

## Step-by-step guide to filing a B10 – Notice of change in directors or secretaries or in their particulars.

The following is a quick “Dos and don’t” when filing a B10 followed by a more detailed but still informal step-by-step guide explaining how to file a B10 as well as a brief explanation of the importance of each the fields in the form which should ensure a swift registration of the form. This is a short guide so it may not anticipate every permutation and assumes that presenters have addressed PPSN/IPN/RBO requirements.

### Dos and Don’ts

1. File as few forms as possible, it should be possible to capture all changes occurring on the same day on a single B10
2. Stay within the 14 days timeframe
3. Only tick a box if it relevant to that form.
4. Double check your scanned in signature and consent pages to ensure they are correct
5. Use the “Preview” Button to see your draft before submission

### Background

For the most part the rules concerning directors & secretaries can be found in Chapter 2 of the Companies Act, 2014 and the section that gives rise to the form B10 is contained in Section 149(8).

- A B10 can only be filed online through the CRO’s Portal called Core, <https://core.cro.ie/home>
- While a person must have a Core account to file submission it is quick & free to create one
- It is also free to file a B10, there are no charges for filing a B10
- All changes that occur on a particular day can be recorded on a single B10
- Filing a single B10 instead of multiples means less administration for all, quicker turnaround times & less scope for errors which may result in forms being returned or rejected.
- A B10 should be filed within 14 days of the event it is recording. Don’t leave things to the last minute.

### Filing a B10

Log into Core and on the left hand side of the screen select ‘New Filing’ and a panel will slide out from the right. On this panel select ‘Update an Entity’ to enter either the Company Name or Company Number of the relevant entity and select ‘Start’. Select the desired form, B10, and select ‘Start’ followed by ‘Continue’. This will open up the first page of the input screen for a B10. On this screen one can see number a tabs or headings at the top of the screen. The number of tabs can change depending on the ‘Change Options’ selected and tabs can be navigated through by clicking on the relevant text. Full list of Tabs in Figure 1 below.

### Company Details

Effective Date – This is the date of changes that are being recorded. This field is in the format of dd/mm/yyyy. This field is of the utmost importance as this can only be changed after registration on foot of a High Court Order. Check, double check and then check this field again that it is correct.

Section 137 Bond – This box should be selected if a Bond is part of this B10. If a Bond is not part of this B10 then do not tick this box.

Change Options – Select all the types of changes that occurred on this date. Selecting a ‘Change Options’ will populate additional Tabs at the top of the screen.

# Company Details

## Form B10: Change of Directors/Secretaries or their Particulars

Progress bar: Company Details [0], Appoint New Director/Secretary [1], Other Directorship Details [2], Modify Director/Secretary [3], Resign Director/Secretary [4], Verification [5], Summary [6], Verification / Sign Off

### Company Details

Company Number  
727555

Company Name  
TOTALLY FICTIONAL COMPANY LIMITED

Effective Date \*  
26/04/2024

Section 137 Bond

Tick the box for more information on Section 137 Bond

### Change Options

What do you want to do? \*

- Appoint New Director/Secretary
- Modify Director/Secretary
- Resign Director/Secretary

### Form Help

Please visit our corporate website for further information required to complete this form

- ✓ For Information on content required for this submission please visit [here](#).
- ✓ For General Information please contact: [cro.info@enterprise.gov.ie](mailto:cro.info@enterprise.gov.ie)
- ✓ For Technical Assistance please contact: [electronic.filing@enterprise.gov.ie](mailto:electronic.filing@enterprise.gov.ie)
- ✓ From June 11th 2023, when filing Forms A1, B1, B10 and B69, company directors will be required to provide their PPS number or RBO number. The PPS number or RBO number will be used for identity verification to ensure that the company director is a natural person with a corresponding record with the Department of Social Protection. If a company director does not have a PPSN or RBO number then they must apply for a Verified Identity Number from the CRO. For more information please click "[Here](#)"

Figure 1

## Appoint New Director/Secretary

Selection of the type and category of company officer to be appointed will open a larger window for the 'Officer's Details. Fill in details per screen prompts. Avoid abbreviations, details must match PPSN records.

Only select the tick box option next to the text 'The Company Officer wishes to use the registered office address on the public record instead of their residential address' if employing the T1 option. If selecting this option you must have the supporting documentation of a completed T1 form and a letter from An Garda Síochána. Incorrect selection of this option will result in processing delays of approximately a week.

Address – An Eircode can be used under the 'Search Address' field and this will populate the address, EEA status and maintain consistency.

Additional appointees – Additional appointments can be added after inputting the details of one appointee by selecting the 'Add' button on screen.

Secretaries – The appointment of a secretary should have a corresponding cessation of the previous secretary. Both the appointment and the cessation can be recorded on the one B10. The cessation must be explicitly stated. A person finishing in a role cannot be assumed with the appointment of their replacement.

Form B10: Change of Directors/Secretaries or their Particulars

The screenshot shows a multi-step process for appointing a new director or secretary. At the top, a progress bar indicates the current step: 'Appoint New Director/Secretary [1]'. Other steps include 'Company Details [0]', 'Other Directorship Details [2]', 'Modify Director/Secretary [3]', 'Resign Director/Secretary [4]', 'Verification [5]', 'Summary [6]', and 'Verification / Sign Off'. The main form area is titled 'Appoint New Director/Secretary' and contains the following elements:

- A red warning message: "From June 11th 2023, when filing Forms A1, B1, B10 and B69, company directors will be required to provide their PPS number or RBO number. The PPS number or RBO number will be used for identity verification to ensure that the company director is a natural person with a corresponding record with the Department of Social Protection. If a company director does not have a PPSN or RBO number then they must apply for a Verified Identity Number from the CRO. For more information please click 'Here'"
- A section titled 'Director/Secretary' with a message: "No Director/Secretary in this list"
- An 'Add Director/Secretary' button
- Two 'Type' sections, each with radio buttons:
  - The first section has 'Director' selected and 'Secretary' unselected.
  - The second section has 'Director', 'Director-Alternate', and 'Director-Shadow' unselected.
- 'Save' and 'Cancel' buttons at the bottom of the form.

At the bottom of the page, there are 'Save Draft [a]', '[m] < Previous', and 'Next > [n]' buttons.

Figure 2

## Other Directorship Details

Directors are required to supply the details of all their global directorship for the past five years. There are two mechanisms provides to supply this information, Figure 3, 'Add Other Directorships' or 'Upload Other Directorships'.

'Add Other Directorships' allows the presenter to input the information so that it is embedded into the B10 form.

'Upload Other Directorships' allows the presenter to upload an existing PDF record of the directorships. This will be an attachment to the B10.

### Form B10: Change of Directors/Secretaries or their Particulars

The screenshot displays a multi-step process for Form B10. The progress bar at the top shows eight steps: Company Details [0], Appoint New Director/Secretary [1], Other Directorship Details [2] (current step), Modify Director/Secretary [3], Resign Director/Secretary [4], Verification [5], Summary [6], and Verification / Sign Off. The 'Other Directorship Details' step is active, showing a form with the following content:

Details of Other Directorships only have to be entered for NEW Director appointments only.

Please select the appropriate option below

- Add Other Directorship(s)
- Upload Other Directorship(s)

Other Directorship Details

No Other Directorship Details in this list

[Add Other Directorship](#)

At the bottom of the form, there are three buttons: [Save Draft \[a\]](#), [\[m\] < Previous](#), and [Next > \[n\]](#).

Figure 3

## Modify Director/Secretary

Changing the details of an officer is not just providing the new details of the information that has changed, the entire details for that officer must be (re-)stated in terms of name, address, date of birth, occupation and PPSN.

By design it is not possible to change both first and surname of an officer on a single B10 and the modification option cannot be used as a substitute for a change in officer e.g. cessation and appointment of a secretary.

### Form B10: Change of Directors/Secretaries or their Particulars

The screenshot shows a multi-step process for modifying a director or secretary. The progress bar at the top indicates the following steps: Company Details [0], Appoint New Director/Secretary [1], Other Directorship Details [2], **Modify Director/Secretary [3]** (current step), Resign Director/Secretary [4], Verification [5], Summary [6], and Verification / Sign Off. The 'Modify Director/Secretary' step is highlighted with a blue underline and a blue checkmark in the progress bar.

**Modify Director/Secretary**

From June 11th 2023, when filing Forms A1, B1, B10 and B69, company directors will be required to provide their PPS number or RBO number. The PPS number or RBO number will be used for identity verification to ensure that the company director is a natural person with a corresponding record with the Department of Social Protection. If a company director does not have a PPSN or RBO number then they must apply for a Verified Identity Number from the CRO. For more information please click "[Here](#)"

Director/Secretary

No Director/Secretary in this list

**Add Director/Secretary**

Select Director/Secretary

Please Select

Type \*

Save Cancel

Save Draft [s] [m] < Previous Next > [n]

Figure 4

## Resign Director/Secretary

Select the officer that is ceasing in their role as company officer and 'Save'.

### Form B10: Change of Directors/Secretaries or their Particulars

Progress bar: Company Details [0] ✓, Appoint New Director/Secretary [1] ✓, Other Directorship Details [2] ✓, Modify Director/Secretary [3] ✓, **Resign Director/Secretary [4] ✓**, Verification [5] ✗, Summary [6] ✓, Verification / Sign Off

#### Resign Director/Secretary

Resigned Officer(s)

Name	Type
Jennifer Ni Ordinary	Secretary

[Resign Director/Secretary](#)

[Save Draft \(x\)](#)      [\[n\] < Previous](#)      [Next > \[n\]](#)

Figure 5

## Verification

Verification stage refers to the signing off that the details in the form are correct, verification will always include a 'Signature Page' and may require a 'Consent Page' if there is an appointment involved.

Electronic Signature - Only ROS electronic signature are accepted but cannot be used when appointments are involved.

Uploaded pages – These must be PDF scans of original wet ink signed and dated pages.

Signatures – must be within the designated areas and of sufficient size that it can be read

Dates - must be within the designated areas and of sufficient size that it can be read

Scans – Do not cut pages, do not overlap pages, scan in the correct orientation with a 1:1 ratio

Legislation – see SI 628/2020 for standards in relation to quality of uploads.

# Verification

## Form B10: Change of Directors/Secretaries or their Particulars

Progress bar: Company Details [0] | Appoint New Director/Secretary [1] | Other Directorship Details [2] | Modify Director/Secretary [3] | Resign Director/Secretary [4] | **Verification [5]** | Summary [6] | Verification / Sign Off

### Verification Details

A current Director or Secretary is required to sign this form.

If a Director or Secretary DO NOT sign the form, an Electronic Filing Agent (EFA) is required to sign.

I/We hereby certify that the particulars contained in this form are correct and have been given in accordance with the Notes on Completion of the statutory e.g. B10 Form. \*

### Signature Method

Please select the Appropriate Signature Method \*

Print and sign a signature page which then must be uploaded

WARNING: ROS cert names must match the name on the form below. If the Director or Secretary is signing then the ROS cert must be in their own names and not that of the company. Unless further documentation is required by the CRO e.g. Accounts, changes may take immediate effect on the CRO register.

### Signature Details

#### Certifying Individual Details

No Certifying Individual Details in this list

#### Add Certifying Individual Details

Signature Type \*

Signature as Director

Signature as Secretary

Director's Name

Johnny Bananas

Director's Name \*

Johnny Bananas

Email Address \* ⓘ

fiach.brabazon@enterprise.gov.ie

Cancel

Figure 6



## Summary

Always Review the changes and check the quality of the scan before uploading. Upload should be of a similar standard to the attached PDF.

## Example of using Mobile phone for scanning documents

Figure 1 – Screenshot of camera function on a mobile device, note the button in the lower right hand side of the screen denoted with an Upper Case T.

Figure 2 – Photo of a document

Figure 3 – Cropped version of same photo

Figure 4 – Photo of document using that T function. No information is lost due to position, subsequent cropping and background removed.



Fig 1

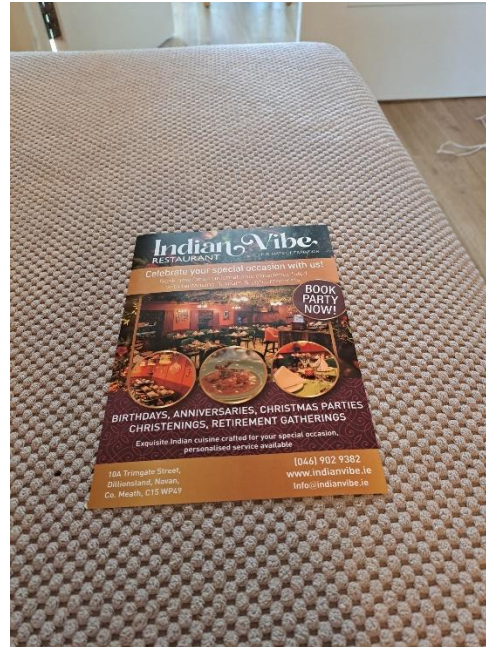


Fig 2



Fig 3



Fig 4

# Signature Page

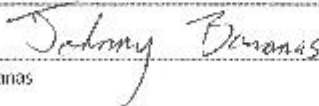
Submission Reference Number: SR140856R

## Form B10 - Change Director or Secretary Details

### Related Entity Details

Name (or Proposed Name): TOTALLY FICTIONAL COMPANY LIMITED  
Number (if applicable): 727555

Signature of the person(s) who is (are) certifying that the information provided is correct

  
Johnny Bananas

2-5-2024  
Date (Should only be dated on or after the effective date of this submission)

Director (Company):

Please ensure that the consent page is signed, dated and attached to this signature page.

### Legal References:

Collective Citations  
Companies Act 2014  
Section: 149(8)



501E09A6A2441245ECD3A95A1CA29E7

# Consent Page

I hereby consent to act:


TOTALLY FICTIONAL COMPANY LIMITED

I acknowledge that, as a Director, I have legal duties and obligations imposed by the Companies Act, other statutes and at common law

Please sign here  


Johnny Bananas

Director




Date (Should only be dated on or after the effective date of this submission)

I acknowledge that, as a Secretary, I have legal duties and obligations imposed by the Companies Act, other statutes and at common law

Please sign here  


Molly Malone

Secretary



Date (Should only be dated on or after the effective date of this submission)