

Instructions—incorporation of a limited company

Details of proposed company

State or territory in which the company will be registered:

VIC QLD NSW SA ACT NT TAS WA

Ultimate holding company:

At the time of registration, will the company have an ultimate holding company? If yes, please provide the following details:

Yes No

Ultimate holding company name:

ACN / ABN / ARBN:

Company name:

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

1st preference:

2nd preference:

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

Class of proprietary company (tick box):

limited by shares unlimited with a share capital
 limited by guarantee no liability company

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:

Opening hours of registered office:

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)

Please provide details of the officeholders (e.g., director, secretary) of the company. Please note a public company must have at least three directors and at least two must ordinarily reside in Australia. A public company must have at least one secretary and at least one must ordinarily reside in Australia.

Officeholder 1

Office to be held:
(if applicable)

Director Secretary Public officer

Full name:

Full former name:
(if applicable)

Date of birth:
(if an individual)

Place of birth:
(including state/country)

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

Street address : _____

Suburb: _____ State: _____ P/code: _____

Officeholder 2

Office to be held:
(if applicable)

Director Secretary Public officer

Full name:

Full former name:
(if applicable)

Date of birth:
(if an individual)

Place of birth:
(including state/country)

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

Street address : _____

Suburb: _____ State: _____ P/code: _____

Officeholder 3

Office to be held:
(if applicable)

Director Secretary Public officer

Full name:

Full former name:
(if applicable)

Date of birth:
(if an individual)

Place of birth:
(including state/country)

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

Street address : _____

Suburb: _____ State: _____ P/code: _____

Details of proposed company officeholder(s)

Officeholder 4

Office to be held:
(if applicable)

Director Secretary Public officer

Full name:

Full former name:
(if applicable)

Date of birth:
(if an individual)

Place of birth:
(including state/country)

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

Street address : _____

Suburb: _____ State: _____ P/code: _____

Officeholder 5

Office to be held:
(if applicable)

Director Secretary Public officer

Full name:

Full former name:
(if applicable)

Date of birth:
(if an individual)

Place of birth:
(including state/country)

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

Street address : _____

Suburb: _____ State: _____ P/code: _____

Officeholder 6

Office to be held:
(if applicable)

Director Secretary Public officer

Full name:

Full former name:
(if applicable)

Date of birth:
(if an individual)

Place of birth:
(including state/country)

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

Street address : _____

Suburb: _____ State: _____ P/code: _____

Note: If there are more than six officeholders, add their details in the additional space at page 9 of this booklet.

Details of proposed shareholder(s)

Please provide details of the shareholders—a company is required to have at least one member.

Shareholder 1

Full name:

Trustee:

If share are to be held on trust, then please indicate the full name of the trustee and trust.

Trustee:

Trust:

Street address:

Street address : _____

Suburb: _____ State: _____ P/code: _____

Number of shares:

Amount paid for each share:

\$

Fully paid on registration?

Yes No

If no, the amount (if any agreed to be unpaid on each share:

\$

If the shares are issued for non-cash consideration, then provide below particulars about the issue or the contract under which the shares are issued:

Beneficially owned on registration?

Yes No

Preparation of minutes:

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

Details of proposed shareholder(s)

Shareholder 2

Full name:

Trustee:

If share are to be held on trust, then please indicate the full name of the trustee and trust.

Trustee:

Trust:

Street address:

Street address : _____

Suburb: _____ State: _____ P/code: _____

Number of shares:

Amount paid for each share:

\$

Fully paid on registration?

Yes No

If no, the amount (if any agreed to be unpaid on each share:

\$

If the shares are issued for non-cash consideration, then provide below particulars about the issue or the contract under which the shares are issued:

Beneficially owned on registration?

Yes No

Preparation of minutes:

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

Details of proposed shareholder(s)

Shareholder 3

Full name:

Trustee:

If share are to be held on trust, then please indicate the full name of the trustee and trust.

Trustee:

Trust:

Street address:

Street address : _____

Suburb: _____ State: _____ P/code: _____

Number of shares:

Amount paid for each share:

\$

Fully paid on registration?

Yes No

If no, the amount (if any agreed to be unpaid on each share:

\$

If the shares are issued for non-cash consideration, then provide below particulars about the issue or the contract under which the shares are issued:

Beneficially owned on registration?

Yes No

Preparation of minutes:

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

Details of proposed shareholder(s)

Shareholder 4

Full name:

Trustee:

If share are to be held on trust, then please indicate the full name of the trustee and trust.

Trustee:

Trust:

Street address:

Street address : _____

Suburb: _____ State: _____ P/code: _____

Number of shares:

Amount paid for each share:

\$

Fully paid on registration?

Yes No

If no, the amount (if any agreed to be unpaid on each share:

\$

If the shares are issued for non-cash consideration, then provide below particulars about the issue or the contract under which the shares are issued:

Beneficially owned on registration?

Yes No

Preparation of minutes:

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

Note: If there are more shareholders, add their details in the additional space at page 9 of this booklet.

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:

