



Notification of Change of Name of a Connected Person or a Foreign Employer under the Employment Permits Act 2006 (as amended)

This form is to be used by a Connected Person/Foreign Employer, where a foreign national is carrying out duties or undergoing training with a Connected Person on foot of a valid Intra-Company Transfer Employment Permit, and where there is a change in the name of the Connected Person or the Foreign Employer 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 Connected Person or a Foreign 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:

- (i) in the case of a change of the name of the *Connected Person currently specified on the Employment Permit, **the Connected Person,*** or
- (ii) *in the case of the change of a name of the Foreign Employer currently specified on the Employment Permit, **the Foreign Employer,***

and to be signed by:

- (i) **the Connected Person/Foreign Employer specified on the Employment Permit,**
- (ii) **the New Connected Person/New Foreign 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 document/s to this notification when submitting it to the Employment Permits Section:

- (i) *Letter from your Solicitor or 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 Connected Person'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 Connected Person 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 Connected Person is registered with Revenue Commissioners and the Companies Registration Office/Registry of Friendly Societies if applicable, the relevant Employment Permit will be re-issued with the new Connected Person's/Foreign Employer's name as applicable.

To be completed in respect of a change of name of a Connected Person/Foreign Employer on an Intra-Company Transfer 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 – Connected Person or Foreign Employer)

Name of Connected Person/Foreign Employer Specified on Employment Permit:

Name of New Connected Person/New Foreign Employer:

Address of New Connected Person/New Foreign Employer:

Registration Number of new Connected Person 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, Connected Person/Foreign Employer, hereby notify the Minister for Business, Enterprise and Innovation of a Change of Name of Connected Person/Foreign Employer under section 8(8) of the Employment Permits Act 2006 (as amended). I confirm that there remains a connection as defined in the Employment Permits Act 2006 (as amended), between the New Foreign Employer/Foreign Employer specified on the Employment Permit and the new Connected Person/Connected Person specified on the Employment Permit as applicable.

Signed: _____ **Date:** _____

Connected Person/Foreign Employer 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 Foreign Employer, or
- (ii) the foreign national is carrying out duties for, or undergo training provided by a New Connected Person

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

Signed: _____ **Date:** _____

New Connected Person/New Foreign Employer

Signed: _____ **Date:** _____

Foreign National/Holder of Employment Permit