PatriciaHoldings

ORDER FORM – COMPANY SECRETARIAL

We will notify ASIC of changes made to the Company through lodgement of a Form 484 and prepare the Minutes relevant to the changes.

Firm / Person Placing Order

Firm Name: ..... Contact Name: .....

Delivery Address (no PO boxes): .....

Suburb: ..... State: ..... Postcode:.....

Phone: ..... Email:.....

Fees

☐ Up to 2 changes on the 484 - $198.00

☐ More than 2 changes on the 484 - $POA (generally $22 each change thereafter)

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 ☐

Signature:.....

Company Details

Company Name	.....
A.C.N.	.....
Registered Office	.....
Date of Changes	.....
Signatory & Chairperson	.....

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).

☐ Changes to Addresses (form 484A)	
New Address for:	☐ Use Patricia Holdings address for $220 p.a. SUITE 2, LEVEL 1 9-11 GROSVENOR ST NEUTRAL BAY NSW 2089 Registered Office:…… …… Principal Place of Business:…… ……

Pursuant to Section 201D (Director Appointments) and/or 204C (Secretary Appointments) and/or 231B of the *Corporations Act 2001 (Cth)*, 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;

Signed: Name: Date:

…… …… ……

☐ 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

☐ Share Issue (Form 484C)	
New Member's details:	Full Name:..... A.C.N. (if company):..... Address: ..... Class: Number: Value: (per share) $..... Fully Paid: Yes / No Beneficially held: Yes / No
Second New Member's details:	Full Name:..... A.C.N. (if company):..... Address: .... Class: Number: Value: (per share) ¢ Fully Paid: Yes / No Beneficially held: Yes / No
☐ Share Transfer (Form 484C)	
Transferor: Share Class: **Transferee:**	.... Number: ..... Value: (per share) $..... Full Name: ..... A.C.N. (if company):..... Address (no PO Boxes):..... ..... Fully Paid: Yes / No Beneficially held: Yes / No
Transferor: Share Class: **Transferee**	.... Number: ..... Value: (per share) $..... Full Name: ..... A.C.N. (if company):..... Address (no PO Boxes):..... ..... Fully Paid: Yes / No Beneficially held: Yes / No

PatriciaHoldings

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 3 and 4 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 also 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 5 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 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. 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.

6. RETURNS

If the product or service is returned/referred 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.