

# Patricia Holdings

## ORDER FORM – CHANGE OF COMPANY NAME

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

Without Company Seal  \$538.00 With Company Seal  \$593.00

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

Company Details
Proposed New Company Name:.....
If the proposed new company name is currently registered as a business name, we require a copy of the Business Registration Certificate. If the name is reserved by yourself, we require a completed name reservation withdrawal form (available on our website).
Current Name of Company :.....
A.C.N. :.....
Registered Office:.....
All Members' Names (In full) for Company Resolution (Please name the Authorised Representative if Member is a Company ) ..... ..... .....
Name of Officer to sign ASIC Form 205:.....
Position of Officer signing ASIC Form 205: <input type="checkbox"/> Director <input type="checkbox"/> Secretary

# Patricia Holdings

## 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. 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 either email them a name reservation withdrawal letter signed by the same applicant that signed the original reservation, or to provide them with the details of the reservation including the document number and expiry date of the reservation. For a template of the letter, please contact us.

### 3. 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 4 and 5 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.

### 4. 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 6 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.

### 5. 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.

### 6. 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.

### 7. 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.

### 8. 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.