

NF201B

Notification Form

Change of undertaking representative details
To be completed in conjunction with guidance published at www.hiqa.ie



Section 1. Undertaking details

**For
official
use**

Undertaking **name**

Undertaking **address**

Address line 1

Address line 2

County

Eircode

Undertaking **email address**

Undertaking **contact number**

Section 2. Change of undertaking representative person					Date change will take effect	For official use
Departing undertaking representative name			Has a new person been appointed to be the undertaking representative?			
			Yes	No		
New undertaking representative name	New undertaking representative type	New undertaking representative job title	New undertaking representative email address	New undertaking representative contact number		

Section 3. Change of correspondence details of undertaking representative in place					Date change will take effect	For official use
Undertaking representative name	Undertaking representative new type	Undertaking representative new job title	Undertaking representative new email address	Undertaking representative new contact number		

Section 4. Declaration			For official use
I, the undersigned, declare as the undertaking/on behalf of the undertaking that the information I have provided in this notification form is true to the best of my knowledge and belief.			
Signed by (tick as appropriate)	Sole trader		
	Partner of the partnership		
	Director of the company		
	Member of the committee of management or other controlling authority of an unincorporated body		
	Member of the board, directorate or other governance structure of the body corporate		
Name			
Job title			
Signature			
	Type your name in the signature field		
Date			