

**THE COMPANY PEOPLE PTY LTD**

Tel: 1800 039 061

Website: www.thecompanypeople.com.au

**LEVEL 1, 5 CASTLES DRIVE  
TORQUAY VICTORIA 3228**

Fax: 1800 633 644

email: admin@thecompanypeople.com.au

**Firm Name:**

**Contact Name:**

**Address:**

We draw your attention to the Section 117 of the Corporations Act 2001 that a company must first receive written consent from a person before appointing them as a Director and/or Secretary. We are proceeding with the registration on the assumption that you have the proper authority to instruct us.

1. Proposed name of Company: \_\_\_\_\_

2. Company Type:

- Standard Pty Ltd  
 Limited by Guarantee  
 Public Unlisted  
 Special Purpose Superannuation Trustee  
 Other \_\_\_\_\_

3. State of Registration: \_\_\_\_\_

4. Is this identical to a Registered Business Name?: Yes / No

If Yes: **I DECLARE** that I make this application for the company name AS or ON BEHALF of, and with the authority of, all the registered owner(s) of the above identical business name(s).

**Signature(s):**

**Print Name(s):**

**Date:**

5. Registered Office Address

Address (No PO Box) Include Suite/Level: \_\_\_\_\_  
\_\_\_\_\_

6. Does the company occupy these premises: Yes / No

If No : The occupier of the premises has consented in writing to the use of the specified address as the address of the registered office of the company and has not withdrawn that consent.

7. Principal Place of Business (If same as Registered Office Address – put 'As Above')

Address (No PO Box) Include Suite/Level: \_\_\_\_\_  
\_\_\_\_\_

8. Will the company have an Ultimate Holding Company: Yes / No

If yes :  
Name of Ultimate Holding Company: \_\_\_\_\_

Registered Office Address: \_\_\_\_\_  
\_\_\_\_\_

COMPANY ORDER FORM – Page 2 of 3

9. DIRECTORS, OFFICERS & SHAREHOLDERS\*

\*If there are Corporate Shareholders please include ACN and Registered Office Address

\* Please refer to the attached Appendix 1 'Guide to Shares' for share class definitions

|   |  |              |                    |                    |        |                    |        |
|---|--|--------------|--------------------|--------------------|--------|--------------------|--------|
| Full Name (No Initials)                                     | _____  |              |                    |                    |        |                    |        |
| Former Name: (if applicable)                                | _____  |              |                    |                    |        |                    |        |
| Residential Address:  | _____<br>_____   |              |                    |                    |        |                    |        |
| Date of birth:  | _____ town of birth _____ & country/state of birth _____ |              |                    |                    |        |                    |        |
| Director  | Yes/No   | Secretary    | Yes/No             | Public officer     | Yes/No | Shareholder/Member | Yes/No |
| If Shareholder:   | No. of Shares:   | Share Class: | Value (per share): | Beneficially Held: | Yes/No |                    |        |
| If <u>not</u> beneficially held - Name of Trust (optional): |  |              |                    |                    |        |                    |        |

|   |  |              |                    |                    |        |                    |        |
|---|--|--------------|--------------------|--------------------|--------|--------------------|--------|
| Full Name (No Initials)                                     | _____  |              |                    |                    |        |                    |        |
| Former Name: (if applicable)                                | _____  |              |                    |                    |        |                    |        |
| Residential Address:  | _____<br>_____   |              |                    |                    |        |                    |        |
| Date of birth:  | _____ town of birth _____ & country/state of birth _____ |              |                    |                    |        |                    |        |
| Director  | Yes/No   | Secretary    | Yes/No             | Public officer     | Yes/No | Shareholder/Member | Yes/No |
| If Shareholder:   | No. of Shares:   | Share Class: | Value (per share): | Beneficially Held: | Yes/No |                    |        |
| If <u>not</u> beneficially held - Name of Trust (optional): |  |              |                    |                    |        |                    |        |

|   |  |              |                    |                    |        |                    |        |
|---|--|--------------|--------------------|--------------------|--------|--------------------|--------|
| Full Name (No Initials)                                     | _____  |              |                    |                    |        |                    |        |
| Former Name: (if applicable)                                | _____  |              |                    |                    |        |                    |        |
| Residential Address:  | _____<br>_____   |              |                    |                    |        |                    |        |
| Date of birth:  | _____ town of birth _____ & country/state of birth _____ |              |                    |                    |        |                    |        |
| Director  | Yes/No   | Secretary    | Yes/No             | Public officer     | Yes/No | Shareholder/Member | Yes/No |
| If Shareholder:   | No. of Shares:   | Share Class: | Value (per share): | Beneficially Held: | Yes/No |                    |        |
| If <u>not</u> beneficially held - Name of Trust (optional): |  |              |                    |                    |        |                    |        |

|   |  |              |                    |                    |        |                    |        |
|---|--|--------------|--------------------|--------------------|--------|--------------------|--------|
| Full Name (No Initials)                                     | _____  |              |                    |                    |        |                    |        |
| Former Name: (if applicable)                                | _____  |              |                    |                    |        |                    |        |
| Residential Address:  | _____<br>_____   |              |                    |                    |        |                    |        |
| Date of birth:  | _____ town of birth _____ & country/state of birth _____ |              |                    |                    |        |                    |        |
| Director  | Yes/No   | Secretary    | Yes/No             | Public officer     | Yes/No | Shareholder/Member | Yes/No |
| If Shareholder:   | No. of Shares:   | Share Class: | Value (per share): | Beneficially Held: | Yes/No |                    |        |
| If <u>not</u> beneficially held - Name of Trust (optional): |  |              |                    |                    |        |                    |        |

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) and submit as part of this order

**10. Declaration**

**I confirm that I am authorised by the proposed directors, officers and shareholders to instruct you to register this company.**

|                      |                      |              |
|----------------------|----------------------|--------------|
| <b>Signature(s):</b> | <b>Print Name(s)</b> | <b>Date:</b> |
|----------------------|----------------------|--------------|

**11. Company Constitution**

- I would like the constitution supplied by 'The Company People Pty Ltd' for this company
- Please use the constitution emailed by me to you ([admin@thecompanypeople.com.au](mailto:admin@thecompanypeople.com.au)) for this company

**12. Confirmation of order and Payment Details**

|                                  |              |
|----------------------------------|--------------|
| <b>Standard Pty Ltd Company:</b> | <b>\$836</b> |
| <b>Public Unlisted:</b>          | <b>\$913</b> |
| <b>Limited by Guarantee:</b>     | <b>\$848</b> |

I, (print name ) .....

confirm that the persons/corporations named above have consented to act in the capacity shown.

Payment for the company and/or other services will be as indicated below:

- Cheque enclosed \$
- Please debit my account - I understand that my firm/company will be liable to you for payment. I confirm that I am authorised to place this order on behalf of my firm/company.
- Please charge \$    for this purchase to the following credit card account:  
 Mastercard     Visa

Card Number   |\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|     Expiry Date...../.....

Cardholder name.....

Address.....

**Authorised Signatory\***.....

\* If payment is by credit card - signatory **must** be the cardholder. If by debit on trading account signatory to be authorised to sign on behalf of firm /company (available to approved clients only).

## COMPANY ORDER FORM – Appendix 1 – Guide to shares

**The following is an extract from clause 6 of our standard Company constitution that defines the available share classes. This only applies if you are using our company constitution.**

### 6. CAPITAL

The capital of the Company shall be divided into shares of various classes as below:

- Ordinary Shares
- “A” Class Shares
- “B” Class Shares
- “C” Class Shares
- “D” Class Shares
- “E” Class Shares
- “F” Class Shares

- 6.1 The ordinary, “A” Class and “B” Class shares shall entitle the holder or holders of those shares to receive dividends and to receive notice of meetings and shall confer upon any holder of those shares when present in person or by proxy or by attorney at any general meeting of the Company the right to cast one (1) vote upon a show of hands and upon a poll to cast one (1) vote for each share held.
- 6.2 The “C” Class and “D” Class shares carry no voting rights and shall entitle the holder or holders to receive such non-cumulative dividends as the Directors may from time to time determine and as the Company may from time to time declare.
- 6.3 6.3.1 The “E” Class shares shall be preference shares and shall carry no voting rights whatsoever.
- 6.3.2 The “E” Class shares shall entitle the holder or holders to receive such non-cumulative dividends as the Directors may from time to time determine and to receive such repayment of capital from time to time as the Directors may determine, to participate in a distribution of surplus assets and profits to such extent as the Directors may from time to time determine, to receive such cumulative and non-cumulative dividends as the Directors may from time to time determine, shall be entitled to receive the dividends applicable to the shares in preference to all other shareholders and shall upon a winding up of the Company receive a repayment of capital in priority to all other shareholders.
- 6.4 6.4.1 The “F” Class shares shall be redeemable preference shares and shall carry no voting rights.
- 6.4.2 The “F” Class shares shall confer on the owners of such shares the right to payment of such non-cumulative dividends as the Directors of the Company may from time to time determine and as the Company may in accordance with these Rules determine.
- 6.4.3 The Company shall have the right at any time or from time to time to redeem such of the “F” Class shares as the Directors may from time to time determine at a price that shall be equal to the price at which the shares were sold to the shareholder who first acquired the same from the Company provided however that if upon the sale of the shares by the Company to the original holder, the share script shall specify a date upon which the shares may be redeemed then the shares shall at the Company’s option be redeemed on that date. Any redemption shall be effected by notice in writing to the holders of the shares to be redeemed such notice to be given in accordance with these Rules and each notice shall be accompanied by the Company’s cheque bank draft or money order for the amount payable to the holder of the shares to be redeemed.
- 6.4.4 Any redeemable preference shares not redeemed by the date (if any) stated on the share script for redemption shall not after that date be redeemable.