

**INSTRUCTION SHEET FOR NEW COMPANY**

**Name of Proposed Company:**

Do you require a common seal?    Yes                      No                      (this will incur an additional cost)

Is the company to have:

1. Replaceable Rules (not applicable to 1 Director/Shareholder Company) or;
2. A Constitution:-
  - (i) Ordinary shares only:
  - (ii) Alphabetical Constitution (for classes of shares with different voting rights):

Would you prefer:-

- (a) Secretarial Volume (\$55 plus GST)
- (b) Looseleaf Format (being the relevant registers, Constitution, copy ASIC forms) (\$20 plus GST)
  - if you would like the file dividers add an additional \$10 plus GST
- (c) PDF Version only (\$10 plus GST)

**DIRECTORS:**

Name:		Name:	
Former Name:		Former Name:	
Address:		Address:	
Date of Birth:		Date of Birth:	
Place of Birth (town/state/country):		Place of Birth (town/state/country):	
Number of Shares:		Number of Shares:	
Class of Shares:		Class of Shares:	
	Yes    No		Yes    No
Director		Director	
Secretary		Secretary	
Public Officer		Public Officer	
Chairman		Chairman	

If more than 2 directors please tick and notify us of all the above details additionally to this form:

**MEMBERS:**

(if not the same as above)

Name:		Name:	
Former Name:		Former Name:	
Address:		Address:	
Date of Birth:		Date of Birth:	
Place of Birth (town/state/country):		Place of Birth (town/state/country):	
Number of Shares:		Number of Shares:	
Class of Shares:		Class of Shares:	

**REGISTERED OFFICE:**

Occupier:

Address:

Principal Place of Business (if different to registered office):

**IS THE COMPANY A TRUSTEE COMPANY:**

**YES**

**NO**

If a new trust is required please complete the relevant instruction sheet and send to us. If the trust is already in existence, a Deed of Retirement and Appointment will need to be prepared. Please provide us with a copy of the Trust Deed and any variations to the trust.

**IS THE COMPANY NAME IDENTICAL TO A REGISTERED BUSINESS NAME:**

**YES**

**NO**

If your client already holds a registered business name similar to that of the required company name, please advise whether the company is to take over the business name or if it the name is to be ceased.

**IS THE COMPANY TO BE A SPECIAL PURPOSE COMPANY** (ie a superannuation trustee):

**YES**

**NO**

If a new superannuation deed is required please complete the relevant instruction sheet and forward to us. If the fund is already in existence, a Deed of Retirement and Appointment will need to be prepared. Please therefore provide us with a copy of the superannuation fund rules and any deed of variation to the fund.

**COST**

ASIC Incorporation Registration fee \$463

Our Fees \$220 (including GST)

**YOUR CONTACT DETAILS**

(name, address, number, email)

**OTHER COMMENTS / NOTES**