

**Company Registration Order Form**



**Company Structure  
(Pty Ltd or Special purpose company)**

**Please choose an option:**

- PTY LTD     PTY.LTD     PTY LIMITED     PTY. LIMITED  
 PROPRIETARY LTD     PROPRIETARY LIMITED

**Special Purpose Companies**

- Superannuation trustee

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**State of Incorporation**

- NSW     SA     TAS     VIC  
 QLD     WA     ACT     NT

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Intended business activities for the new company? \_\_\_\_\_

Will the new company be a trustee of a trust? \_\_\_\_\_

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**COMPANY DETAILS**

Preferred Company Name \_\_\_\_\_

Has the company name already been reserved?  Yes     No    If yes, please provide the reservation number \_\_\_\_\_

Registered Office Address \_\_\_\_\_

*(If not using QS address)*

Will the company occupy these premises?

- Yes  
 No    if no, who is the occupier: \_\_\_\_\_

Principal Place of Business \_\_\_\_\_

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**Corporate Services to be appointed as ASIC Agent?**

- Yes     No

**OFFICE HOLDERS AND MEMBERS**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

ACN \_\_\_\_\_ Place of Birth \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

**Please tick the positions applicable:**  Director  Secretary  Chairman  Public Officer  Member

If you ticked member, please complete the following:

Class of Shares. \_\_\_\_\_ No. of Shares \_\_\_\_\_ Value per Share \_\_\_\_\_

Shares beneficially held  Yes  No

If no, please provide beneficial owner details: \_\_\_\_\_

Shares fully paid  Yes  No

If no, please state the amount paid per share: \_\_\_\_\_

If the member is a company, please provide the name(s) of the signing officer(s) \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

ACN \_\_\_\_\_ Place of Birth \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

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\_\_\_\_\_

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Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

ACN \_\_\_\_\_ Place of Birth \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

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Does the company require an Auditor?  Yes  No

Auditor Name \_\_\_\_\_

Auditor Address \_\_\_\_\_

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Tax Registrations? (\$110 incl GST) \_\_\_\_\_

Please circle the tax registrations required: ABN TFN GST PAYG

Hard copy in a deluxe folder posted to you? (\$150 per copy)  Yes  No

If yes, how many copies? \_\_\_\_\_

**Declaration:**

I declare that the information provided in this form is true and correct. I declare that I am authorised to provide you instructions to complete this transaction.

Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

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**By completing this form, you acknowledge that Qorporate Services will act as the lodging agent for all forms to be lodged with ASIC relating to this order.**

**EMAIL THIS FORM TO: [enquiries@qorporateservices.com](mailto:enquiries@qorporateservices.com)**

**If this company is to be a trustee of a new trust, please complete a trust form.**

Disclaimer - Qorporate Services does not provide accounting, financial, legal or stamp duty advice. We do not take responsibility for your legal, taxation or other liabilities which may arise from the work we complete from your instructions. We advise you to first obtain legal and accounting advice in relation to your affairs and this transaction.