

## COMPANY REGISTRATION CHECKLIST – Limited by Guarantee (LBG)

Outlined below is a checklist of the information needed to complete a Company Registration application.

### COMPANY DETAILS

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- Preferred company name (or you may use the A.C.N. as the company name)
- If the company name is identical to a registered business name you will need to provide the ABN of the business name holder or the business name identifier if the name was registered prior to 28<sup>th</sup> May 2012
- If the company name has been reserved, you will need to provide a signed name reservation withdrawal letter signed by the applicant of the initial reservation form
- Will the company act as a special purpose, not-for-profit company?
- State of registration
- Registered office address (must be located in Australia; PO boxes are not acceptable)
- The occupier of the registered office (if not the company) name and consent (in writing)
- Principal place of business (where the primary business activities will take place; PO boxes are not acceptable)

### OFFICEHOLDER DETAILS

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- Full name
- Residential address
- Date of birth
- Place of birth (town and state)
- Office held – Director, Secretary or Public Officer  
NB: This company type requires a minimum of  
3 Directors (of which the majority reside in Australia)  
1 Secretary (at least one must reside in Australia)

### MEMBER DETAILS

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- Full Name
- A.C.N. if company
- Address
- Amount of Members Guarantee (each)

If you have any questions about this list, please contact our friendly staff on 02 9953 2399.