**Notification of Proposed Collective Redundancies (Form CRN1)**

pursuant to section 12 of the Protection of Employment Act 1977

* A notification will not be complete until all information specified under SI 324 of 2024 has been provided
* Please return the completed form to minister@enterprise.gov.ie or by registered post or hand delivery to the Department of Enterprise, Trade and Employment
* You must give a copy of this form to the employees’ representatives

# Part 1. Employer details

Please provide the following:

1.1 Employer name:

1.2 Registered Address of employer:

1.3 Employer Type (Body corporate/company, partnership or sole trader):

1.4 Company Registration Number (if applicable):

1.5 If applicable, responsible person’s name (see guidance):

1.6 If applicable, responsible person’s address (see guidance):

1.7 Contact details of employer or responsible person (see guidance):

* Contact Name:
* Telephone:
* Email:

# Part 2. Location of proposed redundancies

Please provide the following:

2.1 Address or addresses of the establishment where redundancies are proposed:

# Part 3. Employee numbers

Please provide the following:

3.1 Total number of employees normally employed in establishment (Average number of employees in each of the 12 months preceding the date on which the first dismissal takes effect):

# Part 4. Employees proposed for redundancy

Please provide the following:

4.1 Description or category of employees proposed for redundancy, the number of proposed redundancies in each category:

4.2 The total number of proposed redundancies:

# Part 5. Timing of redundancies

(Please note that the date of first proposed redundancy must be at least 30 days after the date this notification is received by the Minister)

Please provide the following:

5.1 The date of first proposed redundancy:

5.2 The date of the last proposed redundancy:

# Part 6. Reason for redundancy

Please provide the following:

6.1 Reasons for the proposed redundancies:

# Part 7. Names and contact details of the employee representatives

(Please note that consultations must commence at least 30 days before the first notice of dismissal is given)

7.1 If consulting with a trade union, staff association or excepted body, please provide the following:

* Name of trade union, staff association or excepted body:
* Name and contact details of representative:

7.2 If consulting with elected employees’ representatives, please provide the following:

* Name of elected employees’ representatives:
* Contact details of elected employees’ representatives:

# Part 8. Consultation

8.1 Have you started the consultation process with the employees’ representatives? Yes / No

8.2 If no, please answer the following:

* What date do you expect to start the consultation process?

8.3 If yes, please answer the following:

* What date did you start the consultation process?
* What progress has been achieved in those consultations to the date of the notification?

# Part 9. Declaration

**I certify that the information given on this form is, to the best of my knowledge, accurate and complete.**

Name:

Position:

Date:

# Guidance for completing notification

If you are proposing collective redundancies, you are required by law:

1. to consult with and provide information, as outlined in Section 10(2) of the Protection of Employment Act 1977 (“the Act”), to employees’ representatives for at least 30 days before any notice of redundancy is issued.
2. to notify the Minister for Enterprise, Trade and Employment of the proposed collective redundancies at least 30 days before the redundancies take effect.

You can use this form to help ensure you provide all information required by law in the notification to the Minister.

This form can be submitted electronically to minister@enterprise.gov.ie. Alternatively it can be submitted in hard copy by registered post or by hand delivering to:

Office of the Minister for Enterprise, Trade and Employment

23 Kildare Street

Dublin 2

D02 TD30

A collective redundancy means, in any period of 30 consecutive days, the employees being made redundant from an establishment are:

* 5 employees where 21-49 are employed
* 10 employees where 50-99 are employed
* 10% of the employees where 100-299 are employed
* 30 employees where 300 or more are employed

An establishment is an employer or a company or a subsidiary company or a company within a group of companies which can independently effect redundancies.

In section 1 of the form, ‘responsible person’ is the person who takes over the management / operation of a business where an employer is insolvent. This includes a liquidator, a provisional liquidator, a receiver or any other person appointed by the court where they assume full control of the business.

In section 3 of the form, the total number of employees normally employed is the average number of employees employed in each of the 12 months before the date of the first redundancy.

The notification date is the date the Minister receives **all** the information required under SI 324 of 2024.

Section 10 of the Act outlines the information that should be supplied to the employee representatives as part of the statutory consultation. This section also requires employers to supply the Minister with copies of this information as soon as possible.

Further information is available here: [Redundancy (enterprise.gov.ie)](https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/redundancy-payments/)

Records held by the Department are subject to the Freedom of Information Act 2014. Records that contain commercially sensitive information are exempt from release, subject to a public interest test. Where records that contain commercially sensitive are proposed for release, the Department must consult with you.