

RESIGNATION OF DIRECTOR/SECRETARY		<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)	

COMPANY DETAILS
You can provide the Company's latest ASIC extract instead of completing the current company details below and then proceed to complete the form on page 2.
Company name:
ACN:
Registered office:
If company was ordered by DBA, provide DBA reference (matter number): _ _ _ _ _
If company is trustee of an SMSF/trust, specify the SMSF/trust's name:

CURRENT DIRECTORS, SECRETARIES & SHAREHOLDERS					
D1	Full name:		D2	Full name:	
Home address:			Home address:		
Please tick as many as applicable: Director <input type="checkbox"/> Secretary <input type="checkbox"/> Shareholder <input type="checkbox"/>			Please tick as many as applicable: Director <input type="checkbox"/> Secretary <input type="checkbox"/> Shareholder <input type="checkbox"/>		
No of shares:		Share class:	No of shares:		Share class:
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:		
D3	Full name:		D4	Full name:	
Home address:			Home address:		
Please tick as many as applicable: Director <input type="checkbox"/> Secretary <input type="checkbox"/> Shareholder <input type="checkbox"/>			Please tick as many as applicable: Director <input type="checkbox"/> Secretary <input type="checkbox"/> Shareholder <input type="checkbox"/>		
No of shares:		Share class:	No of shares:		Share class:
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:		

DETAILS OF DIRECTOR/SECRETARY TO BE RESIGNED

Full name:

D1? ☐

Full name:

D2? ☐

Home address:

Home address:

No of shares:

Share class:

No of shares:

Share class:

If shares held on trust, trust name:

If shares held on trust, trust name:

Full name:

D3? ☐

Full name:

D4? ☐

Home address:

Home address:

No of shares:

Share class:

No of shares:

Share class:

If shares held on trust, trust name:

If shares held on trust, trust name:

SPECIAL INSTRUCTIONS

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