate box and complete details.

The above company gives notice that, as a result of action taken by * creditors \ members \ other(s)

[please specify], the company *has been\ has to be wound up by : -

☐ An order of the Court of

[give address]

Dated

Ordering that

☐ OR [Other :- give brief particulars]

Date winding up become or will become effective

Signed

* (Director \ Secretary \ Permanent representative \ Liquidator)

Date

This return is delivered in respect of all the branches listed overleaf!

To whom should Companies Registry address any enquiries about the information on this form?

Name

Address

Tel

When completed, this form should be returned to the address overleaf

14
Form 8520(1)

<table>
<thead>
<tr>
<th>Registration number</th>
<th>Branch name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Details of winding up

Where the winding up was made by order of a Court, the name and address of the court, together with details of the order, must be given. When the winding up has been instigated in some other manner the nature of the action (e.g. voluntary winding up, or winding up exercised under a legislative power) must be given.

When completed, this form should be delivered to:

The Registrar of Companies
IDB House
64 Chichester Street
Belfast
BT1 4JX
652O(3)

Notice of appointment of a liquidator of a Part XXIII company
(Pursuant to Article 652O(3) of the Companies (Northern Ireland) Order 1990)

Company number

Company name

NOTE:
This return is not required to be made where proceedings under Part VI of the
Insolvency (Northern Ireland) Order 1986 have been commenced.

* Delete as applicable

I/We* give notice that I/we* was/were* appointed liquidator(s) of the
above named company on:

Date of appointment

Description of powers
(State here any powers
attributed to the liquidator
other than from the
general law or from the
company's constitution)

Signature

Liquidator(s)

Date

If this form is delivered in respect of
more than one branch in Northern
Ireland the branch number and name
thereof different must be given for
each branch

To whom should
Companies Registry
address any
enquiries about the
information on this
form?

Name

Address

Tel

When completed, this form should be returned to the address
overleaf.

This return is delivered in respect of all the branches listed overleaf.
### Form 652O(3)

<table>
<thead>
<tr>
<th>Registration number</th>
<th>Branch name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When completed, this form should be delivered to:

The Registrar of Companies  
1DB House  
64 Chichester Street  
Belfast  
BT1 4JX
Notice by the liquidator of a Part XXIII company concerning the termination of liquidation of the company

(Pursuant to Article 6520(5) of the Companies (Northern Ireland) Order 1986)

Company number

Company name

NOTE:
This return is not required to be made where proceedings under Part VI of the Insolvency (Northern Ireland) Order 1986 have been commenced.

I/We

liquidator(s) of the above company give notice that

the liquidation of the above company was completed and the company ceased to be registered on

Signed

Liquidator

Date

If this form is delivered in respect of more than one branch in Northern Ireland the branch number and name (if different) must be given for each branch.

To whom should Companies Registry address any enquiries about the information on this form?

Name

Address

Tel

When completed, this form should be returned to the address overleaf.
<table>
<thead>
<tr>
<th>Registration number</th>
<th>Branch name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When completed, this form should be delivered to:

The Registrar of Companies
IDB House
64 Chichester Street
Belfast
BT1 4JX
652P(1)

Return by a Part XXIII company which becomes subject to insolvency proceedings, etc.

(Pursuant to Article 652P(1) of the Companies (Northern Ireland) Order 1968)

This form should be completed in black

Company number

Company name

☐ Delete as applicable

Mark appropriate box and complete details.

☐ Where the proceedings are the subject of a court order, both the name and address of the court must be given. Where the proceedings have been instigated in some other manner, (e.g. management or members of the company were named pursuant to non-administrative or legislative powers) these details must be given. In both cases, details of the persons taking the action must be given.

☐ The above company gives notice that, as a result of action taken by creditors / members / others [please specify]

☐ the company is subject to: -

☐ An order of the Court of

☐ (give address)

☐ Dated Ordering that

☐ On ☐ insolvency proceedings / an arrangement / a composition / analogous proceedings (give details)

☐ Data order / proceedings became or will become effective

Signed ☐ (Director / Secretary / Permanent representative)

☐ Date

This return is delivered in respect of all the branches listed overleaf

To whom should Companies Registry address any enquiries about the information on this form?

Name

Address

Tel

When completed, this form should be returned to the address overleaf.
### Form 652P(1)

<table>
<thead>
<tr>
<th>Registration number</th>
<th>Branch name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When completed, this form should be delivered to:

The Registrar of Companies
IDB House
64 Chichester Street
Belfast
BT1 4JX
652P(2)

Return by a Part XXIII company on cessation of insolvency proceedings, etc.
(Pursuant to Article 652P(2) of the Companies (Northern Ireland) Order 1986)

Company number

Company name

The above company gives notice that, as from ____________________________, it has ceased to be subject to the proceedings referred to in the return made by the company pursuant to Article 652P(1) of the Companies (Northern Ireland) Order 1986.

Signed ____________________________  *(Director, Secretary, Permanent representative)*

Date ____________________________

If this form is delivered in respect of more than one branch in Northern Ireland, the branch number and name of the relevant company must be given for each branch.

This return is delivered in respect of all the branches listed overleaf

To whom should Companies Registry address any enquiries about the information on this form?

Name ____________________________

Address ____________________________

Tel ____________________________

When completed, this form should be returned to the address overleaf
Form 652P(2)

<table>
<thead>
<tr>
<th>Registration number</th>
<th>Branch name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When completed, this form should be delivered to:—

The Registrar of Companies
IDB House
64 Chichester Street
Belfast
BT4 1JX
BR1

Return delivered for registration of a branch of a Part XXIII company
(Pursuant to Schedule 26A, paragraph 1 of the Companies (Northern Ireland) Order 1986)

<table>
<thead>
<tr>
<th>For other use only</th>
<th>BR1</th>
</tr>
</thead>
</table>

Corporate name (name in parent state)

Business name (if different to corporate name)

Country of incorporation

Identity of register (if applicable)

Legal form (see note 1)

and registration no.

PART A - COMPANY DETAILS

* Is the company subject to Article 648A of the Companies (Northern Ireland) Order 1986?

YES [ ] NO [ ]

(1) These boxes need not be completed by companies formed in EC member states

Governing law (see note 2)

Accounting requirements

Period for which the company is required to prepare accounts by parent law, from to

Period allowed for the preparation and public disclosure of accounts for the above period months
(2) This box need NOT be completed by companies from EC member states, OR where the constitutional documents of the company already show this information.

<table>
<thead>
<tr>
<th>Address of principal place of business in home country</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Objects of company</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Issued share capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currency</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company Secretary(ies) (see note 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Style/Title</td>
</tr>
<tr>
<td>Forenames</td>
</tr>
<tr>
<td>Surname</td>
</tr>
<tr>
<td>* Honours etc.</td>
</tr>
<tr>
<td>Previous Forenames</td>
</tr>
<tr>
<td>Previous surname</td>
</tr>
</tbody>
</table>

| Address                                        |
|                                               |

Usual residential address must be given, in the case of a corporation, give the registered or principal office address.

<table>
<thead>
<tr>
<th>Company Secretary(ies) (see note 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Style/Title</td>
</tr>
<tr>
<td>Forenames</td>
</tr>
<tr>
<td>Surname</td>
</tr>
<tr>
<td>* Honours etc.</td>
</tr>
<tr>
<td>Previous Forenames</td>
</tr>
<tr>
<td>Previous surname</td>
</tr>
</tbody>
</table>

| Address                                        |
|                                               |

Usual residential address must be given, in the case of a corporation, give the registered or principal office address. (You may photocopy this page if required.)
**Directors**

(see notes to)

**Name**

* voluntary details

**Address**

Usual residential address must be given. In the case of a corporation, give the registered or principal office address.

---

**SCOPE OF AUTHORITY**

Give brief particulars of the extent of the powers exercised (e.g., whether they are limited to powers expressly conferred by the instrument of appointment, or whether they are subject to express limitations.) Where the powers are exercised jointly give the name(s) of the person(s) concerned. You may cross-ref to the details of person(s) disclosed elsewhere on the form.

# Mark box(es) as applicable

(You may photocopy this page as required)

---

*Style/Title ____________________________

Forenames ____________________________

Surname ____________________________

*Honours etc. ____________________________

Previous Forenames ____________________________

Previous surname ____________________________

---

Post town ____________________________

County/Region ____________________________

Postcode __________ Country __________

Date of Birth __________ Nationality __________

Business Occupation ____________________________

Other Directorships ____________________________

---

The extent of the authority to represent the company is :- (give details)

---

These powers :-

# May be exercised alone

# Must be exercised with :-

(Give name(s) of co-authorised person(s))

---
**Directors**

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
</table>

* Voluntary details

<table>
<thead>
<tr>
<th>Address</th>
</tr>
</thead>
</table>

Usual residential address must be given. In the case of a corporation, give the registered or principal office address.

**SCOPE OF AUTHORITY**

Give brief particulars of the extent of the powers exercised, e.g., whether they are subject to powers expressly conferred by the instrument of appointment, or whether they are subject to express limitations. Where the powers are exercised jointly give the name(s) of the person(s) concerned. You may cross-reference to the details of person(s) disclosed elsewhere on the form.

# D mm dd yy, as applicable

(You may photocopy this page as required)
Constitution of company

- A copy of the latest accounts of the company
  AND
  *A copy translated

Delete as applicable

AND/OR

The company may rely on constitutional and accounting documents previously delivered in respect of another branch registered in the United Kingdom.

The particulars about the company were previously delivered in respect of a branch of the company registered at this registry.

The company may also rely on constitutional documents and particulars about the company, officers previously filed in respect of a former place of business of the company, provided that any alterations have been notified to the registrar.

NOTE: In all cases, the registration number of the branch or place of business relied upon must be given.
PART B - BRANCH DETAILS

Persons authorised to represent the company or accept service of process.

Give details of all persons who are authorised to represent the company as permanent representatives of the company in respect of the business of the branches.

Give details also of all persons resident in Northern Ireland who are authorised to accept service of process on the company's behalf.

* Certain as appropriate

SCOPE OF AUTHORITY

(This part does not apply to a person only authorised to accept service on behalf of the company)

Give brief particulars of the extent of the powers exercised (e.g. whether they are limited to powers expressly conferred by the instrument of appointment, or whether they are subject to express limitations.)

Where the powers are exercised, jointly give the name(s) of the person(s) concerned. You may cross refer to the details of persons disclosed elsewhere on the form.

* Mark boxes as appropriate

*Style/Title
Forenames
Surname
Address
Post town
County
Postcode

is ☐ Authorised to accept service of process on the company's behalf

*AND/OR

is ☐ Authorised to represent the company in relation to that business

The extent of the authority to represent the company is: (give details)

These powers -

☐ May be exercised alone

OR

☐ Must be exercised with:

(Give name(s) of co-authorised person(s)))

29
Persons authorised to represent the company or accept service of process.

Give details of all persons who are authorised to represent the company as permanent representative of the company in respect of the business of the branch.

Give details of all persons resident in Northern Ireland, who are authorised to accept service of process on the company's behalf.

* Delete as appropriate.

**SCOPE OF AUTHORITY**

(This part does not apply to a person only authorised to accept service on behalf of the company.)

Give brief particulars of the extent of the powers exercised (e.g. whether they are limited to powers expressly conferred by the instrument of appointment, or whether they are subject to express limitations.)

Where the powers are exercised jointly, give the name(s) of the person(s) concerned. You may cross refer to the details of person(s) disclosed elsewhere on the form.

* Mark boxes as appropriate.

(You may photocopy this page as required.)

<table>
<thead>
<tr>
<th><em>Style/Title</em></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Forenames</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Surname</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post town</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>County</th>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Is ☐ | Authorised to accept service of process on the company's behalf AND/OR |
| Is ☐ | Authorised to represent the company in relation to that business |

The extent of the authority to represent the company is > (give details)

<table>
<thead>
<tr>
<th>These powers:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

☐ May be exercised alone

☐ Must be exercised with >

<table>
<thead>
<tr>
<th>(Give name(s) of co-authorised person(s))</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

30
NOTES

Read these notes carefully before completing the form.

1. Regulation requirement

Every Part X company wanting to set up a place of business in Northern Ireland must register.

If the "Place of Business" is being established, FORM 441 must be used. If the branch is being registered, then FORM 444 must be used.

A company must register all of its branches.

The requirement to register applies to any limited company which is incorporated outside the United Kingdom and which establishes a branch in Northern Ireland. All limited companies, being within the UK, are not required to register any branches in Northern Ireland. They are, however, required to register as having a place of business in Northern Ireland when they set up business in Northern Ireland.

2. Completion of Form BRI

If this is the first registration of a branch of a Part X company in the UK, all the relevant details of the form must be completed. If a previous branch of the company has already been registered in the UK, and has not closed, registration of the second and any subsequent branches need not complete Part A (company details). Updates of any information contained in the details that have been updated, but must complete Part B (branch details).

The forms should be delivered to the Registrar with supporting documents within 1 month of having opened the branch.

3. "Legal Form"

The details of the company’s legal form must be disclosed. This includes whether the company is a private or public company, whether it is limited, and, if so, the manner of limitation.

4. "Governorship"

A company which is not incorporated in an EU member state must state the law under which it is incorporated. This means the relevant rules or regulation which regulate the incorporation of companies in that state e.g. "Companies Act of France (1985)."

5. Names

A Part X company wishing to register to corporate names is subject to the same regulations as Northern Ireland companies. Accordingly, any name used by a Part X company wishes to use may be unacceptable or only permissible with the approval of the Department of Economic Development. A company which has served a notice to this effect may have completed Form 664/1996 giving another name, approved by the Department of Economic Development, under which it proposes carrying on business in Northern Ireland.

Notes (continued)

(b) if the translation was made outside the United Kingdom, by:
(i) a notary public;
(ii) a person authorised in the place where the translation was made to administer an oath;
(iii) any of the British officials mentioned in section 8 of the Commissioners for Oaths Act 1848;
(iv) a person certificated by a person mentioned above known to him to be competent to translate the document into English;

10. Directors and secretary's details

"Director" includes any person who occupies the position of director regardless of what name he is called.

For an individual, show the full names, NOT INITIALS, together with any previous names. However, previous names need not be given in the case of:
- a married woman, the name by which she was known prior to marriage;
- any former name which has been changed or disused since the age of 18. Off for an individual normally known by a title, you may state that he was called by the name of which he was known before adopting the title;

If the director or secretary is a corporation or Scottish firm, show the corporation or firm name on the same line.

Addresses

Give the usual residential address in the case of a corporation or Scottish firm, give the registered or principal office address.

11. Branch Address

Give the address of the principal place of business of the branch.
BR2

Return by a Part XXIII company subject to branch registration of an alteration to constitutional documents

(Pursuant to Schedule 16A, paragraph 7(1) of the Companies (Northern Ireland) Order 1986)

Company number

Company name

Branch number

Branch Name

CONSTITUTIONAL DOCUMENTS

* Delete as applicable

Note: A company is only required to make a return in respect of a branch where the document altered is included amongst the material registered in respect of that branch

On ______ an alteration was made to the constitutional document(s) of the company

A copy of the new instrument is attached

* A certified translation is also attached

Signed

[Signature]

[Director / Secretary / Permanent representative]

Date

[Date]

When completed, this form should be returned to the address overleaf

To whom should Companies Registry direct any enquiries about the information on this form?

Name

Address

[Address]

Telephone no.

[Telephone number]

When completed, this form should be delivered to the Registrar of Companies, IDB House, 64 Chichester Street, Belfast BT1 4JX.
BR3

Return by a Part XXIII company subject to branch registration, for alteration of company particulars

(Pursuant to Schedule 20A, paragraph 21 of the Companies (Northern Ireland) Order 1986)

Company number

Company name

Branch name

(If different to company name)

Particulars of change

1. Change of name

Note: If the company has changed its corporate name in its country of origin, give details here together with the date the change was registered or otherwise made.

Old corporate name

New corporate name

Date of change

2. Change in legal form

(Give details of change)

Note: If the company has changed its legal form either by its own decision or by a change in its parent law, give details here.

Date of change

3. Change to accounting requirements

Period for which the company is required to prepare accounts by parent law, in substitution for a period previously notified, has been changed to: (date)

Period allowed for the preparation and public disclosure of accounts for the above period: months

34
**Company Particulars**

**NOTE.** The changes to items 3 - 7 only are not required to be notified by companies incorporated in an EC member state or if the changes are already disclosed in the constitutional documents which have been filed with the Registrar.

4. Principal address

On * the company changed its principal address in its parent state to

( give new principal place of business )

* Insert date of change

5. Objects

On * the company changed its objects to those described below / attached

(state new objects)

+delete as applicable

6. Capital

On * the company increased/decreased its issued share capital from to

(state new issued share capital (incl. currency))

7. Governing law

List any change in the law under which the company was incorporated (e.g. a new Act) include the date of the change.

Date

When completed, this form should be signed overleaf and returned to the Registrar of Companies, IDE House, 64 Chichester Street, Belfast BT1 4JX.
Form BR3

To whom should Companies Registry address any enquiries regarding the information on this form?

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Tel. No</th>
</tr>
</thead>
</table>

* Delete as applicable

This return is delivered in respect of all the branches listed below.

<table>
<thead>
<tr>
<th>Registration number</th>
<th>Branch name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signed (*Director / Secretary / Permanent representative *)

Date

NOTE: A return must be delivered in respect of any alteration to the company particulars by each branch of a Part XXII company. If, however, a company has more than one branch in Northern Ireland, it may deliver only one form in respect of all those branches, provided it completes the table above on this page.
BR4

Return by a Part XXIII company subject to branch registration of change of directors or secretary or of their particulars

(Pursuant to Schedule 30A, paragraph 711 of the Companies (Northern Ireland) Order 1986.)

This form should be completed in block.

Company number: _______________________

Branch number: _______________________

Company name: _______________________

Branch name (if different): _______________________

Date of resignation etc: _______________________

Resignation etc, as director: ______

Resignation etc, as secretary: ______

Forenames: _______________________

Surname: _______________________

Date of birth (directors only): ______

To whom should Companies Registry address any enquiries about the information on this form?

Name: _______________________

Address: _______________________

Telephone: _______________________

When completed, this form should be returned to the address on page 4.

(See note on page 4)
Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.
## Alteration of Particulars

This section is not for appointments or resignations.

<table>
<thead>
<tr>
<th>Date of change of particulars</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change of particulars, as director</td>
</tr>
<tr>
<td>Change of particulars, as secretary</td>
</tr>
<tr>
<td>Forenames</td>
</tr>
<tr>
<td>Surname</td>
</tr>
</tbody>
</table>

Date of birth (directors only)

| Forenames |
| Surname |

Change of name (enter new name)

Change of usual residential address (enter new address)

Post town

County/region

Postcode

Country

Nationality

Change to authority to act (if applicable)

Give brief particulars of any change in the authority of a director to represent the company, including any alteration to the manner in which existing or new powers may be exercised (e.g., reaching them to be exercised with other persons.)

Mark as applicable

These powers:

- [ ] May be exercised alone, or
- [ ] Must be exercised with: (give names of co-authorised persons)
<table>
<thead>
<tr>
<th>Registration number</th>
<th>Branch name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE: A return must be delivered in respect of any alteration to the company particulars by each branch of a Part XXII company. If, however, a company has more than one branch in Northern Ireland, it may deliver only one form in respect of all those branches, provided it completes the table above on this page.

When completed, this form should be delivered to the Registrar of Companies, IDE House, 54 Chichester Street, Belfast BT1 4JX.
BR5

Return by a Part XXIII company subject to branch registration of change of address or other branch particulars

(Pursuant to Schedule 2(A), paragraph 7(1) of the Companies (Northern Ireland) Order 1986)

This form should be completed in block

Company number

Branch number

Corporate name

Branche name

(If applicable)

Change of Address

Previous address of branch

This return must be delivered to the Registrar within 21 days of the alteration being made.

*Delete as applicable

New address of branch

N.B. If a company moves a branch from one part of the United Kingdom to another part of the United Kingdom then it must close its registration in the first part (notifying the Registrar) and re-register the branch at the new registry.

Post town

County

Postcode

Date of change

Change in nature of business carried on at the branch

(Describe new business)

Date of change

See overleaf for other branch changes
### Change of business name of the branch

<table>
<thead>
<tr>
<th>Previous name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of change</th>
<th>1.1.22</th>
</tr>
</thead>
</table>

### Signature

<table>
<thead>
<tr>
<th>Signed <em>Director / Secretary / Authorised Representative</em></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### To whom should Companies Registry address any enquiries about the information on this form?

<table>
<thead>
<tr>
<th>Tel</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

---

When completed, this should be delivered to the Registrar of Companies, IDB House, 64 Chichester Street, Belfast, BT1 4JX.
BR6

Return of change of person authorised to accept service or to represent the branch of a Part XXIII Company or of any change in their particulars

(Pursuant to Schedule 20A, paragraph 7.18 of the Companies (Northern Ireland) Order 1986.)

Company number  
Company name  
Branch name (if different to corporate name)  

Branch number

TERMINATION OF AUTHORITY

Date of termination  
Position vacated
(If appropriate box(es))  

Compare these details for resignation of any person authorised to accept service or enter on the company’s behalf or who was authorised to represent the company in relation to the business of the branch.

Name
Address

To whom should Companies Registry direct any enquiries about the information on this form?

Tel.

When completed, this form should be delivered to the address on page 4.
APPOINTMENT

Persons authorised to represent the company or who may accept service or process

Give the name and address of the person appointed, together with the date of appointment. Mark the box(es) relevant to the appointment. If the appointment is to both positions mark both boxes.

*Items as appropriate.

**Style/Title**

*Forenames*  

*Surname*  

*Address*  

County/Region  

Postcode

□ Is authorised to accept service of process on the company’s behalf

□ AND/OR

□ Is authorised to represent the company in relation to that business

Date of appointment

The authority to represent the company is:

□  

□ Authorised to accept service of process on the company’s behalf

□ AND/OR

□ Authorised to represent the company in relation to that business

The extent of the authority to represent the company is: (give details)

These powers:

□ May be exercised alone

OR

□ Must be exercised with:  

(Give name(s) of co-authorised person(s))

SCOPE OF AUTHORITY

Give brief particulars of the extent of the powers exercised (e.g. whether they are limited to powers expressly conferred by the instrument of appointment or whether they are subject to express limitations) and where the powers are exercised, jointly give the name(s) of the person(s) concerned.

□ Work box(es) as appropriate
### CHANGE OF PARTICULARS

#### Name previously notified to Companies Registry

- **New name**

#### Change of residential address (enter new address)

#### Change of authority to act

(This part does not apply to a person authorised to accept service on behalf of the company)

Give brief particulars of any change in the authority of the officer to represent the company, including any alteration to the manner in which the existing or new powers may be exercised (e.g., requiring them to be exercised with other persons)

#### The extent of the authority of the above person to represent the company has been altered to:

- [ ] [give details]

#### The powers:

- [ ] May be exercised alone
- [ ] MUST be exercised with: [give names of co-authorised person(s)]

### Signature

**Signed**

**Date**
Form BR6

When completed, this form should be delivered to the Registrar of Companies, 108 House, 64 Chichester Street, Belfast, BT1 4JX.

BR7

Return by a Part XXIII company of the branch at which the constitutional documents of the company have been registered in substitution for a previous branch

(Pursuant to Schedule 20A, paragraph 82 of the Companies (Northern Ireland) Order 1996.)

Company number

Company name

This form should be completed in block.

If this form is delivered in respect of other branches in Northern Ireland, list the branch numbers overleaf.

Gives notice that the:

☐ Constitutional documents of the company
☐ A certified translation

are now included in the documents which are registered in respect of another branch.

Registered number of that branch

Place of registration

☐ Cardiff  ☐ Edinburgh  ☐ Belfast

Signed

* Director / Secretary / Permanent representative

Date

This form is delivered in respect of all the branches listed overleaf

To whom should Companies Registry direct any enquiries about the information on this form?

___________________________
Tel. ________________________

46
Form BR7

<table>
<thead>
<tr>
<th>Registration number</th>
<th>Branch name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When completed, this form should be delivered to the Registrar of Companies, IDB House, 84 Chichester Street, Belfast BT1 4JX.

SCHEDULE 3

Prescribed Particulars in Prescribed Forms
Forms BR2; BR3; BR4; BR5; and BR6

EXPLANATORY NOTE

(This note is not part of the Regulations.)

These Regulations prescribe forms to be used in filing particulars with the registrar of companies in connection with the new regime for the registration of branches of Part XXIII companies, introduced by the Part XXIII Companies and Credit and Financial Institutions (Branch Disclosure) Regulations (Northern Ireland) 1993 (S.R. 1993 No. 198).
These also prescribe amended forms (Forms 641, 644(4)(a) and 644(4)(b)) in connection with the registration of a place of business of a Part XXIII company pursuant to Article 641, and the registration of names of Part XXIII Companies. There is, however, a transitional provision permitting the continued use of the existing forms for a period of 12 months following the commencement of these regulations.

The Regulations also provide how certain translations of documents, required to be filed with the registrar of companies in respect of the branches of Part XXIII companies, are to be certified.