

# Declaration of Solvency (Form E1-SAP) Checklist: Please read carefully

Company Number

- 1. Names and addresses of all the directors making the Declaration have been entered on the Declaration.
- 2. Where all, or the majority of the directors, are making the Declaration, the appropriate box has been ticked.
- 3. Every director making the Declaration has signed the Declaration
- 4. The statement of total assets and liabilities has been made as at a date not more than **three months** before the date the Declaration.
- 5. The "Report of the Independent Person" pursuant to section 207 of the Companies Act 2014 marked "B" has been attached to the Declaration duly dated **after** the signing of the Declaration, or Part "B" of Form E1-SAP has been completed.
- 6. The Declaration of Solvency shall have no effect unless it has been signed within 30 days immediately **preceding** the date of the passing of the resolution of the company to wind up. Please note that the date effective of a Declaration of Solvency is the date that the Declaration is signed by the directors.
- 7. If the declaration has been made and the resolution to wind up has been passed on the same day, the **time** of each are included on Form E1-SAP and Form G1 respectively.  
A declaration is ineffective if completed after the passing of the resolution to wind up.
- 8. The declaration should be delivered within 21 days of resolution being passed under the section 207 procedure.
- 9. Form E1-SAP has an accompanying **€15** registration fee.

I have noted all the above points and Form E1-SAP has been completed accordingly.

Signed: \_\_\_\_\_

Presenter     Director     Secretary     Officer on behalf of the company

**When completed, this sheet together with Form E1-SAP must be checked by an officer in the Solvency section of the Companies Registration Office *before* filing through the CRO's Cash Office.**

If sending by post, please enclose a €15 registration fee with the Form E1-SAP and address the envelope to:  
Solvency Section, Companies Registration Office, Bloom House, Gloucester Place Lower, Dublin 1  
(Phone 01-804 5368/5358/5367)

**N.B. The CRO accepts no responsibility for ineffective Declarations filed.**

|  |
|--|
| <b>Official Use Only</b><br>Form E1-SAP has been pre-checked by: _____ |
|--|

**Members Voluntary Winding Up  
Declaration of Solvency  
under Summary Approval Procedure  
embodying a Report and Statement of an  
Independent Person**

Section 207/208 Companies Act 2014

Company number

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|

CRO receipt date stamp & barcode

Please complete using black typescript or BOLD CAPITALS, referring to explanatory notes

**Company name**

*in full*

|  |  |
|--|--|
|  |  |
|  |  |

**Declaration**

*note one*

**I/We**

Name &  
address

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |

*note two*

being  all  the majority of the directors of

|  |  |
|--|--|
|  |  |
|  |  |

declare as follows:

*note three*

Total assets and liabilities of the company as at:

|   |   |   |
|---|---|---|
| Day   | Month   | Year  |
| <input style="width: 20px; height: 20px;" type="text"/> | <input style="width: 20px; height: 20px;" type="text"/> | <input style="width: 20px; height: 20px;" type="text"/> |

Total assets of the company  
Total liabilities of the company

|  |  |
|--|--|
|  |  |
|  |  |

being the total assets and liabilities of the company, at the latest practicable date before the date of making of the declaration, and in any event at a date not more than 3 months before the date of that making.

**Presenter details**

*note four*

Person to whom queries can be addressed

Name  
Address  
  
Telephone number  
Email  
DX number/Exchange

|  |                  |
|--|------------------|
|  |                  |
|  |                  |
|  |                  |
|  | Fax number       |
|  | Contact Person   |
|  | Reference number |



## NOTES ON COMPLETION OF FORM E1-SAP

These notes should be read in conjunction with the relevant legislation.

- General** This form must be completed correctly, in full and in accordance with the following notes. Every section of the form must be completed. Where "not applicable", "nil" or "none" is appropriate, please state. Where the space provided on Form E1-SAP is considered inadequate, the information should be presented on a continuation sheet in the same format as the relevant section in the form. The use of a continuation sheet must be so indicated in the relevant section.
- note one** The names and residential addresses of every director swearing the declaration must be entered.
- note two** Please tick one box only.  
Where s.207 Companies Act 2014 procedure applies the statement of solvency must be lodged within 21 days of the commencement of the member voluntary winding up, to the Registrar.
- note three** The date of the statement of the total assets and liabilities should be the latest practicable date and cannot be in excess of three months from the date that Form E1-SAP is signed.
- note four** This section must be completed by the person who is presenting Form E1-SAP to the CRO. This may be either the applicant or a person on his/her behalf.
- note five** Please enter the time period in which the company is able to pay its debts. It cannot be a period in excess of twelve months.
- note six** The independent person is the auditor of the company or someone who is qualified to be the auditor of the company. This includes a firm of auditors. If the independent person wishes to draft a different statement on a separate sheet, it should be clearly marked as being part "B". Part "B" should be signed and dated for a time after the swearing of the declaration. Part "B" should be completed **prior** to the passing of the resolution to wind up.
- note seven** **Section 208 Report:** A declaration pursuant to section 207 of the Act of 2014 shall have no effect for the purposes of the Act of 2014 unless it is:  
(i) accompanied by a report that contains, at least, relevant information in accordance with the headings set out below, and  
(ii) drawn up by a person who is qualified at the time of making the report to be appointed, or continue to be, the statutory auditor of the company.
- The report shall be addressed to the declarant company and shall contain, at least, the following information:
- I. Introductory paragraph identifying the directors' declaration and accompanying documents to which the report relates;
  - II. Statement on the responsibilities of directors;
  - III. Statement on the responsibilities of statutory auditor;
  - IV. Scope of work performed by statutory auditor;
  - V. Other relevant facts (if any) that the statutory auditor has relied on in reaching his/her opinion that the declaration is not unreasonable;
  - VI. The opinion of the statutory auditor that the declaration pursuant to section 207 is not unreasonable; and
  - VII. Date and signature of statutory auditor who having compiled the report has formed the opinion that the declaration pursuant to section 207 is not unreasonable.

### Further information

- Residential address** The residential address of an officer of a company is their usual residential address unless an exemption has been granted under section 150(11) of the Companies Act 2014, in which case the address stated is the company's registered office address.
- CRO address** When you have completed and signed the form, please send with the accompanying fee to the Registrar of Companies at:  
  
Bloom House, Gloucester Place Lower, Dublin 1.
- Payment** If paying by cheque, postal order or bank draft, please make the fee payable to the Companies Registration Office. Cheques or bank drafts must be drawn on a bank in the Republic of Ireland.