

Patricia Holdings

ORDER FORM – SHARE CANCELLATION

Firm / Person Placing Order

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

Fees

Lodgement P.O.A.

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 (NB: Amex will incur 1.93% incl. GST fee)
Signature:.....

Company Details

Company Name
A.C.N.
Registered Office
Date of Changes

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).

Share Cancellation (Form 484C)

Full Name
Current member's A.C.N. (if company):.....

details:

Date of Cancellation:.....

Class of Shares to be cancelled:.....

Number of Shares to be cancelled:.....

If non-beneficially held, who held for:.....

Value per share (eg. \$1.00)\$.....Total value \$.....

Cancellation Provision (*Corporations Act 2001*):

Redeemable preference shares, redeemed out of profits (S.254J-P)

Redeemable preference shares, redeemed out of a fresh issue (S.254J-I)

Form 2560 also required

Capital reduction Single Shareholder Co. (S.256A-S.256E-S)

Capital reduction Multiple Shareholder Co. (S.256A-S.256E-M)

Share buy-back Minimum holding buy back (SS.257H(3)-M)

Share buy-back Other buy back type (SS.257H(3)-O)

Form 280 or 281 also required

Forfeited Shares (S.258D)

Shares returned to the company, under Section 651C. 742(2) (SS.258E(2))

Shares returned to the company, under Section 1325A (court order) (SS.258E(3))

Other

Section:.....

Description:.....

Authorised
Signatories
(Directors):

Name:.....

Name:.....

Name:.....

Name:.....

Name:.....

Name:.....

Chairperson:

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 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 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 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.

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