

- Urgent orders are e-mailed that day. Otherwise, documents will be sent to you by e-mail within 48 hours of receipt of the order.
- Price includes telephone support & all supporting documents.
- Liability for the taxation or asset protection issues is not accepted unless we have been asked to and given you a written advice.
- For fees on general commercial work, please telephone us to discuss your needs.

Order Form for Registration of a Private Company

1 What is the proposed Company Name?

2 Is the proposed Company Name identical to a Business Name?

Yes No

If Yes, what is/are the Business Numbers/s and State/Territory of Registration

3 Do you declare that you make this application for the company name as or ON BEHALF of and with the authority of the registered owner/s) of the above identical business name(s)

Yes No

4 Registered Office

Does the company occupy these premises? Yes No

If no, name of occupier

5 Principal place of business (if different from the registered office)

6 **Director / Secretary Details**

(a) Full Name

Address

DOB

Place of Birth

Office Held Director Secretary

(b) Full Name

Address

DOB

Place of Birth

Office Held Director Secretary

The first named director will be appointed as chairman of the directors and public officer unless you advise us otherwise. The constitution of the company is based on the replaceable rules in the Corporations Act 2001 except section 254D (therefore, the directors can issue shares without reference to the members).

Members Name

Members Address

No. & class of shares

Rights attaching to the shares

Members Name

Members Address

No. & class of shares

Rights attaching to the shares

7 Please note that we normally send documents by e-mail in PDF format.

Please select the box if you prefer to receive the documents via post and we will mail them to you.

Name of Firm

Contact at Firm

Email Address (to send documents)

Address

Telephone

Fax

8 The details entered above are correct? Yes No

9 By submitting this form you agree to pay fees within 14 days of normal trading terms. Yes No