**Order form Republic of Ireland Incorporation service**

**FORMATION OF IRISH LIMITED COMPANY (REPUBLIC OF IRELAND)**

*The completed form should be posted to the address below. Work can start on the basis of a sent application (Scanned PDF or emailed in WORD) form to* *info@startupregistry.hk* *and full payment.*

*Our price policy is opened and we do charge our client exactly for the service they order. We have been in the incorporation service since 2001 and we are experienced enough to offer you reasonable prices. Try to compare our prices with competitors. If you have an address in Ireland chose yours and you will pay less. Are you a resident and have an address in Ireland? Then you will need just the Incorporation service which will help you to start business in Ireland. Adjust the order form according to your needs and pay what you really use.*

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| 1. Information of Applicant
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| --- | --- |
| Name of Company ( or Applicant) |  |
| Country of Incorporation |  |

|  |  |
| --- | --- |
| Managing Director of parent company |  |
| Nationality of Managing Director |  |

|  |  |
| --- | --- |
| Contact Person |  |

|  |  |
| --- | --- |
| Registered Address | Street: City:ZIP:Country: |
| Telephone |  | Fax |  |
| Cell Phone |  | Email |  |

|  |  |
| --- | --- |
| Main Business Activities (Product) |  |
| Main Operation Areas |  |

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| 1. Details about your ROI company – Incorporation service
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Required Name of WFOE (please submit 3 names)

|  |  |
| --- | --- |
| 1st choice |  |
| 2nd choice |  |
| 3rd choice |  |

*Free search in Company Registry System, if the name you chose is available we will book in order you write it in the cell above.*

What kind of business you think of to set up?

[ ]  Consulting [ ]  Hi-Tech [ ]  Food & Beverage distribution

[ ]  Trading [ ]  Manufacturing [ ]  Other, please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| 1. Incorporation service
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| Incorporation **€339 including Government Fees and outlay** |

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| 1. Registered Office
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Do you need us to provide a Republic of Ireland registered office?\* [ ]  Yes [ ] No

|  |  |
| --- | --- |
| Company Address – provided by Startupr | The Black Church, St. Mary’s Place, Dublin 7, Ireland |
| Company Address - chosen by you*(if you mark No, please specify desire address; If you mark Yes. Leave this cell empty)* |  |

*\*The Registered Office must be located in the Republic of Ireland*

The right to use our address as the government registered office address. (All correspondence coming from Revenue, Companies Registry and other)

* [ ]  Registered address – 1 year € 350
* [ ]  Registered address – 2 years €695
* [ ]  Registered address – 3 years $850

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| 1. Share capital
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| [ ] Authorised Share Capital(our suggested capital): 100,000 shares ->€1.00 eachNo Gov fees: |  |
| [ ] Desired Issued Share Capital & Value (\_\_\_\_\_\_\_\_\_\_\_\_\_shares -> $ US \_\_\_\_\_\_\_\_\_ each) |  |

*Companies are normally capitalized with 100 issued shares of Euro 1 each.*

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| 1. Company secretary
 |

[ ]  I appoint STARTUPRas my authorized full agent

* [ ]  Company secretary – 1 year **€ 395**
* [ ] Company secretary – 2 years **€ 695**
* [ ] Company secretary – 3 years **€ 950**

[ ]  Others (**Registered Office** needs to be located in ROI**. Two directors** required. **One** needs to be EU resident. **One** of the directors can also be the **company secretary**)

*There is no requirement to have a local secretary however it is easier to register for taxes and bank accounts.*

|  |  |
| --- | --- |
| First Name\*: (Or Corporate Body name) |  |
| Last Name\*: |  |
| Passport No.\*: |  |
| Passport Issuing Country/EUi.d.\*: |  |
| Street and City\*: |  |
| Country\*: |  |
| ZIP\*: |  |
| No. of Shares\*: |  |
| Will he/she be a director or shareholder? |  |
| Phone\*: |  |
| 1. Annual return
 |

The first-time filing is called the Initial Return. Following filings are called Annual Return. Initial Return has to be filed within six months from the date of incorporation. It is recommended to order this service, we will insert your request to our intranet and will secure your obligation with local government.

Initial return € 70 [ ] yes [ ] no

Annual return €99 [ ] yes [ ] no

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| 1. Nominee director
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You need two directors; one of the directors needs to be EU or EEA resident, one of the directors can also be the company secretary.

The resident director will: Sign company Documentation, Ensure that the company is compliant at all times, Maintain the corporate file, Assist in the opening of a bank account (arrange and attend meeting), Liaise with bank and Liaise with accountant for preparation of yearly accounts.

Do you need us to provide Nominee director? [ ] yes [ ] no

Price for nominee director is on an application basis. We will be in touch with more details shortly should you select this option.

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| 1. Names and address of directors
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*Please be sure that all the individuals’ names must be the same as the names on their passports.*

* *A corporate Body cannot be a director. The minimum number of directors is* ***TWO***

**First director**

|  |  |
| --- | --- |
| First Name\*: |  |
| Last Name\*: |  |
| Passport No.\*: |  |
| Passport Issuing Country/EUi.d.\*: |  |
| Street and City\*: |  |
| Country\*: |  |
| ZIP\*: |  |
| No. of Shares\*: |  |
| Will he/she be a director or shareholder? |  |
| Phone\*: |  |

**Second director**

|  |  |
| --- | --- |
| First Name\*: |  |
| Last Name\*: |  |
| Passport No.\*: |  |
| Passport Issuing Country/EUi.d.\*: |  |
| Street and City\*: |  |
| Country\*: |  |
| ZIP\*: |  |
| No. of Shares\*: |  |
| Will he/she be a director or shareholder? |  |
| Phone\*: |  |

**Third director**

|  |  |
| --- | --- |
| First Name\*: |  |
| Last Name\*: |  |
| Passport No.\*: |  |
| Passport Issuing Country/EUi.d.\*: |  |
| Street and City\*: |  |
| Country\*: |  |
| ZIP\*: |  |
| No. of Shares\*: |  |
| Will he/she be a director or shareholder? |  |
| Phone\*: |  |

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| 1. Tax rate ( VAT & Corporation tax)
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If turnover is less than €350,000 in any fiscal year, no corporation tax is payable provided the company has Irish based employees. Otherwise corporation tax is payable at 12,5%. These are very good rates. Good for start up business. There is no requirement to audit accounts, providing turnover does not exceed 8.8 million EUR (approx. 12 mil USD) and the company is not a parent or subsidiary company.You need to apply for VAT if more than 10% of the companies’ turnover is generated within Europe. VAT registration not mandatory but the company should register for Corporation Tax at least within two years.

Startupr fee for registration of VAT & Corporation Tax is **€295.** [ ] Yes [ ] No

*It is useful to have a resident director or secretary as it is easier to register for taxes.*

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| 1. Ireland Apostille
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In 1965, Ireland joined the 1961 Hague Convention abolishing the Requirement of Legalization for Foreign Public Documents. The Convention provides for the authentication of public (including notarized) documents to be used in countries that have joined the convention. This service includes Apostille; Memorandum and Articles (M&A) from High Court Registry – before we submit all documents to High Court Registry, we get the notary certificate first.

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| **Ireland Apostille**(issued just for one copy) | €495 |
| **Ireland Apostille**(for 5 or more at one time, the cost would reduce to) | €345 |

*Please bear on mind that we charge €60 for postal service.*

Do you need the apostilled documents? [ ]  Yes [ ]  No

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| 1. Bank account
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If you order service nominee director then we can open up a bank account. We charge for this service **€ 500 (+VAT if applicable).**

Do you want Startupr to open a bank account? [ ] Yes [ ] No

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| 1. Payment information
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*Please select one of the payment methods below:*

[ ]  (A) Credit Card [ ]  (B) Bank Transfer

1. **Credit Card**

*(If you have chosen Credit Card)*

Card Type [ ]  Visa [ ]  Master Card [ ]  American Express

|  |  |  |  |
| --- | --- | --- | --- |
| Card number |  | Expiry date |  |

|  |  |
| --- | --- |
| Card holders name (as shown on card) |  |

|  |  |
| --- | --- |
| Billing address |  |

|  |  |
| --- | --- |
| The date you fill this payment info (today) |  |

|  |  |
| --- | --- |
| Authorized Signature |  |

**After debiting my credit card**

*Do you want to be notified?*  [ ] Yes [ ]  No

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Notify me by fax

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Notify me by email

1. **Bank Transfer**

*(If you have chosen Bank Transfer)*

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A bank transfer of EURO

**Furthermore, we need to get following requirements in order to register your company in registry in the Republic of Ireland:**

* A notarized copy or a copy certified by a lawyer, notary, auditor, accountant of a photographic identity document such as a ***passport or country issued identity card***, which states that the person saw the original, the copy is a copy of the original and if there is a picture, that the picture is a true likeness*.*
* Confirmation of ***address by providing a copy of the relevant portions*** of a utility bill, telephone bill, or credit card bill, which is dated within the last three months.
* ***A bank reference letter*** or professional reference letter from a lawyer or an accountant or similar person reference setting out the duration of your relationship (preferably at least 2 years) and that in the case of a bank reference, in the opinion of the bank, you have operated your account satisfactorily otherwise that you are of good character and reputation.

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| 1. Questionnaire
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*How did you hear about Startupr services?*

[ ] Existing Client [ ] From Friend [ ] Internet Search

[ ] Referred by Professional Advisor [ ] Web Banner Advertising [ ] Other (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Mandate |

*In order to proceed this application form, please provide the full name of the person you wish to appoint to give instruction to Startupr for establishment of the Limited Company in Republic of Ireland.*

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Responsible (Appointed) Person’s Last name and First name

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Passport Number

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Signature

**Declaration**

*I/we, the person (s) whose name(s) appear below, declare and by our signature below, confirm that we are authorized representatives of the Applicant to acquire services from Startupr to establish a Limited Company in Ireland and we have read and agreed to be bound by Startupr’sTerms and Conditions, or such other new Terms and Conditions which might occur and be published on* [*www.startupr.com*](http://www.startupr.com)*.*

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Date

|  |
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|  |

Name (Last & First)

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|  |

Signature