***Section 343 District Court Application Form***

**Please complete all questions otherwise the application form will be returned to you**

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| --- | --- |
| **CLIENT DETAILS** |  |
| **Name of Firm or Company** |  |
| **Your Name** |  |
| **Phone Number** |  |
| **Email Address** |  |
| **DETAILS OF COMPANY MAKING APPLICATION** |  |
| **Company Name** |  |
| **Company Number** |  |
| **Registered Office Address** |  |
| **Is the Registered Office Address being changed temporarily to 87 Harcourt Street, Dublin 2?** |  |
| **Is the company strike off listed? If the answer is yes then please advise what date the company is strike off listed** |  |
| **APPLICANTS DETAILS** |  |
| **Details of the Applicant (Director or Secretary) signing the Affidavit** | **Name:**  **Address:** |
| **Details of the Annual Returns and financial statements that are due to be filed with the Companies Registration Office** | **Year 1**   |  |  |  | | --- | --- | --- | | **Annual Return Date** | **Financial Year Start** | **Financial Year End** | |  |  |  |   **Year 2**   |  |  |  | | --- | --- | --- | | **Annual Return Date** | **Financial Year Start** | **Financial Year End** | |  |  |  | |
| **Has the Applicant filed a return late before?**  **We need to assess whether this inability to file on time is an isolated incident.**  **If the Applicant has previously filed late please specify which return(s) were late.** |  |
| **Was the last annual return filed in the CRO filed on time?**  **If not audit exemption may not be available.** |  |
| **Are the annual returns and financial**  **statements ready for submission?**  **If not when will they be ready?**  **If they are prepared please send a copy to CLS. These will be exhibited in the Affidavit.**  **If the annual return(s) will be prepared closer to the court date please send a copy to CLS. These will be submitted to the Judge on the day the Application is made.** |  |
| **Please provided a detailed reason**  **why it was not possible to file the**  **annual returns and financial**  **statements on time.**  **You will need to set out the sequence of events fully and provide dates where possible.**  **We must be provided with all supporting evidence i.e. if someone was ill please provide a medical certificate.**  **If the reason the return was late relates to the fact that an agent failed to file on time please furnish us with a letter on headed paper from the particular agent accepting the blame.**  **If the CRO has issued correspondence about the missed return please furnish same.** |  |
| **Please confirm whether or not the CRO issued reminders to the Applicant in respect of the annual return in advance of the deadline lapsing. The CRO may have issued a reminder by post / email. If reminders were issued please furnish same.** |  |
| **The extension date sought for by OSM Partners will be no more than a date that is six weeks after the date you sign the affidavit.**  **If you need more time than this please advise accordingly** |  |

**Please note the continuation page below should you require additional space for any of the information requested above:**

In order for your application to be processed **all of the following** must be confirmed before we can begin:

* Fully Completed Application form.
* Detailed explanation as to why the annual return(s) were not filed on time.
* All verifying evidence being relied upon to support the reason the return has not been filed.
* **Confirmation that the company only requires an extension of 6 weeks from the date the affidavit is signed** and that the annual returns and financial statements will be available to file in this period.
* All Outstanding Annual Returns or confirmation they will be available before we make the application.
* All Outstandng signed Financial Statements or confirmation they will be available before we make the application.
* Notice of strike off (if applicable and if to hand) and all other correspondence received from the CRO concerning the late annual return.

**N.B We cannot process the application or draft the affidavits until all the above have been confirmed to us.**

*I hereby confirm that the information provided is correct and that I am authorised to make the application on behalf of the company. I hereby authorise CLS Chartered Secretaries, of Enterprise House, O’Brien Road, Carlow to instruct OSM Partners, solicitors of 87 Harcourt Street, Dublin 2, to make an application before the District Court seeking reliefs pursuant to Section 343 (5) of the Companies Act 2014, and the foregoing details are to be used and relied upon in respect of that application to court.*

*I acknowledge that the application and the order is at the discretion of the Court and the company is liable to file the outstanding Annual Returns and financial statements with the CRO within the specified time period granted by the Court.*

**SIGNED:**

**NAME PRINTED:** \_\_\_\_\_\_

**POSITION:**

**DATED:**  \_\_\_\_\_