

## **Extra fee applies unless ordered online**

Unless documents are ordered online at <https://online.dbalawyers.com.au/login>, an extra fee applies per suite of documents (See <https://www.dbalawyers.com.au/dba-price-list/>).

For a tutorial video see <https://www.dbalawyers.com.au/online-ordering>

When ordering online you receive a quicker turn around and many other benefits, with no compromise on quality.

Order online to receive priority service at <https://online.dbalawyers.com.au/login>

CONSTITUTION UPDATE		<i>Please complete all details in block letters</i>
Firm ordering (if applicable):		
Person ordering:		
Street address:		
Postal address (if different):		
Phone:	Email:	
Tick here <input type="checkbox"/> if we are to invoice the company (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	

COMPANY DETAILS
Company name:
ACN:

PROVIDE INFO/DOCUMENTS
Please provide the following: <ul style="list-style-type: none"> <li>a copy of the current constitution which is dated (dd/mm/yyyy):</li> <li>a copy of the latest ASIC company statement</li> </ul>

DIRECTORS	
D1	Full name:
D2	Full name:
D3	Full name:
D4	Full name:

SHAREHOLDERS	
Full name:	D1? <input type="checkbox"/>
Full name:	D2? <input type="checkbox"/>
Full name:	D3? <input type="checkbox"/>
Full name:	D4? <input type="checkbox"/>

## IMPORTANT ADDITIONAL INFORMATION WE MIGHT NEED

We will proceed on the basis that all directors and shareholders of the company are willing and able to sign documents *in person*. If this is not the case, you should notify us at the outset. Additional attendances required by DBA because;

- shareholders cannot sign in person are outside the scope of upgrade of this service; and
- if any shareholder of the company is itself a company, we will proceed on the basis that you will ensure a proxy/body corporate representative is nominated properly and according to the company's constituent documents.

If you require DBA to draft these or review documents prepared by others, you should contact us first to ascertain whether extra fees apply. See <http://www.dbalawyers.com.au/> for further information.

## SPECIAL INSTRUCTIONS

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