**Shelf Company Order**

**Person ordering**

|  |  |  |
| --- | --- | --- |
| Name: | |  |
| Firm: | | Member Number: |
| Phone: |  | Email: |

**Payment details**

Please select products you require and provide credit card details for payment.

|  |  |  |  |
| --- | --- | --- | --- |
| Shelf Company | **POA** | The fee will include an estimate of ASIC fees | |
| Hard copy documents (Bound and delivered) | **$110** | | |
| Slimline (documents in presentation box) | **$66** | Company Seal | **$45** |

|  |  |  |  |
| --- | --- | --- | --- |
| On Account\* | Visa | Mastercard | Amex |
| Card Holder Name: | | | |
| Credit Card Number: | | | |
| Expiry Date:       / | | Authorised Card Signature: | |

Shelf Companies may incur ASIC late fees which depend on your chosen transfer date. We will provide you with an estimate of ASIC fees when ordering. Note that this will be an estimate only and actual fees may be higher or lower. You are responsible for all ASIC fees incurred regardless of the estimate.

All prices include GST, and the documents will be sent to the nominated email address in PDF format.

Note that our staff will call you to request the CVV when payment is processed.

\*To pay on account you must have a current On Account agreement with Docscentre.

**Company Details**

|  |  |  |
| --- | --- | --- |
| Company name: |  | |
| Date for transfer of control: | /       / |  |

**Please complete all details in legible handwriting and provide full legal names.**

**Return completed form to info@docscentre.com.au**



**Shelf Company Order**

**New Registered Office**

|  |  |  |  |
| --- | --- | --- | --- |
| Street address: |  | | |
| (not a PO BOX) |  | State: | Postcode: |
| Will the new company occupy these premises? | | Yes | No |
| If no, please complete the following - | |  |  |
| Occupiers Name: |  |  |  |
| Name of individual to sign occupiers’ consent: | | | |

**New Principal Business Office**

|  |  |  |  |
| --- | --- | --- | --- |
| Street address: |  |  |  |
| (not a PO BOX) |  | State: | Postcode: |

**Officer and shareholder details \***if there is not enough space, please add further pages.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Individual 1 – Must be a director** | | | | | |
| Last Name: |  | | | | |
| First & Middle Names: |  | | | Former Name: | |
| Residential Address: |  | | |  |  |
|  |  | | | State: | Postcode: |
| **Officer details** | | | | | |
| Office held: | | Director | | Secretary | Public Officer |
| Date of Birth: | /       / | | | Town/City of Birth: | |
| State/country of birth: | | | | |  |
| **Shareholder details** | | | | | |
| Number of shares: | | | | Share Class (if not ordinary): | |
| Amount paid per share (if not $1): $ | | | Amount owing per share  Nil  Other (please specify): $ | | |
| Shares are held: | Beneficially | | | | |
|  | Jointly (Please provide names): | | | | |
|  | Non-beneficially (Please provide trust name): | | | | |

**Additional parties (if a company), please go to page 4**

**Shelf Company Order**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Individual 2** | | | | | |
| Last Name: |  | | | | |
| First & Middle Names: |  | | | Former Name: | |
| Residential Address: |  | | | | |
|  |  | | | State: | Postcode: |
| **Officer details** | | | | | |
| Office held: | | Director | | Secretary | Public Officer |
| Date of Birth: | /       / | | | Town/City of Birth: | |
| State/country of birth: | | | | |  |
| **Shareholder details** | | | | | |
| Number of shares: | | | | Share Class (if not ordinary): | |
| Amount paid per share (if not $1): $ | | | Amount owing per share  Nil  Other (please specify): $ | | |
| Shares are held: | Beneficially | | | | |
|  | Jointly (Please provide names): | | | | |
|  | Non-beneficially (Please provide trust name): | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Individual 3** | | | | | |
| Last Name: |  | | | | |
| First & Middle Names: |  | | | Former Name: | |
| Residential Address: |  | | | | |
|  |  | | | State: | Postcode: |
| **Officer details** | | | | | |
| Office held: | | Director | | Secretary | Public Officer |
| Date of Birth: | /       / | | | Town/City of Birth: | |
| State/country of birth: | | | | |  |
| **Shareholder details** | | | | | |
| Number of shares: | | | | Share Class (if not ordinary): | |
| Amount paid per share (if not $1): $ | | | Amount owing per share  Nil  Other (please specify): $ | | |
| Shares are held: | Beneficially | | | | |
|  | Jointly (Please provide names): | | | | |
|  | Non-beneficially (Please provide trust name): | | | | |



**Shelf Company Order**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Individual 4** | | | | | |
| Last Name: |  | | | | |
| First & Middle Names: |  | | | Former Name: | |
| Residential Address: |  | | | | |
|  |  | | | State: | Postcode: |
| **Officer details** | | | | | |
| Office held: | | Director | | Secretary | Public Officer |
| Date of Birth: | /       / | | | Town/City of Birth: | |
| State/country of birth: | | | | |  |
| **Shareholder details** | | | | | |
| Number of shares: | | | | Share Class (if not ordinary): | |
| Amount paid per share (if not $1): $ | | | Amount owing per share  Nil  Other (please specify): $ | | |
| Shares are held: | Beneficially | | | | |
|  | Jointly (Please provide names): | | | | |
|  | Non-beneficially (Please provide trust name): | | | | |

**Company Shareholder 1 -** if there is not enough space, please add further pages.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company Name: |  | | | |
| ACN: |  | |  | |
| Address: |  | | | |
|  |  | | State: | Postcode: |
| Number of shares: | | | Share Class (if not ordinary): | |
| Amount paid per share (if not $1): $ | | Amount owing per share  Nil  Other (please specify): $ | | |
| Shares are held: | Beneficially | | | |
|  | Non-beneficially (Please provide trust name): | | | |



**Shelf Company Order**

**Company Shareholder 2 -** if there is not enough space, please add further pages.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company Name: |  | | | |
| ACN: |  | |  | |
| Address: |  | | | |
|  |  | | State: | Postcode: |
| Number of shares: | | | Share Class (if not ordinary): | |
| Amount paid per share (if not $1): $ | | Amount owing per share  Nil  Other (please specify): $ | | |
| Shares are held: | Beneficially | | | |
|  | Non-beneficially (Please provide trust name): | | | |

**Additional Instructions (if any) - attach additional sheets if more space required.**

|  |
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