


<b>NF37C Form</b>	Health Information and Quality Authority <b>Change to name or contact details of an unincorporated body</b>	 Health Information and Quality Authority <small>An tÚdarás Um Fhaisnéis agus Cáilíocht Sláinte</small>
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<b>Section 1. Unincorporated Body details.</b>	
Unincorporated body name (registered provider)	
Do you currently have an <b>open application to register or renew</b> the registration of a designated centre(s) where the unincorporated body is the applicant or registered provider?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you answered <b>yes</b> , do you want to update the open application(s) with the information provided on this form?	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Section 2. Change to unincorporated body contact information</b>		
Please state the change by ticking the relevant box or boxes and entering the new contact details.		
Please tick ✓	Type of change	New contact information
<input type="checkbox"/>	Unincorporated body name	
<input type="checkbox"/>	Address of the registered offices of the unincorporated body	
	Eircode	

<input type="checkbox"/>	Phone number of the registered office of the unincorporated body	
<input type="checkbox"/>	Email address	
Please state the <b>date</b> the change will take effect		

### Section 3. Declaration by the registered provider

I, the undersigned, having been authorised to do so, declare that the information I have provided in this notification form is true to the best of my knowledge and belief.

Name (print)	
Position	Member of the committee of management or other controlling authority of the unincorporated body <input type="checkbox"/> Authorised signatory for and on behalf of the unincorporated body* <input type="checkbox"/>
Signed	
Date	
Contact number (during office hours)	

\* A letter of authorisation notifying the Chief Inspector of the appointment of an authorised signatory must be sent by post in advance of the authorised signatory exercising signing authority. This letter must contain certain information which is set out in our Regulatory Notice which is available to download from our website [www.higa.ie](http://www.higa.ie)

The most secure and convenient way to submit the notification form and prescribed information is through the HIQA Portal:

<https://portal.hiqa.ie/User/Login?ReturnUrl=%2f>

Should you wish to continue in hardcopy, please post the form to:

Registration Office

Regulatory Support Services

Health Information and Quality Authority

Unit 1301, City Gate

Mahon, Cork

T12 Y2XT

Telephone no: 021 240 9340

Email: [registration@hiqa.ie](mailto:registration@hiqa.ie)