



## Notification of Change of Name of Employer under the Employment Permits Act 2006 (as amended)

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This form is to be used by Employers who currently employ a foreign national on foot of a valid Green Card or Critical Skills Employment Permit, Work Permit or General Employment Permit, Spousal/Dependant or Dependant/Partner/Spouse Employment Permit, Reactivation Employment Permit, Sport and Cultural Employment Permit, Internship Employment Permit or an Exchange Agreement Employment Permit Employment Permit, in the case of a transfer of the business within the meaning of the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 (S.I. No. 131 of 2003).

In line with section 8(8) of the Employment Permits Act 2006 (as amended) the notification of change of name of an Employer on an Employment Permit shall be made immediately following the transfer of the business. **Failure to notify the Minister may lead to the refusal of any future renewals of that Employment Permit applied for under section 20 of the Employment Permits Act 2006 (as amended).**

1. The completion of this form is to be arranged by **the Employer currently specified on the Employment Permit and to be signed by** :
  - (i) **the Employer specified on the Employment Permit,**
  - (ii) **the New Employer** taking over the business under the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 (S.I. No. 131 of 2003), and
  - (iii) **the Foreign National, who is the holder of the Employment Permit.**
2. You **must** attach the following documents to this notification when submitting it to the Employment Permits Section:
  - (i) *Letter from your Solicitor/Accountant confirming:*
    - *that the transfer comes within the meaning of the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 (S.I. No. 131 of 2003), and*
    - *the date of the transfer,*
  - (ii) *Registration Details for the New Employer name:*
    - *A form P30 which was returned to the Revenue Commissioners within the last 3 months or a receipt for such return, whether issued through the Revenue Online Service (ROS) or otherwise, or evidence of P30 SEPA monthly direct debit payments made within the 3 month period preceding the application, or in the case of a new employer who has not made returns to the Revenue Commissioners an official letter from the Revenue Commissioners confirming registration as an employer, and*
  - (iii) *The Original and the Certified Copy of the Employment Permit.*
3. This form, together with the documents specified, should be sent to the Employment Permits Section, Department of Business, Enterprise and Innovation, Earlsfort Centre, Lower Hatch Street, Dublin 2.
4. Once the Employment Permits Section are satisfied, following examination of this notification and the supporting documentation, that the change of name arises from a Transfer of Undertaking, within the meaning of the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 (S.I. No. 131 of 2003), and the new Employer is registered with the Revenue Commissioners and the Companies Registration Office/Registry of Friendly Societies if applicable, the relevant Employment Permit will be re-issued with the new Employer's name.

*To be completed in respect of a change of name of an Employer on a Green Card or Critical Skills Employment Permit, Work Permit or General Employment Permit, Spousal/Dependant or Dependant/Partner/Spouse Employment Permit, Reactivation Employment Permit, Sport and Cultural Employment Permit, Internship Employment Permit or an Exchange Agreement Employment Permit.*

**PLEASE COMPLETE IN BLOCK CAPITALS**

**Application ID or  
Employment Permit Number:** \_\_\_\_\_

**Foreign National/Employment Permit Holder's Name:** \_\_\_\_\_

**Name of Employer Specified on Employment Permit:**

\_\_\_\_\_  
\_\_\_\_\_

**Name of New Employer:**

\_\_\_\_\_  
\_\_\_\_\_

**Address of New Employer:**

\_\_\_\_\_  
\_\_\_\_\_

**Registration Number of new Employer under the Companies Acts, Limited Partnerships Act 1907, Industrial and Provident Societies Acts 1893 to 1978, Friendly Societies Acts 1896 to 1977 or the Trade Union Acts 1871 to 1990, if relevant or applicable:**

\_\_\_\_\_

I, Employer, hereby notify the Minister for Business, Enterprise and Innovation of a Change of Name of Employer under section 8(8) of the Employment Permits Act 2006 (as amended).

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Employer Currently Specified on Employment Permit**

We hereby confirm that the employment of the foreign national who is the holder of this Employment Permit has been transferred to this new employer and that the terms, conditions, description and location of employment as specified on this Employment Permit remain the same.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**New Employer**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Foreign National/Holder of Employment Permit**