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For All Correspondence
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ABN 83 592 497 199

INSTRUCTION SHEET FOR NEW/SHELF COMPANY

NAME OF PROPOSED COMPANY: _____

(Please tick appropriate format)

- | | | | |
|----|---|-----|----|
| 1. | Do you require us to reserve the name with the ASIC? | Yes | No |
| 2. | Do you require a common seal? | Yes | No |
| 3. | Would you prefer:- | | |
| | (a) a secretarial volume | Yes | No |
| | (b) looseleaf format, being the relevant registers, Constitution, copy ASIC forms | Yes | No |

DIRECTORS:

Name: _____
Former Name: _____
Address: _____

Date of Birth: _____
Town/State: _____
Occupation: _____
No. of Shares: _____

Class: _____
Director: Yes No Public Officer: Yes No
Secretary: Yes No Chairman: Yes No

Name: _____
Former Name: _____
Address: _____

Date of Birth: _____
Town/State: _____
Occupation: _____
No. of Shares: _____

Class: _____
Director: Yes No Public Officer: Yes No
Secretary: Yes No Chairman: Yes No

MEMBERS: (Please complete if not mentioned above)

Name: _____
Former Name: _____
Address: _____

Date of Birth: _____
Town/State: _____
Occupation: _____
No. of Shares: _____
Class: _____

Name: _____
Former Name: _____
Address: _____

Date of Birth: _____
Town/State: _____
Occupation: _____
No. of Shares: _____
Class: _____

REGISTERED OFFICE

Occupier: _____ Address: _____

PRINCIPAL PLACE OF BUSINESS: (if different to the Registered Office)

Address: _____

CONSTITUTION OR REPLACEABLE RULES (In relation to a new company - Please Tick Box)

Is the company to have:

1. Replaceable Rules (**not applicable to 1 Director/Shareholder Company**) or;
2. A Constitution:-

PLEASE NOTE: (Please choose which form you require and tick the box);

there are two types of Constitutions:

- (i) Ordinary shares only; or
- (ii) Different classes of shares with different voting rights.

Is the company to be a trustee? Yes No

If a new trust is required please complete the relevant instruction sheet and attach. If the trust is already in existence, a Deed of Retirement and Appointment will need to be prepared. Please therefore provide us with a stamped copy of the Trust Deed.

Is the company name identical to a registered business name? Yes No

If your client already holds a registered business name similar to that of the required company name, please advise whether the company is to take over the business name **or** if it the name is to be ceased.