



Instruction sheet Company Incorporation

Date _____

1. Your details:

Name:

Address:

Phone:

home:

work:

mobile:

Email:

2. Company name:

1st Preferred company name: _____

2nd Preferred company name: _____

This name must be UNIQUE, it cannot match any existing company or name reservation or business name (in any state) unless the client is the owner of the business name. Check the ASIC National Names Index to see if the name exists. If the client does not want a particular name he can choose to use the ACN as the company name, it will then be called A.C.N. 000 000 000 Pty Limited.

Do you want the company name to be shown as:

- Pty Ltd
- Pty Limited
- Proprietary Limited
- Proprietary Ltd

What Australian State would you like the company registered: _____

Is the proposed company name identical to a registered business name:

Yes No

If so:

Are the shareholders the owners of that business name: Yes No

What is the business number: BN _____

What state is the business name registered: _____

Do you want the company to:

- rely entirely on ASIC replaceable rules, or
- your own constitution

Will the company have an ultimate holding company: Yes No.

If yes

Ultimate holding company name: _____

ACN / ARBN / ABN: _____

Country of incorporation (if not Australia): _____

3. Company details

Registered office details:

This is the address where the company register is to be kept, usually at your business address or your accountant's office or your home address. If that address changes you must ensure that you immediately advice ASIC as this is the address that any documents and notices will be served upon the company after registration. As such you should choose an address that is pretty permanent.

Care of: _____

Office, Floor, Building Name: _____

Street No and Name: _____

Suburb / City _____ State: Qld _____ P/Code: _____

Will the company occupy these premises Yes No

If no, occupier's Name: _____

Does the occupier consent Yes No

If the company does not occupy the registered office address then the occupiers name and acknowledgement of the consent must be recorded.

Principal place of business address details:

Is the principal place of business the same as the registered office address details Yes No

If no, then principal place of business address details:

Office, Floor, Building Name: _____

Street No and Name: _____

Suburb / City _____ State: _____ P/Code: _____

4. Shareholder details

Officer / shareholder 1

Surname: _____

Christian names: _____

Residential address: _____

Suburb / City _____ State: _____ P/Code: _____

Tel: BH _____ AH _____ Fax: _____

Date of birth: _____ Place of birth: _____

Position to be held:

<input type="checkbox"/>	Director	<input type="checkbox"/>	Secretary
<input type="checkbox"/>	Chairman	<input type="checkbox"/>	Public officer
<input type="checkbox"/>	Shareholder		

Type of share Please select after reference to Constitution

- Subscriber
- Ordinary (ORD)
- A / B / C / D / E / F / G / H class shares
- Redeemable
- Preference
- Redeemable preference

Number of shares: _____

Amount paid / share: \$ _____

Amount unpaid / share: \$ _____

Are any of the shares issued for other than cash: Yes No
(if yes there will be a requirement to comply with stamp duty matters).

Beneficially held Yes No

Yes, means shares held for self. No, means held on behalf of someone else

If no, Beneficiary's Name and details: e.g. Fred Smith is holding 10 ORD shares for Elizabeth Jane Smith.

Officer / shareholder 2

Surname: _____

Christian names: _____

Residential address: _____

Suburb / City _____ State: _____ P/Code: _____

Tel: BH _____ AH _____ Fax: _____

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Position to be held:

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Officer / shareholder 3

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