

# Patricia Holdings

## ORDER FORM – COMPANY TITLE PROPERTY (HOME UNIT)

Firm / Person Placing Order	
Firm Name: .....	Contact Name: .....
Delivery Address (no PO boxes): .....	
Suburb: .....	State: ..... Postcode:.....
Phone: .....	Email:.....
<p>Pursuant to Section 117 of the <i>Corporations Act 2001 (Cth)</i>, I, the undersigned, confirm and agree that:</p> <ul style="list-style-type: none"><li>- all Directors, Secretaries and Members on this form have consented in writing to their appointments to this Company and I hold these consents;</li><li>- each Member has consented in writing to subscribe to the number and class of Shares at the price indicated in the order form (including the amounts paid and unpaid) and also indicated in writing whether those Shares will or will not be beneficially owned by the relevant proposed Member.</li></ul> <p>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. By signing this form I also agree that I have read and understood the terms and conditions of sale on page 4 of this document.</p> <p>Signature: ..... Name: ..... Date: .....</p>	

Proposed Company Name
<b>1st Choice Company Name</b> .....
<b>2nd Choice Company Name</b> (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 .....
<b>State of Registration</b> (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
<b>Constitution Type</b> <input type="checkbox"/> Our Company Title Property (Home Unit) constitution <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     Visa     Amex  (NB: Amex will incur 1.93% incl. GST fee)

Card Holders Signature:.....

<b>Company Type</b>	<input type="checkbox"/> Proprietary
<b>Delivery Type</b>	
<input type="checkbox"/> A <input type="checkbox"/> \$1,621.00	
<input type="checkbox"/> B <input type="checkbox"/> \$1,450.50	
<input type="checkbox"/> A & B <input type="checkbox"/> \$1,643.00	
<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.
<b>Extras</b>	
<input type="checkbox"/>	Additional bound copies of Constitution (\$22.00 each) Number of extra copies: .....
<input type="checkbox"/>	Black Deluxe Folder (\$44.00 extra)
<input type="checkbox"/>	Bank Account Kit (PDF \$27.50 extra; Courier \$33.00 extra)
<input type="checkbox"/>	Common Seal (\$88.00 extra)

<b>Ultimate Holding Company</b>	
Will this Company have an Ultimate Holding Company?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ultimate Holding Company Name:	.....
ACN/ABN/ARBN (if registered in Australia):	.....
Country of incorporation:	.....

<b>Registered Office Address (No PO Boxes)</b>	
<input type="checkbox"/>	Use Patricia Holdings address (\$341.00 p.a. extra) SUITE 2, LEVEL 1 9-11 GROSVENOR ST NEUTRAL BAY NSW 2089
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).

<b>Principal Place Of Business Address (No PO Boxes)</b>	
Address:	.....
Suburb:	.....
State:	.....
Postcode:	.....

Property Details
Full Address of Property:.....
Folio Identifier Number:.....
Please provide D.A. Approved plan of the building to be inserted into the Constitution.

Lot Entitlement Table			
Shareholder's name (if known at this time)	Ordinary share number	Share group number	Lot & /or Utility lot to which entitled

The Constitution defines the following as being:

**'Share group'** means a group of ordinary shares, consecutively numbered, which gives the holder thereof the rights pursuant to the Constitution in respect of a particular Lot in the Building;

**'Lot'** means a Home Unit or a Utility Lot and shall have the same meaning as a "lot" as defined in the Strata Act for the relevant state as if the plans set out in the Constitution constituted a floor plan for the purposes of that Act, and the manner of division of the Building in accordance with that plan constituted a strata scheme for the purpose of that Act and all other terms set out in that Act including the definition of "lot" had the meanings defined under that Act;

**'Utility Lot'** means a Lot (if any) in the Building described in the plans set out in the Constitution as either a garage, car space, or storeroom and designated by a number in such plans.

### OFFICERS AND MEMBERS DETAILS

- 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).
- 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"/> Chairperson <input type="checkbox"/> Secretary <input type="checkbox"/> Public Officer <input type="checkbox"/>			
Shareholder/Member <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:.....
Class of Share:.....	Number of Shares:.....		
Price Paid Per Share: (usually \$1.00) \$.....		Fully Paid? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are Shares beneficially held? <input type="checkbox"/> Yes or <input type="checkbox"/> No, the beneficial owner is:.....			

<b>Officer/Member Details</b> Director <input type="checkbox"/> Chairperson <input type="checkbox"/> Secretary <input type="checkbox"/> Public Officer <input type="checkbox"/>			
Shareholder/Member <input type="checkbox"/>			

\*Surname/Company Name: ..... Former (if applicable):.....  
 ..... Former (if applicable):.....  
 \*Given Name/s /ACN: .....  
 .....  
 Address:.....  
 Suburb:..... State:..... Postcode:.....  
 Country (if not Australia):.....  
 Date of Birth:..... Place of Birth - Town/City:..... State/Country:.....  
 Class of Share:..... Number of Shares:.....  
 Price Paid Per Share: (usually \$1.00) \$..... Fully Paid?  Yes  No  
 Are Shares beneficially held?  Yes or  No, the beneficial owner is:.....

**Officer/Member Details** Director  Chairperson  Secretary  Public Officer   
 Shareholder/Member   
 \*Surname/Company Name: ..... Former (if applicable):.....  
 ..... Former (if applicable):.....  
 \*Given Name/s /ACN: .....  
 .....  
 Address:.....  
 Suburb:..... State:..... Postcode:.....  
 Country (if not Australia):.....  
 Date of Birth:..... Place of Birth - Town/City:..... State/Country:.....  
 Class of Share:..... Number of Shares:.....  
 Price Paid Per Share: (usually \$1.00) \$..... Fully Paid?  Yes  No  
 Are Shares beneficially held?  Yes or  No, the beneficial owner is:.....

# 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. THE COMPANY CONSTITUTION

If your Company is to be governed by one of our standard Constitutions 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 provide you with a written resolution that Members may use to adopt the Constitution.

### 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 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. We provide a template reservation withdrawal letter which can be downloaded [here](#).

### 4. 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 also be liable for any debt recovery expenses relating to the payment of your account.

### 5. 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.

### 6. 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.

### 7. 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.

### 8. 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.

### 9. 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.

Level 1, 9-11 Grosvenor Street, Neutral Bay NSW 2089, P.O. Box 1714, Neutral Bay NSW 2089  
**T.** (02) 9953 2399 / 1800 226 735 **E.** [sales@patricia.com.au](mailto:sales@patricia.com.au)  
**W.** [www.patricia.com.au](http://www.patricia.com.au)