

New company instruction sheet

Please forward your completed order form to us by:

Fax: 07 3007 9270 or

Email: tanya.bolzan@paxton-hall.com.au

Company detail

Name of company:

1st Preference

2nd Preference

**Has the company name
been reserved?**

YES / NO

Registered office:

Business name exist:

YES / NO

**Principal place of
business:**

Postal address

Company seal required

YES / NO

Please note:

A proprietary company must have at least one director, but does not need to have a secretary. The director and secretary (if any), must ordinarily reside in Australia.

A public company must have at least three (3) directors. At least two (2) directors must ordinarily reside in Australia.

A public company must have at least one (1) secretary. At least one (1) of them must ordinarily reside in Australia.

Every company must have at least one member (shareholder).

First officer details

Full name

Residential Address
(PO Box not allowed)

Previous surname (if any)

Date of birth:

Place of birth

Position held:

 Director Secretary Shareholder

Type of shares

 Ordinary A shares Other _____

No. of shares

_____ Amount per share \$ _____

Second officer details

Full name

Residential Address
(PO Box not allowed)

Previous surname (if any)

Date of birth:

Place of birth

Position held:

 Director Secretary Shareholder

Type of shares

 Ordinary A shares Other _____

No. of shares

_____ Amount per share \$ _____

Third officer details

Full name

Residential Address
(PO Box not allowed)

Previous surname (if any)

Date of birth:

Place of birth

Position held:

 Director Secretary Shareholder

Type of shares

 Ordinary A shares Other _____

No. of shares

_____ Amount per share \$ _____

Your contact details

Name	_____
Firm Name	_____
Address	_____

Telephone No	_____
Email:	_____

Accountant

Name	_____
Firm Name	_____

Address	_____

Telephone No	_____
Fax No.	_____
Email:	_____