

APPOINTMENT OF DIRECTOR		Please complete all details in block letters
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)	

COMPANY DETAILS	You can provide the Company's latest ASIC annual review form instead of completing the current company details below and then complete form on page 2
Company name:	
ACN:	
Registered office:	
If company was registered through DBA, provide DBA reference (matter number): _____ : _____	
If company is trustee of an SMSF/trust, specify the SMSF/trust's name:	

CURRENT DIRECTORS, SECRETARIES & SHAREHOLDERS			
1. Full name:		2. Full name:	
Home address:		Home address:	
Please tick as applicable: Director <input type="checkbox"/> Secretary <input type="checkbox"/> Shareholder <input type="checkbox"/>		Please tick as applicable: Director <input type="checkbox"/> Secretary <input type="checkbox"/> Shareholder <input type="checkbox"/>	
No of shares:	Share class:	No of shares:	Share class:
If shares held on trust, trust name:		If shares held on trust, trust name:	
3. Full name:		4. Full name:	
Home address:		Home address:	
Please tick as applicable: Director <input type="checkbox"/> Secretary <input type="checkbox"/> Shareholder <input type="checkbox"/>		Please tick as applicable: Director <input type="checkbox"/> Secretary <input type="checkbox"/> Shareholder <input type="checkbox"/>	
No of shares:	Share class:	No of shares:	Share class:
If shares held on trust, trust name:		If shares held on trust, trust name:	

**DETAILS OF EACH NEW DIRECTOR/SECRETARY TO BE APPOINTED**

1. Full name:

2. Full name:

Home address:

Home address:

Please tick as applicable:

Director ☐ Secretary ☐

Please tick as applicable:

Director ☐ Secretary ☐

3. Full name:

4. Full name:

Home address:

Home address:

Please tick as applicable:

Director ☐ Secretary ☐

Please tick as applicable:

Director ☐ Secretary ☐

We assume each new director/secretary is at least 18 years old and is not a \*disqualified person.

**SPECIAL INSTRUCTIONS**

Note that DBA is not licensed to provide financial product advice under the *Corporations Act 2001* (Cth). We do not complete or lodge any ASIC or government forms or notifications.

\*The *Corporations Act 2001* (Cth) ('CA') requires that a person who is disqualified from managing corporations under Part 2D.6 may only be appointed as a director of a company if the appointment is made with permission granted by ASIC under section 206F or leave granted by the Court under section 206G of the CA.