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**INSTRUCTION SHEET**  
**ESTABLISHMENT OF A PUBLIC 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**

.....

If first choice is not available:

Alternative 1:.....

Alternative 2:.....

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

.....

.....Postcode .....

Will the Company occupy these Premises?       Yes       No

If not, Name of Occupier .....

**3. PRINCIPAL PLACE OF BUSINESS**

.....

.....Postcode .....

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4. **SHAREHOLDERS [There need only be one]**

*Note* If you do not specify the number and class of shares, we will issue 10 ordinary shares to each Shareholder.

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

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5. **DIRECTORS [There must be at least three directors, and two of them must reside in Australia. All directors must be at least 18 years old]**

*Note If you do not specify occupation, we will assume that the relevant occupation is a director.*

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

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

6. **SECRETARIES** [There must be at least one secretary, and that secretary must reside in Australia and be at least 18 years old]

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

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7. **PUBLIC OFFICER [This person must reside in Australia and be at least 18 years old]**

*Note: In short, a public officer is responsible for all things required to be done by the company under the Income Tax Assessment Act.*

FULL NAME: .....

\*\*If not a Director, please complete the following details:

ADDRESS: .....

.....Postcode.....

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

Country: .....

DATE OF BIRTH: .....

OCCUPATION:.....

8. **NATURE OF BUSINESS OF PROPOSED COMPANY:**

.....

9. **SUPERANNUATION**

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

Yes  No

10. **SIGNATORY TO ASIC FORMS [This person must be a director or secretary of the Company being incorporated]**

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11. **ACCOUNT TO BE CHARGED TO:**

NAME: .....

ADDRESS: .....

.....

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12. **CORRESPONDENCE TO BE ADDRESSED TO:** *[only complete if different from address for service of notices]*

NAME: .....

ADDRESS: .....

.....

**SIGNED:** .....

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