

1. Log into ROS at www.ROS.ie with your credentials.
2. Select File a Return > Stamp Duty > Stamp Duty Return

File a Return


Complete a Form Online

Select a return you would like to complete now. You will be given the option of filing the return with or without a payment.

Stamp Duty Stamp Duty Return

3. Select Transfer of stocks from the drop-down list of Category of Instrument

Form Help

 *** Denotes a Required Field**

Click on [Leagan Gaeilge](#) to view the form in Gaeilge.

Tick the box if you require all correspondence in Irish

Instrument


If this return is being completed on foot of a Revenue Assessment please provide the Document ID of the Revenue Assessment

Instrument Category Screen

Category of Instrument *

- Enter the dates (usually the same date) of the transaction. Escrow typically is left blank in sales in JHBR.
- Under Client Reference Number, you may wish to include the Mobile No that you have bought – this is optional.


Instrument Dates

Date of Execution of Instrument * 

(dd/mm/yyyy)

Date of Related Contract 

(dd/mm/yyyy)

Date Released from ESCROW, if applicable 

(dd/mm/yyyy)

Instrument Party Details Screen

As Vendor(s)/Lessor(s)/Transferor(s), tick the box if you are acting in a fiduciary capacity
This should be selected only where the party acting in a Fiduciary Capacity is recited as party to the instrument

As Purchaser(s)/Lessee(s)/Transferee(s), tick the box if you are acting in a fiduciary capacity
This should be selected only where the party acting in a Fiduciary Capacity is recited as party to the instrument

Additional Information

Client Reference Number, if applicable
Please note that the first 6 characters of this reference number will display on your bank statement relating to any online payment for this Return

Back

Cancel

Clear

Continue

- As you have PPS numbers for vendor and purchaser to hand, do NOT tick the box and select Continue

Form Help



* Denotes a Required Field

Click on [Leagan Gaeilge](#) to view the form in Gaeilge.

Instrument Party Details Screen

Tick the box if the Tax Reference Numbers will not be supplied for all parties
*Note : This option is **only** applicable to Global-Scale Stock Transactions*

Back

Cancel

Clear

Continue

7. Enter details of vendor and purchaser at A,B and C below

Form Help



*** Denotes a Required Field**

Click on [Leagan Gaeilge](#) to view the form in Gaeilge.

Vendor Details

Please enter the details of the Vendor in the fields below.
To add additional Vendors, click Add Vendor button and enter the details.
Once you have added one or more Vendors, they will be displayed in the list below.

Vendor

Vendor Tax Reference Number



*

Vendor's PPS number

Add Vendor

Solicitor / Agent for the Vendor

Solicitor / Agent Name



*

Vendor's name

Purchaser Details

Please enter the details of the Purchaser in the fields below.
To add additional Purchasers, click Add Purchaser button and enter the details.
Once you have added one or more Purchasers, they will be displayed in the list below.

Purchaser

Purchaser Tax Reference Number



*

Purchaser's PPS number

Tick the box if this purchaser is a Sub-Purchaser

Add Purchaser

Press Continue at the bottom of the page

8. Fill in the following page, as per the value of the share calculated

Form Help



* Denotes a Required Field

Click on [Leagan Gaeilge](#) to view the form in Gaeilge.

Company Details		
Company Name	* Jack's Hole Beach Resort L	D

Shares		
Details of Shares being transferred		
Type of Shares	* Ordinary	E
Indicate if Quoted or Unquoted	* Unquoted	F
Number of Shares	* 1	G
Consideration Details		
Consideration (or Market Value in case of gift)	* € Value of share	H

Additional Information		
Tick the box if the consideration comprises solely of a once-off monetary payment that is shown on the transfer form	<input checked="" type="checkbox"/>	I
Tick the box if the entire consideration is unascertained at date of execution of instrument	<input type="checkbox"/>	

9. Press Calculate Liability at the bottom of the form. Double-check your completed form and the amount payable on the next page shown. If correct, press Continue to Submit and follow the prompts through the payment section.