

## PTY LTD COMPANY ORDER FORM FOR A SINGLE DIRECTOR COMPANY

Proposed Company Detail			
Required company name:			
2 <sup>nd</sup> choice name:			
State or territory of Incorp:		Seal <input checked="" type="checkbox"/> No	Binder Colour <input checked="" type="checkbox"/> Black
Registered Office:			
Will company occupy this office:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No – if no then occupiers name	
Principal place of business:			
Ultimate Holding Company:	Name:	ACN:	

Officer and Member details – Note: 1 <sup>st</sup> officer will default as chairman and public officer of company				
Surname:				
Given names:				
Address:				
Suburb:				
State:		Postcode:	Country:	
Director:	<input checked="" type="checkbox"/> Yes	Place of Birth:	Date of Birth	/ /
Secretary:	<input checked="" type="checkbox"/> Yes			
Shareholder:	<input checked="" type="checkbox"/> Yes	Class of share: ORD	Number of shares:	
Beneficial owner:	<input checked="" type="checkbox"/> Yes			

Member details – Note: 1 <sup>st</sup> officer will default as chairman and public officer of company				
Surname:				
Given names:				
Address:				
Suburb:				
State:		Postcode:	Country:	
Director:	<input checked="" type="checkbox"/> No	Place of Birth:	Date of Birth	/ /
Secretary:	<input checked="" type="checkbox"/> No			
Shareholder:	<input checked="" type="checkbox"/> Yes	Class of share: ORD	Number of shares:	
Beneficial owner:	<input checked="" type="checkbox"/> Yes			

<b>Member details</b> – Note: 1 <sup>st</sup> officer will default as chairman and public officer of company				
Surname:				
Given names:				
Address:				
Suburb:				
State:		Postcode:	Country:	
Director:	<input checked="" type="checkbox"/> No	Place of Birth:	Date of Birth	/ /
Secretary:	<input checked="" type="checkbox"/> No			
Shareholder:	<input checked="" type="checkbox"/> Yes	Class of share: ORD	Number of shares:	
Beneficial owner:	<input checked="" type="checkbox"/> Yes			
<b>Member details</b> – Note: 1 <sup>st</sup> officer will default as chairman and public officer of company				
Surname:				
Given names:				
Address:				
Suburb:				
State:		Postcode:	Country:	
Director:	<input checked="" type="checkbox"/> No	Place of Birth:	Date of Birth	/ /
Secretary:	<input checked="" type="checkbox"/> No			
Shareholder:	<input checked="" type="checkbox"/> Yes	Class of share: ORD	Number of shares:	
Beneficial owner:	<input checked="" type="checkbox"/> Yes			
<b>Payment by Credit Card</b>				
Credit Card Number: _____				
Name on Credit Card: _____				
Credit Card Expiry Date:            Month: _____ Year: _____				
CVV Number _____ (On the back of the card in the signature strip, following the full card number)				
Payment Amount: _____				
Note All Credit Card Payment are made via Stratapay Pty Ltd				
Signature:				

**COMPLETE THIS FORM AND FAX TO (02) 9899 4943**

# GUIDE TO COMPLETING YOUR APPLICATION ORDER FOR A SINGLE DIRECTOR PTY LTD COMPANY

## PROPOSED COMPANY DETAIL

### Required Company Name

The proposed company name must be legally available for it to be registered as the company's name. To determine if the company's name is available, ASIC provides a free link, which can be used to search for identical names. This facility can be found as follows

[www.search.asic.gov.au/gns001.html](http://www.search.asic.gov.au/gns001.html)

Use this link to check whether the proposed company name, or an effectively identical name, has already been registered, as either a company name or as a business name, or reserved as a company name.

In most instances, the required company name will be available UNLESS:

- It is identical to another already registered Australian company or business name or an Australian reserved company name, or
- It is unacceptable for registration (for example because it contains a restricted word or is obscene or is otherwise offensive).

### Sole Purpose Superannuation Fund Trustee

A sole purpose super trustee company is a special purpose company, whose sole purpose is to act as a corporate trustee of a Superannuation fund.

This type of company will not be able to trade in the same manner as other companies but there are some benefits such as a reduced ASIC annual return fee.

Only select YES if you are simultaneously ordering a single trustee Self Managed Superannuation Fund.

### Registered office

- A registered office is a place where certain official documents, communications or notices to the company may be sent or left.
- A company must have a registered office in Australia.
- A post office box CANNOT be specified as an address of a company's registered office.
- The company's registered office need not be in the same Australian state as the state in which the company is taken to be registered.
- The company's registered office need not be in the same Australian state as the company's principal place of business in Australia.

### **Will Company Occupy this Office**

A YES answer is the normal response to this question as a NO answer assumes that someone other than the company will exclusively occupy the premises. If you answer 'No' to this question, you will be asked to identify the occupier and to obtain the occupier's written consent to your company using the occupier's office as the company's registered office.

### **Principal Place of Business**

If the principal place of business is different to that of the registered office, please provide details.

### **Ultimate Holding Company**

Here we determine if the new company is owned by another company. Normally, the answer to this question will be NO as the sole director / secretary / members / shareholder simply holds the shares for their own benefit.

## **OFFICER AND MEMBERS DETAILS**

### **Single Director Companies**

Forming a single director company means that the Pty Ltd company will be limited by shares and have only one person who will act as the company's sole director and sole company secretary.

The first officer denoted on the order form will default as the chairman and public officer for the company. The following details are required for this officer

- Surname
- Given Name
- Address
- Suburb
- Postcode
- Date of Birth
- Place of Birth
- State of Birth
- Country of Birth

### **Director**

The directors are the persons who will be responsible for managing the business and affairs of the company and for ensuring that the company complies with the

Corporations Act 2001. Subject to being removed by the shareholders, the director will control the company.

- The company, being a proprietary company, need only have a single director.
- The company's directors must ordinarily reside in Australia.
- A director may also be the sole company secretary .
- A director may also be the company's sole shareholder.

A director must:

- Be a natural person.
- Be at least 18 years old.
- Not be an undischarged bankrupt or subject to a deed of arrangement or a composition with creditors.
- Not have been convicted of any of certain types of offences.

The directors are the persons who will be responsible for managing the business and affairs of the company and for ensuring, along with the company secretary(s) in some cases, that the company complies with the Corporations Act 2001.

Subject to being removed by the members/shareholders, the directors will control the company.

### **Secretary**

- The company secretary is responsible for various housekeeping duties in relation the company. These duties include notifying ASIC of a change of address, a change of director and secretary and lodging the company's annual return.
- A Pty Ltd company usually has only one company secretary.
- A company secretary must be a natural person.
- A company secretary must be at least 18 years old.
- A company secretary may also be one of the company's directors, and in the case of a Pty Ltd company may be the sole director of the company.

### **Member (Shareholder)**

NOTE – a Pty Ltd company can be established with one shareholder. Should additional shareholders be required, please complete the Member (shareholder) section for each additional shareholder.

- The member (shareholder) is the person that owns the company.
- The company must have at least one member (shareholder).
- A director or company secretary may also be a member (shareholder) of the company and may even be the sole member (shareholder) of the company.

### **Class of Shares**

ORD - Ordinary shares are the most common type of share. Ordinary shares have no unusual rights attached to them. Member (shareholder) of ordinary shares have the normal or ordinary rights as set out in various sections of the Corporations Act 2001.

## **Number of Shares**

The sole member/shareholder may own/hold as little as '1' share or as many shares as you like. We usually establish companies with 2 shares each valued at \$1. If required, you may specify a greater quantity.

## **Beneficial Owner**

Check YES if the shares are owned by the member (shareholder) for their own benefit.