

## Generic Regulatory Requirements for Establishing a Business

Statutory Requirements	Legal basis	Online Tools
<p><b>Office of the Revenue Commissioners</b></p> <p>If establishing a business as a <b>Sole Trader, Trust or Partnership</b> businesses should register for the following tax heads by completing a TR1 Form:</p> <ul style="list-style-type: none"> <li>• Income Tax</li> <li>• VAT (for turnover exceeding certain thresholds - €37,500 for the supply of services, and €75,000 for the supply of goods)</li> <li>• Relevant Contracts Tax (if using sub-contractors)</li> </ul> <p>If setting up a <b>Company</b>, businesses should register for the following tax heads by completing a TR2 Form:</p> <ul style="list-style-type: none"> <li>• Corporation Tax</li> <li>• VAT (for turnover exceeding certain thresholds - €37,500 for the supply of services, and €75,000 for the supply of goods)</li> <li>• Relevant Contracts Tax (if using sub-contractors)</li> </ul>	<p>Taxes Consolidation Act 1997</p> <p>Income Tax (Employments) (Consolidated) Regulations 2001-2009</p> <p>Value-Added Tax Regulations 2006</p>	<p>Registration for different tax heads can be completed online after businesses register for Revenue Online Services (ROS) at <a href="http://www.ros.ie">www.ros.ie</a>. The procedure includes three steps:</p> <ol style="list-style-type: none"> <li>1. Applying for ROS Access Number</li> <li>2. Applying for a Digital Certificate</li> <li>3. Retrieving a Digital Certificate</li> </ol> <p>Once registration for ROS is completed businesses can proceed by logging onto ROS and using the eRegistration facility to record relevant tax heads online. The actual forms TR1 or TR2 are not available online but the equivalent questions are asked in the eRegistration process. Alternatively businesses can avail of the services of an Agent, who can complete the registration on ROS on their behalf by using an Agent's Account (the majority of registrations are recorded under the ROS Agent facility as the vast bulk of businesses have an Agent).</p> <p>Another option is downloading and completing an electronic version of the TR1 or TR2, then printing, signing, dating and sending the form by post.</p>
<p><b>Companies Registration Office (CRO)</b></p> <p>If registering a <b>Business Name</b> businesses should complete Form RBN1/1A or RBN1/1B</p>	<p>Business Names Registration Act 1963</p>	<p>It is possible to apply online through the CRO's online registration environment, <a href="http://www.core.ie">www.core.ie</a>, to register a Business Name (forms RBN1/1A/1B). A free registration to become a CORE user is required to use the facility.</p> <p>The form can be completed and submitted online but a single page signature sheet may need to be sent to the CRO by post. This is automatically generated for the user in CORE when they create the online application.</p>

<p>CRO (continued)</p> <p>If setting up a <b>limited company</b>, an A1 Form must be completed and submitted with a Memorandum and Articles of Association* to the CRO.</p>	<p>Companies Acts 1963-2009</p>	<p>Form A1 is available online through the CRO's online registration environment, <a href="http://www.core.ie">www.core.ie</a> for company formation agents recorded with the CRO (Fé Phráinn scheme). The completed form and the Memorandum and Articles of Association* are sent by post to the CRO. The fee can be deducted automatically if the business has a customer deposit account with the CRO.</p> <p><i>* It is envisaged that the Companies Bill will remove the requirement for submitting a Memorandum and Articles of Association when establishing a private limited company and replace it with a model constitution. Expected date of publication of the Bill – Q4 2012.</i></p>
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