



Notification of Change of Name of a Contractor or a Relevant Person under the Employment Permits Act 2006 (as amended)

This form is to be used by a Contractor, where a foreign national is providing a service to a Relevant Person as part of a contract services agreement on foot of a valid Contract for Services Employment Permit, and where there is a change in the name of the Contractor or the Relevant Person under 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 a Contractor or a Relevant Person on an Employment Permit shall be made immediately following the transfer of the business/contract. **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 Contractor currently specified on the Employment Permit and to be signed by :**
 - (i) **the Contractor specified on the Employment Permit,**
 - (ii) **the New Contractor/New Relevant Person** taking over the business/contract 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 document/s to this notification when submitting it to the Employment Permits Section:
 - (i) *Letter from the Contractor's 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 Contractor's name, if applicable:*
 - *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 Contractor 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 Contractor 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 Contractor's or Relevant Person's name, as applicable.

To be completed in respect of a change of name of a Contractor/Relevant Person on a Contract for Services Employment Permit.

PLEASE COMPLETE IN BLOCK CAPITALS

**Application ID or
Employment Permit Number:** _____

Foreign National/Employment Permit Holder's Name: _____

(Please circle whichever is applicable – Contractor or Relevant Person)

Name of Contractor/Relevant Person Specified on Employment Permit:

Name of New Contractor/New Relevant Person:

Address of New Contractor/New Relevant Person:

Registration Number of new Contractor 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, Contractor, hereby notify the Minister for Business, Enterprise and Innovation of a Change of Name of Contractor/Relevant Person under section 8(8) of the Employment Permits Act 2006 (as amended). I confirm that the contract services agreement, the subject of the Employment Permit, is still in force.

Signed: _____ **Date:** _____
Contractor currently specified on Employment Permit

We hereby confirm that:

- (i) the employment of the foreign national who is the holder of this Employment Permit has been transferred to this New Contractor, or
- (ii) the foreign national continues to provide a service as part of the contract service agreement to this new Relevant Person

and that the terms, conditions, description and location of employment as specified on this employment permit remain the same.

Signed: _____ **Date:** _____
New Contractor/New Relevant Person

Signed: _____ **Date:** _____
Foreign National/Holder of Employment Permit