



Patricia Holdings

Since 1968

Company Incorporations & Trust Deeds

ORDER FORM – COMPANY SECRETARIAL

Firm / Person Placing Order

Firm Name: Contact Name:
Delivery Address (no PO boxes):
Suburb: State: Postcode:.....
Phone: Email:.....

Fees

Lodge Online \$99.00 Send paper forms for signing \$121.00

New Share Certificate for either Share Issue or Share transfer:

\$16.50 (first) \$5.50 (each additional) Total number of share certificates

How Will Payment Be Made

Account number:
 Direct Deposit: BSB: 062 210 Acct. 1036 0658 (Please use the Company name as reference)
 Cheque (Must be cleared before processing and made payable to Patricia Holdings)
 Credit Card Number Expiry Date
Card Holder Name
Type of Card: MasterCard Visa Amex (NB: Amex will incur 3.03% incl. GST fee)
Signature:.....

Company Details

Company Name
A.C.N.
Registered Office
Date of Changes

Please complete the relevant sections below and before placing your order, ensure that any proposed changes are allowed by your company constitution.

NB. There is a 28 day notification period to ASIC for changes to company details. ASIC fees are payable if notification is made outside of 28 days. (If notification of a resigning director is late and the director resigning is deceased, ASIC late fees are not payable). If the changes to your company details occurred more than 6 months ago, we cannot process the request electronically. Additional costs apply, please contact us directly.

Share Issue (Form 484C)

New member's details: Full Name
A.C.N. (if company):.....
Class of Shares to be issued:.....
Number of Shares to be issued:.....
If non-beneficially held, who held in trust for:.....
Value per share (eg. \$1.00)\$.....Total value \$.....

Second New member's details: Full Name
A.C.N. (if company):.....
Class of Shares to be issued:.....
Number of Shares to be issued:.....
If non-beneficially held, who held in trust for:.....
Value per share (eg. \$1.00).....Total value

Share Transfer (Form 484C)

Shares being transferred from:
Number and Class of shares being transferred:
Shares transferred to: Full Name:.....
A.C.N. (if company):.....
Address (no PO Boxes):.....
.....
IF non-beneficially held, who held in trust for.....
.....

Shares being transferred from:
Number and Class of shares being transferred:
Shares transferred to: Full Name:.....
A.C.N. (if company):.....
Address (no PO Boxes):.....
.....
IF non-beneficially held, who held in trust for.....
.....

Conversion of Share Classes (form 211)

Existing Share Class:

New Share Class:

Number of Shares to
be converted:

Shareholder(s) this
change applies to:

Changes to Directors/Secretaries (form 484B)

Appoint/Resign Officeholder: Full Name

Residential Address:.....

.....

Date of Birth:.....

Place of Birth.....:

Please tick the appropriate boxes

Appoint Resign

Director Secretary

Appoint/Resign Officeholder: Full Name

Residential Address:.....

.....

Date of Birth:.....

Place of Birth.....:

Please tick the appropriate boxes

Appoint Resign

Director Secretary

Changes to Addresses (form 484A)

New Address for: Registered Office:.....

.....

Principal Place of Business:.....

.....



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THINGS TO KNOW

1. **NO LEGAL, FINANCIAL OR TAX ADVICE**

We do not provide legal, financial or taxation advice and therefore take no responsibility for these matters. You should consult your lawyer, financial advisor or accountant before placing an order with us.

2. **NAME ON TAX INVOICE (for Clients with Accounts)**

Please note that you are our client and tax invoices are in your name and it is you we extend credit to, not your client. We cannot and will not alter the tax invoice from you to your client *after* your order has been processed. Should you want the tax invoice in the name of your client ***please advise us beforehand*** so it is not on your account. *We shall require cleared funds in payment prior to processing your order as we do not extend credit to clients of our clients.* **The name on the tax invoice determines the debtor.**

3. **TERMS OF TRADE (for Clients with Accounts)**

We extend thirty days terms of trade to practising solicitors, financial planners and accountants but not to their clients. We require cleared funds from private clients before we process the order. See 2 above re name on Tax Invoice. Where accounts are paid after the time of order using credit card, we charge an admin fee of 2.5% (incl. GST) on Visa and MasterCard and 3.03% (incl. GST) on Amex.

Whilst most of our clients observe the 30 days terms of trade we extend, please be aware it is company policy to suspend further credit at 45 days.

4. **TERMS OF TRADE (for Private Clients)**

We require cleared funds from private clients before we process the order. American Express (subject to surcharge of 3.03% incl. GST), MasterCard and Visa (not subject to surcharges) accepted. Non-bank cheques are accepted but need to be cleared before your order is processed which may take four business days.

Level 1, 9-11 Grosvenor Street, Neutral Bay NSW 2089, P.O. Box 1714, Neutral Bay NSW 2089

T. (02) 9953 2399 / 1800 226 735 **F.** (02) 9953 4673 / 1800 817 030

E. sales@patricia.com.au **W.** www.patricia.com.au