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## **Introduction**

In accordance with the Companies Act 2014, companies are required to file documents with the (CRO) Companies Registration Office. This information leaflet summarises the six things that every company director should know in respect of filing these documents.

### **1. Annual Return Date**

Every company, whether trading or not, must file an annual return at the CRO not later than 28 days from its statutory Annual Return Date (ARD). Company ARDs can be checked at [www.cro.ie/search](http://www.cro.ie/search)

A company director must ensure that an annual return on behalf of the company is delivered to the CRO (Companies-Act, 2014). The annual return (Form-B1, 2014) is a document setting out certain prescribed information in respect of the company. This document must be filed with the CRO annually, regardless of whether the company is trading.

A company's annual return is required to be made up to a date every year which is no later than the company's ARD and to be filed with the CRO within 28 days of that date.

### **Online Filing**

From 1st June 2017, all annual returns must be completed online at [www.cro.ie](http://www.cro.ie). Companies must upload their financial statements as a pdf and pay the filing fee for the B1 online.

### **2. Financial Statements**

In almost every case, financial statements must be attached to the annual return; the financial year end of those financial statements must be no earlier than nine months before the date of the return. To comply with that requirement, it might be necessary to change your company's ARD. If so, the statutory provisions need to be followed, see (Annual-Return, 2017).

## **Financial Documents Required**

The documents required to be attached to the annual return are:

- the balance sheet\*;
- the profit and loss account\*;
- the directors' report; and
- the auditor's report.

The financial statements marked\* are required by law to be audited. Certain exemptions from these requirements are available to small and medium-sized companies as defined by the Companies Act, section 350. (Companies-Act, 2014)

## **3. Late Filing Penalty**

Returns which are filed late (i.e., more than 28 days after the effective date of the return) with the CRO incur a substantial late filing penalty, in addition to the standard filing fee of €20 (electronic). The late filing penalty is €100 with effect from the expiry of the company's filing deadline, with a daily penalty of €3 thereafter, up to a maximum of €1,200 per return.

## **4. Reminders**

Reminders and other important notices are sent to companies at their registered office as notified to the CRO. If the address is wrong, you may not become aware of important information regarding your company. The registered office of every company can be checked at [www.cro.ie/search](http://www.cro.ie/search)

Every company is obliged to have a registered office within the State, which cannot be a P.O. Box number.

## **5. Online Forms (change of data)**

Certain forms e.g., a change of address and change of director or secretary – may be filed free of charge at [www.core.ie](http://www.core.ie)

### **Benefits of online notifications**

Your Name

Online notification of changes to registered particulars is free, secure and quick. The facility provides for the completion of forms online, the results to be printed, signed and submitted to the CRO.

## **6. Directors Responsibilities**

The Companies Act 2014 expressly states that it is the duty of each director of a company to ensure that the company complies with the requirements of the Companies Act.

### **Notifications**

A company director must also ensure that any changes of information in relation to the company are notified to the CRO.

### **Conclusion**

This information leaflet summarises six things that every company director should know in respect of filing Form B1 and related documents to the CRO under the Companies Act 2014.

Your Name

## References

Annual-Return, 2017. [Online]

Available at: <https://www.cro.ie/Annual-Return/Overview>

[Accessed 20 1 2014].

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