



ORDER FORM – CONVERSION TO SOLE PERSON COMPANY

Firm / Person Placing Order

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

Fees

Conversion Lodge Online \$203.50 Send paper forms for signing \$236.50
Including Share Transfer and Conversion Lodge Online \$258.50 Send paper forms for
signing \$330.00

How Will Payment Be Made

Account number:
 Direct Deposit: BSB: 062 210 Acct. 1036 0658 (Please use your 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:.....

***Please attach a copy of the latest Company Statement from ASIC and the current Memorandum and Articles of Association or Constitution with the order form. There will be an extra charge of \$9 (current as at May 2015 and subject to change without notice) where no Company Statement is provided as we will need to do a current ASIC search of your company.**

Company Details

Company Name
A.C.N.
Registered Office
Date of Member's meeting
(to adopt the new constitution)
First Member's Name
Authorised Representative if
Shareholder is a Company
Second Member's Name
Authorised Representative if
Shareholder is a Company
Continuing Director's Name

Resigning Director

Name

Address.....

Date of Birth.....

Place of Birth.....

Is this Director also resigning as Secretary? Yes No

Deceased? Yes No If Yes, Date of Death required.....

**Resigning Secretary
(If different to above)**

Name

Address.....

Date of Birth.....

Place of Birth

Town.....State/Country.....

Deceased? Yes No If Yes, Date of Death required.....

**Appointment of New Officer
(if applicable)**

Name

Former Name.....

Address.....

Date of Birth

Place of Birth

Town.....State/Country.....

To be appointed as: Secretary Director

Share Transfer

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



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.