

## SCHEDULE 1

The Companies (Northern Ireland) Order 1986:—

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

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

- 
- (1) 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](#))
  - (2) 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](#))

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

SCHEDULE 2

Regulation 4(1)

Prescribed Forms

SCHEDULE 2

Regulation 4(1)

Prescribed Forms

# 641

This form must be completed for all 'Place of Business' registrations. (See note below for re-registration from a 'Branch')  
*This form should be completed in black*

## 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 1986)

Previous branch number  
*(If applicable)*

FOR OFFICIAL USE ONLY

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)*

\* Delete 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

The company must deliver certified copies of its constitutional documents (with certified translations), and the particulars of the company's directors and secretary. However, if the company is closing a branch registration and effecting a place of business registration, it may rely on the documents or the particulars of the directors and secretary previously filed in Northern Ireland, provided any relevant alterations to those documents have been updated on the register.

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.

**Directors** (See notes 3, 4 and 5)

**Name** \*Style/Title  
Forenames  
Surname  
\*Honours etc  
Previous forenames  
Previous surname

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

Date of birth  
(See note 5) Business occupation (if any). If none other directorships.

<b>CD</b>			
<b>AD</b>			
	Post town		
	County/Region		
	Postcode	Country	
<b>DO</b>		Nationality	<b>NA</b>
<b>OC</b>			
<b>OD</b>			

**Name** \*Style/Title  
Forenames  
Surname  
\*Honours etc  
Previous forenames  
Previous surname

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

Date of birth  
(See note 5) Business occupation (if any). If none other directorships.

\* Voluntary details

<b>CD</b>			
<b>AD</b>			
	Post town		
	County/Region		
	Postcode	Country	
<b>DO</b>		Nationality	<b>NA</b>
<b>OC</b>			
<b>OD</b>			

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**Company Secretary(ies)**

(See notes 4 and 6)

**Name** \*Style/Title  
Forenames  
Surname  
\*Honours etc  
Previous forenames  
Previous surname

<b>CS</b>		
<b>AD</b>		
	Post town	
	County/Region	
	Postcode	Country

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

**Name** \*Style/Title  
Forenames  
Surname  
\*Honours etc  
Previous forenames  
Previous surname

<b>CS</b>		
<b>AD</b>		
	Post town	
	County/Region	
	Postcode	Country

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

**Person(s) authorised**

List of some one or more persons resident in Northern Ireland authorised to accept on the company's behalf service of process and any notice required to be served on it.

\*Style/Title  
Forenames  
Surname  
Address

Post town	
County	Postcode

\*Voluntary details

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Person(s) authorised** (continued)

List of some one or more persons resident in Northern Ireland authorised to accept on the company's behalf service of process and any notice required to be served on it.

\*Style/Title

Forenames

Surname

Address

_____
_____
_____
_____
_____
_____
Post town _____
County _____ Postcode _____

\*Style/Title

Forenames

Surname

Address

_____
_____
_____
_____
_____
_____
Post town _____
County _____ Postcode _____

\*Style/Title

Forenames

Surname

Address

_____
_____
_____
_____
_____
_____
Post town _____
County _____ Postcode _____

\*Style/Title

Forenames

Surname

Address

_____
_____
_____
_____
_____
_____
Post town _____
County _____ Postcode _____

\*Voluntary details

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Declaration** (See note 8)

Full name and address

I \_\_\_\_\_  
of (address) \_\_\_\_\_

<sup>†</sup>delete as applicable

a <sup>†</sup>director/<sup>†</sup>secretary/<sup>†</sup>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

--	--	--	--	--	--

  
 (enter 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 1835.

**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 8)

Number of continuation sheets attached

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Telephone \_\_\_\_\_ Extension \_\_\_\_\_

Please ensure the form is fully completed and then send it to the Registrar of Companies at (See note 9)

**IDB House  
 64 Chichester Street, Belfast BT14JX**

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

## 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 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;
- (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 known to him 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.
- In the case of a peer, or an individual usually known by a British title, you may state the title instead of or in addition to the forenames and surname and you need not give the name by which that person was known before he or she adopted the title or succeeded to it.
- Address:**
- Give the usual residential address.
- In the case of a corporation or Scottish firm give the registered or principal office.
- 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.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

# 644(4)(a)

This form should be completed in black.

## 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

  

\* Delete as applicable

Signed

\*   
Director/Secretary/Permanent representative

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



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**Form 644(4)(a)**

When completed, this form should be delivered to:—

The Registrar of Companies  
IDB House  
64 Chichester Street  
Belfast  
BT1 4JX

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

# 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

This form should be completed in block.

(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:—

Enter name approved by the Department of Economic Development under Article 644(4)(b) of the Companies (Northern Ireland) Order 1986

  

This name is in substitution for that currently registered

Signed \_\_\_\_\_  
Director/Secretary's Permanent representative

Date \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_ Postcode \_\_\_\_\_  
Extension \_\_\_\_\_

When you have signed the form, return it to the address overleaf

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**Form 644(4)(b)**

When completed, this form should be delivered to:—

The Registrar of Companies  
IDB House  
64 Chichester Street  
Belfast  
BT1 4JX

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# 6520(1)

This form should be completed in black.

## Return by a Part XXIII company that the company is being wound up

(Pursuant to Article 6520(1) 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 1989 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\ is to be wound up by :-

#  An order of the \_\_\_\_\_ Court of

(give address) \_\_\_\_\_

Dated \_\_\_\_\_ Ordering that \_\_\_\_\_

OR #  (Other :- give brief particulars)<sup>[1]</sup> \_\_\_\_\_

Date winding up became or will become effective

Signed \_\_\_\_\_  
\* (Director \ Secretary \ Permanent representative \ Liquidator)

Date \_\_\_\_\_

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

If this form is delivered in respect of more than one branch in Northern Ireland the branch number and name (where 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

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form 652O(1)**

Registration number	Branch name

**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

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# 6520(3)

## Notice of appointment of a liquidator of a Part XXIII company

(Pursuant to Article 6520(3) of the Companies (Northern Ireland) Order 1986)

This form should be completed in block.

Company number

Company name

**NOTE:**

This return is not required to be made where proceedings under Part VI of the Insolvency (Northern Ireland) Order 1989 have been commenced.

\* Delete as applicable

I/We\* \_\_\_\_\_  
 of \_\_\_\_\_  
 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 ascribed to the liquidator other than from the general law or from the company's constitution)

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

Signature \_\_\_\_\_ Liquidator(s)  
 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

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form 6520(3)**

Registration number	Branch name

When completed, this form should be delivered to:—

The Registrar of Companies  
IDB House  
64 Chichester Street  
Belfast  
BT1 4JX

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

# 6520(5)

## Notice by the liquidator of a Part XXIII company concerning the termination of liquidation of the company

This form should be completed in block.

(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

On

\* Delete if not applicable

the liquidation of the above company was completed and\* the company ceased to be registered on :-

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.

Signed

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



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**Form 6520(5)**

Registration number	Branch name

When completed, this form should be delivered to:—

The Registrar of Companies  
IDB House  
64 Chichester Street  
Belfast  
BT1 4JX

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

# 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 1986)

This form should be completed in black.

Company number

Company name

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

the company is subject to :-

#  An order of the \_\_\_\_\_ Court of

(give address) \_\_\_\_\_

Dated \_\_\_\_\_ Ordering that \_\_\_\_\_

OR #  \* insolvency proceedings \ an arrangement \ a composition \ analogous proceedings (give details) \_\_\_\_\_

Date 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

  
  

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

**1** 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 investigated in some other manner, (e.g. management of the company exercised pursuant to some administrative or legislative power) those details must be given in both cases, details of the persons taking the action must be given.

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

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form 652P(1)**

Registration number	Branch name

When completed, this form should be delivered to:—

The Registrar of Companies  
IDB House  
64 Chichester Street  
Belfast  
BT1 4JX

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

# 652P(2)

This form should be completed in black.

## 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

  

\* Delete as applicable

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 (if different) 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

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form 652P(2)**

Registration number	Branch name

When completed, this form should be delivered to:—

The Registrar of Companies  
iDB House  
64 Chichester Street  
Belfast  
BT1 4JX

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

# BR1

This form should be completed in black.

## Return delivered for registration of a branch of a Part XXIII company

(Pursuant to Schedule 20A, paragraph 1 of the Companies (Northern Ireland) Order 1986)

Corporate name  
(name in parent state)  
(See note 5)

Business name  
(if different to corporate name)

Country of incorporation

Identity of register  
(if applicable)

Legal form  
(See note 3)

<small>For office use only</small> <input type="checkbox"/> CN	<input type="checkbox"/> BN
_____	
_____	
_____	
_____ and registration no. _____	
_____	

<sup>1</sup> See note 2

## PART A - COMPANY DETAILS<sup>1</sup>

\* State whether the company is a credit or financial institution

\*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 4)

\_\_\_\_\_

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

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**(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.**

<b>Address of principal place of business in home country</b>	_____
<b>Objects of company</b>	_____
<b>Issued share capital</b>	_____ <b>Currency</b> _____

<b>Company Secretary(ies)</b> <small>( See note 10 )</small>	<b>*Style/Title</b> _____
<b>Name</b>	<b>Forenames</b> _____
	<b>Surname</b> _____
<b>* Voluntary details</b>	<b>*Honours etc.</b> _____
	<b>Previous Forenames</b> _____
	<b>Previous surname</b> _____
<b>Address</b>	_____
	_____
<b>Usual residential address must be given. In the case of a corporation, give the registered or principal office address.</b>	<b>Post town</b> _____
	<b>County/Region</b> _____
	<b>Postcode</b> _____ <b>Country</b> _____

<b>Company Secretary(ies)</b> <small>( See note 10 )</small>	<b>*Style/Title</b> _____
<b>Name</b>	<b>Forenames</b> _____
	<b>Surname</b> _____
<b>* Voluntary details</b>	<b>*Honours etc.</b> _____
	<b>Previous Forenames</b> _____
	<b>Previous surname</b> _____
<b>Address</b>	_____
	_____
<b>Usual residential address must be given. In the case of a corporation, give the registered or principal office address.</b>	<b>Post town</b> _____
	<b>County/Region</b> _____
<b>( You may photocopy this page if required )</b>	<b>Postcode</b> _____ <b>Country</b> _____

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**Directors**

(See notes 10)

**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 refer 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 <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> Nationality _____					
Business Occupation _____					
Other Directorships _____					
_____					
_____					
The extent of the authority to represent the company is :- (give details)					
_____					
_____					
_____					
_____					
_____					
These powers :-					
# <input type="checkbox"/> May be exercised alone					
OR					
# <input type="checkbox"/> Must be exercised with :-					
(Give name(s) of co-authorised person(s))					
_____					
_____					
_____					
_____					



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Directors**

( See notes 10 )

**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. (a.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 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 <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> Nationality _____						
Business Occupation _____						
Other Directorships _____						
_____						
_____						
The extent of the authority to represent the company is :- (give details)						
_____						
_____						
_____						
_____						
_____						
These powers :-						
# <input type="checkbox"/> May be exercised alone						
OR						
# <input type="checkbox"/> Must be exercised with :-						
(Give name(s) of co-authorised person(s))						
_____						
_____						
_____						
_____						

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Constitution of company**

(See notes 6 to 9)

#Mark box(es) as applicable

(See note 9)

#	<input type="checkbox"/>	A certified copy of the instrument constituting or defining the constitution of the company
	AND	
	<input type="checkbox"/>	* A certified translation
		*is/are delivered for registration

\* Delete as applicable

AND/OR

A certified copy of the constitutional documents and latest accounts of the company, together with a certified translation of them if they are not in the English language, must accompany this form.

#	<input type="checkbox"/>	A copy of the latest accounts of the company
	AND	
	<input type="checkbox"/>	A certified translation
		*is/are delivered for registration

AND/OR

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

#	<input type="checkbox"/>	The Constitutional documents (*and certified translations)
	AND/OR	
	<input type="checkbox"/>	The latest accounts (*and certified translations)
		of the company were previously delivered on the registration of the branch of the company at :-
	Cardiff	<input type="checkbox"/>
	Edinburgh	<input type="checkbox"/>
	Belfast	<input type="checkbox"/>
	Registration no.	<input type="text"/>

AND/OR

The company may also rely on particulars about the company previously filed in respect of another branch in Northern Ireland, provided that any alterations have been notified to the Registrar.

<input type="checkbox"/>	the particulars about the company were previously delivered in respect of a branch of the company registered at THIS registry.
Registration no.	<input type="text"/>

AND/OR

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 that company, provided that any alterations have been notified to the Registrar.

<input type="checkbox"/>	The Constitutional documents (*and certified translation)
	AND/OR
<input type="checkbox"/>	Particulars of the current directors and secretary(ies)
	were previously delivered in respect of a place of business of the company registered at THIS registry.
Registration no.	<input type="text"/>

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

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

## 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 branch.

Give details also 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 box(es) as appropriate)

*Style/Title _____
Forenames _____
Surname _____
Address _____ _____
Post town _____
County _____ Postcode _____
Is # <input type="checkbox"/> Authorised to accept service of process on the company's behalf
*AND/OR
Is # <input type="checkbox"/> Authorised to represent the company in relation to that business
The extent of the authority to represent the company is :- (give details)
_____
_____
_____
_____
These powers :-
# <input type="checkbox"/> May be exercised alone
OR
# <input type="checkbox"/> Must be exercised with :-
(Give name(s) of co-authorised person(s))
_____
_____
_____
_____

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**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 branch.

Give details also 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 box(es) as appropriate)

(You may photocopy this page as required)

*Style/Title	_____
Forenames	_____
Surname	_____
Address	_____ _____
Post town	_____
County	_____ Postcode _____
Is # <input type="checkbox"/>	Authorised to accept service of process on the company's behalf
*AND/OR	
Is # <input type="checkbox"/>	Authorised to represent the company in relation to that business
The extent of the authority to represent the company is :- (give details)	
_____	
_____	
_____	
_____	
These powers :-	
# <input type="checkbox"/>	May be exercised alone
OR	
# <input type="checkbox"/>	Must be exercised with :-
(Give name(s) of co-authorised person(s))	
_____	
_____	
_____	

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Address of branch**  
( See note 11 )

Address _____	
_____	
Post town _____	
County _____	Postcode _____

**Branch Details**  
( See notes 12 )

Date branch opened	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>					
Business carried on at branch	_____					
_____						
_____						
_____						

**SIGNATURE**

<b>Signed</b> _____ ( * Director / Secretary / Permanent representative )
<b>Date</b> _____
This form contains ..... continuation sheets.

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

Name _____	
Address _____	
_____	
_____	Postcode _____
Telephone _____	Extension _____

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

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

## NOTES

**Read these notes carefully before completing the form**

### 1. Registration requirement

Every Part XXIII company setting up a place of business in Northern Ireland must register.

If a "Place of Business" is being established then FORM 641 must be used; if a branch is being registered then this form 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. Great Britain 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 by submitting form 641 when they set up business in Northern Ireland.

### 2. Completion of form BR1

If this is the first registration of a branch of a Part XXIII 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) (provided any alterations to those details 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. "Governing Law"

A company which is not incorporated in an EC member state must state the law under which it is incorporated. This means the relevant rules or legislation which regulate the incorporation of companies in that state: e.g. "Companies Act of (state) 19XX"

### 5. Names

A Part XXIII company wishing to register its corporate name is subject to the same regulations as Northern Ireland companies. Accordingly, any name which a Part XXIII company wishes to use may be unacceptable or only permissible with the approval of the Department of Economic Development. A company which is served a notice to this effect may then complete form 644(4)(a) 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 6 of the Commissioners for Oaths Act 1889;
  - (iv) a person certified 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, OR for at least 20 years;
- a peer, or an individual normally known by a title, you may state that title instead of the name by which that person was known before adopting the title.

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

### 6. Delivery of documents in respect of more than one branch.

If the constitutional documents and last accounts of the company have been delivered in respect of another branch in the UK, prior to registration of this branch, the company may rely on these deliveries rather than delivering another set of documents. The company must mark the appropriate boxes, stating the branch in respect of which those documents have already been delivered, the branch number, and the place at which they were registered.

If the company particulars have been delivered in respect of another branch of the company in Northern Ireland prior to registration of this branch (and any alterations have been updated), the company may rely on this delivery, rather than re-disclosing the particulars on this form.

### 7. Delivery of documents where previous place of business has been registered.

Where the constitutional documents, and the particulars of the directors and secretary(ies) have been delivered in respect of a former place of business in Northern Ireland (and changes to those documents or particulars have been updated), the company may rely on those deliveries rather than re-delivering the documents or re-disclosing those particulars in respect of the branch.

### 8. Certification of constitutional documents.

A copy of the document(s) constituting or defining the company must be certified in the place of incorporation to be a true copy by:

- (a) an official of the Government in whose custody the original is committed; or
- (b) a notary public; or
- (c) 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.

### 9. Translations

If the constitutional documents of the company or the latest accounts and reports are not written in the English language, they must be accompanied by a certified translation. This must be done in the following manner:

- (a) If the translation is 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 known to him to be competent to translate the document into English; or

### 12. Business and Date of commencement.

State the date on which the branch was opened and give brief details of the business of the branch.

### 13. Photocopies

If there is insufficient space on the form for details about directors, secretaries or permanent representatives, you may photocopy the appropriate pages.

### 14. Completion of form.

The completed form should be signed by an officer or permanent representative of the company and delivered to the Registrar, together with any supporting documents within one month of the branch being established.

### 15. Delivery of winding-up, insolvency etc. particulars.

If, at any time prior to the registration in Northern Ireland of the first branch of a Part XXIII company, the company has become subject to winding up, insolvency or similar proceedings, and remains subject to those proceedings, the company must at the same time as delivering Form BR1, also deliver Form 6520(1), 6520(3), 652P(1) (as appropriate).

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

# BR2

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

This form should be completed in black.

(Pursuant to Schedule 20A, 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

\_\_\_\_\_  
\* Director / Secretary / Permanent representative

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	_____ _____
Telephone no.	_____

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

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

# BR3

This form should be completed in black.

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

(Pursuant to Schedule 20A, paragraph 7(1) of the Companies (Northern Ireland) Order 1986)

Company number	<input type="text"/>
Company name	<input type="text"/>
(See note 1 on Page 3) Branch name (if different to company name)	<input type="text"/>

### 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.

Date of change

Old corporate name	<input type="text"/>
New corporate name	<input type="text"/>
Date of change	<input type="text"/>

#### 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

<input type="text"/>	
Date of change	<input type="text"/>

#### 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 : (dates) \_\_\_\_\_ to \_\_\_\_\_

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





Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form BR3

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

Name _____
Address _____
_____
Tel. No _____

\* Delete as applicable

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

This notice must be delivered to the Registrar within 21 days of the notice of the alteration being received in Northern Ireland in due course of post (if despatched with due diligence)

Signed \_\_\_\_\_  
(\* Director / Secretary / Permanent representative )

Date \_\_\_\_\_

Registration number	Branch name

NOTE: A return must be delivered in respect of any alteration to the company particulars by each branch of a Part XXIII 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.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

# BR4

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

(Pursuant to Schedule 20A, paragraph 7(1) of the Companies (Northern Ireland) Order 1986.)

This form should be completed in block.

Company number	<input type="text"/>
Branch number	<input type="text"/>
Company name	<input type="text"/>
Branch name (if different)	<input type="text"/>

### Resignation, etc.

(This includes any form of ceasing to hold office e.g. death or removal from office)

Date of resignation etc	DR <input type="text"/>
Resignation etc, as director	<input type="checkbox"/> XD
Resignation etc, as secretary	<input type="checkbox"/> XS
Forenames	<input type="text"/>
Surname	<input type="text"/>
Date of birth (directors only)	DO <input type="text"/>

Please mark the appropriate box. If resignation etc is as a director and secretary mark both boxes

( See note on page 4 )

This return is delivered in respect of all the branches listed on page 4

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

Name	<input type="text"/>
Address	<input type="text"/>
Telephone	<input type="text"/>

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

**Appointment**

(Turn to page 3  
notify resignation or  
alteration of  
particulars)

**NOTES**

Show the full forenames **NOT INITIALS** if the director or secretary is a Corporation or Scottish firm, show the name on surname line and registered or principal office on the usual residential address line

Give previous forenames or surnames except:  
for a married woman the name before marriage need not be given.  
for names not used since the age of 18 or for at least 20 years  
A peer or individual known by a title may state the title instead of or in addition to the forenames and surnames

\* Voluntary details  
+ Directors only

**Other directorships**

Give the name of every company incorporated in Northern Ireland which the person concerned is a director or has been a director at any time in the past 5 years. Exclude a company which either is, or at all times during the past 5 years when the person was a director, was

- dormant
- a parent company which wholly owned the company making the return
- another wholly owned subsidiary of the same parent company

You may use a separate sheet of paper if necessary.

Give brief particulars of the extent of the powers exercised (e.g. whether they are limited in 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)

# Mark as applicable

This return must be delivered to the Registrar within 21 days of the notice being received in Northern Ireland in due course of post (if despatched with due diligence)

Date of appointment

Appointment of director

Appointment of secretary

Name \*Style/title

Forenames

Surname

\*Honours etc

Previous forenames

Previous surname

Usual residential address

Post town

County/region

Postcode

+ Date of birth

+ Business Occupation

+ Other directorships

Scope of authority

Consent signature

DA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CD	<input type="checkbox"/>	Please mark the appropriate box. If appointment is as a director and secretary mark both boxes.							
CS	<input type="checkbox"/>								
AD									
DO									
Nationality NA									
OC									
The extent of the authority to represent the company is (give details)									
These powers :									
#	<input type="checkbox"/>	May be exercised acting alone.							
#	<input type="checkbox"/>	Must be exercised with :- (give names of co-authorised person(s))							
I consent to act as director/secretary of the above named company									
Signed					Date				

A serving director etc must also sign the form 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.

<p><b>ALTERATION OF PARTICULARS</b></p> <p>Complete this section in all cases where particulars of a serving director/secretary have changed and then the appropriate section below</p>	<p>(this section is not for appointments or resignations)</p> <p><b>Date of change of particulars</b></p> <p><b>Change of particulars, as director</b></p> <p><b>Change of particulars, as secretary</b></p> <p><b>Forenames</b></p> <p><b>Surname</b> <small>(name previously notified to Companies Registry)</small></p> <p><b>Date of birth (directors only)</b></p> <p><b>Change of name (enter new name)</b></p> <p><b>Change of usual residential address (enter new address)</b></p> <p><b>Change to authority to act (if applicable)</b></p> <p><small>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. requiring them to be exercised with other persons.)</small></p>	<p><input type="checkbox"/> DR</p> <p><input type="checkbox"/> XD</p> <p><input type="checkbox"/> XS</p> <p><small>Please mark the appropriate box. If change of particulars is as a director and secretary mark both boxes</small></p> <p><input type="checkbox"/> AD</p> <p><b>Forenames</b></p> <p><b>Surname</b></p> <p><b>Date of birth</b></p> <p><b>Post town</b></p> <p><b>County/region</b></p> <p><b>Postcode</b>      <b>Country</b></p> <p><b>Nationality</b></p> <p><b>The extent of the authority of the above person to represent the company has been altered to :- (give details)</b></p> <p><b>These powers :</b></p> <p><input type="checkbox"/> May be exercised alone, or</p> <p><input type="checkbox"/> Must be exercised with : (give names of co-authorised persons)</p>
---	--	---

# Mark as applicable



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

# BR5

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

(Pursuant to Schedule 20A, paragraph 7(1) of the Companies (Northern Ireland) Order 1986.)

This form should be completed in black

Company number

Branch number

Corporate name

Branch name  
(if applicable)

### Change of Address

Previous address of branch

RO

Post town

County

Postcode

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

\*Delete as applicable

New address of branch

RO

Post town

County

Postcode

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.

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





**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

# 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(1) of the Companies (Northern Ireland) Order 1986.)

This form should be completed in black.  
This notice must be delivered to the Registrar within 21 days of the alteration being made.

Company number	<input type="text"/>	Branch number	<input type="text"/>
Company name	<input type="text"/>		
Branch name (if different to corporate name)	<input type="text"/>		

### TERMINATION OF AUTHORITY

See overleaf for appointments and change of particulars

Date of termination

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

Position vacated

(Mark appropriate box(es))

Person authorised to accept service on the company's behalf

Person authorised to represent the company at the branch

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

Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

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

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
Tel. <input type="text"/>

When completed, this form should be delivered to the address 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.

**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.

\*Delete as appropriate.

**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.

# Mark box(es) as appropriate)

* Style/Title	_____				
Forenames	_____				
Surname	_____				
Address	_____				
	_____				
County/Region	_____ Postcode _____				
<input type="checkbox"/>	Is authorised to accept service of process on the company's behalf				
*AND/OR					
<input type="checkbox"/>	Is authorised to represent the company in relation to that business				
Date of appointment	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table>				
The authority to represent the company is :-					
Is # <input type="checkbox"/>	Authorised to accept service of process on the company's behalf				
*AND/OR					
Is # <input type="checkbox"/>	Authorised to represent the company in relation to that business				
The extent of the authority to represent the company is :- (give details)					
_____					
_____					
_____					
_____					
These powers :-					
# <input type="checkbox"/>	May be exercised alone				
OR					
# <input type="checkbox"/>	Must be exercised with :-				
(Give name(s) of co-authorised person(s))					
_____					
_____					
_____					
_____					

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**CHANGE OF PARTICULARS**

Mark the appropriate box, if change relates to both positions, mark both boxes

**Change of name** 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)

# Mark appropriate box

**Signature**

\* Delete as applicable

Date of change

Change of particulars of person authorised to accept service

Change of particulars of person authorised to represent the company

Forenames \_\_\_\_\_

Surname \_\_\_\_\_

Forenames \_\_\_\_\_

Surname \_\_\_\_\_

Address \_\_\_\_\_

Post town \_\_\_\_\_

County \_\_\_\_\_ Postcode \_\_\_\_\_

Country \_\_\_\_\_

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

OR

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_ (director \ Secretary \ Permanent represent )

Date \_\_\_\_\_



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Form BR7**

Registration number	Branch name

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

SCHEDULE 3

Regulation 4(2)

Prescribed Particulars in Prescribed Forms

Forms BR2; BR3; BR4; BR5; and BR6