

Change of Ownership/Service Form

Name of Service _____ DCYA Ref No: _____

I, _____, holder of a childcare programme contract with DCYA under the above reference number, wish to notify the Department of Children and Youth Affairs that this service is being taken over by the person whose details are outlined below. Ownership of the service will transfer with effect from **(date)** ____/____/____.

Childcare programme funding under contracts held in respect of a period beyond the date of the transfer has already been received by me, and I have made the necessary financial arrangements with the new owner/Board of Management in order to transfer this funding.

OR

I have not received any childcare programme funding under contracts held in respect of a period beyond the date of the transfer, and any further payments due to this service should be made to the new owner/Board of Management.

(Delete whichever statement is inapplicable)

Signed _____ **Date:** ____/____/____
(Signature of previous owner/Chairperson)

Details of new owner/Chairperson of the Board of service

Name _____ New DCYA Ref _____
(BLOCK CAPITALS) (Please leave blank)

Home Address _____

I, _____, wish to notify the Department of Children and Youth Affairs that I will be taking over the service

_____ (name of service) from

_____ (name of current provider)

with effect from **(date)** ____/____/____.

Childcare programme funding in respect of a period beyond the date of the transfer has already been received by the previous owner, and I have made the necessary financial arrangements with him/her in relation to the transfer of this funding. (Delete this statement if inapplicable.)

I confirm that I will complete and sign two copies of the DCYA contracts and return them to the CCC. I will also provide any other additional information required.

Signed _____ **Date:** ____/____/____
(Signature of new owner/Chairperson)