



# AJML GROUP

PUBLIC ACCOUNTANTS & TAX AGENTS

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SYDNEY NSW 2000  
PO Box A2518  
SYDNEY SOUTH NSW 1235

## PLEASE TICK/HIGHLIGHT WHERE APPLICABLE

### Client Contact Details (who should be contacted for further details)

Company .....

Contact ..... Email .....

Delivery Address (no PO Box) .....

Phone ..... Fax .....

## INSTRUCTION OF COMPANY INCORPORATION

### Company Structure

- Original Member Company
- Shelf Company

- Pty Limited
- Public – Listed
- Public – Non-Listed
- Limited by Guarantee

### Company Status (optional)

- Superannuation
- Home Unit
- Charitable purposes only

### Common Seal

- Rubber Common Seal
- Self Adhesive Common Seal
- No Seal

### State of Incorporation

- NSW
- QLD
- SA
- WA
- TAS
- ACT
- VIC
- NT

### Business Name

State:

BN Number (where applicable):

## COMPANY DETAILS

Preferred Company Name .....

Has this name already been reserved?  Yes  No If yes, name of person/co. reserved by.....

Registered Office .....

Does the owner occupy these premises  Yes  No if no, the occupier is.....

Principal Place of Business .....

**OFFICE HOLDERS AND MEMBERS**

Name ..... Date of Birth .....

ACN (if company) ..... State and Country of Birth .....

Address ..... Country .....

Suburb ..... State ..... Postcode .....

**Please tick/highlight where applicable:**  Director  Secretary  Chairman  Public Officer  Member

If a member, please complete the following: Class of Shares ..... No. of Shares ..... Total Value .....

Are the shares beneficially held?  Yes  No If no, who is the beneficial owner? .....

---

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Does the company require an Auditor?  Yes  No If yes, Name .....

Address .....

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**DIRECTORS CONSENT**

The Directors have consented in writing to be Directors for the purposes of incorporating an Original Member Company and have asked Corporate Express to act as agents for the sole purpose of incorporation.

**Signed by:**

Print name ..... Signature .....

## Details and information required to incorporate a company in Australia

### 1. Company name

- If you have reserved the company name, please attach a copy of the ASIC reservation advice.
- If you own identical business name, please provide the registration no. and state.
- Please provide company name – the name availability is checked on ASIC website.
- Please note words such as trustee, trust and offensive words cannot be part of a company name.
- Your new ACN can be your company name eg A.C.N 000 111 222 Pty Limited

### 2. State of incorporation

- Please choose a state

### 3. Addresses of registered office and principal place of business

- Please provide street addresses in Australia. Post office addresses will not be accepted.
- Registered office address is where your corporate register will be kept. Therefore it can be at office address of your accountant or solicitor.

### 4. Officeholders – Directors and Secretaries

- At least 1 director must reside in Australia
- Please provide full name. Initials will not be accepted.
- Please provide street addresses. Post office addresses will not be accepted.
- Please provide the city and country of birth. If born in Australia, please provide the city and state.
- The appointment of a company secretary is optional. At least 1 secretary must reside in Australia. However, if more than two directors are appointed, the appointment of a company secretary is advisable.
- For public companies, 3 directors and 1 secretary must be appointed. At least 2 directors and 1 secretary must reside in Australia.

### 5. Public officer

- This is an appointment under taxation legislation
- Please provide full name. Initials will not be accepted.
- A person can be appointed as director, secretary and public officer or can be just appointed as a public officer.

### 6. Member and capital

- If the member is a person, please provide full name. Initials will not be accepted.
- If the member is an Australian company, please provide company name, ACN and registered office address.
- The minimum requirement is 1 share.
- Please provide class of shares eg Ordinary shares, A class shares.
- Please advise if these shares are to be held beneficially or not.

### 7. Financial year end – Public Company ONLY

- Please provide the year end date of the financial year

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**CONSENT TO ACT AS DIRECTOR**

1. I hereby consent to act as a director of the company called.....

2. For the purposes of sections 201D and 201L of the Corporations Act 2001, I give notice of the following personal details:

a. Full Name:

Address:

Position Held:

Former Names:

Date of Birth:

Place of Birth:

3. In accordance with section 191 of the Corporations Act 2001, I declare that I am an officer or member of the undermentioned bodies corporate and/or firms, and should be regarded as interested in any contract which may be made with any such body corporate or firm:

Name

Name and Extent of Interest

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4. In accordance with section 191 of the Corporations Act 2001, I declare that I am directly or indirectly interested in the following contracts or proposed contracts with the company:-

Name	Name and Extent of Interest
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(Note: if general notice is given in paragraph 3 above, paragraph 4 need not be completed if the contract or proposed contract is with a body corporate or firm mentioned in paragraph 3).

5. I hold the following offices or possess the undermentioned property whereby duties or interests might be created directly or indirectly in conflict with my duties or interests as a director of the company:

Office or Property	Nature, Character and Extent of conflict
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6. I am not entitled to have an alternative address substituted for my usual residential address in accordance of the Corporations Act 2001.

SIGNED .....

DATED

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