

# Patricia Holdings

## ORDER FORM – BUSINESS NAME REGISTRATION

You need an Australian Business Number (ABN) to apply for a business name. If your ABN application is still being processed, you can use the ABN application reference number provided to you by the Australian Business Register. If you use an ABN application reference number your registration will be lodged but not completed before the ABR informs ASIC that the ABN application has been approved. If the ABN application is refused, ASIC will not register the business name.

Firm / Person Placing Order	
Firm Name: .....	Contact Name: .....
Delivery Address (no PO boxes): .....	
Suburb: .....	State: ..... Postcode:.....
Phone: .....	Email:.....
By signing this form I agree that I have read and understood the terms and conditions for sale on page 4 of this document.	
Signature:.....	

Registration Period
<input type="checkbox"/> 1 year registration \$102.00 (incl GST of \$6.00 and ASIC fee of \$36.00)
<input type="checkbox"/> 3 year registration \$150.00 (incl GST of \$6.00 and ASIC fee of \$84.00)

How Will Payment Be Made
<input type="checkbox"/> Account number:
<input type="checkbox"/> Direct Deposit: BSB: 062 210 Acct. 1036 0658 (Please use Business 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 1.93% incl. GST fee)
Card Holders Signature:.....

<b>Select one of the following options:</b>
<input type="checkbox"/> The proposed business name holder has an ABN which is: .....
Or
<input type="checkbox"/> The proposed business name holder has applied for an ABN and has an ABN application reference number which is: .....

<b>First Choice Business Name:</b> .....
<b>Second Choice Business Name:</b> .....

Holder of the proposed business name	
<b>**Only complete this section if applicant is an individual</b>	
Name .....	Date of birth: .....
Country of birth: .....	State of birth: ..... Suburb of birth: .....

Email address: .....	
<b>Residential Address</b>	
Building/Property name: .....	
Floor/Level: ..... Unit/Office: .....	
Street Address: .....	
Suburb: ..... Postcode: ..... State: .....	
<b>Holder of the proposed business name</b> <b>**Only complete this section if applicant is a Company</b>	
Name ..... A.C.N.....	
<b>Representative of the holder of the business name</b> <i>In the event that the business name holder is a Trust or an Incorporated Association, you will need to appoint at least one representative who can be contacted by the public about the business.</i> <b>**Only complete this section if applicant is a Trust or Incorporated Association</b>	
<b>Individual</b>	Name:..... Date of birth: .....
	Place of birth: Town:..... State:..... Country:.....
	Email address:.....
	<b>Residential Address:</b>
	Building/Property name:.....
	Floor/Level:..... Unit:.....
	Street Address:.....
<b>OR</b>	Suburb: ..... Postcode: ..... State: .....
<b>Company</b>	ACN..... Email.....

<b>Address For Service – this is where all correspondence will be sent</b> *This will be available to the public	
Building/Property name: .....	
Floor/Level: ..... Unit/Office: .....	
Street Address: .....	
Suburb: ..... Postcode: ..... State: .....	
<b>Principal Place of Business (No PO Boxes)</b> *This will be available to the public	
Building/Property name: .....	
Floor/Level: ..... Unit/Office: .....	
Street Address: .....	
Suburb: ..... Postcode: ..... State: .....	

**Email address to be used by ASIC to send notices:**

This will not be available to the public

**Mobile phone number to be used by ASIC to send notices by SMS:**

This will not be available to the public and is NOT compulsory

.....  
.....

**Eligibility:**

The applicant must declare that the following statements are true for the applicant and for each person involved in the management of the applicant entity to determine eligibility to register a business name, including:

- If the applicant is a body corporate – each director and secretary (and their equivalents) of the body corporate;
  - If the applicant is a partnership – each partner of the partnership;
  - If the applicant is an unincorporated association of other body, each member of the committee of management of the unincorporated association or body;
  - If the applicant is a trust – each trustee of the trust.
- I am not disqualified from managing corporations under section 206B(1) of the Corporations Act 2001
- Within the last 5 years I have not been:
- convicted of, or
  - released from prison after being convicted of, and serving a term of imprisonment for, any of the criminal offences referred to in section 32(1)(c) or (d) of the Business Names Registration Act 2011

**Things to be aware of:**

Read and tick all the boxes:

- Registering a business name does not give the holder exclusive name rights. The holder may be subject to legal action for using a business name that has the potential to mislead the public.
- The holder may be inadvertently infringing someone else’s trade mark with the proposed business name. Choosing a business name that infringes an existing trade mark can be a costly exercise – it could mean hefty legal bills, drawn out disputes and even the closure of the business. That is why it’s so important to undertake a trade mark (TM) check. Visit IP Australia to search trademarks.
- A holder that is part of a franchise needs consent from the franchise owner to use the business name. Visit the Franchise Council of Australia for more information about franchises.
- The holder should check for any state or territory business licences that may be required. Get tailored information about government-related licences, registrations and permits at the Australian Business Licence and Information Service (ABLIS).
- The holder may want to register a domain name in addition to the business name. For more information and to search for available domain names before applying for a business name see the Australian Domain Name Administrator (AUDA).
- The privacy notice on ASIC Connect explains how they collect and disseminate the information provided in this application.

**Declaration:**

I hereby declare that:

- I am the applicant or I am the applicant’s lawyer or accountant and the applicant has given me the authority to authorise Patricia Holdings to lodge this application.
- This application is submitted under, and is compliant with, the terms and conditions of the ASIC Electronic Lodgement Protocol ([www.asic.gov.au/asic/asic.nsf/byheadline/Electronic+Lodgement+Protocol?openDocument](http://www.asic.gov.au/asic/asic.nsf/byheadline/Electronic+Lodgement+Protocol?openDocument))
- To the best of my knowledge, the information supplied in this application is complete and accurate (it is an offence to provide false or misleading information to ASIC).

I hereby authorise Patricia Holdings Pty. Limited to lodge this application and make the above declarations on my behalf:

Signed: .....

# Patricia Holdings

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

### 2. TERMS OF TRADE (FOR CLIENTS WITH ACCOUNTS)

We extend thirty days terms of trade to approved practising solicitors, financial planners and accountants, but not to their clients. We require cleared funds from private clients before we process the order (see clauses 5 and 6 below regarding name on Tax Invoice). 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. You will be liable for any debt recovery expenses relating to the payment of your account.

### 3. TERMS OF TRADE (FOR PRIVATE CLIENTS)

We require cleared funds from private clients before we process the order. We accept payment via credit card (see clause 7 below for surcharge information), bank transfer and cheque. Funds sent by bank transfer or cheque will need to be cleared before orders are processed which may take up to four business days.

### 4. NAME ON TAX INVOICE

Please note that if you are our client and tax invoices are in your name, 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 order is 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 as we do not extend credit to clients of our clients. The name on the tax invoice determines the debtor.

### 5. CREDIT CARD SURCHARGE

Where accounts are paid after the time of order using credit card, we charge an admin fee of 0.87% (incl. GST) on Visa and MasterCard, and 1.93% (incl. GST) on Amex. For accounts paid at the time of ordering, we charge an admin fee of 1.93% on Amex only. Visa and MasterCard will not be subject to fees.

### 6. REFUNDS

Products and services supplied by us are created to meet the specific requirements of each purchaser and/or client. We provide products and services that cannot be re-sold to another purchaser or client. As a result of this, we do not provide refunds for products or services supplied in good faith according to the request of the purchaser or client.

### 7. RETURNS

If the product or service is returned/referred back to us due to an error on the part of the purchaser or client, and we have complied with the original instructions and directions of the purchaser/client, we reserve the right to levy an additional charge that fairly reflects the time and expertise required to amend the error. We are not responsible for any error or loss due to a purchaser/client's mistake or misunderstanding of the Law.