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www.corporateexpress.com.au

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admin@corporateexpress.com.au

Name on card: \_\_\_\_\_  
 Card Number: \_\_\_\_\_  
 Expiry Date: \_\_\_\_\_ \$835.00  
 Signature: \_\_\_\_\_

Disclaimer - We do not provide legal, accounting or stamp duty advice and therefore take no responsibility for your taxation, legal or other liabilities which may arise from the work we perform on your instructions. We urge you to first obtain legal and accounting advice in relation to your affairs and in particular this transaction.

**Company Incorporation Order Form – Limited by Guarantee**

**TICK WHERE APPLICABLE**

**For Outsourcing Clients:**

Annual Reviews to be prepared by Corporate Express?       Yes       No

**Your Details** (who should be contacted for further details)

By completing this form you agree to the trading terms and conditions of Corporate Express found on [www.corporateexpress.com.au](http://www.corporateexpress.com.au) and acknowledge that Corporate Express will act as the lodging agent for all ASIC forms relating to this order.

Name/Company/Firm ..... Referred by .....

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

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

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

**Company Structure**       Public – Limited by Guarantee (\$827.00)  
 Not for Profit only – (Appropriate for DGR status if required)

**Common Seal**       Rubber Common Seal  
 Self Adhesive Common Seal  
 No Seal

**State of Incorporation**       NSW       SA       TAS       VIC  
 QLD       WA       ACT       NT

**Name and number of prior association if any** .....

**Date of current financial year end** .....

**COMPANY DETAILS**

Preferred Company Name .....

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

Registered Office .....

Will the company occupy these premises?       Yes       No      if no, the occupier is.....

Principal Place of Business .....

**OFFICE HOLDERS AND MEMBERS**

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

ACN ..... Place of Birth .....

Address ..... Country/State .....

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

**Please Tick where applicable:**     Chairperson    Director     Secretary     Public Officer    Member

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

ACN ..... Place of Birth .....

Address ..... Country/State .....

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

**Please Tick where applicable:**     Chairperson    Director     Secretary     Public Officer    Member

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Address ..... Country/State .....  
Suburb ..... State ..... Postcode .....

**Please Tick where applicable:**     Chairperson     Director     Secretary     Public Officer     Member

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**Name of Auditor?** Name .....

Address .....

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**Additional Information**

Please provide us with a copy of the proposed objects of the company.

The proposed number of members of the Board of Directors including office-bearers is .....

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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 agent for the sole purpose of incorporation.

**Signed by:**

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

**Standard terms**

**Please note our Constitutions for Limited by Guarantee Companies contain the following rules:**

The amount of guarantee payable by a member on a winding-up is \$10.00 (clause 11(b))

Two members form a quorum for the purpose of a general meeting (clause 27(c) and clause 28)

The number of members required to demand a poll at any general meeting is five (clause 31(b))

Two directors form a quorum for the purpose of a directors meeting (clause 56)

The office-bearers of the company are the president, vice president and the honorary treasurer. Other members of the board are referred to as directors.

All office-bearers and other members of the board must be members of the company.

Should you require any changes to these standard terms please provide details below.

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## 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

- 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.
- 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. Members

- 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.

### 7. Financial year end –

- Please provide the year end date of the financial year

## Disclaimer

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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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