



NEW PROPRIETARY COMPANY INSTRUCTION SHEET

COMPANY DETAILS – proposed company names

1st Choice:

.....

2nd Choice:

.....

Please note: if the first choice is unavailable, the 2nd choice will automatically be used.

State of Incorporation:

.....

Is the company name identical to an existing business name that you are authorized to use? Yes /No

Registered Business Name (if identical to company name)

.....

State of Registration Registration Number

.....

Please Note: By completing the above section regarding the registered business name, you declare that you are either the registered owner(s) of the name or that you are authorized to make this application to register a company with that business name.

REGISTERED OFFICE

Street address (Not a PO Box)

.....State & postcode.....

Does the company occupy these premises? Yes / No

If no – please complete the following: Occupier’s Name:

Name of individual to sign occupiers consent:

PRINCIPAL BUSINESS OFFICE

Street address (not a PO Box):

.....State & postcode

SPECIAL INSTRUCTIONS

Is this Company to act as Trustee of a trust or fund? Yes / No

If yes, name of trust or fund (these details will be entered on the bank kit)

.....

Is this Company to be a Special Purpose Company? Yes / No

(Sole purpose as trustee of a Superannuation fund)

Is this Company a subsidiary of another company? Yes / No

If yes, supply name and Australian ACN/Country of Incorporation (as appropriate) of the

ultimate holding company here:

Other special instructions:

.....

.....

OFFICEHOLDERS' INFORMATION

FIRST

Last Name:

First & Middle Names

Former/Maiden Name:

Occupation

Residential Address:

DOB: / / Town/City of Birth

State/Country of Birth

Number of shares (If applicable)

Director / Secretary / Public Officer / Shareholder (Please cross out those not applicable)

SECOND

Last Name:

First & Middle Names

Former/Maiden Name:

Occupation

Residential Address:

DOB: / / Town/City of Birth

State/Country of Birth

Number of shares (If applicable)

Director / Secretary / Public Officer / Shareholder (Please cross out those not applicable)

SHAREHOLDERS

FIRST

Entity Name:ACN.....

Address

If Individual

Last Name:

First & Middle Names
Former/Maiden Name:
Occupation
Residential Address:
DOB: / / Town/City of Birth
State/Country of Birth

Number of shares

SECOND

Entity Name:ACN.....

Address

If Individual

Last Name:
First & Middle Names
Former/Maiden Name:
Occupation
Residential Address:
DOB: / / Town/City of Birth
State/Country of Birth

Number of shares

If additional shareholders/directors are required, please attach details on a separate page.

Where a company appoints a sole company director, we recommend that the director also be appointed as the company secretary to ensure that documents can be executed as per S.127 of the Corporations Act.

DIRECTOR, SECRETARY AND MEMBER CONSENTS

I consent to act as a director and/or secretary of this company and where applicable I apply for the share(s) specified above and agree to be bound by the constitution of the company.

.....
Director/Secretary
/ /

.....
Director
/ /

.....
Public Officer
/ /

.....
Shareholder
/ /

.....
Shareholder
/ /

Please note: If a company is applying for shares, the directors of that company should have resolved to authorize a director (or some other person) to sign the application for shares.

ACKNOWLEDGMENT

In placing this order I acknowledge that:

1. It is my responsibility to ensure that the information I am supplying is correct.
2. If new documents have to be prepared as a result of errors in the information a further fee will be payable.
3. Trojan Accounting is not giving legal advice in arranging for the supply of these documents and that if I require legal advice in relation to this matter that will be arranged separately.
4. The documents I will receive are in a standard form prepared by solicitors.
5. Stamp duty may apply in relation to this product. Trojan Accounting is not liable for advising on stamp duty, paying the stamp duty or arranging for lodgment of the documents for stamping.

6. The documentation for the company will be prepared on the instructions contained in this order form.

I hereby request that you set up the above named sole private company on my behalf and understand that the cost of establishment is \$1,070 which is payable prior to commencement of work by Trojan Accounting.

Signed Date / /

Name of Applicant

Phone Email

Please return completed forms to Trojan Accounting admin@trojanaccounting.com.au

PAYMENT DETAILS - \$.00

BSB: 063545

A/C: 10341452