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INSTRUCTION SHEET
ESTABLISHMENT OF A PROPRIETARY COMPANY

TO: Attention:
Telephone No: (08)

Facsimile No: (08)

FROM: Contact:

Note: Once we have received the fully completed instruction sheet, we will send to you (or if you request, you may collect) the documentation which requires signing. Once we have received the signed documentation, we will incorporate the company (which will take approximately 24 hours).

Please also note that an incomplete instruction sheet may delay the process of incorporating a company. (You may wish to telephone us with any queries).

1. NAME OF COMPANY

.....PTY LTD

If first choice is not available:

Alternative 1:.....

Alternative 2:.....

2. REGISTERED OFFICE [cannot be a post office box]

Level:

Building Name:

Street Number & Name:

Suburb/City:State.....Postcode

If the company will not occupy these premises, the name of the occupier is:
(that occupier must consent in writing)

.....

3. **PRINCIPAL PLACE OF BUSINESS [if not the registered office]**

Level:

Building Name:

Street Number & Name:

Suburb/City:State.....Postcode

4. **SHAREHOLDERS [at least one]**

Note If you do not specify the number and class of shares, we will issue 10 ordinary shares at \$1 each to each shareholder. If the shareholder is a company, please state its ACN. If a shareholder will hold shares on trust, please tell us the name of the beneficial owner.

• FULL NAME:

ADDRESS:

.....Postcode.....

SHARES: Class:.....Number:.....

• FULL NAME:

ADDRESS:

.....Postcode.....

SHARES: Class:.....Number:.....

• FULL NAME:

ADDRESS:

.....Postcode.....

SHARES: Class:.....Number:.....

• FULL NAME:

ADDRESS:

.....Postcode.....

SHARES: Class:.....Number:.....

-
- FULL NAME:
ADDRESS:
.....Postcode.....
SHARES: Class:.....Number:.....

5. **DIRECTORS [at least one, resident in Australia and at least 18 years old]**

Note Please also state any former given or family name of any candidate.

- FULL NAME:
ADDRESS:
.....Postcode.....

PLACE OF BIRTH: Town:.....State:.....

Country:

DATE OF BIRTH:

- FULL NAME:
ADDRESS:
.....Postcode.....

PLACE OF BIRTH: Town:.....State:.....

Country:

DATE OF BIRTH:

- FULL NAME:
ADDRESS:
.....Postcode.....

PLACE OF BIRTH: Town:.....State:.....

Country:

DATE OF BIRTH:

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ADDRESS:
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PLACE OF BIRTH: Town:.....State:.....
Country:

- FULL NAME:
ADDRESS:
.....Postcode.....
PLACE OF BIRTH: Town:.....State:.....
Country:

- FULL NAME:
ADDRESS:
.....Postcode.....
PLACE OF BIRTH: Town:.....State:.....
Country:

6. **SECRETARY** [Optional. If appointed the secretary should be resident in Australia and be at least 18 years old. More than one may be appointed]

- FULL NAME:
**If not a Director, please complete the following details:
ADDRESS:
.....Postcode.....
PLACE OF BIRTH: Town:.....State:.....
Country:

7. **SUPERANNUATION**

Is the sole purpose of the company going to be the trustee of a superannuation trust?

Yes No

8. **SIGNATORY TO ASIC FORMS** *[a director or secretary of the Company being incorporated]*

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9. **ACCOUNT TO BE CHARGED TO:**

NAME:

ADDRESS:

.....

10. **CORRESPONDENCE TO BE ADDRESSED TO:**

NAME:

ADDRESS:

.....

PHONE: () FACSIMILE: ()

EMAIL:

SIGNED:

DATED:/...../.....

Notes:

- (a) After we receive back this completed instruction sheet, we will send to you (or if you request, you may collect) the documents to be signed.
- (b) An incomplete instruction sheet may delay the process.
- (c) Incorporation of a new company usually occurs immediately the requisite signed documents and fee are lodged with ASIC.
- (d) Once a company is incorporated for you, you must take the company or request us to de-register it at your expense.
- (e) Under Australian law, a company need not have a common seal. We will arrange for one at a small additional cost, unless you advise us otherwise.
- (f) After incorporation you will need to register the company for an Australian Business Number, a Tax File Number and (perhaps) as a supplier for Goods and Services tax. If the company is to be an employer, you should also register for worker's compensation and (perhaps) payroll tax.
- (g) A public officer will need to be appointed within 3 months of the company deriving income.
- (h) Please contact us with any queries.