

THE COMPANY PEOPLE

THE COMPANY PEOPLE PTY LTD <i>Tel: 1800 039 061</i> Website: www.thecompanypeople.com.au	Level 1, 5 Castles Drive TORQUAY Victoria 3228 <i>Fax: 1800 633 644</i> email: admin@thecompanypeople.com.au
FIRM/PERSON PLACING ORDER	
Firm Name:	Contact Name:
Address:	
Phone:	Fax:

PLEASE SUPPLY ONE CONVERSION TO SINGLE DIRECTOR COMPANY

Please include a copy of your last Annual Statement or Memorandum and Articles of Association.

Company Name _____

A.C.N. _____

Registered Office Address _____

CONTINUING DIRECTOR/SECRETARY

Full name of Director: _____

Residential Address: _____

Date of Birth: _____ Place of Birth: _____ Country of Birth: _____

Is the continuing Director also the Current Secretary? **Yes/No**

If "No" will he now become the Secretary? **Yes/No**

RETIRING OFFICERS

1. Full name _____

Residential address : _____

Date of Birth: _____ Place of Birth: _____ Country of Birth: _____

Is the retiring Director also retiring as Secretary? **Yes/No**

Is the retiring Director also transferring their shares? **If so how many and what class?**

2. Full name _____

Residential address : _____

Date of Birth: _____ Place of Birth: _____ Country of Birth: _____

Is the retiring Director also retiring as Secretary? **Yes/No**

Is the retiring Director also transferring their shares? **If so how many and what class?**

WARNING: HAVE YOU CONSIDERED CAPITAL GAINS TAX AND STAMP DUTY IMPLICATIONS

If there are further Directors, Officers or Shareholders please photocopy and submit as part of your order .

