



## ORDER FORM – UNLISTED PUBLIC COMPANY LIMITED BY GUARANTEE

Firm / Person Placing Order		
Firm Name: .....	Contact Name: .....	
Delivery Address (no PO boxes): .....		
Suburb: .....	State: .....	Postcode:.....
Phone: .....	Email:.....	
Pursuant to Section 117 of the <i>Corporations Act 2001 (Cth)</i> , I, the undersigned, confirm and agree that: - all Directors, Secretaries and Members on this form have consented in writing to their appointments to this Company and I hold these consents; - each Member has consented in writing to guarantee the Company for the amount indicated in the order form. I appoint Patricia Holdings to sign the Application for Registration of this Company and lodge it with the Australian Securities and Investments Commission as agent on our behalf.		
Signature: .....	Name: .....	Date: .....
.....		

Proposed Company Name
1st Choice Company Name .....
2nd Choice Company Name (if 1 <sup>st</sup> unavailable) .....
Is the proposed Company Name identical to an existing Business Name? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, I declare that I hold, or am registering the Company on behalf of the holder(s) of, the existing Business Name. (NB. Holder must be an officer or member of proposed Company) ABN of the existing Business Name holder .....
State of Registration (NB: Must Complete)
<input type="checkbox"/> NSW <input type="checkbox"/> ACT <input type="checkbox"/> VIC <input type="checkbox"/> QLD <input type="checkbox"/> WA <input type="checkbox"/> SA <input type="checkbox"/> TAS <input type="checkbox"/> NT
Will your company be a Limited by Guarantee Special Purpose Not-for-profit? <input type="checkbox"/> Yes <input type="checkbox"/> No **If yes, you must provide your own constitution. Your constitution must not allow for any fees to be paid to directors and directors must approve all other types of payments made to directors.
Constitution Type
<input type="checkbox"/> Our Public Company Limited By Guarantee constitution (suitable for DGR and non DGR status).Not suitable for Special Purpose not-for-profit companies. <input type="checkbox"/> Your own constitution (please email this to us)
How Will Payment Be Made
<input type="checkbox"/> Account number: <input type="checkbox"/> Direct Deposit: BSB: 062 210 Acct. 1036 0658 (Please use your 1 <sup>st</sup> choice company name as reference) <input type="checkbox"/> Cheque (Must be cleared before processing and made payable to Patricia Holdings) <input type="checkbox"/> Credit Card Number:..... Expiry Date:..... Card Holder Name .....
Type of Card: MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> Amex <input type="checkbox"/> (NB: Amex will incur 3.03% incl. GST fee)
Signature:.....

Delivery Type	
<input type="checkbox"/> A	<input type="checkbox"/> \$992.50
<input type="checkbox"/> B	<input type="checkbox"/> \$866.00
<input type="checkbox"/> A & <input type="checkbox"/> B	<input type="checkbox"/> \$1009.00
<input type="checkbox"/> A	a quality bound Company Register with identifying dividers for easy reference and filing of compliance documents delivered to you via courier.
<input type="checkbox"/> B	a PDF version of the Company Register delivered to you via email.
Extras	
<input type="checkbox"/>	Additional bound copies of Constitution (\$5.50 each) Number of extra copies: .....
<input type="checkbox"/>	Corporate Register Software CD (\$11.00 extra)
<input type="checkbox"/>	Bank Account Kit (\$22.00 extra)
<input type="checkbox"/>	Common Seal (\$33.00 extra)

Ultimate Holding Company	
Will this Company have an Ultimate Holding Company? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, Name of Ultimate Holding Company: .....	
ACN/ABN/ARBN (if registered in Australia): .....	
Country of incorporation (if not registered in Australia) .....	

Registered Office Address (No PO Boxes)	
Address: .....	
Suburb: .....	State: ..... Postcode: .....
Will this Company occupy this address? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, Occupier's name: .....	
<input type="checkbox"/> I confirm that the Occupier has consented in writing to the use of this address as the Registered Office Address of the Company and has not withdrawn that consent (required).	

Principal Place Of Business Address (No PO Boxes)	
Address: .....	
Suburb: .....	State: ..... Postcode: .....

Proposed Opening Hours	
If not between 10am -12pm and 2pm -4pm each business day:.....	

Guarantee Amount	
\$.....(usually between \$1.00 and \$10.00)	

Objects of the Company	
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## OFFICERS AND MEMBERS DETAILS

- Must be a minimum of 3 directors (the majority of whom must reside in Australia) and at least 1 secretary who resides in Australia).
- All names must be full legal names as per Birth Certificate/Drivers Licence, no initials. Directors and Secretaries MUST also include all former given and family names s117 Corporations Act 2001 (Cth). (Members are only required to provide current given and family names).
- The First Officer will default as Chairman of the Company unless otherwise specified.
- Under the *Income Tax Assessment Act 1936* (Cth), a company must appoint a Public Officer within three months after the company commences to carry on business or derive an income in Australia.

<b>Officer/Member Details</b>	Director <input type="checkbox"/>	Secretary <input type="checkbox"/>	Public Officer <input type="checkbox"/>	Member/Subscriber <input type="checkbox"/>
*Surname/Company Name: .....	Former (if applicable):.....			
*Given Name/s /ACN: .....	Former (if applicable):.....			
Address:.....				
Suburb:.....		State:.....	Postcode:.....	
Country (if not Australia):.....				
Date of Birth:.....	Place of Birth - Town/City:.....		State/Country:.....	

<b>Officer/Member Details</b>	Director <input type="checkbox"/>	Secretary <input type="checkbox"/>	Public Officer <input type="checkbox"/>	Member/Subscriber <input type="checkbox"/>
*Surname/Company Name: .....	Former (if applicable):.....			
*Given Name/s /ACN: .....	Former (if applicable):.....			
Address:.....				
Suburb:.....		State:.....	Postcode:.....	
Country (if not Australia):.....				
Date of Birth:.....	Place of Birth - Town/City:.....		State/Country:.....	

<b>Officer/Member Details</b>	Director <input type="checkbox"/>	Secretary <input type="checkbox"/>	Public Officer <input type="checkbox"/>	Member/Subscriber <input type="checkbox"/>
*Surname/Company Name: .....	Former (if applicable):.....			
*Given Name/s /ACN: .....	Former (if applicable):.....			
Address:.....				
Suburb:.....		State:.....	Postcode:.....	
Country (if not Australia):.....				
Date of Birth:.....	Place of Birth - Town/City:.....		State/Country:.....	

<b>Officer/Member Details</b>	Director <input type="checkbox"/>	Secretary <input type="checkbox"/>	Public Officer <input type="checkbox"/>	Member/Subscriber <input type="checkbox"/>
*Surname/Company Name: .....	Former (if applicable):.....			
*Given Name/s /ACN: .....	Former (if applicable):.....			
Address:.....				
Suburb:.....		State:.....	Postcode:.....	
Country (if not Australia):.....				
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<b>Officer/Member Details</b>	Director <input type="checkbox"/>	Secretary <input type="checkbox"/>	Public Officer <input type="checkbox"/>	Member/Subscriber <input type="checkbox"/>
*Surname/Company Name: .....	Former (if applicable):.....			
*Given Name/s /ACN: .....	Former (if applicable):.....			
Address:.....				
Suburb:.....		State:.....	Postcode:.....	
Country (if not Australia):.....				
Date of Birth:.....	Place of Birth - Town/City:.....		State/Country:.....	



## THINGS TO KNOW

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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, accountant or financial advisor before placing an order with us.

2. **THE COMPANY CONSTITUTION**

If your company is to be governed by our standard Public Company Limited By Guarantee constitution or by your own constitution (the "Constitution"), the company must first adopt the Constitution by way of special resolution of the members passed either at a meeting of the members or by way of written resolution. Please be aware that under the Corporations Act 2001 (Cth) (the "Act") the Constitution will not apply to your company until such a special resolution is passed, and the Replaceable Rules in the Act will apply instead. Once your company is registered we shall provide you with a written resolution that members may use to adopt the Constitution. All members must sign the document in order for the resolution to be passed. As a Public Company, you must lodge a copy of the Constitution and the special resolution adopting the Constitution with ASIC within 14 days after it has passed.

3. **COMPANY NAME ALREADY RESERVED**

When a company name has been reserved with ASIC by you, or your client, the registration of the company may be delayed. ASIC require us to fax them a name reservation withdrawal form signed by the same applicant that signed the original reservation. This withdrawal form can be downloaded from our website or you can contact us.

4. **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* the company is incorporated. 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 incorporation as we do not extend credit to clients of our clients.* **The name on the tax invoice determines the debtor.**

5. **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 4 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.

6. **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 companies are registered at ASIC which may take four business days.