

## PAPSON LEGAL – NEW COMPANY

### ORDER INFORMATION

Name of Firm: \_\_\_\_\_

Name of Person who completed this form: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Tick this box if you would like the documentation in hard copy (we will charge a small postage disbursement on top of our usual fee)

### COMPANY INFORMATION

Company name (1st preference) \_\_\_\_\_

Company name (2nd preference) \_\_\_\_\_

Is the proposed company name identical to a registered business name? Y  N

If yes, then list business name details below

Registered Business Name: \_\_\_\_\_ State of Issue \_\_\_\_\_

Registration number or ABN: \_\_\_\_\_

Is the company's sole purpose to be a trustee of an SMSF? Y  N

(If yes, then the ongoing annual fee to ASIC will be reduced)

### COMPANY ADDRESSES

Registered Office of Company: \_\_\_\_\_

Does the company occupy the premises Y  N

If No, then what company occupies this address: \_\_\_\_\_

If No, then provide name of person to sign occupier's consent \_\_\_\_\_

Principal Place of Business of Company: \_\_\_\_\_

(or tick here  if principal place of business is same as registered office)

## OFFICEHOLDERS

**IMPORTANT NOTE** about officeholders. All officeholders must consent to their appointment as an officeholder. This is a strict requirement under the *Corporations Act 2001* (Cth). In order for Papson Legal to proceed with the company registration, one of the following two options must be completed.

**1.** Check the following box to indicate that the person completing this form has obtained relevant consents from officeholders of their prospective appointments, and authorises Papson Legal to be the company's agent for registration.

**OR 2.** Have all officeholders sign the form below to consent to their appointment. A copy of the original is fine.

### Officeholder 1

Director

Secretary

Public Officer:

Full name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Town/City of Birth: \_\_\_\_\_ State of Birth: \_\_\_\_\_

Country of Birth (if born overseas): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Number of Shares \_\_\_\_\_ Amount paid per share (usually \$1) \_\_\_\_\_

Fully Paid Shares: Y  or amount paid \_\_\_\_\_ Share Class: ORDINARY\*\*

Are Shares to be held on Trust? Y  N  If Yes, then provide the name of the entity held on trust for? \_\_\_\_\_

*I consent to my appointment as a director, secretary and shareholder (as applicable) of the company, and authorise Papson Legal to be the company's agent for registration.*

Signed – officeholder 1: \_\_\_\_\_

### Officeholder 2

Director

Secretary

Public Officer:

Full name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Town/City of Birth: \_\_\_\_\_ State of Birth: \_\_\_\_\_

Country of Birth (if born overseas): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Number of Shares \_\_\_\_\_ Amount paid per share (usually \$1) \_\_\_\_\_

Fully Paid Shares: Y  or amount paid \_\_\_\_\_ Share Class: ORDINARY\*\*

Are Shares to be held on Trust? Y  N  If Yes, then provide the name of the entity held on trust for? \_\_\_\_\_

*I consent to my appointment as a director, secretary and shareholder (as applicable) of the company, and authorise Papson Legal to be the company's agent for registration.*

Signed – officeholder 2: \_\_\_\_\_

Officeholder 3

Director  Secretary  Public Officer:

Full name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Town/City of Birth: \_\_\_\_\_ State of Birth: \_\_\_\_\_

Country of Birth (if born overseas): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Number of Shares \_\_\_\_\_ Amount paid per share (usually \$1) \_\_\_\_\_

Fully Paid Shares: Y  or amount paid \_\_\_\_\_ Share Class: ORDINARY\*\*

Are Shares to be held on Trust? Y  N  If Yes, then provide the name of the entity held on trust for? \_\_\_\_\_

*I consent to my appointment as a director, secretary and shareholder (as applicable) of the company, and authorise Papson Legal to be the company's agent for registration.*

Signed – officeholder 3: \_\_\_\_\_

Officeholder 4

Director  Secretary  Public Officer:

Full name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Town/City of Birth: \_\_\_\_\_ State of Birth: \_\_\_\_\_

Country of Birth (if born overseas): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Number of Shares \_\_\_\_\_ Amount paid per share (usually \$1) \_\_\_\_\_

Fully Paid Shares: Y  or amount paid \_\_\_\_\_ Share Class: ORDINARY\*\*

Are Shares to be held on Trust? Y  N  If Yes, then provide the name of the entity held on trust for? \_\_\_\_\_

*I consent to my appointment as a director, secretary and shareholder (as applicable) of the company, and authorise Papson Legal to be the company's agent for registration.*

Signed – officeholder 4: \_\_\_\_\_

## **ADDITIONAL SHAREHOLDERS (WHO ARE NOT OFFICEHOLDERS)**

### Additional Shareholder 1

Full name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Town/City of Birth: \_\_\_\_\_ State of Birth: \_\_\_\_\_

Country of Birth (if born overseas): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Number of Shares \_\_\_\_\_ Amount paid per share (usually \$1) \_\_\_\_\_

Fully Paid Shares: Y  or amount paid \_\_\_\_\_ Share Class: ORDINARY\*\*

Are Shares to be held on Trust? Y  N  If Yes, then provide the name of the entity held on trust for? \_\_\_\_\_

*I consent to my appointment as a shareholder (as applicable) of the company, and authorise Papson Legal to be the company's agent for registration.*

Signed – Additional Shareholder 1: \_\_\_\_\_

### Additional Shareholder 2

Full name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Town/City of Birth: \_\_\_\_\_ State of Birth: \_\_\_\_\_

Country of Birth (if born overseas): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Number of Shares \_\_\_\_\_ Amount paid per share (usually \$1) \_\_\_\_\_

Fully Paid Shares: Y  or amount paid \_\_\_\_\_ Share Class: ORDINARY\*\*

Are Shares to be held on Trust? Y  N  If Yes, then provide the name of the entity held on trust for? \_\_\_\_\_

*I consent to my appointment as a shareholder (as applicable) of the company, and authorise Papson Legal to be the company's agent for registration.*

Signed – Additional Shareholder 2: \_\_\_\_\_

## ADDITIONAL NOTES

\*\* Share Class: ORDINARY.

The default share class for Papson Legal's companies is ordinary shares. These shares have the following features.

- Equal rights to voting
- Equal rights to dividends
- Equal rights to capital on windup of the company

Our experience is that these features are appropriate for the majority of companies.

For SMSFs, our constitution ensures that the ORDINARY share class is slightly modified to meet all superannuation compliance law requirements (and also qualify the company for a lower annual ASIC fee, if eligible).

If you require any changes to the ORDINARY share class, then please contact our office to discuss.

Are there any additional instructions with this order? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Once you have completed this form, please return it to Papson Legal by post (PO Box 1147, Armadale North, Victoria 3143) or email [legal@papsonlegal.com.au](mailto:legal@papsonlegal.com.au). Please contact our office on (03) 9078 4430 or email us if you require further assistance.*