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<b>NEW COMPANY</b>		<i>Please complete all details in block letters</i>
Firm ordering:		
Person ordering:		
Street address:		
Postal address (if different):		
Phone:	Email:	
Tick here <input type="checkbox"/> if we are to invoice the fund's trustee (otherwise, our invoice will be made out to the person ordering)		
Documents will be delivered by email as PDF files	Tick here <input type="checkbox"/> for hardcopy delivery (fee applies) Tick here <input type="checkbox"/> if you want a ring binder	

MANDATORY FIELDS

<b>COMPANY NAME</b>	
1st Proposed company name:	
2nd Proposed company name:	
<b>Tip:</b> you can check availability of a company name at <a href="http://www.connectonline.asic.gov.au">www.connectonline.asic.gov.au</a> .	
Is the company name identical to an existing Business name that you are authorised to use? Yes <input type="checkbox"/> No <input type="checkbox"/> If 'yes' is selected, you make the relevant declaration on page 3.	
Registered Business Name:	(identical to company name)
Registration Number or ABN (if applicable):	

MANDATORY FIELDS

<b>REGISTERED OFFICE</b>
Address (not a PO Box):
Does the company occupy these premises? Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, name of firm that is the occupier:

MANDATORY FIELDS

<b>PRINCIPAL BUSINESS ADDRESS</b>	
Tick here <input type="checkbox"/> if same as registered office	
Address (not a PO Box):	
Will company only act as trustee of SMSF? (If yes, substantially reduced annual ASIC fee applies. If 'yes' is selected, you make the relevant declaration on page 3.)	Yes <input type="checkbox"/> No <input type="checkbox"/>

DBA assumes that the company's state/territory of registration is to be same as the registered office. If this assumption is incorrect, please specify on the special instructions field on page 3.

Please carefully read important notes and declarations on page 3.

**DETAILS OF DIRECTORS, SECRETARIES & SHAREHOLDERS**

1. Full name:		3. Full name:	
Former name:†		Former name:†	
Home address:		Home address:	
Date of birth:		Date of birth:	
Place of birth: <i>Town</i> :		Place of birth: <i>Town</i> :	
<i>State</i> :	<i>Country</i> :	<i>State</i> :	<i>Country</i> :
Please tick as many as applicable: <i>Director</i> <input type="checkbox"/> <i>Secretary</i> <input type="checkbox"/> <i>Shareholder</i> <input type="checkbox"/>		Please tick as many as applicable: <i>Director</i> <input type="checkbox"/> <i>Secretary</i> <input type="checkbox"/> <i>Shareholder</i> <input type="checkbox"/>	
No of shares:	Share class (see p 3):	No of shares:	Share class (see p 3):
Amount per share (if not \$1):		Amount per share (if not \$1):	
If shares held on trust, trust name:		If shares held on trust, trust name:	
I consent to act as director* and secretary* and apply for share(s) specified above* and agree to be bound by the company's constitution. I appoint DBA to be my agent for purposes of registration. (The person/firm ordering makes the declaration on page 3.)		I consent to act as director* and secretary* and apply for share(s) specified above* and agree to be bound by the company's constitution. I appoint DBA to be my agent for purposes of registration. (The person/firm ordering makes the declaration on page 3.)	
<i>Sign</i> :‡		<i>Sign</i> :‡	
2. Full name:		4. Full name:	
Former name:†		Former name:†	
Home address:		Home address:	
Date of birth:		Date of birth:	
Place of birth: <i>Town</i> :		Place of birth: <i>Town</i> :	
<i>State</i> :	<i>Country</i> :	<i>State</i> :	<i>Country</i> :
Please tick as many as applicable: <i>Director</i> <input type="checkbox"/> <i>Secretary</i> <input type="checkbox"/> <i>Shareholder</i> <input type="checkbox"/>		Please tick as many as applicable: <i>Director</i> <input type="checkbox"/> <i>Secretary</i> <input type="checkbox"/> <i>Shareholder</i> <input type="checkbox"/>	
No of shares:	Share class (see p 3):	No of shares:	Share class (see p 3):
Amount per share (if not \$1):		Amount per share (if not \$1):	
If shares held on trust, trust name:		If shares held on trust, trust name:	
I consent to act as director* and secretary* and apply for share(s) specified above* and agree to be bound by the company's constitution. I appoint DBA to be my agent for purposes of registration. (The person/firm ordering makes the declaration on page 3.)		I consent to act as director* and secretary* and apply for share(s) specified above* and agree to be bound by the company's constitution. I appoint DBA to be my agent for purposes of registration. (The person/firm ordering makes the declaration on page 3.)	
<i>Sign</i> :‡		<i>Sign</i> :‡	

† See 'Former and maiden names' on page 3 ‡ See 'Signed consents legally required before registration' on page 3

**OTHER SHAREHOLDER (if entity is not an officeholder)**

Name:	Address:		
No of shares:	Share class (see p 3):	Amount per share (if not \$1):	
If shares held on trust, trust name:			
I apply for share(s) specified above and agree to be bound by the company's constitution. I appoint DBA to be my agent for purposes of registration. (See p 3 if copy signed by shareholder is not provided to DBA.)			<i>Sign</i> :

## SPECIAL INSTRUCTIONS

Note that DBA is not licensed to provide financial product advice under the *Corporations Act 2001* (Cth).

## IMPORTANT NOTES

**Declaration — company name identical to registered business name:** The person/firm ordering declares as follows: *I declare that I own, or am registering the company for the owner(s) of the identical business name(s), the registration of which are listed.*

**Declaration — company only acts as trustee of SMSF:** The person/firm ordering declares as follows: *I declare that this company is a special purpose company as defined under regulation 3 of the [Corporations \(Review Fees\) Regulations 2003](#) (Cth).*

**Declaration — signed consents legally required before registration:** The *Corporations Act 2001* (Cth) ('CA') requires that directors, secretaries and shareholders provide their signed written consent before registration. You must also arrange for the person who occupies the registered office to consent in writing to the use of the premises (unless the company is the occupier, eg, owner or lessee, of the registered office). Failure to do so is an offence. The obligation to obtain the consents is on the person ordering. The person/firm ordering declares and instructs ASIC that:

*I apply for registration of a company on the basis of the information in this form and any attachments. I have the necessary written consents and agreements referred to in the application concerning the member and officeholders and I shall give the consents and agreements to the company after the company becomes registered. The information provided in this application and in any annexures is true and correct.*

Please retain the original order form including any consents and only send DBA a copy. If you send DBA an original consent, DBA takes it that you have retained another original consent. The original consent must be provided to the company that is to be registered.

**Former and maiden names:** The CA requires that directors and secretaries provide their former names upon registration. If no former name is specified, you instruct ASIC that the person has no former name.

### Shareholding — rights of each share class:

	Right to vote	Right to dividends	Right to repayment of share price on winding-up	Right to distribution of surplus assets on winding-up
SMSF <sup>1</sup>	✓			
Ordinary	✓	✓	✓	✓
Limited	✓	✓	✓	
Guardian <sup>2</sup>	✓	✓	✓	
Capital Share		✓	✓	✓

1. SMSF shares are not required to be issued for the company to qualify as a 'sole purpose company' (the constitution contains appropriate provisions to ensure the company qualifies). However, issuing SMSF shares reinforces the special requirements for qualifying as a sole purpose SMSF company and assists in ensuring these are not inadvertently breached.

2. Guardian Shares can be an effective planning tool but careful consideration should be given prior to issuing Guardian Shares. Where one or more Guardian Shares have been issued, this affects the ability of shareholders and directors to make decisions. (Broadly, Guardian Shareholders must be present at meetings and must consent to any decision before it can be passed.)

Under this company's constitution shareholders' rights to vote at meetings are linked to the number of voting shares they hold. Therefore, the shareholding ultimately determines control of the company (such as decisions to remove and appoint directors, as well as management of the company's activities, including the management of any SMSF or trust of which it is trustee). This should be considered before deciding how many shares to issue and to whom, and what share class.

One ordinary share for each director will be issued if no shareholder or other share class is instructed.