

Instructions—incorporation of a proprietary company

Details of proposed company

State or territory in which the company will operate:

Company name:

(please list two preferences—as your first choice may not be available)

1st preference:

2nd preference:

[note : a Pty Ltd company name cannot be the same as an existing limited company]

Class of proprietary company (tick box):

limited by shares or unlimited with a share capital

Identical to any State* registered business name:

Is the proposed company name identical, or effectively identical (disregarding things such as the name-ending elements, punctuation, spacing, plurals, singular) to any State* registered business name already 'owned' by you or the client?

Yes
 No

(* different to an Australian Business Number—ABN)

If yes, then please provide the following State business name registration details:

State registered business name(s):

State registered business No.(s):

States or Territories of registration:

Registered office:

Building name (if any) : _____ Level : _____

Street address : _____

Suburb: _____ State: _____ P/code: _____

Company to occupy premises:

Will the company occupy these premises? (tick box)

If the company **will not** occupy the premises, then please note the name of the business occupying the registered office address:

Yes
 No

Occupier:

Proposed principal place of business:

(if the same as the registered address, then write "as above")

Building name (if any) : _____ Level : _____

Street address : _____

Suburb: _____ State: _____ P/code: _____

Details of proposed company officeholder(s)/shareholder(s)

Please provide details of any officeholders (e.g., director(s) and secretary) and/or shareholders of the company. Please note an officeholder does not need to be a shareholder and vice versa.

Officeholder/ Shareholder 1

Full name: (if the shareholder is a company, include ACN)			
Trustee: (if applicable)	If the shares are to be held on trust, please list the full name(s) of the trustee and trust. Trustee: Trust:		
Full former name: (if applicable)			
Date of birth: (if an individual)	<input type="text"/>	Place of birth: (including state/country)	<input type="text"/>
Office to be held: (if applicable)	<input type="checkbox"/> Director <input type="checkbox"/> Secretary <input type="checkbox"/> Public officer		Number of shares: <input type="text"/>
Street address: (if the shareholder is a company, provide the registered office address)	Street address : _____ Suburb: _____ State: _____ P/code: _____		
Minutes:	If shares are to be held on trust by a corporate trustee, then please provide the full name(s) of director(s) of the trustee company: Directors:		

Officeholder/ Shareholder 2

Full name: (if the shareholder is a company, include ACN)			
Trustee: (if applicable)	If the shares are to be held on trust, please list the full name(s) of the trustee and trust. Trustee: Trust:		
Full former name: (if applicable)			
Date of birth: (if an individual)	<input type="text"/>	Place of birth: (including state/country)	<input type="text"/>
Office to be held: (if applicable)	<input type="checkbox"/> Director <input type="checkbox"/> Secretary <input type="checkbox"/> Public officer		Number of shares: <input type="text"/>
Street address: (if the shareholder is a company, provide the registered office address)	Street address : _____ Suburb: _____ State: _____ P/code: _____		
Minutes:	If shares are to be held on trust by a corporate trustee, then please provide the full name(s) of director(s) of the trustee company: Directors:		

Details of proposed company officeholder(s)/shareholder(s)

Officeholder/ Shareholder 3

Full name:

(if the shareholder is a company, include ACN)

Trustee:

(if applicable)

If the shares are to be held on trust, please list the **full name(s)** of the trustee and trust.

Trustee:

Trust:

Full former name:

(if applicable)

Date of birth:

(if an individual)

Place of birth:

(including state/country)

Office to be held:

(if applicable)

Director Secretary Public officer

Number of shares:

Street address:

(if the shareholder is a company, provide the registered office address)

Street address : _____

Suburb: _____ State: _____ P/code: _____

Minutes:

If shares are to be held on trust by a corporate trustee, then please provide the **full name(s)** of director(s) of the trustee company:

Directors:

Officeholder/ Shareholder 4

Full name:

(if the shareholder is a company, include ACN)

Trustee:

(if applicable)

If the shares are to be held on trust, please list the **full name(s)** of the trustee and trust.

Trustee:

Trust:

Full former name:

(if applicable)

Date of birth:

(if an individual)

Place of birth:

(including state/country)

Office to be held:

(if applicable)

Director Secretary Public officer

Number of shares:

Street address:

(if the shareholder is a company, provide the registered office address)

Street address : _____

Suburb: _____ State: _____ P/code: _____

Minutes:

If shares are to be held on trust by a corporate trustee, then please provide the **full name(s)** of director(s) of the trustee company:

Directors:

Fees

Our professional fees are as set out below.

Scope of work

Incorporation of new company

The fee for incorporating a new company will be \$600 plus GST (i.e., \$660 inclusive of GST) and outlays. ASIC charge a registration fee of \$412 to incorporate a new company. At the same time you send us this completed form, please provide us with the ASIC fee of \$412 on account of the registration fees. You can provide these funds either by—

- cheque made payable to “McMahon Clarke Legal Trust Account”, or
- direct deposit to our Trust Account at:

A/c Name : McMahon Clarke Trust Account
Bank : ANZ Bank
A/c Number : 8335 49073
BSB : 014 002
Branch : cnr Queen and Creek Streets, Brisbane, Queensland

All company documents will be provided to you on a compact disk. If you prefer to receive your documents in a company register, we can prepare this for you. If you choose to have a register prepared by us, there will be an additional fee of \$200 plus GST (i.e., \$220 inclusive of GST) and outlays. Please tick the box below if you would like a company register prepared.

Yes, please prepare a company register.

Fee agreement

Our scope of work is as indicated above.

By signing this declaration and returning this completed instruction sheet to us, you are agreeing to the fees and charges quoted above. Any consultation time with you or your adviser/s will be charged at hourly rates. As set out in this instruction sheet, any additional instructions you provide to us or additional drafting that is required will be charged at our firm's hourly rates. We will provide you with an estimate of the additional costs once we know the extent of the additional work involved.

By signing this form you warrant on your own behalf and on behalf of the parties for whom the documents will be prepared that you have read and agreed to this declaration and the instructions you have given are complete and accurate and can be relied upon by us in preparing the documents. We will not verify the accuracy of the information with you.

We need you to confirm you want us to commence work on your behalf by signing and returning this complete instruction sheet and declaration to us.

Client 1

Signature:

Name:

Date:

Client 2

Signature:

Name:

Date:

